



2025 Labour Advisory Board By-election of Employee Representative

(Replacement of authorisation form)

Note: Please read the “2025 Labour Advisory Board By-election of Employee Representative - Rules and Procedures” and the attached “Statement of Purpose for the Collection of Personal Data” before completing this form. **Any person who knowingly or recklessly makes any false or incorrect statement or gives information which is materially false or misleading will result in disqualification of the appointment.**

The completed replacement of authorisation form must be sent to the International Liaison Division, Labour Department, 15/F, Harbour Building, 38 Pier Road, Central, Hong Kong **by post, facsimile, electronic mail or by hand** (fax number: 2854 3435 / 3105 0635; email address: LAB2025@labour.gov.hk) **on or before 26 March 2025 (Wednesday)**. Please call 2852 4024 if confirmation from the Labour Department is not received by 27 March 2025.

Part A : To be completed by the employee union

Replacement of authorised representatives

We, _____,
(name of employee union)

trade union registration number : _____, hereby apply to replace

_____ and _____,
(name of **FIRST authorised** representative) (name of **SECOND authorised** representative)

who have been appointed to be our authorised representatives to vote in the 2025 Labour Advisory Board By-election (“LAB”) of Employee Representative in our completed Form

LAB/E2A/2025 / LAB/E2B/2025*, by _____
(name of **FIRST replacement** representative)

and _____ (see Note i).
(name of **SECOND replacement** representative)

We certify that the abovenamed replacement representative(s) is / are the paid-up member(s) / officer(s) / paid staff of our union. The consent statement(s) is / are set out in Part B and Part C of this form.

** please delete where inappropriate*

Particulars of the officer (see Note ii) of the employee union who signs this form:

Name : _____

Capacity : _____

Contact Tel No. : _____ (Daytime)

Fax No. : _____

Signature : _____

Date : _____

(Seal of the employee union)

Note i If only one authorised representative is to be replaced, only information of the authorised representative concerned and his / her replacement has to be filled in.

Note ii An officer of an employee union referred to in this form means any member of the executive of the employee union but not an auditor thereof.

Part B : To be completed by the FIRST replacement representative

Consent statement of the FIRST replacement representative

I, _____
(name of representative in English) (name of representative in Chinese)

[Hong Kong Identity Card No. _____ () / identification document
_____ identification no. _____] (see Note iii),

hereby agree to be appointed as the authorised representative to vote on behalf of the employee union named in this form in the 2025 LAB By-election of Employee Representative. I have read and agree to be bound by the “2025 LAB By-election of Employee Representative – Rules and Procedures”. I agree to supply my personal data for the purposes stated in the “Statement of Purpose for the Collection of Personal Data” attached to this form.

I declare that the particulars entered in this form are true and accurate.

Signature : _____
Name of replacement representative : _____
Contact Tel No. : _____ (Daytime)
Fax No. : _____

*Note iii Please provide either the Hong Kong Identity Card number or the name and number of another identification document for identification of your status as an authorised representative on the By-election Day. Please note that a person who fails to produce identification document stated in the form or whose identification document carries information different from that submitted on the form will **not** be allowed to vote on the By-election Day.*

Part C : To be completed by the SECOND replacement representative

Consent statement of the SECOND replacement representative

I, _____ (name of representative in English) _____ (name of representative in Chinese)

[Hong Kong Identity Card No. _____ () / identification document

_____ identification no. _____] (see Note iii),

hereby agree to be appointed as the authorised representative to vote on behalf of the employee union named in this form in the 2025 LAB By-election of Employee Representative. I have read and agree to be bound by the “2025 LAB By-election of Employee Representative – Rules and Procedures”. I agree to supply my personal data for the purposes stated in the “Statement of Purpose for the Collection of Personal Data” attached to this form.

I declare that the particulars entered in this form are true and accurate.

Signature : _____

Name of replacement representative : _____

Contact Tel No. : _____ (Daytime)

Fax No. : _____

Statement of Purpose for the Collection of Personal Data

Purpose of Collection

1. The personal data and other related information provided by means of Form LAB/E3/2025(R) (“the Form”) will be used for purposes relating to the 2025 Labour Advisory Board (“LAB”) By-election of Employee Representative. The provision of personal data and other related information by means of the Form is voluntary. However, if you do not provide sufficient and accurate data, the Labour Department may not be able to process the replacement of authorised representative(s) to vote in the 2025 LAB By-election of Employee Representative

Classes of Transferees

2. The personal data and other related information provided by means of the Form may be transferred to other divisions of the Labour Department, other government departments / bureaux / organisations for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right to request access to and correction of the personal data and other related information as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong). Your right of access includes the right to obtain a copy of your personal data provided by the Form.

Enquiries

4. Enquiries concerning the personal data collected by means of the Form, including the making of access and correction, should be addressed to:

Ms Edith Chan
Assistant Labour Officer
International Liaison Division
Labour Department
15/F, Harbour Building
38 Pier Road
Central, Hong Kong
Tel : 2852 4021