



**CORRESPONDENCE ADDRESS**  
(Only if there is no postal service available for your residential address) [Note 10]

**FOR OFFICIAL USE ONLY**

Work Code (Temp)

DCCA Code

Work Code (REO)

Batch Number

FOLD HERE

**Please ensure that you have completed/ attached the items below before submitting the application form:**

- Fill in the HK Identity Card Number clearly
- Fill in your only or principal residential address in the field of "My Residential Address in Hong Kong"
- Sign the application form
- Attach the address proof issued within the last three months (applicable to change of registered address)

**Note :** You may return this application by post or by fax to **2891 1180**. If you choose to return this application together with address proof (if applicable) by post to this department, and the attached documentary proof is too large to be contained in this folded envelope, you may return the application and address proof in a separate envelope by post to the department.

FOLD HERE

郵費由持  
牌人支付  
POSTAGE  
WILL BE  
PAID BY  
LICENSEE

DELIVERY  
BEAT IDENTIFIER  
KEA.KTG21

九龍九龍灣展覽徑一號  
九龍灣國際展覽中心  
十三樓  
選舉事務處  
選舉登記主任收

**BUSINESS REPLY SERVICE**  
**LICENCE NO. 商業回郵牌號: 4568**

Electoral Registration Officer  
Registration and Electoral Office  
13/F, Kowloonbay International Trade & Exhibition Centre  
1 Trademart Drive  
Kowloon Bay  
Kowloon

如在本港投寄  
毋須貼上郵票  
NO POSTAGE  
STAMP  
NECESSARY IF  
POSTED IN  
HONG KONG

FOLD HERE

Seal with glue. Do not use staples.

End of Form

CUT ALONG SOLID LINE

CUT ALONG SOLID LINE

# Report on Change of Particulars by an Elector in a Geographical Constituency

## Guidance Notes

- (1) This application form is for a registered elector reporting change in particulars. **If you are not a registered elector and wish to be registered in a geographical constituency, you must complete the application form “Application for New Voter Registration (Geographical Constituencies)” (REO-1) instead of this application form.**
- (2) The final register of electors will be published in September in a year in which District Council Ordinary Election is to be held (i.e. District Council Election year), while for a year which is not a District Council Election year, the final register of electors will be published in July. In this regard, the statutory deadlines for registered electors to report on change of residential address or other personal particulars are as follows:  
District Council Election year: **2 June\***  
Non District Council Election year: **2 April\***  
You may check your latest registration particulars through Online Voter Information Enquiry System ([www.voterinfo.gov.hk](http://www.voterinfo.gov.hk)) or calling the Registration and Electoral Office’s Enquiry Hotline (2891 1001). Electors have the responsibility to update their registration particulars with the Registration and Electoral Office as soon as possible if the particulars like residential address have changed.  
\*These deadlines are different from the statutory deadlines for applications for new registration.
- (3) The above deadlines refer to the dates on which an application reaches the Registration and Electoral Office. Applications which reach this office later than the above dates will be considered for the purpose of compiling the register of electors for the following year.
- (4) **If you have not received any reply from the Registration and Electoral Office 14 days after submission of this application form, you may call the Enquiry Hotline 2891 1001 to check the progress of your application.**
- (5) Generally, you are eligible to be registered as an elector in a geographical constituency if:
  - (a) you are a permanent resident of the Hong Kong Special Administrative Region as defined by the Hong Kong Special Administrative Region Passports Ordinance (Cap. 539); and
  - (b) you ordinarily reside in Hong Kong; and
  - (c) you have reached 18 years of age or will reach 18 years of age on or before 25 September (for District Council Election year) **OR** 25 July (for Non District Council Election year) next following your application for registration; and
  - (d) you hold an identity document, e.g. a Hong Kong permanent identity card; and
  - (e) you are not subject to any disqualification from registration (Note 6).For enquiries on permanent resident status, please call the Immigration Department hotline: 2824 6111
- (6) Generally, persons who are disqualified from registration include persons who:
  - (a) are found under the Mental Health Ordinance (Cap. 136) to be incapable, by reason of mental incapacity, of managing and administering their property and affairs;
  - (b) are members of any armed forces.
- (7) **Address Proof**
  - (a) You will be allocated to the Legislative Council geographical constituency and the District Council constituency to which you belong according to your residential address which should be your only or principal residence in Hong Kong, i.e. a dwelling-place in Hong Kong at which you reside and which constitutes your sole or main home. The residential address will be provided to the candidates of the constituencies concerned for the purpose of sending election advertisement.

- (b) Please notify the Electoral Registration Officer by completing this application form and attaching your address proof issued within the last three months for any subsequent change of residential address as this might entail a consequential change of the constituency to which you belong.
- (c) The Registration and Electoral Office accepts the documents below issued within the last three months (date of receipt by the Registration and Electoral Office will be adopted as the form submission date), which bear the issuing date and name of issuing organisation as a valid proof of address:
- (i) One of the following documents bearing the elector's name and principal residential address (name and address printed on the document should be identical to those given in the application form)-
1. bills or invoices issued by public bodies (e.g. utility bills for water, electricity or town gas services);
  2. correspondences from government departments or the Judiciary;
  3. statements or correspondences issued by banks, insurance companies or Mandatory Provident Fund Approved Trustees;
  4. bills of landline telephone, mobile phone, paid television or internet services;
  5. documents or bills issued by local post-secondary institutions which reliance can be placed on confirming the elector's residential address;
  6. valid and "stamped" (for stamp duty) tenancy agreement (the criterion of being issued within 3 months before the date of submitting the application is not mandatory but such tenancy should cover the date of application); or
  7. bills, correspondences or other documents issued by public organisations such as the Hospital Authority, Housing Department, Hong Kong Housing Society, Hong Kong Examinations and Assessment Authority, etc; or
- (ii) Address proof bearing the name and residential address of the person residing with the elector, and a declaration signed by the elector to confirm that such other person is living with the elector at the same address above and that the attached address proof is a complete authentic copy or true copy of the original. Sample of the declaration can be downloaded from the website of the Registration and Electoral Office (<http://www.reo.gov.hk/en/voter/dra.htm>); or
- (iii) If the elector is not able to produce any documents listed at (i) or (ii) above, the Registration and Electoral Office will also accept a statutory declaration provided by the elector made before a Commissioner for Oaths/a practising solicitor/a Justice of the Peace to substantiate the claim of residing at the address by virtue of the Oaths and Declarations Ordinance (Cap.11). Free service for members of the public who need to make sworn declarations is available at District Offices. Sample of the statutory declarations can be downloaded from the website of the Registration and Electoral Office (<http://www.reo.gov.hk/en/voter/dra.htm>).
- (d) The Registration and Electoral Office accepts the original copy, photocopy or fax copy of the abovementioned documents as valid proof of address.
- (e) For electors who are the authorised occupants of public rental housing under the Housing Department or registered residents in the tenancy of subsidised housing under the Hong Kong Housing Society applying for change of registered address, and that the addresses in the tenancy records match the residential addresses provided by the electors, address proof requirement for such electors may be exempted. **Attention: residents of housing units under the Home Ownership Scheme or public housing units which have been sold (e.g. flats under the Tenants Purchase Scheme) fall outside the scope of exemption and the electors concerned should provide valid address proofs accordingly.** For cases where the Electoral Registration Officer cannot cross check an elector's particulars in the data matching with concerned department/organisation, the Electoral Registration Officer may request the elector to provide address proof when applying for change of registered address under section 10A of the Electoral Affairs Commission (Registration of Electors)(Legislative Council Geographical Constituencies)(District Council Constituencies) Regulation (Cap. 541A).

- (8) (a) According to section 19 of the Electoral Affairs Commission (Registration) (Electors for Legislative Council Functional Constituencies) (Voters for Election Committee Subsectors) (Members of Election Committee) Regulation (Cap. 541B), a person applying for registration in a geographical constituency is also regarded as having applied for registration as an elector for the District Council (Second) Functional Constituency. If you choose not to be registered as an elector in the District Council (Second) Functional Constituency, you must complete the application form “Report on Change of Particulars by an Individual in a Functional Constituency and/or an Election Committee Subsector/De-registration or Non-registration for the District Council (Second) Functional Constituency” (REO-43).
- (b) If you are a registered elector in a geographical constituency (who have not registered in any of the functional constituencies) and you wish to be registered as an elector/voter in the District Council (Second) Functional Constituency or another traditional functional constituency (i.e. a functional constituency other than the District Council (Second) Functional Constituency)/subsector, you must complete the application form “Application by an Individual for Registration in a Functional Constituency and/or an Election Committee Subsector” (REO-41).
- (c) (i) If you are a registered elector/voter in a traditional functional constituency/subsector and wish to change to register in the District Council (Second) Functional Constituency, or to another traditional functional constituency/subsector; or
- (ii) if you are a registered elector in the District Council (Second) Functional Constituency and wish to change to register in another traditional functional constituency/subsector, or de-register in the District Council (Second) Functional Constituency,
- you must complete the application form “Report on Change of Particulars by an Individual in a Functional Constituency and/or an Election Committee Subsector/De-registration or Non-registration for the District Council (Second) Functional Constituency” (REO-43).
- (9) Normally, election-related communications issued to electors by the Registration and Electoral Office are in both Chinese and English. This language preference is to facilitate candidates’ communications with you at elections in the language of your choice. If you do not complete this part, it will be assumed that your preferred language is Chinese.
- (10) Please provide a correspondence address only if there is no postal service available for your residential address. Please do not fill in this part if you do not meet the said criterion.
- (11) These notes are for general guidance only. Applicants should also refer to the Legislative Council Ordinance (Cap. 542), the Electoral Affairs Commission Ordinance (Cap. 541) and subsidiary legislations made thereunder.
- (12) This application form must be signed by the applicant; otherwise, the Electoral Registration Officer will not process your application.
- (13) In assessing your eligibility for registration as an elector, the Electoral Registration Officer will compare and cross check your personal data given in the application form with your personal data collected by other organisations for any other purposes so as to verify if those data are true and accurate, if they are false or misleading, to base upon those data and take appropriate action against you. Upon signing the application form, you authorise the Electoral Registration Officer to approach other government department(s) or public/private organisation(s) concerned for proof of data collected and verifying the data, and you expressly agree that the relevant government departments (including but not limited to the Immigration Department, Housing Department and Home Affairs Department) or any other public/private organisation(s) (including but not limited to the Hong Kong Housing Society), can release your personal data to the Electoral Registration Officer, so that the Electoral Registration Officer can compare and cross check such data with those on the application form when processing this application and updating the voter registration and election-related records annually.
- (14) In addition to sending written registration notices after completion of processing the application for change of registration particulars, the Registration and Electoral Office will notify electors by short message service and/or e-mail (if the electors have provided such information) that their registration particulars have been updated.
- (15) For enquiries on voter registration, please call 2891 1001.

## **Personal Information Collection Statement**

### **Purpose of Collection**

The personal data and other related information and address proof (if applicable) provided by you by means of this Form (REO-2) will be used by the Registration and Electoral Office for voter registration and election-related purposes. The provision of personal data and other related information by means of this Form is voluntary. However, if you do not provide adequate and accurate data we may not be able to process your application. If the Electoral Registration Officer has approved your application, your name and residential address will be compiled in a register and made available for public inspection.

If necessary, the Electoral Registration Officer may require a public authority (including but not limited to the Immigration Department, Home Affairs Department, Housing Department and Hong Kong Housing Society etc) to furnish your personal data for data matching when preparing a register.

Any person who uses the personal data provided in this form without the express consent of the data subject for any purpose other than the purposes stated above may contravene the Personal Data (Privacy) Ordinance (Cap. 486).

### **Transfer of Information**

Where necessary, the information provided by you may also be provided to other authorised departments/organisations/persons for the purposes of voter registration and election under relevant Ordinances and/or subsidiary legislations and all purposes related thereto.

### **Access to Personal Data and Enquiry**

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests and enquiries should be made in writing to the Electoral Registration Officer at 10th Floor, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong.