



Hand Book

for Electoral Officers

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November 2015

Reviewed in October 2020

Contents

FOREWORD	9
FOREWORD - 2020 Review	10
LEGAL FRAMEWORK	11
1. Right to participate in Government	11
2. Right to vote	11
3. Qualifications for registration as a voter	11
1. Qualification for registration	11
2. Qualification to vote	12
3. Polling for elections	12
ELECTION OFFICIALS AND THEIR DUTIES	12
1.0 Appointment of Election Officials	12
2.0 Professional ethics of Election Officials	13
3.0 Liabilities of Election Officials	13
4.0 Terms and conditions	13
5.0 Composition of polling staff	13
6.0 Functions and duties of Election Officers	13
6.1 Electoral Officer	13
6.1A Deputy Electoral Officer	14
6.2 Assistant Electoral Officer	15
6.3 Door Control Officer	15
6.4 Hand Check Officer	15
6.5 Documentation Check Officer	15
6.6 Ink Marking Officer	15
6.7 Ballot Paper Officers	15
6.8 Ballot Box Officer	16
6.10 Usher	16
6.11 Secretary	16
POLLING FACILITIES AND FORMALITIES	16
1.0 Location of polling facilities/stations	16
2.0 Polling materials	16
3.0 Arrival of Election Officials on Polling Day	17
4.0 Inspection of the polling station	17
5.0 Inspection of empty ballot boxes	17
6.0 Polling hours	18
7.0 Procedures to be followed by Deputy/Electoral Officers Prior to Opening of Poll	18

PRESIDENTIAL AND NATIONAL ASSEMBLY ELECTION – 22nd, 23rd, 24th OCTOBER 2020

8.0	Opening of the poll.....	19
9.0	During Polling.....	19
10.0	Closing of the poll.....	20
11.0	Allocation Ballot boxes.....	20
12.0	Handling of ballot boxes.....	21
13.0	Maintaining order in the polling station.....	21
14.0	Police Officers.....	21
BALLOT PAPER AND OFFICIAL STAMP.....		22
1.0	Ballot paper control.....	22
2.0	Ballot paper account.....	22
3.0	Issuing of ballot papers.....	23
4.0	Absence of official stamp.....	23
5.0	Spoilt ballot paper.....	23
6.0	Stray Ballot Paper.....	24
7.0	Official stamp.....	24
VOTING, CLOSING AND COUNTING PROCEDURES.....		24
1.0	Eligibility to vote.....	24
2.0	Identification of Voters.....	24
3.0	Voting in the appropriate Electoral Area.....	24
4.0	Admission to the polling station.....	25
5.0	Voting procedures.....	25
6.0	Voting secrecy.....	26
7.0	Declaration of voter.....	26
8.0	Refusal to issue ballot paper.....	27
9.0	Suspect voters.....	27
10.0	Personation.....	27
11.0	Closing procedures.....	28
12.0	Counting.....	29
Sorting Step 1.....		30
Sorting Step 2.....		31
Step 3 – Counting.....		31
13.0	Spoilt ballot paper.....	31
14.0	Recount of ballot papers (only one recount allowed).....	32
15.0	Conclusion of counting of votes.....	32
16.0	Declaration of results.....	32
17.0	Occurrence book.....	32

17A. LOG BOOK	33
18.0 Accounting of special requisites	33
INCAPACITATED OR ILLITERATE VOTERS	33
1.0 Identification of incapacitated voters.....	33
2.0 Voting procedures for incapacitated voters	34
3.0 Assisting blind voters	34
4.0 Assisting deaf and dumb voters.....	35
5.0 Assisting physically handicapped voters.....	35
6.0 Assisting illiterate voters.....	35
7.0 Assisting mentally challenged persons	35
SPECIAL VOTING FACILITIES	35
1.0 Inner and Outer Islands.....	35
2.0 Other voting facilities.....	36
3.0 List of eligible voters	36
4.0 Voting schedule.....	37
5.0 Checking and collection of voting materials	37
6.0 Polling procedures	37
7.0 Closing of the poll	37
8.0 Sorting of envelopes	37
9.0 Endorsement of form.....	38
10.0 Distribution of envelopes.....	38
CANDIDATES AND THEIR AGENTS.....	38
1.0 Candidates – Procedures to comply with	38
2.0 Appointment of Polling and Counting Agents	38
3.0 Role of the Polling Agent.....	39
4.0 Counting Agents.....	40
5.0 The role of the Counting Agent.....	40
6.0 Accreditation of Polling and Counting Agents	40
7.0 Admission to polling stations.....	40
8 Death of a candidate.....	41
ELECTORAL OFFENCES	41
Other Electoral Offences.....	42
ANNEX 1: AIDE MEMOIRE.....	42
ANNEX 2: FORMS	44
ISSUE OF REQUISITES.....	45
BALLOT PAPERS CONTROL (ISSUES AND RETURN)	47

REQUIREMENTS FOR POLLING STATIONS.....	48
OATH OF SECRECY.....	49
CERTIFICATE OF APPOINTMENT	50
POLLING/COUNTING AGENT.....	50
VOTERS REGISTERED.....	51
RETURN OF VOTES CAST	52
INNER/OUTER ISLANDS BALLOT PAPERS AND ENVELOPES ACCOUNT	53
BY ELECTORAL AREA	53
INNER/OUTER ISLANDS BALLOT PAPERS AND ENVELOPES ACCOUNT	54
OUTER / INNER ISLANDS (Other than La Digue) SUMMARY OF BALLOT PAPERS AND ENVELOPES ACCOUNT.....	55
RETURN OF VOTES CAST AT SPECIAL STATIONS BY ELECTORAL AREAS	56
VOTING FACILITIES - BALLOT PAPER ACCOUNT.....	57
VOTING FACILITY SUMMARY OF BALLOT PAPERS AND ENVELOPES ACCOUNT	58
SUMMARY OF BALLOT PAPERS/ENVELOPES CAST ON INNER / OUTER ISLANDS AND OTHER VOTING FACILITIES	59
CONFIRMATION AND ISSUE NOTE OF BALLOTS FROM OUTER ISLANDS AND OTHER VOTING FACILITIES	60
CONFIRMATION AND ISSUE NOTE OF BALLOTS FROM OUTER ISLANDS AND OTHER VOTING FACILITIES	61
CLEARANCE For person/s wishing to vote other than where registered in an Electoral Area	62
CONFIRMATION For person/s who has/have not voted in an electoral area.	63
DECLARATION OF VOTER	64
POLLING STATION PROGRESS REPORT	65
NOTICE OF TIME OF SORTING (VOTING FACILITIES, INNER AND OUTER ISLANDS).....	66
NOTICE OF TIME OF COUNTING	67
TALLY SHEET	68
ELECTORAL STATION BALLOT PAPER ACCOUNT	69
STATEMENT OF REJECTED BALLOT PAPERS UNDER SECTION 34 (6)	70
STATEMENT OF RESULTS	70
DECLARATION BY A PERSON SELECTED TO ASSIST AN INCAPACITATED VOTER	71

FOREWORD

This handbook provides guidance to Election Officials in understanding the election process and procedures as well as their duties and responsibilities. It has been prepared in strict accordance with the Constitution of Seychelles and the laws governing elections.

The aims of the handbook are:

- *to acquaint Election Officials with the laws governing elections*
- *to develop an appreciation of the role of Election Officials*
- *to familiarize Election Officials with the functions to be carried out on polling day*
- *to assist Election Officials to become familiar with the materials and equipment used in the polling process*
- *to enable Election Officials to assist all eligible voter to exercise their civic right without compromising the secrecy of the ballot*

The handbook is therefore systematically packaged to help the Election Officials learn all aspects of polling, to equip them to face election day challenges, and prepare them to answer questions that may arise in the process.

The handbook is also intended to assist stakeholders such as Candidates, Political Parties, Polling and Counting Agents, the Police, Election Observers and the Media to understand the election process and appreciate their roles on polling day.

In order to meet the expectations of voters, Election Officials must not only be well trained to know their role and understand the election laws and process but also be diligent and committed to their duties. Election Officials must therefore uphold the highest ethical standards in the discharge of their functions.

It is hoped that the handbook will be useful to all and valued by all.

Hendrick Gappy

Chairman of the Electoral Commission

2015

FOREWORD - 2020 Review

This handbook is reviewed to take into account the Elections (Amendment) Act 2020, the Elections (Procedures) (Amendment) Regulations, 2020, and the context of the 2020 elections whereby for the first time since 1998, the Presidential and National Assembly elections are being held simultaneously.

Procedures applicable specifically to this election by reason of being held during the covid-19 pandemic are not taken into consideration herein and are rather provided in a separate SOP.

Great appreciation and credit is due for the original authors of this handbook and it is hoped that the review makes it more appropriate for the 2020 elections.

All the best!

Mr Danny Lucas

Chairman of the Electoral Commission

2020

LEGAL FRAMEWORK

Extract from the Constitution of Seychelles

1. Right to participate in Government

Article 24(1) Subject to this Constitution, every citizen of Seychelles who has attained the age of eighteen years has a right-

- a) to take part in the conduct of public affairs either directly or through freely chosen representatives;
- b) to be registered as a voter for the purpose of and to vote by secret ballot at public elections which shall be by universal and equal suffrage;
- c) to be elected to public office; and
- d) to participate on general terms of equality in public service.

2. Right to vote

Article 113 A citizen of Seychelles who is registered as a voter in an electoral area shall be entitled to vote, in accordance with the law, in the electoral area

- a) at an election for the office of President
- b) at an election of the members of the National Assembly; or
- c) in a referendum held under this Constitution

unless any circumstances have arisen which, if the citizen were not so registered, would cause the citizen to be disqualified from registration under an Act made under article 114(1) on ground (a) and (b) of article 114(1).

3. Qualifications for registration as a voter

Article 114(1) A person who is a citizen of Seychelles and has attained the age of 18 years is entitled to be registered as a voter unless the person is disqualified from registration under an Act on the ground of -

- a) infirmity of mind;
- b) criminality; or
- c) residence outside Seychelles

Extract from the Elections Act Chapter 68A

1. Qualification for registration

Section 5

(1) Every citizen of Seychelles entitled to be registered as a voter under article 114 of the Constitution shall, if the citizen resides in an electoral area, be registered as a voter in that electoral area unless the citizen;

- a) is disqualified from registering as a voter under this Act or any written law;
- b) is under any written law, adjudged or otherwise declared to be of unsound mind;
- c) is serving a sentence of imprisonment exceeding six months imposed by a court in Seychelles.

(2) No person shall be registered as a voter in more than one electoral area.

(3) Any citizen of Seychelles living overseas may be registered as a voter if-

- a) he is issued with a National Identity Card under the National Identity Card Act and
- b) he resides in an electoral area for a minimum of three months, immediately prior to registration.

2. Qualification to vote

Section 6

Every person registered as a voter in an electoral area is entitled to vote, in accordance with this Act, at an election or at a referendum in the electoral area unless:

- (a) any circumstances, other than the fact that the person no longer resides in the electoral area, have arisen which if the person were not registered as a voter would cause the person to be disqualified under section 5(1)(a),(b) or (c)
- (b) the person is serving a sentence of imprisonment.

3. Polling for elections

Section 18 (1) Subject to subsections (2), (3) and (4) polling for –

- a) a Presidential election shall be conducted at each of the polling stations specified for each electoral area under section 17;
- b) a National Assembly election, shall in respect of each electoral area for which an election is held, be conducted at the polling station specified for that area under section 17.

(2) The Chief Electoral Officer shall provide voting facilities for voters -

- a) a temporarily on Mahe, who are registered in electoral areas other than those situate on Mahe, on the date of the election in those electoral areas;
- b) temporarily residing on the Island of Praslin, and Inner Islands for employment reasons, who are registered in electoral areas on Mahe;
- c) incapacitated and elderly residing in the institutions set out in the schedule; and
- d) who are registered in any electoral areas and employed in the essential services, as set out in the schedule, and on the date of election are on duty away from their electoral area.
- e) who are for the time being detained but not serving a sentence of imprisonment under any written law.
- f) in any other special circumstances the Chief Electoral Officer considers it appropriate.

(2A) Voters under subsection (2) when so voting shall be deemed to have voted in the electoral area in which they have registered.

(3) Polling for an election in the outer Islands shall be conducted in such a manner as the Chief Electoral Officer determines and any voter so voting shall be deemed to have voted in the electoral area in which the voter is registered.

(4) The Chief Electoral Officer shall provide voting facilities for Electoral Officers, Assistant Electoral Officers and police officers on duty at a polling station of an electoral area other than that in which they are registered as voters to vote on the day on which they are on duty or on the immediately preceding day and when they have so voted they shall be deemed to have voted in the electoral area in which they are registered.

ELECTION OFFICIALS AND THEIR DUTIES

1.0 Appointment of Election Officials

The Chief Electoral Officer, Electoral Officers, Designated Electoral Officers Deputy Electoral Officers, Assistant Electoral Officers and other any other Officials necessary for the conduct of an election are appointed by the Electoral Commission. Any written document by which the appointment is made should be brought to the polling station as evidence of the authority to so attend. Election Officials must at all times wear their accreditation badge

while in the polling station. Election Officials so appointed will have to take the Oath of Secrecy before discharging their duties.

2.0 Professional ethics of Election Officials

Election Officials play a major role in the electoral process. The manner in which the duties are discharged will affect the degree of confidence voters have in the electoral process and in the Electoral Commission. Therefore, Election Officials should be courteous, polite and helpful at all times. Voters should be treated equally and with respect. Unethical and corrupt practices by election officials can bring severe punishment under the law.

Election officials should be guided by the following principles:

- ✓ Integrity
- ✓ Impartiality
- ✓ Transparency
- ✓ Fairness
- ✓ Professionalism
- ✓ Non partisan
- ✓ Gender sensitivity
- ✓ Support for the elderly, pregnant women and the physically challenged
- ✓ Respect for the secrecy of the vote.

3.0 Liabilities of Election Officials

Election Officials are not absolved from being liable to a fine of RS20,000 and imprisonment for a term of 3 years if they commit an election offence under section 51(a) to (r) or section 51(2) of the Elections Act, 1995 (refer to electoral offences).

4.0 Terms and conditions

4.1 Electoral Officers appointed must at all times be available for duty on Election Days until the declaration of results. If an officer needs to leave the polling station for a short period during polling hours, the next officer in rank will assume his/her duties during his/her absence.

4.2 Since the polling station remains open from 7.00am and 7.00pm, the Electoral Officers and all the Polling station staff will take their meals in shift. The meals will be provided by the Electoral Commission.

4.3 A person who has been employed or appointed by or on behalf of a candidate, for the purposes of the election, shall not be appointed as an Election Official.

5.0 Composition of polling staff

The polling station will be staffed by a team comprising of:

- An Electoral Officer
- Deputy Electoral Officers, the number of which will depend on the number of rooms being used for voting at the polling station in question
- Assistant Electoral Officers, the number of which will depend on the size and set up of the polling station.

6.0 Functions and duties of Election Officers

6.1 Electoral Officer

6.1.1 The Electoral Officer at a polling station is the person who has control of the arrangements and proceedings at that station. His/Her function is to see that the election rules concerning the taking of the poll by secret ballot are

strictly observed. He/She has to ensure uniformity and impartiality in the treatment of voters.

6.1.2 The Electoral Officer can delegate his functions to Deputy/Assistant Electoral Officers as is reasonable.

6.1.3 Upon opening of poll, the Electoral Officer shall verify that all communication equipment are in good working condition and an entry of the verification shall be made in the occurrence book.

6.1.4 During poll, he shall replace any notices that are removed or defaced during the poll. He/She should ensure that the markers provided for marking the ballot papers are available at all times and in good working order.

6.1.5 The Electoral Officer should set up the polling station in such a manner that allows maximum efficiency in order to facilitate the voting process.

6.1.6 The Electoral Officer should ensure that the ballot box used for polling is placed in full view of persons present at the polling station to ensure its safety, to see that only ballot papers are placed in the ballot box and that nothing other than ballot papers are placed in the ballot box. The ballot box must not be removed from the station during the poll.

6.1.7 The Electoral Officer at each polling station shall conduct polling as per established procedures.

6.1.8 When proceedings at a polling station are interrupted or obstructed by riot or violence, the Electoral Officer of the station may adjourn the proceedings until the following day. He/she shall affix a notice to that effect in a conspicuous place at the polling station and shall forthwith notify the Chairman of the Electoral Commission and the Chief Electoral Officer of the adjournment. If and when proceedings are adjourned at a polling station, the hours of polling on the following day shall be the same as those specified for the day on which the election was originally scheduled to take place.

6.1.7 The Electoral Officer of a polling station may order a police officer or any other person authorized in writing by him/her to remove a person who misbehaves or fails to obey lawful orders of the Electoral Officer at the polling station. The person removed shall not, unless authorized by the Electoral Officer, again be allowed to enter the polling station and may be charged with the commission of an offence.

6.1A Deputy Electoral Officer

6.1A.1 A Deputy Electoral Officer shall be assigned with a voting facility (a room where voting is taking place within a polling station) where he shall have supervisory control of under the direction and control of the Electoral Officer

6.1A.2 The Deputy shall be responsible for:

1. ensuring that all equipment is working within his voting facility
2. setting up voting arrangements his voting facility
3. carry out the procedures for opening of poll as per the law
4. giving directions to the Assistant Electoral Officers working within his voting facility and where such conflicts with that of the Electoral Officer, the direction of the Electoral Officer shall take precedence
5. keeping ballot papers under his secured custody once handed over the Electoral Officer
6. call upon the Electoral Officer to give a new ballot booklet to the ballot paper officer each time needed
7. attend to and assist incapacitated voters (can be done by EO and Assistants as well)
8. direct police officers to remove any person who is causing disturbance at his voting facility
9. direct for the removal and replacement of a police officer who is not performing his functions
10. fill out the Log Book as and when required i.e. each time there is a substitution of a police officer or counting agent and upon the occurrence of any event within his voting facility which requires discretion and decision making
11. call upon the EO where decision needs to be taken given an exceptional circumstance

12. carry out the procedures for closing of poll as per the law
13. assist the EO with the counting of votes if so required

6.2 Assistant Electoral Officer

6.2.1 The duties of an Assistant Electoral Officer are mainly to assist his respective Deputy Electoral Officer in taking the poll and to obey the lawful orders of the Electoral officer and Deputy Electoral Officer.

6.2.2 If an Assistant Electoral Officer is uncertain as to the discharge of his/her duties, he/she should consult the Deputy/Electoral Officer.

6.3 Door Control Officer

An Electoral Official at the entrance of the polling station will ensure that the voters are in a queue. He/She will ask the voters to have their identification document (ID card, passport, Birth certificate or other relevant document) ready. Voters will be allowed to enter the polling station only when an Assistant Electoral Officer performing the role of an usher tells them to do so. The usher inside the polling station first directs the voter to the table of the Hand Check Officer.

6.4 Hand Check Officer

The Hand Check Officer checks the left hand and the cuticle around the thumb nail to ascertain that the person seeking to vote has not voted before. He/She then puts the left hand of the voter under the UV light in a second test. If no ink shows either visually or under the UV light, the voter is told to go to the table of the Documentation Check Officer.

6.5 Documentation Check Officer

The Documentation Check Officer makes sure that each prospective voter is the person he/she says he/she is by checking the ID card or other documents presented to him/her. He/she looks for the voter's name in the Register of Voters for the Electoral Area and then calls out the **page number and the line number where the details of the voter are found on the register, followed by his full name** for the benefit of the polling agents who are also checking their copy of the voter's register. The name of the voter is crossed out on the register to denote that a ballot paper in respect of that voter has been delivered to the person. The voter is directed to go to the Ink Marking Officer.

6.6 Ink Marking Officer

The Ink Marking Officer asks the voter to dip the left index finger into the indelible ink and sprays the fingers of the left hand with invisible ink. The voter is then directed to the Ballot Paper Officers to collect his/her ballot. The Ballot Paper Officer should ensure that the ink does not smudge the ballot paper.

6.7 Ballot Paper Officers

- Two (2) Assistant Electoral Officers sits at the table where ballot papers are issued.
- The first officer tears one ballot paper from the ballot paper book and passes it to the second officer.
- The second Officer folds the ballot paper. He/She punches the ballot paper with the official stamp.
- He/she unfolds the ballot paper and shows the voter how to fold the ballot paper after he/she has put his/her mark on them. He/She tells the voter to put his/her mark in the blank box opposite the photograph of the person he/she wishes to elect. He/She then gives the ballot paper to the voter and tells him/her to go to the voting booth where the voter can mark his/her ballot in secret.
- Having received his/her ballot paper, the voter shall go immediately into one of the voting compartments provided at the station and there, screened from observation, shall secretly record the vote, folds the ballot papers in such a manner as not to reveal the identity of the candidate for whom the voter has voted for and shall place the ballot paper in the box provided for that purpose.
- The voter is required to vote without undue delay and to leave the polling station as soon as he/she has put his/her ballot paper in the ballot box.

Where Presidential and National Assembly elections are being held simultaneously:

- there shall be three ballot paper officers.
- The first shall handle Presidential ballot papers – he shall tear one from the booklet and pass it to the second officer (sitting in the middle)
- who shall stamp it with the official stamp, explain to the voter how to vote and how to fold his ballot paper after having done, and fold and deliver the ballot paper to the voter.
- The third one shall handle National Assembly ballot papers. He shall tear one from the booklet and pass it to the officer in the middle once more
- who shall stamp it and indicate to the voter that the same way of voting and folding as previously explained applies, and fold and deliver the ballot to the voter.

6.8 Ballot Box Officer

The duty of the Ballot Box Officer is to watch the ballot box carefully at all times to ensure that voters put only the ballot paper in the ballot box.

After having marked the ballot paper and coming to the ballot box, the voter meets the Ballot Box Officer who stands next to the ballot box. The Ballot Box Officer shows the voter where to drop his/her ballot and watches to ensure that the voter puts only the ballot paper in the ballot box. After the voter has cast his/her vote, the Usher shows him/her out of the polling station.

When a ballot box is nearly full, the Ballot Box Officer informs the Electoral Officer who makes arrangement to bring a new box (to replace it with a new box). The full ballot box, after having the aperture sealed, is placed at a spot where all officials and polling agents can see it. Polling Agents may place their own seals on the full ballot box.

Where Presidential and National Assembly elections are being held simultaneously, the ballot box officer shall also guide voters as to the appropriate ballot box to cast each ballot paper.

6.10 Usher

The Usher inside the polling station directs the voter to the table with the UV light Operator and Marking Officer. He/She shows the voter to an empty voting booth so that the voter can mark his/her ballot. After the voter has marked the ballot paper and has left the voting booth, the Usher directs him/her to the ballot box.

The Usher also shows the voters out of the polling station after they have cast their votes.

6.11 Secretary

The function of the Secretary is mainly to operate the fax machine, and answer telephone calls. The Secretary may also perform any other duties as directed by the Deputy/Electoral Officer.

POLLING FACILITIES AND FORMALITIES

1.0 Location of polling facilities/stations

The location of polling stations is published in the Official Gazette.

The Electoral Officers should liaise with the Chief Electoral Officer for the provision of logistics for the poll.

2.0 Polling materials

A polling station shall be furnished with:

- a) such number of polling booths as the Electoral Officer of that station thinks necessary for the purposes of allowing voters to record their votes screened from observation and as quickly as possible;
- b) sufficient number of ballot boxes for the election;
- c) notices both inside and outside the station, containing instructions relating to the voting process to be followed at the election;
- d) notices showing the name of each candidate at the election together with the photograph of the candidate, the registered political party or the independent status of the candidate, and the symbol or colour of the candidate as the case may be;
- e) sufficient copies of the register of voters for the electoral area certified under section 9; and
- f) such other materials and equipment which the Chief Electoral Officer may direct to be kept at the polling station

The Electoral Officer will collect all the materials required for the polls from the Electoral Commission's Headquarters on polling day, except for Praslin and Inner Islands, which will be collected the day before the poll and kept securely at the respective police stations.

3.0 Arrival of Election Officials on Polling Day

All Election Officials should be present at their respective assigned polling station not later than 6 am. The Electoral Officer shall inform the Chief Electoral Officer by electronic means upon arrival at the polling station and the time of arrival shall be recorded in the occurrence book. "Occurrence book" means a book to record any entry of events or incident during polling or counting.

4.0 Inspection of the polling station

4.1 The Deputy Electoral Officers upon reaching his/her voting facility shall gather the Assistant Electoral Officers, Candidates (where applicable), Polling Agents, the Police Officers assigned to work there, and Observers present.

4.2 they shall then be invited to carry out an inspection of the voting facility as a whole and all the polling booths. Upon completion of the inspection, s/he shall detail a Police Officer to watch the polling booths to ensure that thereafter no person goes to the polling booths until the commencement of the poll.

4.3 The Electoral Officer with the assistance of the other Electoral Staff will make a final check of all equipment to ensure that it is in working order and in the right place before the start of the poll.

4.4 The Electoral Officer will ensure that all notices and sign boards pertaining to the poll are on display in places visible to the voters before the start of the poll.

5.0 Inspection of empty ballot boxes

Before the opening of the poll, the Deputy/Electoral Officer, in the presence of persons entitled to enter the polling station, shall open the ballot box to ensure that it is empty and there are no ballot papers or other papers therein.

After this examination, the ballot box must be locked and sealed by the Deputy/Electoral Officer in the presence of Polling Agents, Police Officer and Observers. Polling Agents are invited to place their seals if they so wish. The Electoral Officer then places the ballot box on a table in full view of all persons present at the polling station.

The ballot box should be positioned with the lock and seals facing the voter's side of the table.

The Police Officer shall watch the ballot box at all times.

The Electoral Officer must then make an entry in the Occurrence Book to the effect that the ballot box was examined

and found to be empty at the opening of the poll and persons in whose presence the examination was carried out shall be invited to sign the occurrence book as witnesses.

6.0 Polling hours

The polling hours are from 7.00am to 7.00pm. However, if there are voters in the queue at 7.00 pm, they will be allowed to vote. In addition, if there are persons whom in the opinion of the Electoral officer were in the immediate precinct of the polling station at the time but were prevented from entering the station due to congestion, they may be allowed to vote. Voters arriving at the polling station after the closing time will not be allowed to vote.

7.0 Procedures to be followed by Deputy/Electoral Officers Prior to Opening of Poll

7.1 Upon arrival at the station, inform the Chief Electoral Officer by electronic means of the time of arrival and record the said time in the occurrence book as well.

7.2 Verify that all communication equipment is in good working condition and make an entry of the findings of the verification in the occurrence book

7.3 Enter the names of the Electoral officer, Deputy Electoral Officers, Assistant Electoral officers, polling agents and police officer in the occurrence book along with the time at which they enter the polling station. The entry shall be signed by the Electoral officer, Assistant Electoral officers, and polling agents.

7.4 The number of ballot booklets and each ballot paper in each booklet shall be counted in the presence of polling agents and there shall be no recount even if any person who should have been present was absent during counting.

7.5 After counting, the ballot booklets shall be numbered as per the serial number sequence and the total number of booklets shall be recorded in the occurrence book. The Electoral officer and the polling agent are to sign the entry.

7.6 The EO shall then distribute the ballot booklets in numerical sequence to the Deputy Electoral Officers for use in their respective voting facilities. The number of booklets given to a Deputy is to be calculated based on the number of voters allocated to vote in his respective voting facility. Eg: Deputy 1 can be allocated ballot booklets 001 to 00500 and Deputy 2 – 00201 to 00500

7.7 The range of serial numbers which has been allocated to a Deputy is to be recorded in the OB and the Deputy is to sign the entry, eg: Ballot booklet 001 to 00500 allocated to Ms. Julie Samy (Deputy EO) at 0600hrs.

7.8 The name of the Deputy is to be entered on the cover of each ballot booklet allocated to him

7.9 Once allocated with the ballot booklets, the Deputy is to keep it in under lock, in full view of all persons in the room and close to the police officer.

7.10 The issuing of a ballot booklet to an Assistant EO has to be done by the EO himself. The EO shall allocate such a booklet, in numerical sequence, to the Asst EO and record the serial number of the booklet, the name of the Asst, and the time of issue in the OB. The Asst shall sign the entry. The name of the Asst shall be entered on the cover of the ballot booklet which he has received.

7.11 Ballot boxes are to be counted and polling agents are to examine that they are empty. The number of ballot boxes and the findings of the inspection is to be recorded in the occurrence book and signed by the Deputy/Electoral officer and the polling agent.

7.12 Number the register of voters to be used. When marked with the name of the Assistant Electoral officer and polling agent, record such in the occurrence book and have it signed by the Electoral officer, the polling agents, and

the Assistant Electoral officer.

8.0 Opening of the poll

8.1 The station shall be opened and set up before 7am and polling shall begin at 7am and end at 7pm.

8.2 The poll must be opened punctually and must not be delayed because of lateness or absence of the Assistant Electoral Officer or any other staff member. In the event of any absence, the Chief Electoral Officer must be informed so that a substitute is sent to the polling station in question. Ballot papers must not be given before the time appointed for the opening of the poll.

8.3 In case the poll is opened after 7am due to circumstances beyond the control of the Electoral Officer, the Electoral Officer shall extend the polling hours to the extent of the delay and an entry shall be made in the occurrence book and signed by the Electoral Officer and the polling agents and the Chief Electoral officer shall be informed of the delay.

8.4 The time of opening and closing of the station shall be recorded in the occurrence book and signed by the Electoral officer and polling agents. The polling station, despite consisting of more than one voting facility, should open as a whole. This means no voting facility should open before the other.

8.5 The Electoral Officer shall, immediately before the beginning of voting, show to persons lawfully present at the station, that the ballot boxes are empty and then shall close and seal the boxes in such a manner as to prevent the boxes from being opened without the seals being broken.

9.0 During Polling

9.1 Place the polling booth in such a way as to ensure secrecy of the ballot

9.2 Place ballot box used for polling in full view of all persons' present

9.3 Ensure that ballot boxes are not removed from the polling station during the poll

9.4 Ensure that a police officer or any other person authorized in writing by the Electoral Officer is posted and kept outside the polling station for the purpose of removing any person from the station if circumstances so warrants. The police officer or the authorized person is not to enter the station without authorization of the Electoral officer. When and if he enters, such entry shall be entered in the occurrence book

9.5 Ensure that section 25 of the Elections Act are complied with (refer to the Act)

9.6 Register of voters are to be used specifically for the marking of all the number and particulars of persons wishing to vote before a ballot paper is given to the person

9.7 An incapacitated voter as defined by section 25(3) of the Elections Act is to be assisted prior to voting in the following manner:

- (i) He is to be informed that he is here to vote and asked whether he wishes to vote. If no, do not proceed. If yes,
- (ii) Inform him that he is entitled to be assisted by a person selected by him or her and ask him whether he wishes to be so assisted. If he says no, let him go vote on his own. If he says yes,
- (iii) Ask who he would like to select to assist him – this can be the person accompanying him, an or an election official, or another person present at the station
- (iv) Once he has selected the person to accompany him, unless it is an election official, have the person fill out the form pursuant to section 25(3A) and inform the person of his role in the process which is only to witness the marking of the ballot paper but not to interfere with the voter

- (v) As per the instructions of the incapacitated voter, the Electoral officer/Deputy/Asst shall in the presence of the person selected by the voter, mark the ballot paper or ballot papers of the voter accordingly; fold it in such manner as not to reveal the recorded vote; and along with the voter and selected person, the Electoral officer shall place the ballot paper in the ballot box
- (vi) The Electoral officer and the person accompanying the incapacitated voter shall not talk to the voter nor influence the voter as to whom he or she may vote
- (vii) A person shall not accompany more than two incapacitated voters

10.0 Closing of the poll

10.1 The poll shall close at 7pm and if there are persons present inside the polling station at 7pm, or in the opinion of the Electoral Officer were in the immediate precinct of the polling station at the time but were prevented from entering the polling station because of congestion, they may be allowed to vote. Persons arriving after 7pm shall not be allowed to join the queue and vote.

10.2 The polling station once opened cannot be closed earlier than 7.00 pm for any purpose whatsoever. There can therefore be no question of an adjournment for lunch or tea. Also, the polling station once closed cannot be re-opened.

10.3 An entry recording the time of closing is to be made in the occurrence book when the last voter has voted and the Chief Electoral officer has been advised accordingly

10.4 The last ballot box is to be sealed in the presence of polling agents as provided in section 29 of the Elections Act and the polling agents are to be invited to put their seal and an entry shall be made in the occurrence book

10.5 Put away all equipment and organize the place for counting of votes

10.6 Only persons authorized to be present during counting are to be inside the polling station

10.7 The enumerators must be ready with the ballot account paper. Enumerators are such assistants appointed by the Chief electoral officer as he/she thinks necessary to assist the Chief electoral officer, the Electoral officer, or the Designated Electoral officer, as the case may be, in the counting of votes.

10.8 The provisions of section 29 of the Elections Act are to be complied with

10.9 An entry is to be made in the occurrence book to the effect that the closing procedures have been followed and the entry is to be signed by the Electoral officers and the polling agents

11.0 Allocation Ballot boxes

11.1 Ballot boxes will be allocated at the rate of 1 ballot box per 1000 voters in an Electoral Area depending on the size and capacity of the ballot box.

11.2 The following items will be supplied with each ballot box:

- 3 padlocks with keys
- 2 (plastic) seals with serial numbers
- Sealing tape with serial numbers

10.3 The name of the Electoral Area shall be clearly marked on the respective ballot boxes.

These shall be issued to Electoral Officers on the morning of polling day for the polling stations on Mahe. For Praslin

and Inner Islands, the ballot boxes will be issued and kept securely at the respective police stations the day before.

12.0 Handling of ballot boxes

- 12.1 After inspection of the ballot boxes, the Electoral Officer shall then place two seals and 2 padlocks to secure the lid of only ONE of those ballot boxes.
- 12.2 The Electoral Officer shall then place the sealed ballot box in a position, such that all the Election personnel and the Polling Agents can see it at all times.
- 12.3 The Electoral Officer shall keep the empty ballot boxes OPEN and UNSEALED but always under her/his care and control.
- 12.4 After the first ballot box is full the Electoral Officer shall invite the Candidates, Polling Agents and Observers present to witness the sealing of the aperture of the full ballot box. Polling Agents will be invited to place their seals if they so wish. The process, including the serial number of the seal used to seal the ballot box shall be recorded in the Occurrence Book and signed by the Electoral Officer, Police Officer, Polling Agents and Observers if present.

The full ballot box shall be kept on another table in such a place in the Polling Station where all can see.

- 12.5 After each ballot box has been used, the Electoral Officer shall repeat the same procedures, as at point 10, for the replacement of the full ballot box.

13.0 Maintaining order in the polling station

13.1 The Electoral Officer is required to keep order at the polling station, and to assist him/her in this, the election rules confer the power on him/her to order the arrest of any person engaged in any act of misconduct in the polling station, including failure to obey the Electoral Officer's lawful orders. The power to order the arrest must be exercised by the Electoral Officer and not by a Deputy/Assistant Electoral Officer.

13.2 Any person so removed may, if charged with the commission of an offence within the polling station, be dealt with as a person taken into custody without a warrant. If the person is entitled to vote at the polling station, the powers of the Electoral Officer for removal of such person and forbidding him to return, shall not be used to prevent such person from voting.

13.3 When the Electoral Officer orders an arrest, he/she must record in the Occurrence Book the circumstances in which the order was made, the time of the order, the name of the Assistant Electoral Officer who carried out the order.

13.4 If exercise of this power to order arrests does not succeed in restoring order and the proceedings at the polling station are interrupted or obstructed by riot or open violence, the Electoral Officer has the power to adjourn the proceedings at the polling station until the next working day. The election rules note that the disorder must be very serious to justify the exercise of this power. If it is exercised, the poll must be adjourned and not closed. The Electoral Officer shall notify the Chief Electoral Officer who will notify the Chairman of the Electoral Commission of the adjournment. The polling hours on the next working day when the poll re-opens will be the same as the original polling hours.

14.0 Police Officers

14.1 On election day, there will be police officers at every polling station. The police officers have the primary duty of maintaining peace and order at the polling stations and the surrounding areas. They must ensure that every voter's right to an election process that is free of intimidation, violence and bribery is protected.

The Commissioner of Police will arrange for a sufficient number of Police Officers to attend at the polling station.

14.2 Police Officers assigned to each Polling Station shall:

- a) provide security at the polling station to ensure that the polling is conducted
- b) without any disturbance;
- c) take necessary measures to prevent violence or any activity that can threaten to
- d) disrupt the elections;
- e) monitor and control the activities of the voters within the 100 metres limits of the polling station
- f) comply with any lawful directive(s) issued by the Electoral Officer;
- g) ensure the safety and security of election materials, by escorting and guarding such materials, as appropriate;
- h) protect Election Officials at the polling stations;
- i) arrest, on the instruction of the Electoral Officer, any person causing any disturbance, or preventing the smooth conduct of proceedings at the polling station;
- j) upon instruction of the Deputy/Electoral Officer ensure that no voter joins the queue at closing time of the poll, if necessary;
- k) accompany the Election Official to deliver envelopes containing ballot papers of persons who have voted in special voting facilities to Praslin and Inner Islands;
- l) provide 24hour security at the Electoral Headquarters throughout the election process until otherwise instructed by the Chairman of the Electoral Commission.

In addition, the electoral rules allow the Electoral Officer to: -

- a) order the removal by a Police Officer who misconduct himself at the polling station or fails to obey the Electoral Officer's lawful orders. The Police Officer so removed shall not, unless authorized by the Electoral Officer again be allowed to enter the Polling Station and may be charged with the commission of an offence.
- b) order the arrest by a police officer of a person alleged to have committed personation.

BALLOT PAPER AND OFFICIAL STAMP

1.0 Ballot paper control

- 1.1. Ballot papers will be printed in ballot booklets of 100 and 25. A ballot paper will have a stub on which the serial number will be. There will be no serial number on any ballot paper. The ballot paper is to be torn from the stub and provided to the voter. The stub is to remain in the ballot booklet. On the cover of the ballot booklet, the serial number of the first to the last ballot paper contained therein will be indicated.
- 1.2. The content of each ballot booklet is to be counted verified by the EO to ensure they contain the correct number of ballots. The findings are to be recorded in the OB and signed by the candidates/polling agents.
- 1.3. Ballot booklets are to be kept securely kept by the Chief Electoral Officer until issued to EO's on election Day. Electoral Officers are to acknowledge receipt of the number of ballot booklets issued to them, their serial numbers, and the total number of ballot papers that amounts to.
- 1.4. At each polling station, the ballot paper stock should be handled by the Electoral Officer who shall distribute the ballot booklets between the Deputy EO's based on the number of voters expected to vote at their respective voting facilities.

2.0 Ballot paper account

- 2.1 On Election Day, the Electoral Officers shall acknowledge receipt of the number of ballot papers received by signing the required form.

2.2 The Chief Electoral officer shall, at the time of delivery of the ballot papers, explain and give in a sealed envelope, the security features of the ballot papers to all Electoral officers.

2.3 At each polling station the stock of ballot papers should be handled only by the Electoral Officer and the Deputy for the purpose of safekeeping only.

2.4 Ballot booklets are to be issued one book at a time by the EO to the Assistant EO upon the previous one being fully utilized. The Electoral Officer shall certify that all ballot papers in any particular book have been utilized.

2.5 At the close of voting the unused ballot papers shall be counted by the Electoral Officers in the presence of the Candidates/Polling Agents, who should also sign in confirmation in the Occurrence Book. The Electoral Officers shall personally hand over all unused ballot papers, checked against receipt forms, to the Chief Electoral Officer on their return to the Electoral Headquarters.

3.0 Issuing of ballot papers

3.1 Ballot papers will be issued to voters as per the following procedures:

- 1) Call out the page number and line number where the particulars of the person appears in the register of voters and his full name. This enables those present to know that the voter has applied for and about to receive a ballot paper. Any candidate or Polling Agent is, by this means given the opportunity to raise an objection if they have reasons to believe that the person wishing to vote at the station is not a person entitled to vote at that station.
- 2) Stamp a ballot with an official stamp and deliver it to the person;
- 3) Cross out the name of the person on the copy of the register of voters to denote that a ballot paper in respect of the election has been delivered to the person. Where people have same name and surname and registered for the same address, particular care must be taken to see that the correct entry is marked;
- 4) In tearing a ballot papers from its stub, the Assistant Electoral Officer must take care not to tear it correctly
- 5) Explain to the person how to record the vote and thereafter how to fold the ballot paper to be placed in the ballot box where Presidential and National Assembly Election are held simultaneously, the two ballot papers are to be stamped and delivered separately

4.0 Absence of official stamp

If before the voter places his ballot paper in the ballot box, the Electoral Officer or an Assistant Electoral Officer notices that a ballot paper has been issued without being stamped, he/she should cancel it (being satisfied that it was the actual paper given out to the voter) and give out to the voter a properly stamped paper on which the voter may record his/her vote. The unstamped ballot paper should be retained and treated as a spoiled ballot paper. If the voter insists on putting into the box a ballot paper which appears to the Electoral Officer to be void for want of the official mark, he should be allowed to do so but told that the vote will not count.

5.0 Spoilt ballot paper

5.1 The Electoral Officer is not concerned with the question whether a voter has validly marked his/her ballot papers. However, if a voter inadvertently deals with a ballot paper in such a manner that it cannot be conveniently used as a ballot paper, for example, tears it or votes otherwise than he/she intended, he/she may on proving the fact of the inadvertence to the satisfaction of the Electoral officer, obtain another ballot paper in the place of the spoiled ballot paper and the spoiled ballot paper must at once be cancelled by the Electoral Officer.

5.2 In order to obtain a second ballot paper, the spoiled ballot paper must be given back to the Electoral Officer or Assistant Electoral Officer. If the claim is made after the ballot paper has been placed in the ballot box, another ballot paper must NOT be issued.

5.3 Spoilt ballot papers must NOT be destroyed but must be kept to be dealt with at the close of the poll.

6.0 Stray Ballot Paper

If a ballot paper which has been issued to a voter has not been inserted by her/him into the ballot box but is found anywhere in or near the Polling Station, it shall be cancelled by the Electoral Officer and accounted for as a spoilt ballot paper.

7.0 Official stamp

7.1 Each polling station will have a number of stamps (with prongs) and the design of the prongs for each polling station will be set by the Electoral Office and the punch code given to the Electoral Officer of the respective electoral area on collection of materials on polling day.

7.2 Immediately before the delivery of a ballot paper to a voter, the ballot paper must be stamped with the official stamp which must perforate the ballot paper. It is essential that each ballot paper which is delivered to a voter is stamped with the official stamp. If it is not stamped, the ballot paper will be void.

7.3 If the Electoral Officer or the Assistant Electoral Officer fails to stamp ballot papers with the official stamp, they might be liable to prosecution for the offence of breach of statutory duty.

7.4 Care should be taken to avoid stamping that part of the ballot paper on which the voter marks his/her vote or the photograph of the candidate.

7.5 The official stamp code must be kept secret by the Electoral Officer and the designated Ballot Paper Officer until after the close of the poll.

VOTING, CLOSING AND COUNTING PROCEDURES

1.0 Eligibility to vote

Whether or not a voter is entitled to vote at a polling station depends upon the inclusion of his/her name in the register of voters. Any person whose name does not appear on the register of voters shall not be entitled to vote. If the person's name does not appear on the section of the register on which the Asst EO is verifying, the person's name is to be looked for on the complete register of voters for the electoral area which will be in the possession of the EO, if it is still not found, check on the master register (containing the names of all registered voters in the whole of Seychelles) and it is only if the person is not found on all of those is that the person is to be informed that he may not vote by reason of not being registered to vote. If the search reveals that the person is registered to vote in an electoral area other than where he has presented himself, he is to be informed of this and of the address of the polling station there.

2.0 Identification of Voters

A person wishing to vote at an election needs to be identified as the person named in the register of voters. He /She must produce his/her National Identity Card or satisfy the Electoral Officer of his/her identity and that he/she has not voted at the polling station or elsewhere at the election. Passports are to be treated as National ID cards if the details on there matches the details on the register of voters.

3.0 Voting in the appropriate Electoral Area

When an Electoral Officer at a polling station has reason to believe, or a Polling Agent at that station alleges that a person wishing to vote at the station is not a person entitled to vote at that station, the Electoral Officer shall:-

- 1) advise the person accordingly, giving reasons for the belief or, where the Polling Agent has made an

allegation referring to this, require the Polling Agent to state in the presence of the person wishing to vote, the reason for the allegations;

- 2) warn the person that he/she may commit an offence under this Act;
- 3) where the Polling Agent refuses to state the reason for the allegations referred to, the
- 4) Electoral Officer shall disregard the allegations;
- 5) where a voter applies to vote other than at the polling station in /her electoral area, the Assistant Electoral Officer should direct him/her to his allotted station.

4.0 Admission to the polling station

4.1 Accredited persons

The following persons will be allowed in the polling stations subject to accreditation by the Electoral Commission:

- 1) Members of the Electoral Commission
- 2) The Chief Electoral Officer
- 3) The Chief Registration Officer (d) Staff of the Electoral Commission
- 4) Candidates
- 5) Party Agents (appointed by political parties and not to exceed five in number for each political party)
- 6) Journalists
- 7) Election Observers
- 8) Police officers

4.2 Voters

The Electoral Officer must regulate the number of voters to be admitted at any one time in the polling station to facilitate the voting process.

5.0 Voting procedures

- 1) All voters shall queue outside the polling station in order of first arrival in the alphabetical grouping in which their last name is classified
- 2) Preference to jump the queue shall be given to the elderly, infirm, women in advanced stages of pregnancy and the ailing (fast track).
- 3) Upon entering the polling station, a voter shall be directed to go straight to the Hand Check Officer who will check the person's left hand and then puts the left hand under the UV light for a second test.
- 4) The voter shall then identify himself/herself to the Document Check Officer by presenting his/her ID card or any other identification document.
- 5) The Document Check Officer shall permit the Candidates and Polling Agents to see the I.D Card of a voter at their request.
- 6) A voter without an I.D Card may be permitted to vote provided his/her identity is confirmed by a witness and there is no reasonable objection by Polling Agents present. Both the voter and the witness have to complete a voter declaration form and record the fact in the Occurrence Book.
- 7) In the case where the identity of a voter is questioned and the voter is unable to show proof as specified above, that voter shall not be permitted to vote and an entry to this effect shall be made in the Occurrence Book.
- 8) Upon finding the name of the voter on the Electoral Register, the Document Check Officer shall call out the page number, the serial number and the particulars of the voter on that page, for all Candidates/Polling Agents to hear. The name of the person will be crossed out on the register.
- 9) The Ink Marking Officer shall check if the voter has not voted already by verifying if there is no indelible ink at the tip of the voter's left forefinger and invisible ink on the remaining fingers of the left hand.

- 10) The Ink Marking Officer shall then request the voter to dip the left index finger into the pot of indelible ink and spray invisible ink on the remaining fingers of the left hand. The Officer will then check your left hand under the UV light to ensure that the voter's thumb and index finger are well stained.
- 11) The Ballot Paper Officer shall stamp a ballot paper, instruct the voter how to fold same and hand over to the voter and advise the voter to proceed to any vacant polling booth. A "1" shall be endorsed on the tally sheet.
- 12) Having received the ballot paper, the voter shall go immediately into one of the voting compartments provided at the station.
- 13) The Usher shall act as overseer of polling booths whose duties shall be mainly to guide voters therein and from there to the ballot box to cast their votes; the Electoral Officer must be discreet and not be seen in any way as interfering with the voter.
- 14) In the polling booth, the voter shall use the felt-marker provided, to make a mark in the blank box on the ballot paper, against the name of the candidate of his/her choice.
- 15) The voter shall then fold the ballot paper as instructed and thereafter move out of the polling booth.
- 16) The voter shall then be directed towards the ballot box and he/she shall cast his/her vote where all can see.
- 17) The voter is required to vote without undue delay and to leave the polling station as soon as he/she has put his/her ballot paper in the ballot box.
- 18) The voter shall then move out of the polling station promptly and vacate the polling area.
- 19) Every unusual occurrence at a polling station shall be recorded in the Occurrence Book. This can be done by the Electoral Officer, Assistant Electoral Officers, Candidates, Observers, and Polling Agents only.
- 20) All conversations within the polling stations shall be audible to all concerned.
- 21) The Electoral Officer shall ensure that a high level of discipline and orderliness is maintained in the polling station at all times throughout the election process.
- 22) Voters in a polling station at any one time shall stand at least 5 metres away from any polling booth being occupied.
- 23) Only one voter at a time shall be permitted to enter a polling booth. (except where assisted voting is provided).

6.0 Voting secrecy

6.1 The election officials must take special care to ensure that:-

- 1) the secrecy of the ballot is maintained;
- 2) no person interferes or attempts to interfere with any voter whilst marking his/her ballot paper;
- 3) no person induces any voter to display his/her ballot paper after he/she has marked it; (4) the voter himself/herself does not display it;
- 4) no person attempts to obtain information as to the candidate for whom the voter is about to vote or has voted.
- 5) information as to voters who have or have not applied for ballot papers is not communicated;
- 6) information regarding the number of votes a candidate has in respect of a particular election is not communicated to any person before the declaration of the results of that election.

6.2 It is the responsibility of voters to take ordinary precautions to conceal the way in which they mark their ballot papers. The voting compartments must afford reasonable facilities for ensuring secrecy.

6.3 The Electoral Officer must not allow a voter to whom a ballot paper has been issued to take it out of the polling station. This might lead to the official mark being disclosed.

7.0 Declaration of voter

7.1 A person required to answer questions about their identity should not be given a ballot paper unless s/he has answered the questions satisfactorily. It is an offence for a voter to refuse to provide such information.

7.2 If the answers are vague, the Electoral Officer should try to obtain, from the voter, a definite answer before delivering or refusing to deliver a ballot paper.

7.3 The Electoral Officer must refuse a ballot paper to an applicant if the applicant refuses to answer the questions. If the Electoral Officer refuses a ballot paper to a voter for not properly answering the questions, and the voter again applies and offers to answer the questions, he should be permitted to do so. If the answer given satisfies the enquiry, s/he should be allowed to vote.

7.4 A person who answers any of the questions in a way that is willfully false commits an offence under the Perjury Act.

8.0 Refusal to issue ballot paper

8.1 If the Electoral Officer refuses to give a ballot paper when s/he should do so, he may render himself liable to prosecution for breach of his official duty. Accordingly, he should not refuse a ballot paper merely because he believes that the voter has answered falsely. However, when a person fails to make or subscribe to a declaration of voter as required under section 27 (1) of the Elections Act, the Electoral Officer shall refuse to give the person a ballot paper.

8.2 The Electoral Officer is not required to record all cases when questions are asked. If, however, s/he has good reason to believe that the answer is false or that personation or some other voting offence is being committed, s/he may, where practicable, make a record on the circumstances in the occurrence book to be forwarded to the Chief Electoral Officer with a view to a prosecution being brought.

9.0 Suspect voters

9.1 Where for good cause, the Electoral Officer suspects that a person is trying to vote for another person (personation) or to vote a second time, the following procedure should be followed:

(1) Ask the person to make and sign a declaration that he is in fact the voter whose name the person is applying to vote, or, in case of a suspected double voting, ask the person to make and sign a declaration that he has not yet voted.

(2) If there are reasonable grounds to believe that the person's declaration is false, the Electoral Officer should inform the policeman on duty, giving him all the details of the case and requesting him to arrest the person for an offence under section 51(1)(j) of the Elections Act. The police have powers of arrest without a warrant under section 53 of the Elections Act, 1995 if they suspect upon reasonable grounds that a person has committed an offence under the Act.

9.2 Where there are reasonable grounds to suspect that a person, although registered as a voter, has no right to vote because s/he is not a Seychellois, ask the person to make and sign a declaration that he is a Seychellois by birth, by descent or by naturalization. Confirmation of citizenship and registration should be made by the Chief Registration Officer.

9.3 In all cases falling under paragraphs 9.1 or 9.2, record the event in the Occurrence Book.

10.0 Personation

10.1 If, at the time a person applies for a ballot paper for the purpose of voting or he has applied for a ballot paper for that purpose and before he has left the polling station a candidate or election agent or polling agent declares to the Electoral Officer that he has reasonable cause to believe that the applicant has committed an offence of personation and undertakes to substantiate the charge in a court of law, the Electoral Officer (but not an Assistant Electoral Officer) may order a police officer to arrest the applicant and the order of the Electoral Officer shall be

sufficient authority for the Police Officer to do so.

10.2 Personation consists of a voter applying for a ballot paper or voting as some other person, whether that other person is living or dead or is a fictitious person.

10.3 It is not personation if a voter applies for a ballot paper in a name which, though not his own name, is the name by which he is designated in the register. If a voter applies for a ballot paper honestly believing that he is entitled to vote, the offence of personation is not thereby committed.

10.4 A person arrested by a police officer under this power may be kept in custody until he can be brought before a court.

11.0 Closing procedures

- (1) The doors of the polling station must be closed punctually at the time appointed by the relevant elections rules for the close of the poll.
- (2) The Electoral Officer must be careful about the closing of polls and ensure that all voters who arrive up to 7.00 pm are advised to remain in the queue to cast their votes.
- (3) If there are voters outside the polling station waiting to vote and can be accommodated inside the polling station, s/he must, with the assistance of the Police Officer on duty, require the prospective voters to form a queue outside the polling station. S/he must then make a note of the name of the last person to join the queue.
- (4) When the last person whose name the Electoral Officer had previously noted has cast his/her vote the poll must be declared closed.
- (5) The Electoral Officer then proceeds to record the event in the Occurrence Book, stating the exact time when the poll was closed and the number of persons who voted at the polling station as recorded on the tally cards. Polling Agents, the Police Officer and Observers should also sign against the entry in the book.
- (6) The Electoral Officer signs the entry and then invites the Assistant Electoral Officer to do the same.
- (7) The poll having been closed, the Electoral Officer must clear the station of persons other than authorized ones
- (8) The Electoral officer will then proceed to:
 - (i) Close the ballot box by sliding the cover over the aperture and puts a seal on it to prevent any ballot papers from being inserted through the aperture. Polling Agents are also invited to place their seals if they so wish. The serial numbers of the seals used are recorded in the Occurrence Book.
 - (ii) Collect and secure unused ballot papers, Register of voters and the Occurrence Book.
 - (iii) Ensure that the marked copies of the register of voters is signed by the Assistant Electoral Officers who used the register in the course of the day for voting collect all tally sheets
 - (iv) Make up in a separate packet the unused ballot papers
 - (v) Place the packet of unused ballot papers and the register of voters referred to together with any record made under section 26(3) in a bag with the seal of the Electoral officer.
 - (vi) Complete a statement, to be known as the ballot paper account, in the form provided by the Electoral Commission.
 - (vii) Notify representatives or counting agents of the time of counting.

Note: Record made under section 26(3) consists of the name and address of any person whom the Electoral officer or polling agent had reasons to believe he was not entitled to vote at that station but persists in voting; produces evidence that he is entitled to vote; makes a declaration in the form provided by the Electoral commission. Whether

he voted or not should also be noted.

How to make complete the ballot paper Account under section 29(1)(d)

- a) In the case of a Presidential election:
 - (i) Count unused ballot papers received from the Electoral Commission and record the serial numbers
 - (ii) Count the unused ballot papers received from any other polling station
 - (iii) count the ballot papers (in envelops) received from any other polling station
 - (iv) count the spoilt unstamped ballot papers received from any other polling station
 - (v) count the spoilt stamped ballot papers received from any other polling station; and
 - (vi) send a certified statement to that effect for each electoral area to the Chief Electoral officer who shall tally and reconcile the ballot papers distributed to all electoral area against the number of printed ballot papers received from the Electoral Commission
- b) In the case of a National Assembly election:
 - (i) Count unused ballot papers received from the Electoral Commission and record the serial numbers
 - (ii) Count the unused ballot papers received from any other polling station
 - (iii) count the ballot papers (in envelops) received from any other polling station
 - (iv) count the spoilt unstamped ballot papers received from any other polling station
 - (v) count the spoilt stamped ballot papers received from any other polling station
 - (vi) tally the total number of ballot papers received against the number of printed ballot papers received from the Electoral Commission; and
 - (vii) send a certified statement to that effect for each electoral area to the Chief Electoral officer

Where the Presidential and National Assembly election are held together the following shall be done separately in respect of each election:

- (i) The making of unused ballot papers into a separate packet – do this separately for each election; the unused ballot papers for each are not in any case to be mixed
- (ii) Completion of ballot paper account – complete a separate one in respect of each election
- (iii) Place the packet of unused ballot papers and the register of voters referred to together with any record made under section 26(3) in a bag with the seal of the Electoral officer – place that of each election separately

12.0 Counting

12.1 Authorized persons at counting of votes

Except with the consent of the Chief Electoral Officer or the Electoral Officer, no person other than the enumerators, candidates, the counting agents of candidates and the leaders of the registered political parties of the candidates and Observers shall be present at the counting of votes at the respective polling station.

12.2 Secrecy

No candidate, counting agent or observer shall assist in counting and handling of any ballot paper. Everyone in attendance at the count must maintain and aid in maintaining the secrecy of voting. It is an offence to ascertain or attempt to ascertain the number of voters who have or have not applied for a ballot paper or voted at a polling station, or to communicate any information obtained at the count as to the candidate for whom any vote is given on any particular ballot paper.

12.2 Counting Procedures

- 1) The time at which counting starts is to be recorded in the occurrence book
- 2) Polling agents and other persons' present are to hand over their telephones or other means of communications into the custody of the Electoral officer or person designated by him. Any phone subsequently found is to be seized by the EO and handed over at the end of the counting process.
- 3) Persons present inside the polling station shall not go outside the station and persons outside shall not enter the station until the counting process has been completed

12.3 The counting procedure as per section 34 is to be followed (when Presidential and National Assembly election are being held simultaneously):

- (i) The EO shall, before opening the first ballot box, disclose to candidates if they are present, and counting agents and enumerators, the security features of the ballot paper which shall be in a sealed envelope. No person shall be allowed to copy or take photographs of the security feature.
- (ii) A candidate or a counting agent of the candidate may request the Electoral officer or Designated Electoral officer to verify the security features of a ballot paper and the Electoral officer/Designated Electoral officer shall upon such request verify such ballot paper from the security features in the envelope and record the finding of the verification which shall be signed by the counting agent in the occurrence book.
- (iii) One ballot box at a time, the Electoral Officer shall allow polling agents and others present to examine the ballot box before breaking seals and opening it.
- (iv) The Electoral Officer shall, in the presence of the candidates if they are present; the counting agents of the candidates; and observers who may be present; with the help of enumerators, examine, count and record the number of ballot papers contained in the box.

Sorting Step 1

The ballot papers contained in a ballot box shall be sorted to remove: 1) rejected ballot papers; and 2) ballot paper belonging to any other election

NB: Rejected ballot papers are only those which:

- a) does not bear the official mark;
- b) has anything written or marked by which a voter can be identified;
- c) is mutilated or torn;
- d) does not contain a clear indication of the candidate for whom the voter has voted

Rejected ballot papers are to be stamped with the "rejected" stamp by the Electoral Officer. If a candidate or a counting agent of a candidate who may be present objects to the decision of the Electoral Officer, the latter will write "rejection objected to" on the back of the ballot paper and record in the Occurrence Book (or stamp it with such if such stamp is available).

Count and record the total rejected ballot papers there are and how many there are for each of the four classifications given above. After that, make an entry recording those numbers in the OB, have it signed by candidates/counting agents. Those numbers are also to be entered on the ballot paper account and lastly, seal all those rejected ballot papers in an empty ballot box.

Count and record ballot paper belonging to the other election if any and seal it a separate empty ballot box. The record is to be made in the OB and signed by polling agents

Valid votes – put them back in the ballot box and seal for sorting per candidate after.

Repeat same in terms of all Presidential ballot boxes. Rejected ballot papers from all Presidential ballot boxes are to be stored in the same ballot box and so are ballot papers belonging to the other election whereas valid votes are to

be stored back in their original boxes.

After completion of this sorting step for Presidential ballot boxes, do the same for National assembly election.

Sorting Step 2

At this point, for each election separately, you should have a sealed box containing its rejected ballot papers, another sealed box containing ballot papers belonging to the other election if any, and valid votes (not yet sorted per candidate) sealed in their original ballot boxes.

Now, back to Presidential Ballot boxes–

Open the boxes one by one, in numerical order, empty each on the table, check under the table to see that none has fallen (invite agents to check too) and sort the valid votes therein per candidate. Batches of 25 papers are to be made.

After this has been done in terms of all presidential ballot boxes, open the National assembly ballot box in which Presidential ballot paper(s) found there were sealed if any; count the number contained therein and confirm that it is the same number that was originally put in there; make an entry in OB to that effect and have polling agents sign. After that, transfer those papers to the Presidential election – a valid vote for a candidate is to be added to the batches of 25 whereas if it is a rejected ballot paper - open the sealed box containing such papers and add it in there (seal again when done), record in OB and have agents sign, and update ballot paper account accordingly.

Step 3 – Counting

At the end, count and record the number of valid votes per candidate and record on ballot paper account form.

When done, repeat step 2 and 3 in terms of National Assembly election.

NB: Subject to the decision of the court on an election petition, the decision of the Electoral Officer or Designated Electoral officer, as the case may be, as to the question arising in respect of a ballot paper shall be final.

The Electoral Officer or Designated Electoral officer shall prepare a statement (by completing Form 22) showing the number of ballot papers rejected under the following heads: -

- a) want of official stamp;
- b) writing or mark by which a voter could be identified; (c) mutilated or torn;
- c) absence of a clear indication of the candidate for whom the voter has voted

and shall on request, allow the candidate, if present, or the counting agent of each candidate, as may be present, to copy the statement.

13.0 Spoilt ballot paper

13.1 Spoilt ballot papers are those that never went into the ballot box. The number of spoilt ballot papers, if any, should be counted and placed in a special envelope supplied for the purpose, indicating thereon the number of spoilt ballot papers. All the envelopes should then be sealed.

13.2 The Electoral Officer should note that spoilt ballot papers are counted only for the purpose of accounting for all the ballot papers received since a spoilt ballot paper would have been replaced so that the voter could cast her/his vote. It should not, under any circumstance, be counted as ballot cast for any candidate. A ballot found in the ballot box must be either counted or rejected. No such ballot can be classified as a spoilt ballot paper.

14.0 Recount of ballot papers (only one recount allowed)

The Electoral Officer or Designated Electoral Officer may recount the votes: -

- a) on his/her own motion, if s/he considers it necessary, or
- b) upon the request of a contesting candidate or the counting agent of a candidate who is present at the counting if the request is reasonable.

15.0 Conclusion of counting of votes

15.1 Upon the conclusion of the counting of votes, the Electoral Officer or Designated Electoral Officer shall: -

- a) proceed to verify the ballot paper account in the presence of the candidates if present or the counting agents of candidates, by comparing the number of ballot papers recorded in the account with the number of ballot papers counted, rejected and unused;
- b) seal in separate packets the counted, rejected and unused ballot papers;
- c) prepare a statement as to the result of this verification (Form 22) and, on request, allow a candidate or the counting agent of a candidate to copy the statement.

15.2 The Electoral Officer shall as soon as practicable after the result of the election has been ascertained: -

- a) Prepare statement of results – to be signed by Electoral officer and polling agents
- b) transmit the statement of result to the Chief Electoral Officer or to the person designated by the Chief electoral officer
- c) post the statement of results on the door of the counting room once go ahead is received from HQ
- d) enter the statement of results in the occurrence book
- e) hand over results to the Chief Electoral Officer on return to the Electoral Headquarters.

15.3 The Electoral Officer shall return to the Chief Electoral Officer ballot boxes, documents and all election materials.

16.0 Declaration of results

The official declaration of results will be made public by the Chairman of the Electoral Commission upon arrival of all Electoral Officers at the Headquarters.

17.0 Occurrence book

17.1 This consists of a book to record any entry of events or incidents during polling or counting.

17.2 Its purpose is to record voting-related activities and any incident that may happen in the polling station during polling and counting.

Incidents are to be recorded in such a manner that it specifies when it happened, who was involved and how the situation was handled.

17.2 It is to be kept by the Electoral Officer. Entries may also be made by:

- Authorized persons present at the opening of the poll.
- Observers, agents and candidates authorized in the polling station.
- Authorized persons present at the closing of the poll and counting of votes.

Such persons can record the following:

- Any objection and how it was dealt with.

- Anything that is considered important and worth noting.

17.3 Authorized persons at the opening and closing of the poll may be invited to sign the occurrence book as witnesses.

17.4 Complaints by polling and/or counting agents are to be recorded accordingly. The complainant shall endorse the occurrence book.

17.5 The Occurrence Book may be used as evidence in the event of a court case.

17A. LOG BOOK

1. Each Deputy EO will have a Log Book for recording of events occurring within his respective voting facility
2. This includes substitution of police officers and agents, potential offences, issues arising with incapacitated voters, and any unusual incidents.
3. Ballot paper control remains an EO matter and all entries are to be made in OB. Same applies for counting of votes

18.0 Accounting of special requisites

18.1 The Electoral Officer shall acknowledge receipt of numbers of register of voters; ballot boxes; ballot papers and envelopes; seals; official stamp and Occurrence Book received from the Chief Electoral Officer on election day.

18.2 Official Stamps for each electoral area shall bear a different punch code. The punch code shall remain confidential until they are issued on Election Day.

18.3 All accountable requisites shall be stamped, labeled or marked with special markings in respect of each Electoral area.

18.4 Those accountable requisites shall be collected by the Electoral Officer at the close of voting and he/she shall personally hand these over to, and against receipt from, the Chief Electoral Officer at the Electoral Headquarters the same day.

18.5 The keys of the vehicle allocated to a polling station shall at all times be kept in the care, control and custody of the Electoral Officer when not in use. It shall not be used for the transportation of any voter.

INCAPACITATED OR ILLITERATE VOTERS

1.0 Identification of incapacitated voters

1.1 An incapacitated voter can be classified into the following categories: blind, dumb, deaf, mentally challenged, or physically handicapped (not limited to these). Such persons are entitled to receive assistance, from a person of their choice, in casting their votes.

1.2 The person assisting them must be aged 18 or over; must not be a polling/counting agent; and must not have already assisted 2 incapacitated voters.

1.3 The Electoral Officer must exercise strictness and must examine each case on its own merit before allowing a person to be accompanied. The guiding principle is to maintain the secrecy of the ballot as much as possible.

1.4 By asking questions, the Electoral Officer should establish whether:

- a) the voter wishes to vote

- b) if yes, if he wishes to be accompanied;
- c) if yes, if the person who is with him is the one whom he selects to accompany him

make the option of being accompanied by an election official available to him

1.5 The Electoral Officer should ensure that a person accompanying a voter should not talk to or influence the voter in any way.

2.0 Voting procedures for incapacitated voters

1. The Electoral Officer or duly authorized Electoral Staff shall satisfy her/himself that the voter is incapacitated and verifies her/his choice of the person to assist her/him. The person has to fill out a form, unless an election official.
2. The Electoral Officer or duly authorized Electoral Staff shall assist the voter with the identification formalities.
3. In the presence of the person selected by the voter, the voter shall then be accompanied by the Electoral Officer or duly authorized Electoral Staff to a polling booth where the Electoral Officer or duly authorized Electoral Staff shall enquire from the voter for which candidate he/she would like to vote. The voter shall indicate his/her choice.
4. The Electoral Officer or duly authorized Electoral Staff, in the presence of the person selected by, and standing behind the voter, shall make a mark in the appropriate box on the ballot paper according to the voter's choice.
5. Where there is an objection to the duly authorized Electoral Staff's entry, the staff shall then call the Electoral Officer to verify the voter's choice in the presence of the voter's witness. The Electoral Officer shall carry out this verification by enquiring from the voter his/her choice of candidate in the presence of the person selected by him/her, but not in the presence of the duly authorized Electoral Staff who had previously marked the ballot paper.
6. The Electoral Officer upon being satisfied as to its correctness shall then fold the ballot paper in such a way that the voter's choice is concealed.
7. The Electoral Officer shall then turn towards the Polling Agents and publicly hand over the ballot paper to the voter.
8. The Electoral Officer or duly authorized Electoral Staff shall then accompany the voter to the ballot box and assist him/her to cast his/her vote.
9. The voter shall then be led to the person selected by the voter to exit the polling station and vacate the polling area.

3.0 Assisting blind voters

1. The Electoral Officer or his/her Assistant shall take the ID of the voter from the person selected by the voter and assist the voter with the identification formalities.
2. The voter shall then be accompanied by the Electoral Officer or his/her Assistant and the person selected by him/her to a polling booth where the voter directs the Electoral Officer or his/her Assistant how the vote is to be cast.
3. The Electoral Officer or his/her Deputy shall, in the presence of the person selected, mark the ballot paper accordingly, folds the ballot paper in such a manner as not to reveal the identity of the candidate for whom the vote has been recorded.
4. After leaving the polling booth with the voter and the witness, the Electoral Officer or his/her Deputy shall turn towards the Polling Agents and place the ballot papers in the box provided for this purpose.
5. The voter shall be deemed to have voted and shall be shown out of the polling station.

4.0 Assisting deaf and dumb voters

1. The procedures for a deaf or dumb voter to cast his/her vote shall be the same procedures followed by all voters, except that in his/her case the next-of-kin shall be permitted to accompany him/her up to the point of establishing his/her identity.
2. At that point his/her next-of-kin, unless he/she has business in the polling station, shall retire outside the polling station.

5.0 Assisting physically handicapped voters

1. Voters requiring the use of wheel chairs for example, those with no lower limbs, but otherwise normal shall be permitted the use of their wheelchair within the polling station, and will not necessarily need the assistance of a witness.

6.0 Assisting illiterate voters

1. The voter may be accompanied by someone of his/her choice but it will be the Electoral Officer or the designated Assistant Electoral Officer who will mark the ballot paper after the voter has made his/her choice.
2. The person accompanying him/her will only witness the marking of the ballot paper by the Electoral Officer or his/her Assistant to ensure its correctness.

7.0 Assisting mentally challenged persons

1. It is possible that a person applying for a ballot paper will appear to the Electoral Officer to be suffering from some mental disability.
2. The Electoral Officer should not prevent such a person from voting unless he/she is in such a state that he/she does not understand the instructions given and the purpose for which he/she has come to the polling station.
3. To be more certain of the voter's condition, the Electoral Officer may ask pertinent questions such as:
 - Are you the person registered in the register for this election as follows? (read the whole entry from the register)
 - What is your electoral area?
 - Where is your identification document?
 - Have you already voted here or elsewhere for this election?
4. (4) If the person does not answer the questions satisfactorily, the Electoral Officer should refuse to give him/her a ballot paper, but should not refuse for other reasons.
5. (5) If the person causes a disturbance in the polling station, he/she may be removed on the order of the Electoral Officer.

SPECIAL VOTING FACILITIES

1.0 Inner and Outer Islands

- a) Voters living and working on the Inner and Outer Islands will be provided with facilities to enable them to vote without having to go to their respective electoral area on the main polling day. Voting facilities will be provided as per the voting schedule published in the Gazette by the Chief Electoral Officer for that purpose.
- b) Since the voting facilities on the Inner and Outer Islands will cater for voters in all electoral areas, persons other than workers who happen to be on any of the islands where voting facilities have been designated may vote provided they meet the requirements.

- c) Logistical arrangements in terms of transport to the Inner and Outer Islands will be provided by the Electoral Commission. In addition to Election Officials designated to conduct the poll, Polling Agents and Observers will be allowed to participate in the process. The number of Agents and Observers to accompany the Election Officials will be limited in view of the transport capacity. Once the list is confirmed by the Chief Electoral Officer and submitted to the transport authorities, last minute changes will not be entertained unless under special circumstances prior to polling day.

2.0 Other voting facilities

In accordance with the law, the Electoral Commission is to provide voting facilities for categories of voters who will cast their votes prior to the main polling day. The voting facilities and categories of voters are specified under section 18(2) of the Act. They consist of voters who are:

- Temporarily on Mahe during election dates but who are registered in electoral areas other than those situated on Mahe
- Temporarily residing on the island of Praslin and Inner Islands for employment reasons, who are registered in electoral areas on Mahe
- Incapacitated and elderly residing in North east point home for the elderly and North East point hospital
- Voters registered in electoral areas and employed in essential services and are on duty and away from their electoral areas on the day of election. Essential services comprises of:
 - Purse seiners
 - Air Seychelles and any other airlines
 - Security for President and Ex-President
 - Health services
 - Security Personnel at the office of the Electoral commission
 - Prison service
 - Meteorological service
 - Voting stations
 - Airport services or Air traffic control
 - Seychelles Fire and rescue services
 - Public utilities corporation
- Persons being lawfully detained but not serving a sentence of imprisonment
- Any other special circumstances which the Chief Electoral Officer considers appropriate

3.0 List of eligible voters

3.1 The names of eligible voters working on the Inner and Outer Islands and those eligible to vote in the other voting facilities will be made available on request to the Chief Electoral Officer by the head of the various establishments and work places so that the list of voters will be prepared accordingly. This is essential in order for the Electoral Commission to make the necessary logistical arrangements to ensure that no voter is disenfranchised in the process.

3.2 A notice shall be sent to employers of persons present on inner and outer island to provide the names, number and particulars of voters working for that employer who are registered in other electoral area but meets the criteria to vote at special voting facilities. This notice shall also be sent through the radio, television, and at least in two newspapers which has wide circulation.

3.3 A list of persons entitled to vote at special voting facility shall be generated from the register of voters and be certified as a true copy by the Chief Registration Officer and the Chief Electoral Officer shall notify the candidate to collect the list on polling day at the special voting facility.

4.0 Voting schedule

The voting schedule for the Inner and Outer Islands and that of the other special voting facilities will be published in the Gazette by the Chief Electoral Officer at the appropriate time in accordance with the law and will specify the place, date and time when voting will take place.

5.0 Checking and collection of voting materials

Voting materials will have been checked the day before the poll is to take place. The materials will be collected at the Electoral Headquarters by the Electoral Officer on the day that polling is to take place in the specific special polling facilities.

6.0 Polling procedures

- a) Polling on the Inner and Outer Islands and at other voting facilities will be conducted in line with established voting procedures.
- b) Voters will place their ballot papers in the envelopes provided, which they must seal before placing them in the ballot box. The names of their electoral area of registration will be written on the envelopes.
- c) Person who cast their votes in any of the polling facilities provided will be deemed to have voted in their electoral area where they are registered and will not be allowed to vote on the main polling day. A list of such persons will be provided to the Election Officers and Polling Agents to ensure that nobody is allowed to vote twice.

7.0 Closing of the poll

7.1 At the close of the poll, the ballot boxes will be sealed in the presence of Polling Agents and Observers and will remain so when it is handed over to the Chief Electoral Officer on return to the Electoral Headquarters the same day. Polling Agents may place their own seal on the ballot boxes if they so wish. The ballot boxes will remain sealed while in the custody of the Chief Electoral Officer and will be kept in a secured place.

7.2 The Electoral Officer will return all voting materials and completed forms to the Chief Electoral Officer on the same day.

7.3 All special voting facilities shall record the particulars of the persons who have voted at the facility and generate a list of such persons according to their electoral areas. The list shall be provided to candidates or polling agents on polling day at the respective polling stations.

8.0 Sorting of envelopes

- a. The Chief Electoral Officer will notify all candidates of the date and time of sorting of the envelopes and request their presence or that of their polling agents. Only one polling agent of each candidate will be allowed in the room when sorting is in progress.
- b) The time at which sorting starts and ends and the names of persons present during the sorting procedure shall be recorded in the occurrence book
- c) Failure of a candidate or polling agent to be present shall not prevent the Electoral officer from proceeding with the procedure.
- d) Before opening of ballot boxes, each box shall be checked by all present to ensure that the seals have not been tampered with and the name of the special voting facility stated on the ballot box shall be recorded together with confirmation that all seals are in order. The ballot boxes shall then be opened individually.
- e) The number of envelopes found in each of the special polling facility shall tally with the number received from the said facility and such tally for each special voting facility ballot box shall be entered in the occurrence book

- f) Envelopes shall be classified according to their respective electoral areas
- g) The number of envelopes per electoral area shall be entered in the occurrence book
- h) The envelopes will be packed and securely stored for distribution to the respective electoral areas on the main polling day for counting along with the counting of other votes of those electoral areas.
- i) The Electoral officer or polling agents of the candidates shall sign on the ballot boxes at the end of the sorting out procedure prior to sealing of the ballot boxes
- j) The occurrence book shall be signed by all persons present at the end of the sorting and counting procedures.

9.0 Endorsement of form

- a. Candidates or their representatives will endorse the form designed for the purpose.
- b. In the event of an objection or refusal to endorse the form on any ground by a Candidate or representative, it will be so recorded.

10.0 Distribution of envelopes

10.1 For electoral areas other than those on Mahe, Designated Officers, accompanied by polling agents and escorted by Police Officers, will distribute the envelopes to the respective polling stations on the main polling day. For electoral areas of Mahe, the ballot papers will be distributed to the respective EO's at the HQ when the EO's comes to collect all the needful for departure to their respectful polling stations. **Once the envelopes are handed over to the Electoral Officer, he/she stops the voting process and counts the number of envelopes to ensure that it tallies with the number of persons who have already voted as per the list received before signing the delivery note. The envelopes are to be put in the ballot box immediately.**

10.2 For electoral areas of Mahe, the ballot papers will be distributed to the respective EO's at the HQ when the EO's comes to collect all the needful for departure to their respectful polling stations. The envelopes are to be put in the ballot box immediately before opening of poll, in the presence of polling agents.

CANDIDATES AND THEIR AGENTS

1.0 Candidates – Procedures to comply with

- 1.1 Through his or her polling agent, acknowledge receipt of the notice of the date and time at which his polling agent has to be present at the polling station and follow the procedures for the opening of the polling station. The failure of a polling agent to attend for the opening of a polling station shall not prevent the Electoral officer from proceeding
- 1.2 Ensure the good conduct of his or her polling agent and counting agent at polling stations
- 1.3 Ensure that that the polling agent who is being replaced leaves the polling station and does not engage with voters inside the station or in its vicinity
- 1.4 Ensure that he or she does not communicate with the polling or counting agent when they are inside of the polling station
- 1.5 Ensure that the polling and counting agent makes the entry required under these regulations in the occurrence book when required to do so

2.0 Appointment of Polling and Counting Agents

- 2.1 Polling Agents are appointed by a candidate to attend at a polling station during polling and Counting Agents are appointed to attend the counting of votes. Polling and Counting Agents must take an Oath of Secrecy to perform the duties assigned to him/her at the polling station.

- 2.2 A Candidate may appoint more than one person as a Polling Agent but not more than one such person shall at any time be posted at a voting facility within a polling station.
- 2.3 A Candidate must not later than 7 days before Election Day, notify in writing the Chief Electoral Officer, of the name, National Identity Number and address of the Polling Agent and Counting Agents of the candidate. An Agent may act in more than one capacity. A Polling Agent may also act as a Counting Agent.
- 2.4 The Chief Electoral Officer shall as soon as practicable before Election Day, issue a Polling Agent or Counting Agent with a certificate:
 - a) an Electoral Officer shall not allow a person to attend at a polling station as a Polling Agent
 - b) or allow a person to attend at the counting of votes as a Counting Agent unless the person holds a certificate issued by the Chief Electoral Officer.
- 2.5 When the polling agent or the counting agent of a candidate dies or becomes incapable of performing functions as polling or counting agent, before election day, the Candidate shall forthwith appoint another person as polling agent or counting agent, as the case may be, and shall notify the Chief Electoral Officer in writing of the change and the reasons thereof and the Chief Electoral Officer shall issue a certificate to the person so appointed.

3.0 Role of the Polling Agent

The Polling Agent shall, as far as practicable, be so posted at a polling station so as to be able to see each person being called, see the ballot papers being handed and see the entrance of the polling booth, but without he/she being able to see how the voter votes.

The role of the polling agent is to:

- 1) confirm emptiness of ballot boxes before polling begins;
- 2) inspect and list the serial numbers and the seals on the ballot boxes;
- 3) seal the ballot boxes with their own independent candidate or political party seals;
- 4) observe whether or not the voting procedure conforms to regulations;
- 5) lodge a signed objection to the Electoral Officer in the event that, in his/her opinion, a person who has turned up at a polling station for voting is not eligible or unqualified to vote.
- 6) observe the closing procedures of the polling station at the end of polling; observe if the counting procedures are strictly adhered to;
- 7) confirm that separate packets are made and sealed for the various categories of ballots and materials after counting of votes. The agents may also put their seals on the packets and ballot boxes.
- 8) sign the ballot paper account after counting.

If the polling agent does not sign or is absent during the counting of votes, the Electoral Officer will record accordingly. The Electoral Officer will also record the refusal of any agent to sign the declaration form.

He needs to ensure that:

- 1) he is present on time for opening of polling stations
- 2) he records his or her name when entering and leaving the polling station
- 3) he verifies and observes the procedures prior to opening of the station, after the opening, during voting, at closing and make the appropriate entry as required by the regulations and signs the entry
- 4) he notifies the Electoral officer in charge of the polling station of anything that may affect the election process and make an entry of the same in the occurrence book
- 5) he does not touch any equipment of any kind for any purpose during and after the voter has cast his vote
- 6) he does not interact with any voter inside or within the vicinity of the polling station when he is being replaced
- 7) he leaves the polling station when replaced by another polling agent

- 8) he does not interfere with any voter inside the station during the process when the voter is casting his vote
- 9) he does not bring any electronic device in the polling station, does not make any recordings inside of the station and does not take any documents during polling other than their own notes
- 10) he does not make any false declaration
- 11) he does not interfere with a ballot paper or booklet of ballot papers
- 12) does not destroy any materials present inside or outside of the polling station
- 13) he complies with any direction given by the Electoral officer in charge of the polling station

4.0 Counting Agents

A Counting agents has to ensure that:

- 1) he is present during the counting process
- 2) he witnesses the sorting and counting of ballot papers, and his failure to be present during counting shall not prevent the Electoral officer from proceeding with the counting process
- 3) he does not communicate with the candidate or any person inside the polling station during the voting and counting process unless authorized by the Electoral officer
- 4) he complies with any direction given by the Electoral officer
- 5) he notifies the Electoral officer of anything which in his opinion may affect the counting process and make an entry of the same in the occurrence book
- 6) sign the statement of result to the effect that it is correct if he finds that it is or record his objection in the occurrence book and his reasons if he finds that it is not correct
- 7) make a copy of the statement of result for his candidate

5.0 The role of the Counting Agent

The function of the Counting Agent is to attend to the counting of votes at the place of counting of votes. Only one Counting Agent per Candidate is allowed when counting takes place.

The role of the Counting Agent is to:

- 1) observe the opening of the ballot boxes after close of poll. (2) witness the sorting and counting of ballot papers.
- 2) lodge signed objections to the decision of the Electoral Officer if in his/her opinion a rejected ballot paper should not be so rejected and vice versa.
- 3) sign the statement of poll as a witness and uplift a copy for his/her political party or candidate.

6.0 Accreditation of Polling and Counting Agents

6.2 All Polling Agents and Counting Agents will be issued a badge to assist in their identification as they leave and return to the polling station.

6.3 For logistical reasons, Polling Agents designated for a specific polling facility/station cannot be replaced without the approval of the Chief Electoral Officer. The same applied for counting agents.

7.0 Admission to polling stations

- 7.1 Polling Agents may be admitted to the polling station before the time for opening of the poll, or at any time during the hours of polling on production of his/her formal appointment or otherwise satisfy the Electoral Officer as to his/her identity. They must wear their accreditation badge.
- 7.2 If a Polling Agent wishes to retire from the station during the poll, he/she may do so. However, if the Polling Agent has been marking on his copy of the register the names of those who have voted, the Electoral Officer should not permit him to remove his marked copy. His/her place may be taken by a

different Polling Agent appointed by, or on behalf of the same candidate.

7.3 The validity of acts or procedures which are required to be done in the presence of the Polling Agent is not affected by their non-attendance.

8 Death of a candidate

8.1 If during polling hours, the Chief Electoral Officer is satisfied that a candidate has died, s/he will order the polling station to close and abandon the poll until a later date. On receipt of this order, the Electoral Officer must close the polling station and proceed as s/he would do on the close of the poll in ordinary circumstances, except that s/he does not need to prepare a ballot paper account.

ELECTORAL OFFENCES

Extract from the Elections Act (Cap 262)

Section 51 (1) A person who –

- a) forges or fraudulently defaces or fraudulently destroys a register of voters or any part thereof;
- b) forges, counterfeits or fraudulently destroys any official mark relating to a Presidential Election or a National Assembly Election;
- c) forges or counterfeits or fraudulently destroys a ballot paper; (f) without due authority, supplies a ballot paper to any person;
- d) fraudulently puts into any ballot box any paper other than a ballot paper which the person is authorized by law to put in;
- e) without due authority, takes out of the polling station a ballot paper or has in the possession of the person a ballot paper outside a polling station;
- f) without the authority, destroys, takes, opens or otherwise interferes with a ballot paper or packet of ballot papers then in use for the purpose of a Presidential Election or a National Assembly Election;
- g) willfully furnishes false evidence or makes a false declaration under section 25, section 26 and section 27;
- h) contravenes section 48(2);
- i) commits an illegal practice in connection with a Presidential Election or a National Assembly Election;
- j) without lawful authority, destroys, mutilates, defaces or removes a notice which is exhibited or any document which is made available for inspection under this act in connection with a Presidential Election or National Assembly Election;
- k) after a lawful demand to the person has been made under section 3(5) fails to give such information as the person possesses or unreasonably delays in giving the information;
- l) causes any disturbances or fails to comply with a lawful order of the Chief Registration Officer or a Registration Officer at any place where a register of voters is kept for inspection under section 8 or of the Chief Electoral Officer, an Electoral Officer or a Designated Electoral Officer at a Polling Station or a place where the counting of votes is being carried out;
- m) obstructs the Electoral Commission or an officer appointed under this act or fails to obey a lawful order of the Director or the officer;
- n) annoys, molests or in any way interferes with a voter within the precincts of a polling station or a radius of 100 metres of a polling station;
- o) electioneering in connection with an election contrary to section 51(1) or fails to comply with section 50(2)

Other Electoral Offences

1. In relation to the secrecy of voting, the Electoral Officers and Assistant Electoral Officers are specifically required to assist in maintaining it. If they become aware of a threat to the secrecy of voting, they should take such action as they can to prevent it, especially with regard to assisted voting.
2. The system of marking the register after the person has voted should prevent the same person from voting twice.
3. If the Electoral Officer believes that a person has committed a voting offence (such as voting when s/he is not entitled to) s/he may (where practicable) make a record of the circumstances and pass that record to the Chief Electoral Officer with a view to deciding whether a prosecution should be brought.

ANNEX 1: AIDE MEMOIRE

On polling day Electoral Officer should ensure that:

1. the polling station is inspected
2. the polling booths are set up in such a way that will not compromise the secrecy of the ballot
3. all signs to assist voting are displayed and are in the appropriate places
4. ballot boxes are checked to confirm that they are empty
5. the ballot box to be used at the opening of the poll is sealed and placed in position prior to the start of voting
6. voting materials and supplies are checked
7. the Oath of Secrecy is taken by polling staff (if not already done)
8. a briefing is done with the Polling Officials to remind them of their duties, prior to opening
9. call out the names of voters who have already cast their votes at special voting facilities; Document Check Officers and Polling Agents must mark their registers accordingly.
10. the poll is opened promptly
11. ensure that Polling Agents do not carry into or use in the polling station any electronic device or telecommunication equipment.
12. witnesses sign the Occurrence Book at the opening, during (where appropriate) and closing of the poll
13. the polling station functions in an orderly manner throughout
14. only authorized persons are allowed inside the polling station
15. only eligible voters are allowed to cast their votes
16. incapacitated voters are given the required assistance
17. voters requiring assistance are treated in a dignified manner
18. entries are made in the Occurrence book as appropriate
19. Polling Agents and Observers are permitted to monitor the process without interfering with voters or with the proceedings
20. occasional checks of the polling booths are carried out to see whether the markers are still usable or need to be replaced
21. all envelopes delivered to the Electoral Officer are counted audibly to ensure that they tally with the numbers against the list of voters who have already cast their votes in special polling stations, before putting them in the ballot box
22. the queue is moving smoothly and in an orderly manner
23. staff take their lunch in a manner that does not interrupt the polling process
24. all persons waiting to vote do so before the poll is declared closed, if they are in the queue by 7.00 pm.
25. the ballot boxes are sealed at the close of the poll

PRESIDENTIAL AND NATIONAL ASSEMBLY ELECTION – 22nd, 23rd, 24th OCTOBER 2020

26. counting of votes is carried out in accordance with the provisions of the law
27. complete Form 22 and ensure that it is signed by all Polling Agents present as witnesses and hand it over to the Chief Electoral Officer on arrival at the Electoral Headquarters.
28. ensure that all signs and notices are removed before leaving the Polling Station
29. deliver the ballot boxes, and all election materials and supplies to the Chief Electoral Officer on arrival at the Electoral Headquarters.

NB: Please note that these are sample forms for information only. Copies of forms to be used will be provided separately in the appropriate format and for each separate elections. There may be slight alteration to facilitate practical use.

ANNEX 2: FORMS

FORM 1

ISSUE OF REQUISITES

STATION: DATE:

	A. ACCOUNTABLES	QTY ISSUED	QTY RECEIVED	QTY RETURNED
1	EXTENSION CORDS			
2	3 WAY SOCKET			
3	FAX MACHINE (S.N)			
4	BALLOT ENVELOPES (ISLANDS ONLY)			
5	PERFORATOR STAMPS			
6	PLASTIC SEALS			
7	OCCURRENCE BOOK			
8	BALLOT BOXES			
9	MASTER REGISTER OF VOTERS			
10	DISTRICT REGISTER OF VOTERS			
11	U.V. LAMPS (INC. 2 SPARE BULBS)			
12	PADLOCKS			
13	FINGER MARKER INK			
14	EMERGENCY LAMPS			
15	BADGES AND HOLDERS			
16	INVISIBLE INK			
17	LARGE ENVELOPES (OUTER ISLANDS)			
18	SECURITY SELLOTAPE ROLL (WITH LOGO)			
19	SECURITY SEAL - LOT (NUMBERED)			
20	REJECTION STAMPS			
21	VOTING BOOTHS			
22	DOCUMENT BAG			
23	CALCULATORS			
	B. NON - UNACCOUNTABLES			
	BALL POINTS			
	RULERS SET (PAPER BOARD)			
	MARKERS – FOR BALLOT PAPER			
	ELASTIC BAND (LOT)			
	STAPLERS			
	STAPPLES (BOX)			
	PERFORATORS			
	DRAWING PINS (BOX)			
	BLUE TAK			
	SEALING WAX (ISLANDS ONLY)			
	INK + INK PADS (SET)			
	SELLOTAPE (ROLL)			

PRESIDENTIAL AND NATIONAL ASSEMBLY ELECTION – 22nd, 23rd, 24th OCTOBER 2020

	BROWN ENVELOPES			
	MATCHES (ISLANDS ONLY)			
	MOISTENERS			
	PAPER KNIFE (CUTTER)			
	CANDLES (ISLANDS ONLY)			
	GLUE (TUBE)			
	TISSUE PAPER (BOX)			
	TOILET PAPER (ROLL)			
	GLOVES			
	A4 PAPER			

RECEIVED BY: ELECTORAL OFFICER

ISSUED BY : LOGISTICS OFFICER

DATE:..... **TIME:**.....

RETURNED BY: ELECTORAL OFFICER

RECEIVED BY: LOGISTICS OFFICER

DATE:..... **TIME:**.....

FORM 2

BALLOT PAPERS CONTROL (ISSUES AND RETURN)

ELECTORAL AREA: DATE:

ELECTORAL OFFICER: TIME:

DETAILS	ISSUED	USED	RETURNED
Book of 100			
Book of 25			
Total			
Name of		Signatures of:	
1) Issuing Officer:			
2) Electoral Officer:			

NOTES:

Detail of serial numbers in Annex FORM 2

.....

.....

.....

.....

.....

.....

FORM 3

REQUIREMENTS FOR POLLING STATIONS

ELECTORAL AREA

LOCATION

FACILITIES/EQUIPMENT/FURNITURE	QTY REQ.	COMMENTS/ACTION
1. Tables		
2. Chairs		
3. Electricity a. Electrical Powerpoints b. Lighting (Inside and Out) c. Power leads (Extensions)		
4. Toilet Facilities		
5. Transportation		
6. Others (Specify)		
Name:		Phone>
Signature:		Date:

FORM 4

ELECTION ACT, 1995

OATH OF SECRECY

I, , the undersigned deponent of
.....,an electoral official/polling agent/counting agent make oath and say that I shall not
divulge anything that shall come to my knowledge arising out of my duties.

.....
DEPONENT

Taken and sworn before me this day of

.....
Chief Electoral Officer

FORM 5

CERTIFICATE OF APPOINTMENT

POLLING/COUNTING AGENT

Pursuant to Section 20(3) of the Elections Act, 1995,
Mrs./Ms./Mr. is hereby appointed as **Polling /
Counting Agent** in respect of the National Assembly Election 2020. He/She will represent
.....
of at
..... Polling Station

.....
CHIEF ELECTORAL OFFICER

DATE:

FORM 6

VOTERS REGISTERED

IN ELECTORAL AREA

BUT VOTING ON OUTER ISLANDS

ISLAND VOTING..... DATE:

ELECTORAL OFFICER.....

SURNAME	OTHER NAMES	DOB	NIN

.....

ELECTORAL OFFICER

FORM 7

RETURN OF VOTES CAST

RETURN OF VOTES CAST ON ISLAND

FOR ELECTORAL AREA.

ISLAND VOTING:

ELECTORAL OFFICER:

SURNAME	OTHERNAMES	DOB	NIN

.....
ELECTORAL OFFICER

FORM 8/1

INNER/OUTER ISLANDS BALLOT PAPERS AND ENVELOPES ACCOUNT

BY ELECTORAL AREA

ELECTORAL OFFICER:

STATION: DATE:

ELECTORAL AREA	BP/REC/BF	BP/USED	BP/SPOILT	BP/UNUSED	BP/CF
Anse Aux Pins					
Anse Boileau					
Au Cap					
Anse Etoile					
Anse Royale					
Baie Lazare					
Baie Ste Anne					
Beau Vallon					
Bel Air					
Bel Ombre					
Cascade					
English River					
Glacis					
Grand Anse Mahe					
Grand Anse Praslin					
Ile Perseverance					
Inner Islands (incl) La Digue					
Les Mamelles					
Mont Buxton					
Mont Fleuri					
Plaisance					
Port Glaud					
Pointe Larue					
TOTAL					

ENVELOPES/BALLOT PAPERS ACCOUNT

REMARKS:

Number of Envelopes Received/BF		
Number of Envelopes Used		
Number of Envelopes Spoilt		
Number of Envelopes Unused		

.....
ELECTORAL OFFICER

HANDED OVER TO RETURNING OFFICER ON AT AM/PM

FORM 8/2

INNER/OUTER ISLANDS BALLOT PAPERS AND ENVELOPES ACCOUNT

ELECTORAL OFFICER

ELECTORAL LOCATIONDATE

Number of Ballot Papers Received/BF		
Number of Ballot Papers used		
Number of Ballot Papers Spoilt		
Number of Ballot Papers Unused		
CARRIED FORWARD TO		ISLAND/STATION

Number of Ballot Papers Received/BF		
Number of Ballot Papers used		
Number of Ballot Papers Spoilt		
Number of Ballot Papers Unused		
CARRIED FORWARD TO		ISLAND/STATION

Number of Ballot Papers Received/BF		
Number of Ballot Papers used		
Number of Ballot Papers Spoilt		
Number of Ballot Papers Unused		
CARRIED FORWARD TO		ISLAND/STATION

.....
ELECTORAL OFFICER

FORM 9

OUTER / INNER ISLANDS (Other than La Digue) SUMMARY OF BALLOT PAPERS AND ENVELOPES ACCOUNT

ELECTORAL OFFICER: DATE:

(A)STATION				CUMMULATIVE SUMMARY
1.TIME VOTE STARTED				
2.TIME VOTE ENDED				
(B)BALLOT PAPER ACCOUNT				
1. NO RECEIVED (BF)				
2. NO CASTED				
3. NO SPOILT				
4. NO UNUSED (CF)				
(C.) ENVELOP ACCOUNT				
1. NO RECEIVED (BF)				
2. NO USED FOR CASTING				
3. NO SPOILT				
4. NO UNUSED				

NOTES: $B(4) = B1 - (B2 + B3)$ $C(4) = C1 - (C2 + C3)$

.....
ELECTORAL OFFICER

COUNTED IN THE PRESENCE OF :

NAME	DESIGNATED	SIGNATURE

FORM 10

RETURN OF VOTES CAST AT SPECIAL STATIONS BY ELECTORAL AREAS

No	STATION:	ELECTORAL AREA:	ELECTORAL OFFICER:
/			

	PAGE	LINE	SURNAME	OTHER NAMES	NIN
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

DATE:

ELECTORAL OFFICER:

FORM 11

VOTING FACILITIES - BALLOT PAPER ACCOUNT

ELECTORAL OFFICER: STATION: DATE:

ELECTORAL AREA	BP/REC/BF	BP/USED	BP/SPOILT	BP/UNUSED	BP/CF
Anse Aux Pins					
Anse Boileau					
Au Cap					
Anse Etoile					
Anse Royale					
Baie Lazare					
Baie Ste Anne					
Beau Vallon					
Bel Air					
Bel Ombre					
Cascade					
English River					
Glacis					
Grand Anse Mahe					
Grand Anse Praslin					
Ile Perseverence					
Inner Islands (incl) La Digue					
Les Mamelles					
Mont Buxton					
Mont Fleuri					
Plaisance					
Port Glaud					
Pointe Larue					
TOTAL					

ENVELOPES/BALLOT PAPERS ACCOUNT

REMARKS:

Number of Envelopes Received/BF		
Number of Envelopes Used		
Number of Envelopes Spoilt		
Number of Envelopes Unused		

.....
ELECTORAL OFFICER

HANDED OVER TO RETURNING OFFICER ON AT AM/PM

FORM12

VOTING FACILITY SUMMARY OF BALLOT PAPERS AND ENVELOPES ACCOUNT

ELECTORAL AREA.....

ELECTORAL OFFICER: DATE:

(A)STATION				CUMMULATIVE SUMMARY
1.TIME VOTE STARTED				
2.TIME VOTE ENDED				
(B)BALLOT PAPER ACCOUNT				
1. NO RECEIVED (BF)				
2. NO CASTED				
3. NO SPOILT				
4. NO UNUSED (CF)				
(C.) ENVELOP ACCOUNT				
1. NO RECEIVED (BF)				
2. NO USED FOR CASTING				
3. NO SPOILT				
4. NO UNUSED				

NOTES: $B(4) = B1 - (B2 + B3)$ $C(4) = C1 - (C2 + C3)$

.....
ELECTORAL OFFICER

COUNTED IN THE PRESENCE OF :

NAME	DESIGNATED	SIGNATURE

FORM12

SUMMARY OF BALLOT PAPERS/ENVELOPES CAST ON INNER / OUTER ISLANDS AND OTHER VOTING FACILITIES

STATIONS	BL COM. CTR	BB HOTE L	N.E. HOSP.	BSA COM. CTR	NAT. HSE	REM	POIVR E DES	ALPH	FAR	AST ALD ASS	REM	COET	PLA	ML	DA	SIL	FRE	BIRD	DENIS	TOTAL
Electoral Areas																				
Anse Aux Pins																				
Anse Boileau																				
Au Cap																				
Anse Royale																				
Anse Etoile																				
Baie Lazare																				
Baie Ste Anne																				
Beau Vallon																				
Bel Air																				
Bel Ombre																				
Cascade																				
English River																				
Glacis																				
G. Anse Mahe																				
G Anse Praslin																				
Ile Perseverence																				
Inner Islands																				
Les Mammelles																				
Mont Buxton																				
Mont Fleuri																				
Plaisance																				
Pointe Larue																				
Port Glaud																				
Roche Caiman																				
St Louis																				
Takamaka																				
TOTAL																				

.....
Chief Electoral Officer

FORM 14

CONFIRMATION AND ISSUE NOTE OF BALLOTS FROM OUTER ISLANDS AND OTHER VOTING FACILITIES

It is hereby confirmed that it is in order for the following number of ballot papers to be counted
as part of the ballot papers for Electoral Area.
Number (in words) (in figures)

.....
CHIEF ELECTORAL OFFICER

WITNESSES OF PARTY REPRESENTATIVES AND INDEPENDENT CANDIDATES

PARTY/INDEPENDENT CANDIDATE	NAME	SIGNATURE

I acknowledge receipt of the above.

ELECTORAL AREA	ELECTORAL OFFICER

FORM 15

CLEARANCE For person/s wishing to vote other than where registered in an Electoral Area

Date: Time:

FROM: Electoral Officer:	Electoral Area:
TO: Electoral Officer	Electoral Area:

The following person(s) whose particulars appear below wish to vote in theElectoral Area. Please confirm whether the said person(s) have/have not already cast his/her/their vote/votes in your Electoral Area.

N.I.N	SURNAME	OTHER NAMES	D.O.B	DISTRICT REGISTERED

.....
Electoral Officer

FORM 16

CONFIRMATION For person/s who has/have not voted in an electoral area.

Date: Time:

FROM: Electoral Officer:	Electoral Area:
TO: Electoral Officer	Electoral Area:

Please be informed that the following person(s) has/have already or has/have not voted in the Electoral Area of

.....
 he/she may/ may not vote in the Electoral Area of

N.I.N	SURNAME	OTHER NAMES	D.O.B	DISTRICT REGISTERED

.....
 Electoral Officer

FORM 17

DECLARATION OF VOTER

ELECTION ACT, 1995

I, the undersigned deponent, whose particulars appear hereunder and who has been warned by the Electoral Officer of this Electoral Station that I may be committing an offence under the Elections Act, 1995 by voting at his Station, hereby make an oath, say and declare that:

- (a) I am the person whose name appears in the **Register of Voters** for the Electoral Area and I am entitled and wish to exercise my right to vote at this electoral station.
- (b) I have not voted at this Electoral or any other Station prior to the casting of this vote.
- (c) I am not disqualified from voting by reason of any legal incapacity.

National Identity Number:										Voter's Name									
Adresss																			

Deponent (Signature)

Date

Time

DECLARATION OF WITNESS

I, the undersigned witness, whose particulars appear hereunder and who has been warned by the Electoral Officer of this Electoral Station that I may be committing an offence under the Election Act, 1995, hereby make an oath, says and declare that:

- (a) that the declaration made by the above named Voter is true and correct and that he/she should be allowed to vote at this Electoral Station.

National Identity Number:										Voter's Name									
Adresss																			

Witness (Signature)

Date

Time

.....

Electoral Officer

FORM 18

POLLING STATION PROGRESS REPORT

Electoral Area:	Date:	Time:
-----------------	-------	-------

1. Number of ballot papers issued.	
2. Number of ballot papers spoilt.	
3. Number of objections lodged.	
4. Number of unregistered person turning up at the station.	
5. Any other problems encountered.	
6. Comments.	

NOTE: REPORT TO BE SUBMITTED AT THE FOLLOWING TIMES. (10:00AM, 12:00 NOON, 2:00 PM, HOURLY BASIS THEREAFTER)

.....
Electoral Officer

FORM 19

ELECTION ACT, 1995

NOTICE OF TIME OF SORTING (VOTING FACILITIES, INNER AND OUTER ISLANDS)

To:

Counting Agent / Representative of

I hereby give you notice that sorting of the votes for the Inner / Outer Islands and other voting facilities will start at am/pm on the day of, 2018.

.....
Chief Electoral Officer

FORM 20

NOTICE OF TIME OF COUNTING

(Section 30 (2) of Elections Act, 1995)

To: _____

Counting Agent/Representative of _____

I hereby give you notice that counting of the votes will start at _____

polling station at _____ pm today the _____ day of _____

.....
Chief Electoral Officer

FORM 21

TALLY SHEET

Sheet No		of		Date	
----------	--	----	--	------	--

ELECTORAL AREA:

OFFICER: **TOTAL**

					TOTAL	

.....

Chief Electoral Officer

FORM 22/1**ELECTORAL STATION BALLOT PAPER ACCOUNT****BALLOT PAPER ACCOUNT - Section 29 (1) (d)**

ELECTORAL AREA		DATE	
ELECTORAL OFFICER			

COUNT BEFORE OPENING OF BALLOT BOXES	QUANTITY	FOR HQ'S USE
1. Total number of ballot papers received from HQ for own station		
2. Number of unused ballot papers at own station		
3. Range of Serial numbers of the unused ballot papers at (2)		
4. Number of unused ballot papers received from other stations		
5. Number of ballot papers in envelopes received from other stations		
6. Number of spoilt unstamped ballot papers received from other stations		
7. Number of spoilt stamped ballot papers received from other stations		
8. Total number of ballot papers received from other Stations (4 + 5 + 6 + 7)		
9. Total number of ballot papers accountable for: (1 + 8)		
10. Total number of un-used & invalid ballot papers (2 + 4 + 6 + 7)		
11. Total number of validly used ballot papers (ballot papers expected in the ballot boxes) (9 - 10)		

COUNT AFTER OPENING BALLOT BOXES - Section 34 (1)		
12. Number of stamped ballot papers		
13. Number of unstamped ballot papers		

14. TOTAL number of ballot papers in ballot boxes (13 + 14)		
---	--	--

FORM 22/2

STATEMENT OF REJECTED BALLOT PAPERS UNDER SECTION 34 (6)		
(g) Want of Official Stamp		
(h) Writing or mark which could identify voter		
(i) Mutilated or torn		
(j) Without clear indication for whom the voter has voted		
15. Total rejected ballot Paper [(g) + (h) + (i) + (j)]		

STATEMENT OF RESULTS		
(Linyon Demokratik Seselwa)		
(One Seychelles)		
(Lalyans Seselwa)		
(Independent candidate)		
(United Seychelles)		
TOTAL		

SIGNATURE OF CANDIDATES/COUNTING AGENTS	
<p>ELECTORAL OFFICER _____ TIME: _____</p> <p>TRANSMITTED TO ELECTORAL COMMISSION AT _____ PM/AM pursuant to section 36(2) of the Elections Act.</p>	

FORM 23

PRESIDENTIAL AND NATIONAL ASSEMBLY ELECTION 2020

ELECTIONS ACT (CAP 262) SECTION 26(3A)

DECLARATION BY A PERSON SELECTED TO ASSIST AN INCAPACITATED VOTER

I

NIN no.									
---------	--	--	--	--	--	--	--	--	--

of hereby declare that I am:

	<i>Over 18 years of age</i>
	<i>I am not a candidate, polling agent, or counting agent for this election</i>
	<i>I have not already accompanied 2 incapacitated voters</i>

And I am therefore qualified to assist

Of (*electoral area of incapacitated voter*)

I acknowledge that I am not to in any way interfere with the voter and that doing so may lead to lawful actions.

.....

(signature)

END