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A Message from The National Elections Commission

To All Election Officials

The National Elections Commission would like to express thanks to all staff participating in the polling procedure, and for all those of you who gave an exemplary performance during registration and exhibition.

Following the publication of the “Handbook for Polling Staff”, The National Elections Commission provides you with this Guide containing detailed information on polling and counting procedures.

All election officials are required to make themselves familiar with the procedures in this guide for a successful and smooth implementation of the elections. It is advisable that you go through this guide book very carefully before polling starts.

Our goal is to conduct free, fair and transparent elections. The election officials who serve in this election must guarantee that they will:

- Abide by the National Elections Act 2008 and the National Elections Commission's Rules and Regulations governing these elections.
- Maintain transparency and impartiality at all times.
- Maintain the secrecy of the vote and protect the privacy of voters' personal information.
- Count and report the results of the voting at the polling centre accurately and promptly.

It is our belief that you will uphold the confidence vested in you by the National Elections Commission.

Thank you once again for your time and service during this electoral process.

Best wishes for a successful, free and fair election.

GENERAL PRINCIPLES

- Each voter must vote in person. Voting on behalf of another person is not allowed.
- More than one voter behind the voting screen at a time is not permitted, except when a voter with disabilities is being assisted.
- Voters will vote at polling centres. The locations of polling centres will be published by NEC and The State High Elections Committee.
- Only registered persons are allowed to vote.
- Each voter must mark his or her ballots in secret behind the voting screen provided for this purpose.
- Voters will be inked to prevent double voting.
- The elderly, people with disabilities and pregnant women will be given preference when queuing.
- Those in line at the close of the day are allowed to vote.
- Observers and agents should be able to see ballot boxes at all times.

CHAPTER 1

Type of elections	Executive Elections: Governor Legislative Elections: State Legislative Assembly
Who administers the elections?	The National Elections Commission (NEC), and with powers delegated from the NEC: The State High Committee
Legal and regulatory framework	The National Elections Act 2008; NEC General Elections Rules, Orders, Regulations, and Procedures 2009
Polling time	8am – 6pm every day
Who can vote?	All eligible Sudanese registered in the Final Electoral Register.
Where to vote?	There will be several locations within each geographical constituency (polling centres). Registered voters can only vote in the polling centre where their names have been allocated. The NEC will announce in advance the locations so that voters will know where to vote.
Polling centres	A polling centre is a location where the voting procedure will take place. Within any particular polling centre there may be a number of polling committees.
Who can be present in the polling centre?	<ul style="list-style-type: none">• Voters• Relevant NEC Staff and anyone else authorised by NEC• Candidates, accredited party/candidate agents• Accredited observers• Media personnel with valid press cards• Identifiers

Helping voters with disabilities

Voters with a disability (and their escorts, if any), the elderly, pregnant women, the blind, the illiterate and persons who physically cannot mark the ballot paper should be given priority to go to the front of the queues.

Such persons can be assisted by their escort or a helper of their choice. If a person having no escort or helper requests assistance, the head of polling committee will assist by accompanying the person behind the screen and putting a mark on the ballot on the person's behalf based on the choice of the voter. The head of polling committee will not disclose the person's choice. The names of the persons who have been assisted will be recorded in the polling station journal.

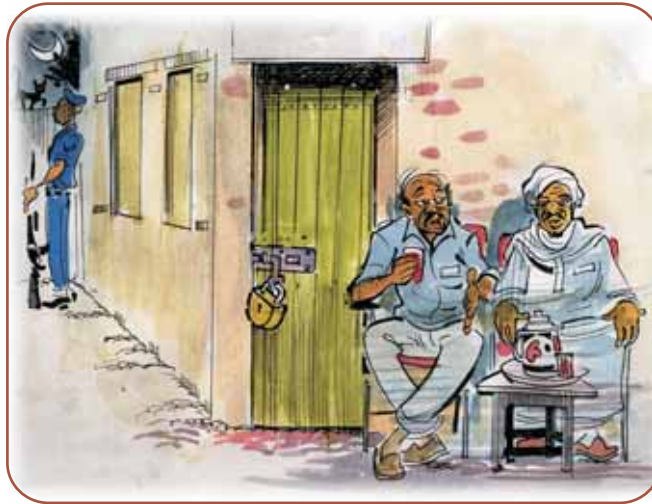


Security and safety

There will be Police appointed to individual polling centres until counting of votes has been completed and polling materials have been retrieved to the State High Elections Committee.

The police officers will always be outside the polling centres unless their presence is required by the senior polling officials.

The police will provide security to ballot boxes and other sensitive materials at the polling centres. Party and candidate agents, observers and media may also be there if they so wish.



The NEC will use security seals, which are plastic pull-through strips that, once engaged, can only be released by cutting. These seals will be used to seal the ballot boxes and therefore guarantee that the boxes remain sealed and are not tampered with at any stage of the process.

Each seal has a unique serial number that can be recorded by all agents and observers.

Election offences

Election Offences are breaches or violations of the National Elections Act 2008 and other rules and regulations.

Those actions that constitute an offence in connection with polling and counting procedures can, if convicted, result in fines and/or imprisonment.

Complaint

A voter or a party/candidate agent can lodge a complaint regarding irregularities observed during polling or counting. Voters and party agents have a specific form on which they can lodge complaints (see Form 7).

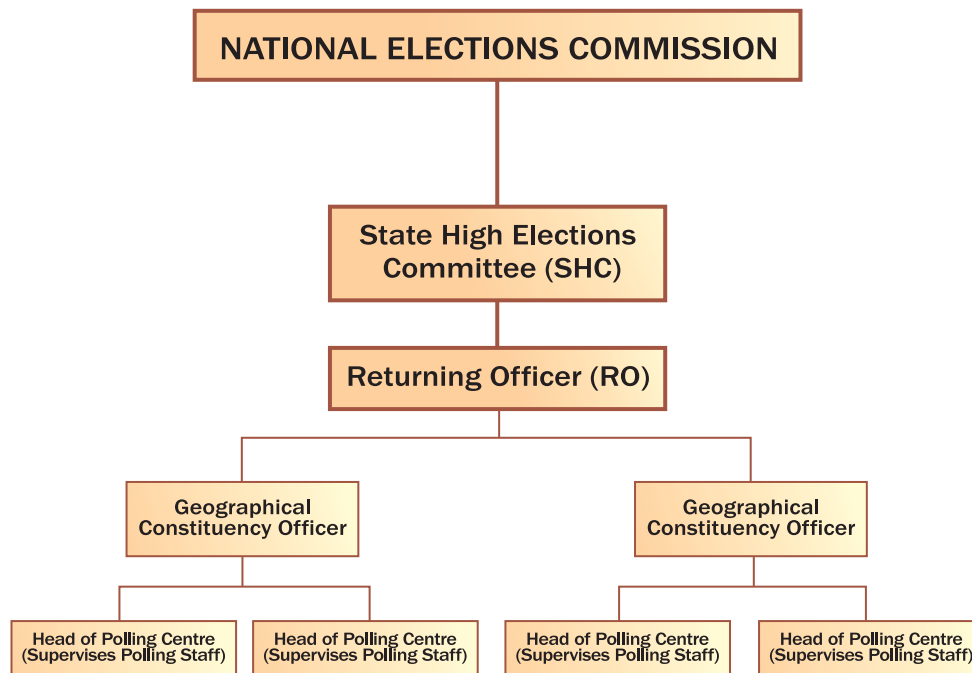
Head of polling committee will try to resolve complaints immediately.

Counting of votes and announcement of results

Counting of votes will be done after the polling procedure has finished by the polling centre staff. The results will be declared and posted at the polling centre. Results will also be announced at state level.

The **official announcement of results** will be done at the National Level in Khartoum.

The Management of the Elections



1- The Geographical Constituency Officer (GCO)

The NEC appoints a GCO, for every geographic constituency to supervise all aspects of the elections and the training of the polling staff.

Roles and Responsibilities of GCOs:

- Function as the main link between the SHC through the RO and Heads of Polling Centres.
- Inform voters of polling centres locations and opening hours.
- Supervise and monitor polling activities and train all polling staff in the Geographical Constituency.
- Receive Polling, Sorting and Counting material from the SHC and hand over to Head of polling centres.
- Collect results from the head of polling centre and relay results to SHC.

2- Polling centre staff

Consists of Head of Polling Centre (who is also the Head of Polling Committee if there is only one committee at the centre) and Polling Committee Staff.

2.1 Polling Committee:

Consists of Committee Head plus four staff as follows:

- 1- Committee Head
- 2- Queue Controller
- 3- Identification and Register Marking Officer.
- 4- Inking and 1st Ballot Issuing Officer.
- 5- 2nd Ballot Issuing Officer.



2-2 Head of Polling Centre

The Head of Polling Centre is in charge of various polling committees in the polling centre and reports to the GCO.

MAIN DUTIES ARE TO:

- Ensure the training of all staff in the Polling Centre on polling, sorting and counting.
- Set up the polling centre with assistance from the other polling staff, so that polling can start at 8am.
- Receive and maintain polling, sorting and counting material.
- Supervise all staff at the centre/committee and ensure their proper execution of their duties.
- Maintain order in the centre.
- Submit reports and the results of the polling centres to the GCO.
- Any other duties required by the NEC.

2-3 Head of Polling Committee

The Head of Polling Committee is responsible for:

- Training the polling committee staff.
- Supervising polling committee staff to ensure that correct procedures are followed and that sensitive materials are accounted for at all times.
- Ensuring the eligibility of voters.
- Ensuring the proper execution of the voting process by voters.
- Filling ALL polling, sorting and counting procedure forms.
- Preparing for all polling, sorting, counting and results announcement procedures.
- Ensuring availability and validity of all polling materials AT ALL TIMES.
- Publishing a copy of the final results report on the door of the committee room
- Any other duties required by the GCO.



2-4 Polling Committee Staff Duties

- Help prepare the polling centre/committee
- Regulate entry and exit of voters for a smooth voting process.
- Give priority to the elderly, pregnant women, breast feeding mothers and the disabled (special needs).
- Check voters' identities and mark their names in the final register.
- Ink voters before polling.
- Stamp ballot papers before issuing them to voters.
- Facilitate the voting process and guide the voters.



RIGHTS AND RESPONSIBILITIES OF AGENTS AND OBSERVERS

Each candidates or party has the right to appoint party agents. The main functions of these party agents are:

- (1) To represent their candidates or parties during the polling, sorting and counting procedures.
- (2) To observe the whole election process.

Agents and observers must follow the instructions of the head of the polling centre

The Party Agent has the Right to:

- Be present inside the polling centre and supervise all the procedures of voting, sorting, counting and results announcement.
- Make complaints on the complaint Form no 7 and to receive a non carbon copy and to pose questions and queries and receive responses.
- Observe the sorting, counting and packing of all relevant materials and voters list in their proper tamper evident bags.
- Advise the head of polling centre of any misconduct or irregularities S/he observes in the conduct of the voting, sorting, counting and results announcement procedures.

The Party Agent has the Responsibility to:

- Display accreditation badges issued by the NEC while observing.
- Conduct herself/himself appropriately at all time while in the polling centre.
- Not directly question, or otherwise speak to, any voters while in the polling centre, and not interfere with the voting, sorting and counting processes.
- Not handle any materials, including ballot papers and the voters list.
- Comply with the code of conduct issued by the NEC.
- Refrain from copying voters data and interfering with their choices.

The Observer has the Right to:

- Observe all stages of voting and counting process, except for watching a voter cast a ballot due to the secrecy of the voting process.
- Make notes during the voting, sorting and counting process.
- Speak to head of polling committee and other polling staff, and ask questions, without disrupting their work.
- Enter and leave polling centre at will.
- Submit public reports about the voting, sorting, counting and results announcement processes.

The Observer has the Responsibility to:

- Display accreditation badge at all times.
- Behave appropriately at all times during the voting process and not interfere with or influence voters.
- Remain neutral at all times and not interfere with or influence voters.
- Not interfere in the job of the head of polling committee or other polling staff.
- Comply with the code of conduct issued by the NEC.



PREPARATIONS FOR THE POLLING PROCEDURE

This chapter describes the materials that will be used for polling, sorting and counting procedures and the necessary arrangements of polling centres/committees.

ELECTION MATERIALS

Election materials are categorised as either sensitive or non-sensitive. Both, sensitive and non-sensitive materials are crucial to the election process. Sensitive materials are those materials that, due to their specific nature and in the event of damage, could seriously affect the electoral process. Non-sensitive materials are important and necessary, but will not adversely affect the election process in case they are damaged or destroyed; they should, however, be replaced in a short period of time.

SENSITIVE MATERIALS

1- Ballot papers

There will be four different types of ballot papers at each polling centre/committee.

Each type of ballot paper will be of a different colour as follows:

- Ballot for the Governor election: Yellow
- Three ballots for the State Assembly elections: Grey

For each of the three elections for the State Legislative Assembly there will be a different ballot. To differentiate among the three ballots for the State Legislative Assembly, each one has a different symbol at the top :

- Geographical Constituency ballot: a square
- Women List ballot: a circle
- Party List ballot: a triangle

Each polling committee will receive 1000 ballots of each type. The ballots come in booklets of 100 with numbered stubs. Extra ballot papers, for each election, may also be issued to some polling centre/committee when necessary. Any movement of ballot papers from polling centre to polling centre will be carefully documented.

Sample Ballot

Executive ballot papers

BNi 01234567

Republic of the Sudan
National Elections Commission
General Elections 2018
Blue Nile State
ELECTION OF THE GOVERNOR

جمهورية السودان
الانتخابات العامة 2018
ولاية النيل الأزرق
انتخاب الوالي

حدد أن تضع علامة الاختيار في داخل الدائرة
Tick or cross your selection inside the circle

<input type="radio"/>	عاشم إبراهيم الياس Asim Ibrahim al yas		
<input type="radio"/>	عبد القادر النحاس Abdelqader al nahas		
<input type="radio"/>	سليوى السديق Salwa Al sideeq		
<input type="radio"/>	علي أحمد علي Ali Ahmad Ali		
<input type="radio"/>	بدوي فضل السيد Bodawi Fadel Elsid		

State Assembly ballot papers

BNi 01234567

Republic of the Sudan
National Elections Commission
General Elections 2018
Blue Nile State
Geographical Constituency No: 1
State Assembly Election

جمهورية السودان
الانتخابات العامة 2018
ولاية النيل الأزرق
الدائرة الجغرافية رقم 1
انتخاب المجلس الولائي

حدد أن تضع علامة الاختيار في داخل الدائرة
Tick or cross your selection inside the circle

<input type="radio"/>	فاطمة عبد القادر أحمد محمد FATIMA ABOELQADIR AHMED	
<input type="radio"/>	الشيخ التوم محمد صالح ELSHAIAKH ALTOM MOHAMED	
<input type="radio"/>	سليمان علي بابكر الشنقيع SULIMAN ALI BAKIKER	
<input type="radio"/>	الشفيع صالح التوم أحمد ALSHAFIEI SALIH ALTOM	
<input type="radio"/>	محمد الحسن بابكر عبد القادر MOHAMED ELHASSAN BAKIKER	
<input type="radio"/>	عمر محمد عثمان تاه OMER MOHAMED OSMAN TAHA	
<input type="radio"/>	إعلاش هاشم سليمان عني IKHLAS HASHIM SULIMAN	

GEZ 01234567

Republic of the Sudan
National Elections Commission
General Elections 2018
Blue Nile State
State Assembly Election

جمهورية السودان
الانتخابات العامة 2018
ولاية النيل الأزرق
انتخاب المجلس الولائي

حدد أن تضع علامة الاختيار في داخل الدائرة
Tick or cross your selection inside the circle

<input type="radio"/>	اتحاد شرق السودان EASTERN SUDAN UNION	
<input type="radio"/>	التيهة الوطنية NATIONAL FRONT	
<input type="radio"/>	حزب العمل الوطني NATIONAL LABOUR PARTY	
<input type="radio"/>	حزب المستقبل FUTURE PARTY	
<input type="radio"/>	الحزب الوطني السوءاني SUDAN NATIONAL PARTY	
<input type="radio"/>	حزب الأخضر GREEN PARTY	
<input type="radio"/>	الحزب الاشتراكي الديمقراطي SOCIAL DEMOCRATIC PARTY	

GEZ 01234567

Republic of the Sudan
National Elections Commission
General Elections 2018
Blue Nile State
State Assembly Election

جمهورية السودان
الانتخابات العامة 2018
ولاية النيل الأزرق
انتخاب المجلس الولائي

حدد أن تضع علامة الاختيار في داخل الدائرة
Tick or cross your selection inside the circle

<input type="radio"/>	حزب العمل الوطني NATIONAL LABOUR PARTY	
<input type="radio"/>	حزب الأخضر GREEN PARTY	
<input type="radio"/>	حزب الوحدة UNITY PARTY	
<input type="radio"/>	اتحاد شرق السودان EASTERN SUDAN UNION	
<input type="radio"/>	الحزب الوطني الإفريقي AFRICAN NATIONAL PARTY	
<input type="radio"/>	التيهة الوطنية NATIONAL FRONT	
<input type="radio"/>	الحزب الاشتراكي الديمقراطي SOCIAL DEMOCRATIC PARTY	

2- Final Voters' Register

Each polling committee will receive its own specific Final Voters' List, which is arranged alphabetically by the name of the voters allocated to that particular polling committee. Another copy will be published in plain sight in the centre to help voters find their respective committees and remember their serial numbers (not the same as the registration number) to facilitate and speed up the process of identification and register marking.

Serial Number

Republic of the Sudan
NATIONAL ELECTIONS COMMISSION

State: Warab (36)		State Constituency: Pan-Nyok (5)		Voters Count: 22126				
National Constituency: Twice Constituency No2 (2)		Registration Center: Panyok Payam (65)						
i	Name	Reg.No	Book.No	Gender	Age	Residence	Identity	Remark
Registration Center: Panyok Payam (65)								
1	Jane Pita Tombe	35469872	354687	Female	21	PANYOK	Document	
2	Pani Jada Ladu	35468547	364528	Female	21	PANYOK	Document	
3	Sophia Kegj Ladu	86793144	955764	Female	28	PAN-NYOK	Document	
4	Willow Dut Majok	36467434	649435	Female	19	PAN-NYOK PAYAM	Document	
5	Yangi Yugu Modi	68733469	659813	Female	30	PANYOK	Document	
6				Male	18	PANYOK	Document	
7				Male	25	PANYOK	Document	
8				Male	25	PANYOK	Document	
9				Female	35	PANYOK PAYAM	Document	
10				Male	60	PAN-NYOK	Document	
11				Male	25	PANYOK PAYAM	Document	
12				Male	25	PANYOK PAYAM	Document	
13				Male	20	PANYOK	Document	
14				Male	36	PAN-NYOK PAYAM	Document	
15				Female	35	PANYOK	Document	
16				Male	60	PANYOK PAYAM	Document	
17				Male	55	PANYOK	Document	
18				Male	21	PANYOK	Document	
19				Male	45	PANYOK PAYAM	Document	
20				Male	50	PANYOK PAYAM	Document	
21				Male	45	PANYOK	Document	
22				Female	18	PANYOK PAYAM	Document	

State: Warab (36)
National Constituency: Twice Constituency No2 (2)

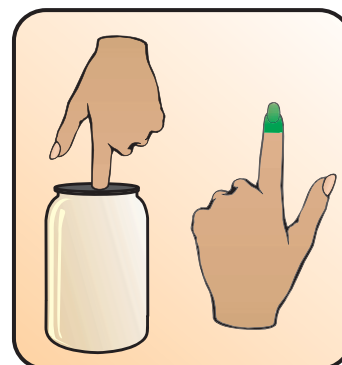
State Constituency: Pan-Nyok (5)
Registration Center: Panyok Payam (65)

3- Official stamp

The stamp is used to validate the ballot papers. Ballot papers with no stamp will be treated as invalid. The stamp is placed on the reverse of the ballot paper, on the bottom right hand side.

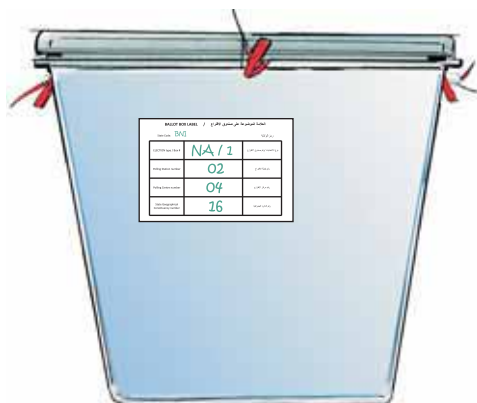
4- Indelible ink

Each polling committee will have indelible ink to mark the fingers of voters. This is to ensure that a voter votes only once.



ESSENTIAL NON-SENSITIVE ELECTIONS MATERIALS

1- Ballot Box



During polling, each polling committee will have 3 semi transparent ballot boxes: the first for Governor Elections, the second for the Geographical Constituency Candidates and the third for Proportional Representation Election (Women/Party Lists). Polling committees will receive extra boxes, to use in the case that a ballot box fills up. The ballot cover has a slot through which each voter must put his or her marked ballot. This slot has a lid that must be sealed after the polling committee is declared closed to avoid tampering after closing or the box fills up.

The polling committee head must ensure that a label is attached to each ballot box so that the ballot boxes can be identified by voters and officials. Before attaching the label, the polling committee heads must complete the label with the information required.

2- Voting screens

In order to ensure the integrity of the process and the secrecy of the vote, voting screens will be delivered to all polling stations which will facilitate efficient secret voting. Each voting screen is four sided and can accommodate four voters. Pens for marking the ballot papers will be placed in each compartment.



3- Security seals



These seals are plastic pull-through strips that, once engaged, can only be released by cutting. These seals will be used to seal the ballot boxes and therefore guarantee that the boxes remain sealed and are not tampered with at any stage of the process or during transportation.

Each seal has a unique serial number that must be written on Form 6, Record of Seals, that keeps track of all the seals used by a Polling Committee during the process. Party/ candidate agents or observers who witnessed the process may sign the form.

4- Polling Committee Journal

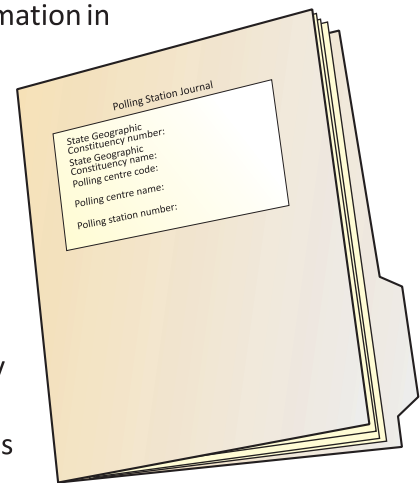
The Journal is used to record routine as well as significant events or circumstances. The polling committee heads should manually record the following information in the polling committee journal

on the cover :

- The State Geographic Constituency number and name
- The polling centre code and polling centre name as well as the polling committee number;

on the first page :

- The names of the polling committee staff members;
- The names of the identifiers;
- The time the polling committee opened and closed every day;
- The names of the party or independent candidates agents and observers present and their organizations;
- Any complaints made during polling day, and how they were resolved.



The polling committee journal must remain intact throughout the election process and no pages are to be removed from it.

DELIVERY AND RECEIPT OF ELECTIONS MATERIALS

The GCOs is responsible for receiving the election materials from the State Returning Officer and delivering them to the heads of the polling centre/ committees.

Each polling committee will be issued with one polling kit. The polling kit will include all non-sensitive items required to carry out the polling, sorting and counting processes.

It is the duty of the polling centre/committee head to carefully check and sign for the delivered materials (sensitive and non sensitive) against the list of items that has been provided. In case there are some materials missing, the polling centre/committee head must immediately notify the GCO.



Note:

The safekeeping of the election materials is the responsibility of the polling committee heads during the election process. Not all ballots will be distributed at the beginning and the surplus will be stored during the day in the polling committee kit box, which will be under the supervision of the polling committee head.

The polling centre/committee heads will check and sign a Material Transfer Form when they receive the election materials from their GCO. The GCO will keep the original form. The Head of Polling Committee will receive a copy, which should be kept safely in the kit box.

Upon receipt of the materials, the polling committee heads will:

- check the contents of material in polling kits
- sign the Materials Transfer Form

PREPARATIONS IN THE POLLING CENTRES

All polling staff members will collaborate in the arrangement of the polling centres/committee preferably the day before and be at the polling centre at 6am on the morning of the first day of polling.

Polling centres/committees layout

Polling centres will receive materials like, flags, signs and barrier tape to arrange the centre.

Polling centre head must plan the arrangement for the centre regarding:

- the entry and exit points,
- the queue control for the centre,
- setting a place/table for the identifiers, agents and observers.

The heads of the polling committees and queue controllers will:

- remove any political campaign material found in or around the centre. ;
- post flags and directional signs for the voters;

Polling centre layout

Poling staff will set up the room so that voters complete a “U” that allows them to complete all steps in the process in a single direction before exiting and set up the station in a way that allows free movement for voters with disabilities (as far as possible).

The following illustration serves as a guide:



- 1) Seating should be arranged so that the polling staff members, party/candidate agents and observers are able to view the entire voting process and have a clear view of the ballot boxes at all times;
- 2) Position the various tables so that voters move in a logical order from one table to the next, without crossing in front of other voters;
- 3) Position the voting screens so that the secrecy of the vote is ensured;
- 4) Position the ballot boxes so that the Ballot paper Issuers can see the box and ensure a voter has placed ballots in the box before the voter is issued with the next set of ballots

Polling Procedures

This chapter describes what happens just before the polling procedure begins, the different steps involved in polling and the closing of the polling centre.

Before polling begins on the first day

Head of polling committee allocates the polling staff to their duty places according to the assigned functions and instructs them to wear their ID badges. Mobile phones should not be used during the polling procedure except by the head of the polling committee.

Handing over materials to polling staff

Head of Polling committee hands over to:

- Identification officer – Final Voters List, ruler and pen;
- Inking and first ballot paper issuing officer – Ink bottle; cotton buds, Governor and geographical constituency ballot paper booklets and stamp and inepad.
- Second ballot paper issuing officer – one booklet for each: party list and women list ballot papers, stamp and inepad.

Head of polling committee will not issue all the booklets of ballot papers at once, but gradually according to the needs, in booklets of 100 and in sequence according to the serial number.

Showing, Sealing, and labeling the Ballot Boxes

Head of polling committee:

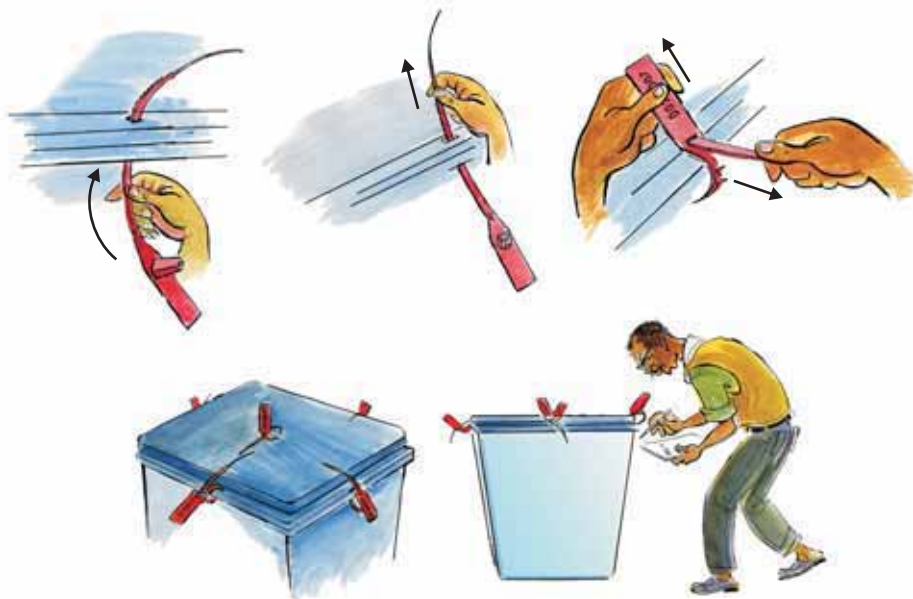
Showing

- Checks that the ballot boxes are completely empty and shows the inside to those present.



Sealing

- Seals the sides of the ballot boxes lid with the plastic seals.
- Records the numbers of the seals in the Record of Seals Form.
- Invites candidates /party agents to write down the serial numbers of the seals and confirm the consistency of the actual serial numbers by signing the Record of Seals Form
- Pull the seals firmly closed.



Labeling the boxes

- Writes on the labels the type of election (Executive/Governor and State Legislative Assembly/Geographical Constituency - Party List- Women), the ballot box number for the respective election type, the number of the polling committee, the number of the polling centre, and the constituency number.
- Sticks the label to the respective ballot boxes
- If a ballot box is full, the Head of polling committee seals the slot of the box, records the seal on the Record of Seals Form and issues another ballot box, following the above procedures.

BALLOT BOX LABEL / العلامة الموضوعة على صندوق الاقتراع		
State Code:	SKS	رمز الولاية
ELECTION type / Box #	SA / 1	نوع الانتخابات / رقم صندوق الاقتراع
Polling Committee number	02	رقم لجنة الاقتراع
Polling Centre number	04	رقم مركز الاقتراع
State Geographical Constituency number	16	رقم الدائرة الجغرافية

Announcing the number of ballot papers received

Head of polling committee

- Counts actual booklets of the ballot papers and check the number of ballot papers.
- Compares the number of the ballot papers received per the Material Transfer Form.
- Announces and records the total number of the ballot papers received for each election by the polling committee in the Polling Journal.

Upon confirmation of the completion of arrangements, the head of polling committee, promptly at 8am, shall announce – “the polls are now open”.

VOTING STEPS

The voting process will involve a series of steps shown below.

Step 1. Queuing

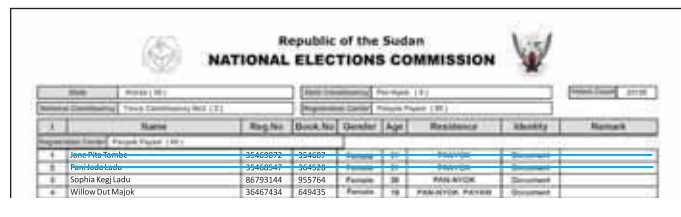
Queue Controller:

- Keeps the queue in order
- Reminds voters to check the polling committee lists posted outside the centre to make sure they are in the correct queue.
- Organizes voters' entrance to the polling committee.

Step 2. Identification

Identification Officer:

- Verifies that the voter has not been inked;
- Verifies the voter's name on the voters' register by asking for his/her serial number in the voters' final list;
- Asks the voter to show an identification card or an accredited certificate issued by the local people's committee, administrative or traditional authority, as the case may be;
- If voter has no identity document, identifiers who will be present in the polling station will be asked if they can verify identity;
- Draws a line through the voters name indicating that the voter has participated in the polling;
- Directs the voter to the inking and 1st ballot issuing officer.

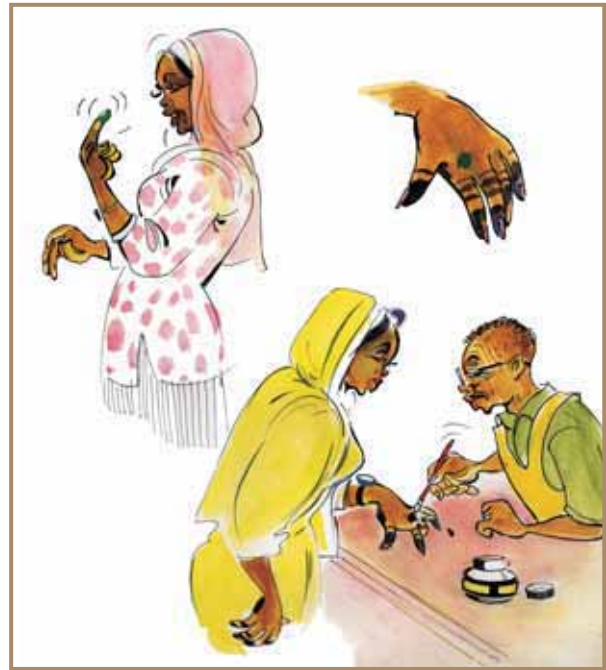
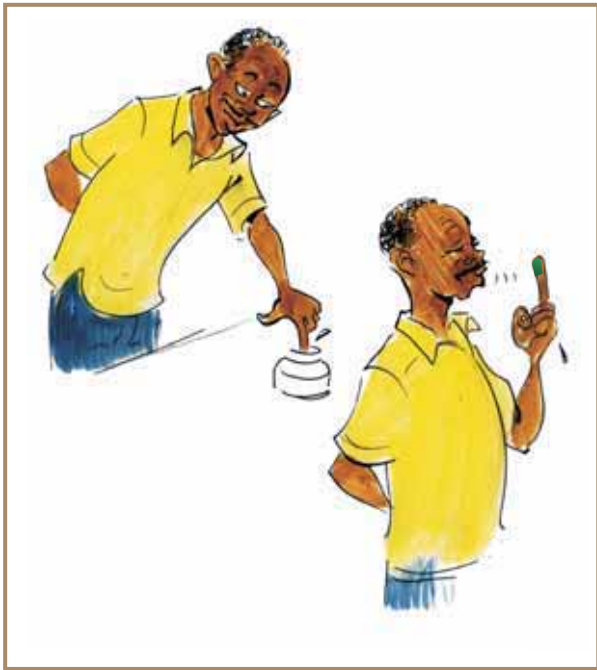


	Name	Reg. No.	Book No.	Gender	Age	Residence	Identity	Remark
1	Jane Rho Tombe	35465073	3546507	Female	30	RAJAWAH	Document	
2	Pamela Lorde	35465047	354590	Female	30	RAJAWAH	Document	
3	Sophia Kegi Ladu	86793144	955764	Female	30	RAJAWAH	Document	
4	Willow Dut Majok	36467434	649435	Female	19	RAJAWAH	Document	

Step 3. Inking and Voting for Governor and Geographical Constituency Elections

Inking and First Ballot Papers Issuing Officer:

- Verifies that the voter's left index finger is free from any insulating materials;
- Ask the voter to dip the left index finger in the ink bottle;
- Ask the voter to hold the finger in the air for 10 seconds to ensure that the ink does not stain the ballot paper;
- For women with henna on their fingers the ink will be applied with a match stick in the space between the index and middle finger on the left hand;
- Detaches the ballots - one of each type per voter;
- Stamps the ballot papers on the back at the bottom right with the official stamp;



Ballot issuers must remember to stamp ballot papers.
Unstamped ballots will be considered INVALID during counting.

- Explains the method of voting. The explanation must be completely impartial:
 - “Mark in the blank circle that corresponds to the symbols/photo of the candidate of your choice” (you should not point to any of the candidates in the ballot paper as it may appear that you are showing the voter who to vote for);
 - “Make ONLY one mark on each ballot paper” (✓) or (✕);
 - “Fold each ballot paper separately after marking them and deposit each in the appropriate ballot box” (you should pre-fold one ballot paper by showing the voter the way to do it and then unfold the ballot paper);
 - “Your choice is secret and no one has the right to know how you have voted”;
- Hands the ballot papers to the voter;
- Directs the voter to the respective screen to mark the ballots papers and to the respective ballot box in which to place the ballot papers.

Spoiled Ballot Papers

If you spoil a ballot paper or a voter makes a mistake, and requests a new ballot paper, you must:

- Take back the ballot paper and tear the top right corner, without looking at the front of the ballot paper,
- Put the spoiled ballot paper in the brown envelope provided,
- Give the voter a new ballot paper.



Step 4. Voting for State Legislative Assembly Elections

The party list and women list ballots are issued in the same way as in step 3: detached, stamped and given to the voter.

After voting the voter must leave the station.

Suspension of Polling

The head of polling committee may decide to suspend polling if the polling committee is under threat of violence or disruption. The head of the polling committee should inform the SHC. As soon as conditions permit the safe reopening of the polling centre, polling shall continue. The reopening of the polls should also be communicated to the proper authorities.

Maintaining Order at the Polling Centre/Committee

The head of polling centre/committee has the authority to request police to assist in the removal of any person disrupting the polling process.

Daily Closing

Promptly at 6pm, the Head of Polling Committee shall announce: “the polls are now closed”.

Voters present in the polling centre queue before the polls close must be allowed to vote. In the event potential voters are still present in the queue at the time the polls close, the queue controller will go to the end of the queue and inform late comers that the polls have been closed.

Head of polling committee will:

1. Seal the slot on each ballot box, and record seals, inviting observers and party agents to record the seal numbers.
2. Instruct the ballot paper issuers to count the number of spoiled and remaining (unused) ballot papers at each ballot issuing table and record the number on the Daily Report worksheet (Form 8 see Annex).
3. Verify the figures on the Daily Reports and sign the Daily Reports.
4. Store the elections materials (i.e. ballot boxes and all unused ballots and Voters List) in a safe, lockable place, where police will be stationed. All materials for a single centre should be stored in the same place, if there are 3 committees then all the materials should go into one of the polling committee rooms and be locked. If the centre is outside in the open air, and if there is no place where the materials can be locked then the head of polling centre must sleep with the election materials.
5. Clean the polling centre and prepare for the next day

Final Closing at the end of the Last Day

As Daily Closing except additionally:

Head of polling committee will:

- Count the total number of voters who participated in the polling and record it in the Polling Journal.
- Check the figures on the Daily Report Form and sign the form.
- Set up the committee for sorting and counting procedures following instruction given in Chapter 5.

What if : During polling

A person comes to vote, he is not inked and has ID but someone else has voted in his name?

The head of the polling committee will investigate and if upon investigation he/she is convinced that the person has not voted, that person will be allowed to vote. This will be recorded in the polling journal and a note written beside his/her name in the voter register to indicate that 2 ballots were issued under this name.

A person has no registration receipt?

Registration receipt is not required to vote, it merely helps a person to be identified on the Final Voters list.

Some of the staff is ill?

If staff is ill the polling committee head may take the role of the Identification Officer and assign The Identification Officer to the missing person's post. However the decision rests with the head of polling committee. The GCO can be contacted to send reserve staff.

Polling staff wants to vote?

If staff has registered in the same polling committee they can vote at the end of the polling day. If they have registered in another centre, the polling committee head can find a time when the staff member can be allowed to go and vote. The head of committee should not let more than one person leave at a time. NEC staff members who have come to a polling centre to vote should be given priority by the queue controller so that they can vote quickly and go back to their post.

Prayers and food?

Praying and eating can be worked out on an individual basis with the head of the polling committee.

All the voters on the list have voted by the end of the 1st day?

The polling committee will open and close every day at the appointed times.

A woman comes to vote and is totally covered?

In areas where this is likely to occur the State High Committee should make provision to have a NEC female Identification Officer available.

Someone refuses to be inked?

No ballot paper will be issued to the voter.

A woman has henna on her finger tips?

The ink will be applied in the space between the index and middle finger.

A voter has no left hand index finger?

The ink will be applied in the space between the missing index and middle finger.

Someone insists on receiving only one ballot type for a specific election?

The ballot paper issuing officer explains to the voter that he may receive all ballot paper types but can leave them blank and put them in the ballot box. If the voter refuses, then a note is entered in the journal (for reconciliation).

A seal is found broken on the box?

The head of polling committee will make an investigation and record the incident in the polling journal. The GCO must also be notified and the SHC will notify NEC of the violation and set a date for renewed polls.

A person has no ID document?

Identifiers (approved by the GCO) will be present in the centre/committee to help with the identification process.

A person refuses to place all ballot papers in the ballot boxes?

Polling staff will inform the voter of the necessity of handing in the ballots for cancellation and that he is not entitled to keep them or carry them with him outside the polling centre/committee. If necessary, the police may be called in to force the voter's compliance with instructions.

Armed Regular forces?

Regular Forces are not allowed to carry arms while voting.

Opening of polling has been delayed?

In case of delays in opening a polling centre/committee, the GCO should be immediately notified and the issue should be raised to the SHC. The SHC will decide whether or not to extend the polling period and the instructions issued about the extension by the GCO must be followed.

Sorting and Counting Procedures and Results Announcement

Polling staff will need to be attentive and alert during the sorting and counting processes because of:

- the two types of elections;
- the different types of ballot papers used for Governor and State Legislative Assembly Elections.

Polling staff will continue to work during the sorting and counting procedures. It is essential that they are well rested before they begin sorting.

The process of sorting and counting of votes will start after the closing of polling and once begun shall continue until it is completed. It shall not be stopped or postponed until all the ballots papers in the ballot boxes are sorted, counted, and the results recorded.

The ballot boxes for the different elections will be sorted and counted in the following order :

Governor Box:

- Governor

State Legislative Assembly Boxes:

- Geographical Constituency
- Women List
- Party List

The candidates, agents, observers and the accredited media representatives have the right to witness all the sorting, counting and results announcement processes without interference or influence on the staff, and to watch the ballot boxes at all times from opening of polling to announcement of results.

Head of polling committee has the right to expel anybody who breaches the provisions of National Elections Act or the NEC General Elections Rules, Orders, Regulations and Procedures 2009 or who does anything that disrupts the sorting or counting process.

Sorting Procedures

1- Preparing to sort

- The Head of Polling committee and the staff will assemble several tables into a large square or rectangle in the centre of the room. This will serve as a sorting table. Set up a space for agents and observers so they can see and hear what is happening.
- Ensure that all the tables are clear from any papers and/or pens.
- Set up another table and place the following forms on it:
Reconciliation and Results Forms:
 - Reconciliation and Results Form 9C (Governor)
 - Reconciliation and Results Form 9G (Geographical Constituency)
 - Reconciliation and Results Form 9I (Party Lists)
 - Reconciliation and Results Form 9H (Women Lists)

2- Bring to the table all the other documents and materials used in the counting process:

- Final Voters list which was in the custody of the Identification Officers;
- Ballot papers remaining in the booklets (Unused);
- Spoilt Ballot papers in the brown envelopes;
- Polling Committee Journal;
- Forms: Record of seals (Form 6), Daily Reports and Reconciliation (Form 8) and Distribution Form (Form 4);
- Rubber bands, Bulldog clips, sponge and Notebook;
- Ballot boxes (placed near the tables);
- Red pens;

3- Sorting before opening the ballot boxes

- 1- The Head of Polling committee will request a polling staff to count the number of voters whose names have been marked in the final voters' register and reconcile it with the polling journal.
- 2- Request from the 2nd polling staff to count spoiled or cancelled ballots (due to a mistake in marking) in the brown envelopes.
- 3- Request from the 3rd polling staff to count the number of remaining ballot papers (unused).
- 4- Head of polling committee should register the following in the polling journal:
 - The total number of voters registered in the committee's final register.
 - The actual number of those who cast their votes.
 - The total number of ballots received.
 - The number of spoilt/cancelled ballots (in the brown envelopes).
 - The number of remaining ballots (unused).

4- Sorting after opening the ballot boxes

- 1- Committee Head will open the ballot boxes consecutively as per representation levels and election types: Governor, Geographical Constituency, Party List and Women List.
- 2- Check if the ballot box seals are intact and compare the seal numbers to the recorded numbers in the – Record of Seals Form (6).
- 3- The candidates or their agents may examine the seals to ensure they were not tampered with or that no box or envelopes has been tampered with.
- 4- Open the ballot box by cutting the side plastic seals with scissors and empties the ballot papers onto the table ensuring that the ballot papers do not fall on the floor
- 5- Head of polling committee shows to all present that the ballot box is empty.

Committee Head will open the ballot boxes consecutively as per election type

6- Unfold the ballot papers, show them to all present and sort them into valid and invalid piles. A ballot is invalid if:

- Does not have the NEC stamp
- Is blank
- Has more than one mark
- Has signs or writings
- Is torn or damaged making it impossible to ascertain the voter's choice
- Is not the official ballot paper
- Is impossible to determine the voter's choice

- 7- The ballots are colour coded on front and back to make the process easier.
- 8- One polling staff will sort the ballot papers by separating the ballots into each election and places them face down.
- 9- Misplaced ballot types are placed separately to be sorted and counted with their respective types.
- 10- Count the number of ballot papers per election (valid and invalid) and note the total number of the ballot papers on the journal.
- 11- Committee Head will return emptied ballots of the same election type and representation level in batches to their ballot box and place the lid without sealing in a secure place close by.

For reconciliation

ballot papers in the ballot box refers to the ballots emptied from that box


5. Reconciliation: is the process for accounting for all ballots used and determining whether the number of ballots taken out of a ballot box at the time of counting is equal to the number of ballots issued on polling day.

Reconciliation will be done after filling the following forms:

- Reconciliation and Results Form 9C (Governor)
- Reconciliation and Results Form 9G (Geographical Constituency)
- Reconciliation and Results Form 9I (Party Lists)
- Reconciliation and Results Form 9H (Women Lists)

One of the polling staff will complete the top part of the Form with the information required:

- The State name
- Polling Centre name and code
- The Geographic Constituency number
- The total number of registered voters and
- Number of voters who participated in polling, (taken from the Final Voters list for the station by counting the number of names which have a line drawn through them)
- Do this for each Form 9 which is relevant to the particular Box being counted.

 NATIONAL ELECTIONS COMMISSION		المفوضية القومية للانتخابات		9C
انتخاب الوالي - التقرير النهائي State Governor Election - Reconciliation and RESULTS				
State : _____		الولاية		State Geographic Constituency Number <input type="text"/>
Polling Centre Code <input type="text"/>		رقم مركز الاقتراع		Polling Committee Number <input type="text"/>
Polling Centre Name _____		اسم لجنة الاقتراع		رقم لجنة الاقتراع <input type="text"/>
Total registered voters in this Committee				العدد الكلي للناخبين المسجلين في لجنة الاقتراع
Total number of voters who participated in polling				عدد الناخبين الذين شاركوا بالاقتراع
Ballot papers Reconciliation				
State Governor Ballots		حساب بطاقات الاقتراع		
A	Total number of ballots received		مجموع البطاقات المستلمة	A
B	Number of spoiled ballots		عدد البطاقات التالفة	B
C	Number of unused ballots		عدد البطاقات التي لم تستعمل (المتبقية)	C
D	Number of ballots issued to voters (A-B-C=D)		عدد البطاقات التي تم صرفها للناخبين	D
E	Number of ballot papers found in the ballot box		عدد البطاقات الموجودة داخل الصندوق	E
F	Record discrepancy (if any) (D - E = F)		سجل الفرق (إن وجد)	F

Each Reconciliation and Results Form 9 has 3 sections: -

- Header or top section which records the information on where the station is located the number registered and number who voted
- Reconciliation section
- Results section

The Form is signed at the bottom by the head of the polling station and any agents who wish to sign.

Committee Head will perform the reconciliation process to ensure that: the number of ballot papers issued to voters (D) equals the number of ballots received by voters (A) minus the number of spoiled ballots (B) minus the number of remaining ballots (C) keeping in mind that invalid ballots (in the brown envelopes) are not considered with the ballot papers issued to voters; i.e: (D=E). Ballot papers in the ballot box include valid and invalid ballots.

Committee Head will follow the above procedures for the rest of the ballot boxes for each election type.

If a difference is found (the number of ballot papers in a ballot box are more or less than the supposed amount) the ballots must be recounted, or the Committee Head must go back to the special cases noted in the journal which might have lead to the discrepancy such as a voter refusing to receive some ballot papers or insert them in the ballot boxes. If the discrepancy still persists, the number of existing ballots is noted in Form 9 (Row F) and the difference is recorded in the Committee's Polling Journal.



Sorting Procedures

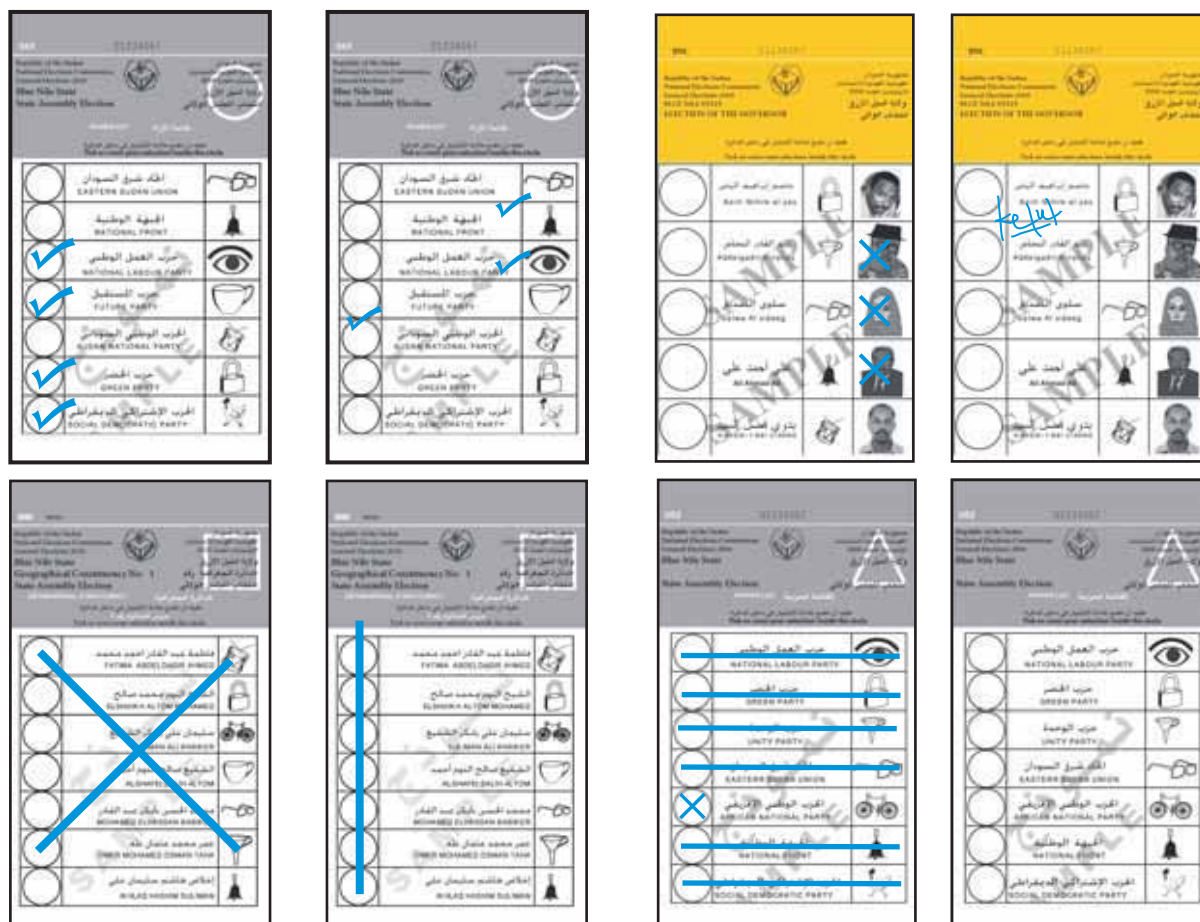
Staff will then sort out the ballots as per representation level and election type:

- Write the names of the candidates on the results part of Form 9
- Place all the batches of the same election ballot on the counting table.
- Prepare labels for the candidates (or parties if it is party list or women list election) with their names written on both sides, including a label for invalid papers, and place them on the table.
- Announce for whom each voter voted for, holding up the ballot, showing the face of the ballot, and hand the ballot paper to the staff, who sort the ballot papers into separate piles per candidate, placing them face up
- Check the validity of the ballot paper during this process.



Ballot paper is invalid if it:

- Does not have the NEC stamp
- Is blank
- Has more than one mark
- Has signs or writings
- Is torn or damaged making it impossible to ascertain the voter's choice
- Is not the official ballot paper
- Is impossible to determine the voter's choice.



If the validity of the ballot paper is doubtful, head of polling committee's decision on the validity of the ballot paper is final. Invalid ballot papers shall not be included in vote counting.

- A ballot paper is valid if the voters choice can be reasonably ascertained.
- Record the number of votes received by each candidate/party in figures and words in the results section of Form 9
- Add up all the votes obtained by candidates/party and write the figure in row 1
- Write the number of invalid votes in row 2



Calculate the total number of ballots in the box and write this figure in row 3. This figure SHOULD be the same as the figure in row E of the Reconciliation and Results Form.

THIS PROCESS OF RECONCILING, SORTING, AND COUNTING IS REPEATED FOR EVERY BOX, IN THE ORDER DESCRIBED ON PAGE 26

The completed Reconciliation and Results Form will be set aside until all the Reconciliation and Results Forms are completed. They will all be signed when all boxes have been counted. Candidate and party agents will also have the opportunity to sign at that time.

A candidate or a political party agent may ask the head of polling station to re-conduct the counting. head of polling station shall do as requested provided that:

The difference in votes between one candidate and another or any list and another is less than 5 per cent of the total valid votes.

If the head of polling committee does not respond positively to the request made by an agent for re-conducting the addition, sorting or counting of votes, the agent has the right to submit a written objection to the head of polling committee who is obliged to submit the written objection to the Constituency Election Officer together in the Tamper Evident Bag which contains the results.

After counting each election Head of polling committee will:

Place all counted and invalid ballots per election in a plastic bag; place all uncounted ballots in another plastic bag. The plastic bags are placed into the white sack. The spoiled ballots are placed in a brown envelope. The contents of the sack are written on the outside of the sack. For what happens next see Chapter 6 “Packing”.

Announcing of results

The results must not be announced until ALL boxes have been counted, any requests for recount have been resolved, and the series of Form 9 filled out and signed by the head of the polling station.

WHY? Because there is the risk that ballot papers can be put in the wrong box. With so many ballots and boxes this can easily occur. If this happens the corrections need to be made on the Reconciliation and Results Form in a red pen and initialed by the head of the polling station.

- When all the boxes are counted the head of the polling station signs the Reconciliation and Results Forms; the candidates and their agents may also sign the Reconciliation and Results Forms

At the end of the counting there will be 4 Reconciliation and Results Forms

Finally the head of the polling committee will declare the counting results by announcing the votes obtained by each candidate or party in each election. (NEC will issue an instruction on how the announcement should be done)

One of the copies of each Reconciliation and Results Form will be posted outside the Polling Committee for public view. Do not post the original Form.



PACKING AND DELIVERY OF ELECTIONS MATERIALS

Heads of polling committees will pack sensitive and non sensitive materials at the end of counting process and will hand over all materials to the CEOs for onward transportation to the State High Committee. Sensitive and non sensitive materials will be packed separately.

PACKING OF SENSITIVE MATERIALS

All ballot papers and Tamper Evident Bags are considered sensitive materials.

How to pack ballot papers

Each type of ballots will be packed separately in (white) sacks, and ballot boxes will be used to deliver them.

Example of packing the ballots of the Legislative Assembly election (3 different ballots):

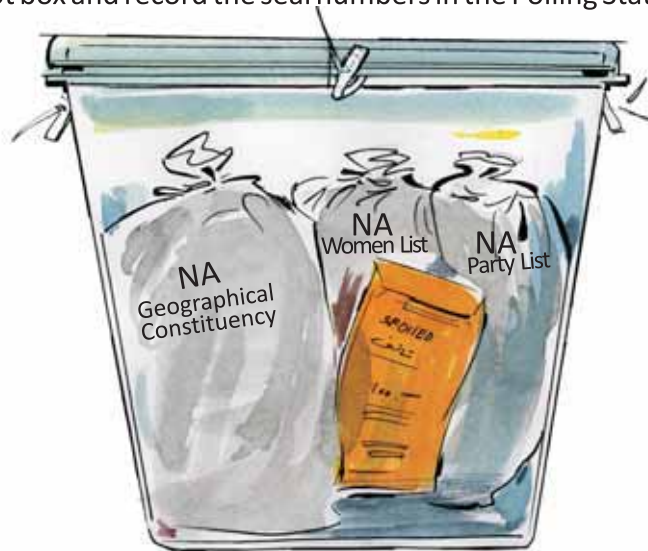
1. The ballots are already separated in 3 sacks (geographical constituency, women list and party list) as per instructions after counting, in chapter 5.

Remember, each sack contains two (2) plastic bags:

One (1) plastic bag containing **the counted ballots including the invalid.**

One (1) plastic bag containing **unused ballots of the same election kind.**

2. Prepare the envelope containing all the spoiled ballots for the Legislative Assembly elections. Write the number of spoiled ballots per election on the envelope.
3. Put the 3 sacks, each one containing all the ballots for a particular race (geographic constituency, women list and party list), plus the envelope with spoiled ballots inside the ballot box used for that election (Legislative Assembly box). At the end the box will contain:
 - 3 sacks
 - 1 envelope
4. It is also advised to write the numbers of the seals on a piece of paper and put it inside the box before closing it.
5. Seal the ballot box and record the seal numbers in the Polling Station Journal.



The same procedures should be followed when packing Governor Election ballot papers. At the end, the ballot boxes will be used to transport all ballot papers for each polling committee.

In cases where there is enough space in the boxes, put more bags inside, trying to use as few boxes as possible. This will facilitate the retrieval of the materials.

Important: All boxes used to deliver ballot papers MUST have the label indicating the polling committee.

Important: No one is allowed to tamper with the seals of the ballot boxes after sealing them.

How to pack other sensitive materials using the Tamper Evident Bags

Tamper evident bags are made of plastic and have a strong seal. The bag cannot be opened unless cut or torn being evident that it has been tampered with.

NOTE: sealing is equivalent to endorsing. Once the bags are sealed, they should not be opened under any circumstances.

Immediately after all the necessary parts of the Reconciliation and Results Form are filled-in and after packing the ballot papers, the polling station heads pack other sensitive materials as follows:

Tamper-Evident Bag 1

- Reconciliation and Results Forms (originals) for ALL elections

Tamper-Evident Bag 2

- Polling Committees Voters' list
- Polling Committee Journal
- All other forms used in the polling station
 - Copy of the Material Transfer Form - Distribution (Form 4)
 - Copy of the Material Transfer Form - Retrieval (Form 5)
 - Record of Seals (Form 6)
 - Daily report (Form 8)
 - 2nd Copy of Reconciliation and Results (Form 9)
- Complaints if any (Form 7)
- Other contents (if any)

Tamper-Evident Bag 3

- Indelible ink
- Unused ballot box seals
- Official stamp
- Other (if any)

Important: the Tamper Evident Bags will not be sealed until all required items are inside and the bag label has been filled-in and signed by the head of the polling station.

PACKING OF NON SENSITIVE MATERIALS

All non sensitive materials as well as voting screens and extra ballot boxes must be returned to the State High Committee as these can be used for the run-off elections, if needed.

- Non sensitive materials will be packed into the polling station kit and sealed
- Voting screens will be disassembled to be transported
- Empty boxes will be piled
- All materials should be ready for proper delivery to the CEO
- Polling Committee staff must ensure that no election material is left behind.

The heads of the polling committees are accountable for all the materials they received and are handing over!

DELIVERY OF SENSITIVE AND NON SENSITIVE MATERIALS TO GEOGRAPHICAL CONSTITUENCY OFFICERS

Once the packing of sensitive and non sensitive materials for polling committee has concluded, the heads of polling committees must deliver all materials to the GCO.

When handing over materials, heads of polling committees will ensure the “Material Transfer Form – Retrieval” is filled-in and signed to record the delivery of the following materials:

- Polling committee kit
- All voting screens
- Empty ballot box(es)
- Sealed boxes with ballot papers
- Tamper-evident bags 2 and 3
- Tamper Evident Bag 1 (containing the results) will be handed over separately to the Geographical Constituency Officer as it will be transported personally to the High Elections Commissions' Data Centre at the state capital.

Note:

The GCO may use one empty box to carry all the results (Tamper-Evident Bags 1) from his constituency.

Important:

Party/independent candidate agents as well as observers will be permitted to remain with the sensitive materials until they are collected. Agents and observers are also permitted to travel with the elections materials to the state elections office but not in NEC vehicles. They will be required to make their own transportation arrangements.

DELIVERING MATERIALS TO THE STATE HIGH COMMITTEE

The GCO's will be responsible for ensuring that all materials are safely returned to the State High Committee as being handed over by the heads of the polling committees.

Under no circumstances the GCOs or any other NEC official are allowed to open any of the Tamper Evident Bags or the ballot boxes with ballot papers while receiving these items or transporting from polling centres to NEC State High Committee office or warehouse.



ANNEX

Annex No. 1

Elections materials to be used for polling and counting

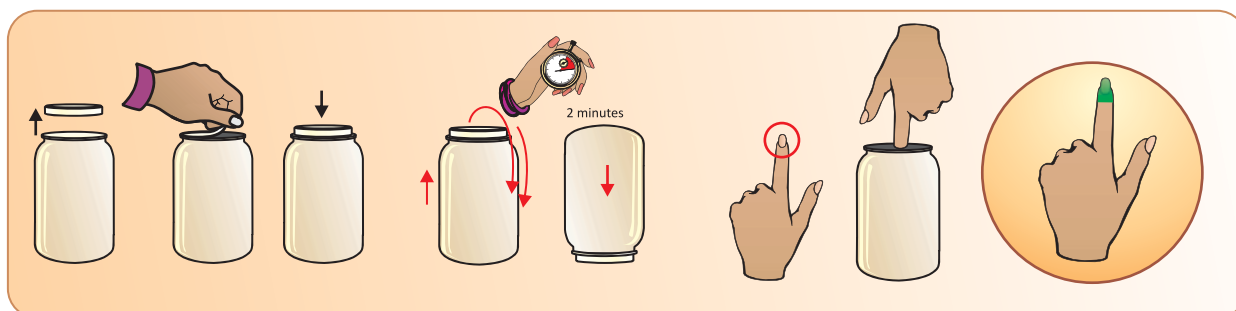
POLLING MATERIAL				
	ITEM	Purpose	Quantity per polling Committee	To be used by/ in
1	Shorthand notepad	To be used as polling committee journal	1	Head of Polling Committee
2	Tamper Evident Bag 1	For packing Election Results	2	Head of Committee
3	Tamper Evident Bag 2	For packing sensitive materials	2	Head of Committee
4	Tamper Evident Bag 3	For packing sensitive materials	2	Head of Committee
5	Seals of ballot box	To secure ballot boxes	75	Head of Committee
6	Thumb print pad	For official purpose	4	Head of Committee
7	White chalk	to write any information on the black board	1	Head of Committee
8	Plastic folders	For protection important documents	2	Head of Committee
9	Stickers for ballot boxes	For labeling the front of the ballot boxes	12	Head of Committee/ Ballot box
10	Pen (Black)	To mark the ballot and for other administrative use in polling committee	20	Head of polling Committee/ ID Officer/ Voting screen
11	Rulers	To help the ID officer identify voters in the Voter List	2	ID officer
12	Indelible Ink	For inking voters and avoid double voting	4	Ballot Papers Issuer # 1
13	Cotton pads	For any purpose	1	Ballot Papers Issuer # 1
14	Brown envelope	For keeping SPOILED ballot papers	5	Ballot paper issuers
15	Validating stamp	For validating the ballot papers	4	Ballot paper issuers
16	Stamp pad	For the validating stamp	4	Ballot paper issuers
17	Barrier tape	To organize the queue at the entrance of the PS	1	Queue controller
18	ID Badges	So voters can identify polling committee staff	15	All polling staff
19	Safety Pins	To attach the ID badges	1	All polling staff
20	Tunics	To serve as uniform for the polling staff	8	All polling staff
21	Flags	So voters can identify the polling centre	1	Outside the polling Centre
22	Polling station signs	To be pasted at the entrance of the PS	4	Polling Centre
23	Garbage bag - roll	Used for collecting litter and for covering materials from getting wet.	1	Polling Centre
24	Brown packing tape	For any purpose.	1	Polling Committee
25	Scissors	For any purpose.	1	Polling Committee

	ITEM	Purpose	Quantity per polling Committee	To be used by/ in
26	Thin cord rope	For any purpose.	1	Polling Committee
27	Lamp	For counting ballots when it is dark.	2	Polling Committee
28	Batteries for lamp	For the lamp	3	Polling Committee
29	Scotch tape	For any purpose	1	Polling Committee
COUNTING MATERIALS				
30	Notepad	To prepare the candidates' name cards for the sorting of ballot papers	1	Head of Polling Committee
31	Calculator	To calculate No. of ballots issued to voters	2	Head of Polling Committee
32	Wet Sponge for Counting	For easily counting ballot papers	3	Counting Staff
33	Bulldog clips	For clipping batches of less than 50 ballots	1	Counting Staff
34	Rubber bands	To make bundles of 50 ballot papers	1	Counting Staff
35	Red Pen	For corrections on the Reconciliation and Results Form # 9	2	Head of Polling Committee
36	Plastic Sacks	For storage of ballots after counting	12	Head of Polling Committee
37	Flip Chart Paper	To post the results	4	At the polling centre

Annex No.2

Inking Process.

- ◆ Bottles will be received with an air-tight seal. If this seal is broken, do not use the bottle.
- ◆ Upon receipt of the ink bottle, the ink is green but dry. The silver nitrate, which makes the ink indelible, is at the bottom of the bottle.
- ◆ Turn the bottle upside down and leave for 2 minutes to allow the silver nitrate to soak through the sponge.
- ◆ After this, shake the bottle hard. The bottle is now usable.
- ◆ This process can be repeated every 3-4 hours to prevent the sponge from drying out.
- ◆ Please remember that the index finger has to be dipped right into the bottle until the ink reaches above the cuticle of the nail.



Annex No.3

Forms



المفوضية القومية للانتخابات
NATIONAL ELECTIONS COMMISSION

مظروف أمن رقم 2
Tamper Evident Bag - 2

State _____ الولاية Constituency Number رقم الدائرة

Polling Centre Code رمز مركز الاقتراع Polling Committee number رقم لجنة الاقتراع

This bag contains: ☐ يضم هذا المظروف:


Tick when enclosed جميع محتويات هذا المظروف في حال ابراج الصلابة

Polling Committee Voters' list		قائمة الناخبين الخاصة بلجنة الاقتراع
Polling Committee Journal		سجل العمليات الخاصة بلجنة الاقتراع
All forms used by the Polling Committee		جميع النماذج المستخدمة في لجنة الاقتراع
Complaints (if any)		شكاوى (إن وجدت)
Other contents		محتويات أخرى

Name and signature of Head of Polling Committee: _____ اسم وتوقيع رئيس لجنة الاقتراع

Date: _____ التاريخ

Remarks (if any): _____ ملاحظات (إن وجدت):



المفوضية القومية للانتخابات
NATIONAL ELECTIONS COMMISSION

مظروف أمن رقم 1
Tamper Evident Bag - 1

النتائج - مركز البيانات
Results - Data Centre

State _____ الولاية Constituency Number رقم الدائرة

Polling Centre Code رمز مركز الاقتراع Polling Committee number رقم لجنة الاقتراع

This bag contains: _____ يضم هذا المظروف:

Tick when enclosed جميع محتويات هذا المظروف في حال ابراج الصلابة

State Governor Results Form		نموذج نتائج - الولاية
SA - Geographical Representatives Results Form		نموذج نتائج - ممثل الدائرة الجغرافية - المجلس الولائي
SA - Women List Results Form		نموذج نتائج - قائمة المرأة - المجلس الولائي
SA - Party List Results form		نموذج نتائج قائمة الأحزاب - المجلس الولائي

Name and signature of Head of Polling Committee: _____ اسم وتوقيع رئيس لجنة الاقتراع

Date: _____ التاريخ

Remarks (if any): _____ ملاحظات (إن وجدت):

BALLOT BOX LABEL / العلامة الموضوعة على صندوق الاقتراع

رمز الولاية

State Code:	ELECTION type / Box #	Polling Committee number	Polling Centre number	State Geographical Constituency number

رمز الولاية

نوع الانتخابات / رقم صندوق الاقتراع

رقم لجنة الاقتراع

رقم مركز الاقتراع

رقم الدائرة الجغرافية



المفوضية القومية للانتخابات
NATIONAL ELECTIONS COMMISSION

مظروف أمن رقم 3
Tamper Evident Bag - 3

State _____ الولاية Constituency Number رقم الدائرة

Polling Centre Code رمز مركز الاقتراع Polling Committee number: رقم لجنة الاقتراع

This bag contains: _____ يضم هذا المظروف:

Tick when enclosed جميع محتويات هذا المظروف في حال ابراج الصلابة

Indelible Ink		الحبر الدائم
Unused Ballot Box Seals		أختام مصدقات الاقتراع غير المستخدمة
Official Stamp		الختم الرسمي
Other _____		أخرى _____

Name and signature of Head of Polling Committee: _____ اسم وتوقيع رئيس لجنة الاقتراع

Date: _____ التاريخ

Remarks (if any): _____ ملاحظات (إن وجدت):

MATERIAL TRANSFER FORM
NATIONAL ELECTIONS COMMISSION

استمارة تحويل المواد
المفوضية القومية للانتخابات

5

إسترجاع مواد الإقتراع

RETRIEVAL OF POLLING MATERIAL

State : _____ الولاية _____
Polling Centre Code _____ رقم مركز الاقتراع _____
Polling Centre Name _____ اسم مركز الاقتراع _____
State Geographical Consistency Number _____
Polling Committee Number _____

ملاحظات Serial No. (if applicable)/ Remark	رقم التماس (إن وجد) Tick in the Box Below	الكمية Quantity	مواصفات المواد Item description	NO.
			نتائج المظاريف الآمنة رقم 1 (Temper Evident Bag 1) Results	1
			صناديق الاقتراع مع البطاقات (Temper Evident Bag 2 and 3)	2
			صناديق الاقتراع (فارغة) Ballot Boxes (Empty)	3
			صناديق اوات لجان الاقتراع	4
			Polling Committee Kit	5
			Voting Screens	6
			نتائج المظاريف الآمنة رقم ٢ و ٣ Ballot Boxes (with ballots)	7
			مواد أخرى (إن وجدت) (if any)	مواد أخرى
				8
				9
				10
				11
				12
				13

التاريخ Date	التوقيع Signature	ID No رقم البطاقة	Title الوظيفة	Name الاسم	
					مسلمة من قبل Handed over By
					المستلم Received By
					المستلم Received By
					المستلم Received By

Original - Final Recipient Copy - Each person handing over

الأصل-للمستلم الأخير ، التسليم لكل مستلم

MATERIAL TRANSFER FORM
NATIONAL ELECTIONS COMMISSION

استمارة تحويل المواد
المفوضية القومية للانتخابات

توزيع مواد الاقتراع

DISTRIBUTION OF POLLING MATERIAL

State : _____ الولاية _____ State Geographical
Polling Centre Code _____ رقم مركز الاقتراع _____ Consistency Number
Polling Centre Name _____ اسم مركز الاقتراع _____ Polling Committee Number
رقم لجنة الاقتراع _____

الرقم التمثيل الأول والآخر (إن وجد) Serial No. first-last (if applicable)	الكمية Quantity	مواصفات المواد (احذفها إن لم توجد) Item description (delete if not applicable)	NO.
		بطاقات الاقتراع Ballot Papers	1
		الوالي State Governor	1
		الدائرة الجغرافية للمجلس الولائي State Geographical Constituency	2
		قائمة المرأة للمجلس الولائي State Women List	3
		قائمة الأحزاب للمجلس الولائي State Party List	4
		صندوق لوات لجنة الاقتراع Polling Committee Kit	2
		قائمة أسماء الناخبين Voter's Roll	3
		كابينات التصويت Voting Screens	4
		صناديق بطاقات الاقتراع Ballot Boxes	5
		مواد أخرى (إن وجدت) Other Items (if any)	6
			7
			8

Date	التاريخ	Signature	التوقيع	ID No.	رقم البطاقة	Title	الوظيفة	Name	الاسم
									مسلمة من قبل Handed over By
									المستلم Received By
									المستلم Received By
									المستلم Received By

Original - Final Recipient Copy - Each person handing over

الأصل للمستلم الأخير ، التسليم لكل مستلم



NATIONAL ELECTIONS COMMISSION

المفوضية القومية للانتخابات

6

سجل إنموذج الأختام
Record of the Seals Form

State : _____ الولاية State Geographic Constituency Number رقم الدائرة الجغرافية الولائية
Polling Centre Code رقم مركز الاقتراع Polling Committee Number رقم لجنة الاقتراع
Polling Centre Name _____ اسم مركز الاقتراع

BOX : _____ صندوق رقم

SEAL الرقم	أرقام الأختام SEALS NUMBERS	اليوم ١ : ____/____/____	اليوم ٢ : ____/____/____	اليوم ٣ : ____/____/____	اليوم ٤ : ____/____/____	الملاحظات REMARKS
		توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	
1						
2						
3						
4						
5						
6						
7						

BOX : _____ صندوق رقم

SEAL الرقم	أرقام الأختام SEALS NUMBERS	اليوم ١ : ____/____/____	اليوم ٢ : ____/____/____	اليوم ٣ : ____/____/____	اليوم ٤ : ____/____/____	الملاحظات REMARKS
		توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	
1						
2						
3						
4						
5						
6						
7						

BOX : _____ صندوق رقم

SEAL الرقم	أرقام الأختام SEALS NUMBERS	اليوم ١ : ____/____/____	اليوم ٢ : ____/____/____	اليوم ٣ : ____/____/____	اليوم ٤ : ____/____/____	الملاحظات REMARKS
		توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	
1						
2						
3						
4						
5						
6						
7						

BOX : _____ صندوق رقم

SEAL الرقم	أرقام الأختام SEALS NUMBERS	اليوم ١ : ____/____/____	اليوم ٢ : ____/____/____	اليوم ٣ : ____/____/____	اليوم ٤ : ____/____/____	الملاحظات REMARKS
		توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	
1						
2						
3						
4						
5						
6						
7						

BOX : _____ صندوق رقم

SEAL الرقم	أرقام الأختام SEALS NUMBERS	اليوم ١ : ____/____/____	اليوم ٢ : ____/____/____	اليوم ٣ : ____/____/____	اليوم ٤ : ____/____/____	الملاحظات REMARKS
		توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	توقيع الوكلاء Agents signature	
1						
2						
3						
4						
5						
6						
7						



بسم الله الرحمن الرحيم
In the Name of God the Gracious the Merciful

7

أنموذج رقم (7) Form No.

طلب توجيه الأسئلة أو الاعتراضات كتابة من ناخب أو وكيل
مرشح أو حزب سياسي إلى لجان الاقتراع والفرز والعد
Application for raising questions or objections in writing by
or Political Party/Agent to the Voting, Sorting and Counting Committees

1. ولاية : _____ : 1. State
 2. دائرة : _____ : 2. Constituency
 3. معنون إلى : _____ : 3. Addressed to
رئيس لجنة الاقتراع ☐ Chief of the polling committee
رئيس لجنة الفرز والعد ☐ Chief of sorting and counting committee
 4. إسم مقدم الطلب : _____ : 4. Name of complainant
 5. عنوان مقدم الطلب : _____ : 5. Address of complainant
 6. رقم اعتماد الوكيل : _____ : 6. Agent's accreditation number
 7. المرشح أو الحزب الذي يمثلته الوكيل : _____ : 7. Candidate or political party represented by agent
 8. موضوع السؤال أو الاعتراض : _____ : 8. Subject of the question or objection
- توقيع مقدم الطلب _____ Signature of the complainant
- التاريخ : _____ Date :

لاستكمال رئيس لجنة الاقتراع والفرز والعد : To be completed by the head of the polling/ counting committee

- (1) تدوين كيفية معالجة السؤال أو الاعتراض : (1) Record of the manner of his dealing with the question or the objection
- (2) إرفاق هذا الأنموذج مع تقرير محضر إجراءات قفل باب الاقتراع والفرز والعد. (2) Attach this Form with the report on the procedures of closing of polling or sorting and counting.

الإسم والتوقيع _____ Name and signature

التاريخ : _____ Date :



NATIONAL ELECTIONS COMMISSION

المفوضية القومية للانتخابات

8

التقرير اليومي حول بطاقات الاقتراع
Ballot Papers DAILY REPORT Worksheet

Polling Centre Code رقم مركز الاقتراعPolling Station Number رقم لجنة الاقتراعPolling Centre Name اسم مركز الاقتراع

Tick as appropriate

Executive ☐ تنفيذيState Assembly ☐ المجلس الولائي

	Ballot papers for :	اليوم ١ DAY 1	اليوم ٢ DAY 2	اليوم ٣ DAY 3	المجموع TOTAL	بطاقات الاقتراع لـ
A	Total number of ballots received during polling days					أ مجموع البطاقات المستلمة خلال اليوم
B	Number of spoiled ballots					ب عدد البطاقات التالفة
C	Number of remaining ballots					ج عدد البطاقات المتبقية
D	Number of ballots issued to voters and expected in the box (A-B-C=D)					د عدد بطاقات الاقتراع المسلمة للناخبين والمتوقع وجودها في الصندوق (أ-ب-ج=د)
E	A-B-C-D=E. E must be 0 (zero) any other number is a discrepancy					هـ أ-ب-ج-د=هـ يجب أن تكون قيمة هـ صفر. وأي قيمة أخرى تدل على وجود اختلاف
	Last ballot paper number issued					رقم آخر بطاقة اقتراع سلمت
	Name and signature of ballot paper issuer					اسم وتوقيع موظف تسليم البطاقات
	Name and signature of Head of Polling Committee (after confirming figures)					إسم وتوقيع رئيس لجنة الاقتراع (بعد تأكيد الأرقام)

	Ballot papers for :	اليوم ١ DAY 1	اليوم ٢ DAY 2	اليوم ٣ DAY 3	المجموع TOTAL	بطاقات الاقتراع لـ
A	Total number of ballots received during polling days					أ مجموع البطاقات المستلمة خلال اليوم
B	Number of spoiled ballots					ب عدد البطاقات التالفة
C	Number of remaining ballots					ج عدد البطاقات المتبقية
D	Number of ballots issued to voters and expected in the box (A-B-C=D)					د عدد بطاقات الاقتراع المسلمة للناخبين والمتوقع وجودها في الصندوق (أ-ب-ج=د)
E	A-B-C-D=E. E must be 0 (zero) any other number is a discrepancy					هـ أ-ب-ج-د=هـ يجب أن تكون قيمة هـ صفر. وأي قيمة أخرى تدل على وجود اختلاف
	Last ballot paper number issued					رقم آخر بطاقة اقتراع سلمت
	Name and signature of ballot paper issuer					اسم وتوقيع موظف تسليم البطاقات
	Name and signature of Head of Polling Committee (after confirming figures)					إسم وتوقيع رئيس لجنة الاقتراع (بعد تأكيد الأرقام)

	Ballot papers for :	اليوم ١ DAY 1	اليوم ٢ DAY 2	اليوم ٣ DAY 3	المجموع TOTAL	بطاقات الاقتراع لـ
A	Total number of ballots received during polling days					أ مجموع البطاقات المستلمة خلال اليوم
B	Number of spoiled ballots					ب عدد البطاقات التالفة
C	Number of remaining ballots					ج عدد البطاقات المتبقية
D	Number of ballots issued to voters and expected in the box (A-B-C=D)					د عدد بطاقات الاقتراع المسلمة للناخبين والمتوقع وجودها في الصندوق (أ-ب-ج=د)
E	A-B-C-D=E. E must be 0 (zero) any other number is a discrepancy					هـ أ-ب-ج-د=هـ يجب أن تكون قيمة هـ صفر. وأي قيمة أخرى تدل على وجود اختلاف
	Last ballot paper number issued					رقم آخر بطاقة اقتراع سلمت
	Name and signature of ballot paper issuer					اسم وتوقيع موظف تسليم البطاقات
	Name and signature of Head of Polling Committee (after confirming figures)					إسم وتوقيع رئيس لجنة الاقتراع (بعد تأكيد الأرقام)



NATIONAL ELECTIONS COMMISSION

المفوضية القومية للانتخابات

9C

انتخاب الوالي - التقرير النهائي

State Governor Election - Reconciliation and RESULTS

State : _____ الولاية State Geographic Constituency Number رقم الدائرة الجغرافية الولاية
 Polling Centre Code رقم مركز الاقتراع Polling Committee Number رقم لجنة الاقتراع
 Polling Centre Name _____ اسم مركز الاقتراع

Total registered voters in this Committee		العدد الكلي للناخبين المسجلين في لجنة الاقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

Ballot papers Reconciliation

حساب بطاقات الاقتراع

State Governor Ballots		بطاقات إنتخاب الوالي
A Total number of ballots received		A مجموع البطاقات المستلمة
B Number of spoiled ballots		B عدد البطاقات التالفة
C Number of unused ballots		C عدد البطاقات التي لم تستعمل (المتبقية)
D Number of ballots issued to voters (A-B-C=D)		D عدد البطاقات التي تم صرفها للناخبين
E Number of ballot papers found in the ballot box		E عدد البطاقات الموجودة داخل الصندوق
F Record discrepancy (if any) (D - E = F)		F سجل الفرق (إن وجد)

RESULTS

النتائج

Names of Candidates (follow order from the ballot paper)	الأصوات التي حصلت	أسماء المرشحين (حسب التسلسل في بطاقة الاقتراع)
1		1
2		2
3		3
4		4
5		5
6		6
7		7
8		8
9		9
10		10
11		11
12		12
13		13
14		14
15		15

1	Total number of votes obtained by candidates	مجموع الأصوات التي حصل عليها المرشح
2	Total number of invalid votes	مجموع الأصوات غير الصحيحة
3	Total number of votes in ballot box (1+2=3)	مجموع الأصوات في صندوق الاقتراع

Name and Signature of Party/ Candidate Agents		اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents		اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents		اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form

إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Committee _____ Date _____ التاريخ



NATIONAL ELECTIONS COMMISSION

المفوضية القومية للانتخابات

91

انتخابات المجلس الولائي - قائمة الأحزاب - التقرير النهائي

State Assembly Elections - Party List - Reconciliation and RESULTS

State : _____	الولاية	State Geographic Constituency Number	رقم الدائرة الجغرافية الولائية
Polling Centre Code	رقم مركز الاقتراع	Polling Committee Number	رقم لجنة الاقتراع
Polling Centre Name _____ اسم مركز الاقتراع			
Total registered voters in this Committee		العدد الكلي للناخبين المسجلين في لجنة الاقتراع	
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع	

Ballot papers Reconciliation

حساب بطاقات الاقتراع

Party List	قائمة الأحزاب
A Total number of ballots received	A مجموع البطاقات المستلمة
B Number of spoiled ballots	B عدد البطاقات التالفة
C Number of unused ballots	C عدد البطاقات التي لم تستعمل (المتبقية)
D Number of ballots issued to voters (A-B-C=D)	D عدد البطاقات التي تم صرفها للناخبين
E Number of ballot papers found in the ballot box	E عدد البطاقات الموجودة داخل الصندوق
F Record discrepancy (if any) (D - E = F)	F سجل الفرق (إن وجد)

RESULTS

النتائج

Name of Party (follow order from the ballot paper)	الأصوات التي حصلت	اسم الحزب (حسب التسلسل في بطاقة الاقتراع)
1		1
2		2
3		3
4		4
5		5
6		6
7		7
8		8
9		9
10		10
11		11
12		12
13		13
14		14
15		15

1	Total number of votes obtained by parties	مجموع الأصوات التي حصلت عليها الأحزاب
2	Total number of invalid votes	مجموع الأصوات غير الصحيحة
3	Total number of votes in ballot box (1+2=3)	مجموع الأصوات في صندوق الاقتراع

Name and Signature of Party/ Candidate Agents	اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents	اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents	اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form

إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Committee _____ اسم وتوقيع رئيس لجنة الاقتراع Date _____ التاريخ



NATIONAL ELECTIONS COMMISSION

المفوضية القومية للانتخابات

9G

انتخابات المجلس الولائي - الدائرة الجغرافية - التقرير النهائي

State Assembly Elections - Geographic Constituency - Reconciliation and RESULTS

State : _____	الولاية	State Geographic Constituency Number <input type="text"/>	رقم الدائرة الجغرافية الولائية
Polling Centre Code <input type="text"/>	رقم مركز الاقتراع	Polling Committee Number <input type="text"/>	رقم لجنة الاقتراع
Polling Centre Name _____		اسم مركز الاقتراع	
Total registered voters in this Committee		العدد الكلي للناخبين المسجلين في لجنة الاقتراع	
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع	

Ballot papers Reconciliation

حساب بطاقات الاقتراع

Geographic Constituency	الدائرة الجغرافية
A Total number of ballots received	A مجموع البطاقات المستلمة
B Number of spoiled ballots	B عدد البطاقات التالفة
C Number of unused ballots	C عدد البطاقات التي لم تستعمل (المتبقية)
D Number of ballots issued to voters (A-B-C=D)	D عدد البطاقات التي تم صرفها للناخبين
E Number of ballot papers found in the ballot box	E عدد البطاقات الموجودة داخل الصندوق
F Record discrepancy (if any) (D - E = F)	F سجل الفرق (إن وجد)

RESULTS

النتائج

Names of Candidates (follow order from the ballot paper)	الأصوات التي حصلت	أسماء المرشحين (حسب التسلسل في بطاقة الاقتراع)
1		1
2		2
3		3
4		4
5		5
6		6
7		7
8		8
9		9
10		10
11		11
12		12
13		13
14		14
15		15
1 Total number of votes obtained by candidates	مجموع الأصوات التي حصل عليها المرشحون	1
2 Total number of invalid votes	مجموع الأصوات غير الصحيحة	2
3 Total number of votes in ballot box (1+2=3)	مجموع الأصوات في صندوق الاقتراع	3

Name and Signature of Party/ Candidate Agents	اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents	اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents	اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form

إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Committee _____ Date _____ التاريخ



NATIONAL ELECTIONS COMMISSION

المفوضية القومية للانتخابات

9H

انتخابات المجلس الولائي - قائمة المرأة - التقرير النهائي

State Assembly Elections - Women List - Reconciliation and RESULTS

State : _____	الولاية	State Geographic Constituency Number <input type="text"/>	رقم الدائرة الجغرافية الولائية
Polling Centre Code <input type="text"/>	رقم مركز الاقتراع	Polling Committee Number <input type="text"/>	رقم لجنة الاقتراع
Polling Centre Name _____		اسم مركز الاقتراع	
Total registered voters in this Committee		العدد الكلي للناخبين المسجلين في لجنة الاقتراع	
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع	

Ballot papers Reconciliation

حساب بطاقات الاقتراع

Women List	قائمة المرأة
A Total number of ballots received	A مجموع البطاقات المستلمة
B Number of spoiled ballots	B عدد البطاقات التالفة
C Number of unused ballots	C عدد البطاقات التي لم تستعمل (المتبقية)
D Number of ballots issued to voters (A-B-C=D)	D عدد البطاقات التي تم صرفها للناخبين
E Number of ballot papers found in the ballot box	E عدد البطاقات الموجودة داخل الصندوق
F Record discrepancy (if any) (D - E = F)	F سجل الفرق (إن وجد)

RESULTS

النتائج

Name of Party (follow order from the ballot paper)	الأصوات التي حصلت	أسم الحزب (حسب التسلسل في بطاقة الاقتراع)
1		1
2		2
3		3
4		4
5		5
6		6
7		7
8		8
9		9
10		10
11		11
12		12
13		13
14		14
15		15
1 Total number of votes obtained by parties	مجموع الأصوات التي حصلت عليها الأحزاب	1
2 Total number of invalid votes	مجموع الأصوات غير الصحيحة	2
3 Total number of votes in ballot box (1+2=3)	مجموع الأصوات في صندوق الاقتراع	3

Name and Signature of Party/ Candidate Agents	اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents	اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents	اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form

إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Committee _____ Date _____ التاريخ