

Registration and Electoral Office

The Government of the Hong Kong Special Administrative Region

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Services and Pledges

This web page outlines the work of the Registration and Electoral Office and reports our performance achievements including our environmental improvement actions taken in 2006. It also spells out the key performance targets we aim to achieve in 2007.

Our Responsibilities

We provide the Electoral Affairs Commission with administrative support in the effective discharge of its statutory functions under the Electoral Affairs Commission Ordinance. The aim is to ensure that elections are conducted openly, honestly and fairly. Under the direction of the Electoral Affairs Commission, we implement the decisions of the Commission in relation to :

- the review and delineation of geographical constituency and District Council constituency boundaries
- the registration of electors
- the conduct and supervision of elections

Our Services

Registration of Electors

The 2007 Final Registers of Electors will be issued on or before 25 September 2007. Applications for registration as an elector can be sent to this Office throughout the year. If the form reaches the Electoral Registration Officer on or before 16 July 2007, your name and residential address will be included in the Final Registers of Electors to be issued in September 2007. The application for registration will be processed for compilation of the Final Register for the year 2008 if the application is received after the statutory deadline of 16 July 2007.

Updating of Electors' Records

If your personal particulars recorded in the register have changed, please notify the Electoral Registration Officer on or before 29 August 2007. The change will be reflected in the 2007 Final Registers of Electors. The request for change of particulars will be processed for compilation of the Final Register for the year 2008 if the application is received after the statutory deadline of 29 August 2007.

How to register as an elector and update registration particulars

Application forms for registration as an elector or for reporting changes of personal particulars are available free of charge at our office, District Offices, Post Offices and the management offices of public housing estates. You may also download a copy of the registration form from our web site. If you are holding a valid digital certificate, you may also register on-line through the "Electronic Service Delivery" web site (www.esd.gov.hk).



| Our Pledge | Achievement in 2006 | Target in 2007 |
|--|------------------------|-------------------|
| We will normally respond within 14 days after receiving your application for registration or change of particulars. During the voter registration drive in an election year, due to the need to process a large number of applications, the response time will be slightly extended. | 100% | 100% |

Notification of Electors of the Electoral Arrangements

When an election is to be held, we shall send a poll card to every registered elector notifying him/her of the date of election, the constituency to which he/she belongs, and the

address of the polling station at which he/she may vote.

| Our Pledge | Achievement in 2006 | Target in 2007 |
|--|--------------------------------|---------------------------|
| We will send you the poll card 10 days before the polling day. | 100% | 100% |

Enquiry Services

If you have any enquiries in relation to our services and election-related matters, please call our 24-hour interactive-voice hotline. Our staff will be available to answer your call during office hours. You can also write to us by fax, by e-mail or by mail.

| Our Pledge | Achievement in 2006 | Target in 2007 |
|--|--------------------------------|---------------------------|
| We will respond to all enquiries by telephone or in person during office hours. We will respond to letters or e-mail within 10 days after receipt. | 100% | 100% |

Environmental Concerns

Our Pledge

We recognize the environmental implications of our electoral arrangements, which consume a relatively large amount of paper for forms, envelopes, guidelines, maps and registers. As such, we are fully committed to responsible environmental management.

Our Achievement

We have adopted various measures to minimize our paper consumption. These measures include using recycled paper for various activities, printing electoral publications with environmentally friendly ink on paper made from woodpulp derived from sustainable

forests, recovering waste paper for recycling, encouraging use of electronic mail, and motivating our staff to adopt green practices in their work place. In year 2006, our department conducted the Election Committee Subsector Elections and 2 District Council By-elections. The paper consumption in 2006 was higher than that in 2005, as there was no large scale scheduled election in 2005.

Our Target

We shall make continuous efforts in achieving a greener working environment by promoting staff awareness and green measures in our daily operations. In addition, with a view to reducing paper consumption in the distribution of election-related publicity materials, we are exploring the feasibility of printing these materials in a more compact manner and distributing them by electronic means.

Effective Monitoring

We are committed to doing our best to meet our performance standards and targets, which are closely monitored by the Chief Electoral Officer of this office.

Suggestions or Complaints


We welcome suggestions on ways to further improve our services. You may call our hotline, write to us by fax or by mail or send us e-mail.

If you feel that your case has not been dealt with adequately, you may write to the Chief Electoral Officer of this office.

Registration and Electoral Office

Address : 10/F, Harbour Centre, 25 Harbour Road,
Wan Chai, Hong Kong
Enquiry Hotline : 2891 1001
Fax : 2827 4644
E-mail : reoeng@reo.gov.hk

Web Site Address : www.reo.gov.hk
Office Hours :
8:45 am to 6:00 pm from Monday to Friday
(lunch break 12:30 pm to 1:30 pm)

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