



كۆمىسيوني بالاي سه ربه خوي هه لىژارد نه كان
The Independent Electoral Commission

**PROCEDURES FOR
COLLECTION OF SIGNATURES FOR
REFERENDA FOR THE FORMATION OF
REGIONS**

November 2008

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1. GENERAL OVERVIEW

The Independent High Electoral Commission (IHEC) is the exclusive electoral authority. It is an independent and governmental, non-partisan, neutral and professional government office, with the authority to promulgate, implement, and enforce regulations, rules and procedures with the full force of law in connection with elections.

1.1 Collection of Signatures for referenda on the formation of regions

The Law of the Executive Procedures regarding the formation of regions 13/2008 confers responsibility to IHEC for organizing, conducting and overseeing all the procedures related to referenda on the formation of regions.

In accordance with this law, one of the ways in which a referendum on the formation of a region will be called is if a request is presented by at least one tenth of all eligible voters within the respective governorate(s) wishing to form a region.

Following receipt and checking by IHEC of an initial petition of at least 2% of eligible voters from the respective governorate(s), IHEC will then provide an opportunity for voters within the governorate(s) to sign in support of the proposed referendum. If the signature list then reaches the required 10%, a referendum will be held within three months.

1.2 IHEC Sub-Centres for the Collection of Signatures

For the purposes of the collection of signatures, IHEC will open Sub-Centres where eligible voters for the relevant governorates will be able to submit their requests of support for organization of a referendum. The Sub-Centres (SCs) will have a specific voter list for the respective area. The Sub-Centres will cover the same area responsibility as for the Voter Registration Update which took place in July and August 2008 and for the Exhibition and Challenge process which took place in November 2008.

These Sub-Centres will be open for a period of at least 30 days where eligible voters may come and apply for their signature to be added to the list in support of the request for a specified referendum. Following this, the Sub-Centres will remain open for a further week for display of signature lists and forms.

1.3 Voter Registry

IHEC will use the latest voter registry as approved by the Board of Commissioners as the basis for determining eligible voters for the relevant governorate(s). The voter lists will be specific for each of the Sub-Centres and will include the polling units of the respective centres. Only voters found on the voter list of the centre will be allowed to apply to sign the signature list.

2. GUIDING PRINCIPLES

The following outlines the guiding principles of IHEC procedures for the collection of signatures.

- Voters resident in the relevant governorate(s) will attend a Sub-Centre in order to apply for inclusion on the signature list. All applicants must attend in person; no proxy applications will be accepted.
- Applicants will prove identity by presentation of a valid photo ID document.
- Sub-Centre staff will check that each voter is included on the voter list. Only applicants found on the voter list of that Sub-Centre may receive service.
- If found on the voter list, each applicants will complete a Form 311, Application for Inclusion on the Signature List, to be signed by both the applicant and Sub-Centre staff.
- Following this, the voter will sign (or fingerprint if illiterate) the signature list.
- Even if included on the original list of at least 2% of voters submitted to IHEC, voters must apply at IHEC Sub-Centres in order to be officially included on the signature list in support of a particular referendum.
- There may be requests at the same time for more than one different referendum on the formation of regions. In this case, applicants may sign in support of only one referendum request (that is, may sign only one signature list at any given time).
- No absentee services will be provided. Voters must be resident in the governorate(s) for the area requesting the referendum for the formation of a region.
- No challenge or voter registration update services will be provided during the signature collection period in any way.

3. SUB-CENTRE STAFF

All Sub-Centre staff are members of the IHEC and must remember to behave neutrally at all times. The neutral behavior of staff is important for a free and fair process. All staff must sign and adhere to the IHEC Code of Conduct.

Each Sub-Centre Team will consist of up to 8 staff members:

- Sub-Centre Manager
- Deputy Sub-Centre Manager
- Data Clerks (4)
- Signature List Clerk
- Queue Controller.

The number of data clerks working at any one time may vary from two to four, depending on the demand for services. Additionally, one of the Data Clerks may act as a second Signature Clerk, should this be considered necessary for the efficient functioning of processes within the Sub-Centre.

Where there is more than one signature list for requests for different referenda for the formation of regions, an additional Signature List Clerk will be in place responsible for each additional signature list.

All Sub-Centre staff report to the Sub-Centre Manager, who may reassign tasks within the team as necessary.

3.1 Sub-Centre Manager

The Sub-Centre Manager plans and manages the work of the Sub-Centre:

- Follows-up and assesses the security situation, coordinating with relevant parties.
- Supervises the work of SC staff, ensuring compliance with the procedures.
- Arranges the SC staff agenda for work and rest periods according to conditions and work requirements.
- Ensures sensitive materials are safeguarded at all times.
- Supplies the SC with required materials on daily basis.
- Supervises the process of collecting, counting and packing of the forms to be sent to the GEO.
- Keep a daily SC journal for recording relevant information.
- Guides and trains new staff.
- Ensures that the forms are filled out correctly, and verifies them by stamping all copies.
- Submits a daily statistical report to the GEO as per instructions from the GEO and ensures the correctness of the information.
- Reports any incidents to the GEO.
- Liaises with political entity agents, observers and media at the SC.
- Receives complaints.
- Assigns an acting SC manager during her/his absence.
- Performs any other duties required by the GEO Manager.

3.2 Deputy Sub-Centre Manager

The Sub-Centre Deputy Manager assists and supports the Sub-Centre Manager in the management of the work of the Sub-Centre:

- Resumes the responsibilities of the SC Manager in her/his absence.
- Assists the SC Manager in the performance of her/his work and performs any other duties as required.

3.3 Data Clerk

The Data Clerk is responsible for verifying applicants' presence on the voter list and completing application forms as necessary:

- Examines each applicant's documents to verify identity.
- Searches for the applicant's name on the voter list
- Completes and countersigns Form 311 Application for Inclusion on Signature List.
- Safeguards the voter list and all forms throughout the day.
- Collects, counts, and packs the forms that will be sent to the GEO under the supervision of the SC Manager and in accordance with procedures.
- Assists the SC Manager in preparation and sending of the forms to the GEO within the specified deadlines.
- Secures overnight storage of materials.
- Performs any other necessary functions and duties as requested by the SC Manager.

3.4 Signature List Clerk

The Signature List Clerk is responsible for maintaining the signature list(s):

- Safeguards the signature list(s) throughout the day.
- Asks the applicant to sign or fingerprint the signature list, following authorization of the application form.
- Provides a daily report of total signatures for the SC Manager.
- Performs any other necessary functions and duties as requested by the SC Manager.

3.5 Queue Controller

The queue controller is responsible for overseeing and controlling the flow of persons into the Sub-Centre:

Ensures that voters form an orderly queue outside the polling station

- Controls the flow of applicants into the Sub-Centre so that the Sub-Centre does not become crowded
- Allows authorised people to enter the Sub-Centre
- Checks that voters have their photo ID document ready
- Guides applicants one at a time to the next available Data Clerk
- Gives priority to and assists as necessary elderly, pregnant and disabled voters and parents with small children.

4. ADMINISTRATION OF THE SUB-CENTRE

Working Hours

The Sub Centre will be open eight (8) hours a day, from eight in the morning till four in the evening. The SC will not close during lunch break. Nevertheless, the SC Manager will arrange a schedule of breaks for the staff according to work requirements.

Opening Procedures

- The Manager and staff will arrive at the SC at least 30 minutes before the opening time.
- The SC will be designed in a way that allows for smooth flow of persons who visit it.
- The Manager will provide staff with materials that are required before the opening of the SC every day.

Closing Procedures

- The Manager will close the doors at the closing time.
- Any persons still waiting in the queue at the SC will be processed. No more people will be allowed to join the queue. One SC staff member should watch the last person in the queue at the time of closing.

Daily SC Journal

The SC Manager will keep a daily SC journal to record the following:

- SC opening time.
- SC closing time.
- Data relevant to any incidents.
- Information regarding any visitors coming to SC, such as - accredited observers, media, and agents of registered political entities. Every record is to include their names, accreditation badge numbers, time of arrival and departure and any concerns or comments they may raise.
- Number of approved forms for the day.
- Number of spoiled forms for the day.
- Daily and cumulative record of number of signatures on the list.
- Starting and ending serial numbers of forms used during the day.
- Serial numbers of security seals used for closing the boxes for daily storage.
- Staff attendance at SC. The manager will check the attendance record of each SC staff every day. This record is to be signed by the Manager and employees, then checked and signed by the supervisor at the GEO.
- Tally and daily total of turnout of persons checking SC data during the Display Period.

Suspension of Activities

The SC Manager may decide to suspend activities if the Sub-Centre is threatened by riot, violence, storm, flood or any other event, which makes activities impossible. The GEO should be consulted before the suspension takes effect.

The SC Manager may accept advice from the security forces to suspend polling, and can also act on her/his own initiative.

In cases of suspension of activities, the SC Manager must ensure all applicants leave the Station and will attempt to secure all materials. In these cases, the SC Manager will take the following steps where possible:

- Close the Sub-Centre and ask all applicants to leave
- Secure all sensitive materials
- Record the time of suspension and reason in the journal
- If instructed, pack all materials in preparation for transfer.

5. MATERIALS

Before the start of the period for the collection of signatures, the SC Manager will receive the SC kit, which contains all non-sensitive items and all sensitive materials required for signature collection processes. The SC Manager will sign a handover form to take responsibility for materials when they are issued.

Separate instructions will be issued detailing collection of materials from the GEO, movement of materials to the Sub-Centre, and secure storage for materials.

There are two types of materials: sensitive and non-sensitive. Sensitive materials are materials which may be used for fraudulent purposes and must be kept secure or under polling supervision at all times.

For signature collection processes in each Sub-Centre, sensitive materials are:

- Voter list (one copy divided into four)
- Signature List
- Completed, spoiled and unused Forms 311 Applications for Inclusion on the Signature List
- Completed Complaint Forms 110
- Official Sub-Centre form stamp
- SC Journal (once operations have commenced).

All sensitive materials will be sealed inside the box at the end of each day, and placed in the designated storage location.

6. PEOPLE AUTHORIZED TO ENTER THE SUB-CENTRE

Only the following categories of people may be present in Sub-Centre:

- Applicants (eligible voters)
- Sub-Centre staff
- Other members of IHEC
- Accredited agents
- Accredited observers
- Accredited members of the media (with no equipment)
- Members of the security forces ONLY if their presence is needed within the polling centre

All of the above except for voters must wear either a badge or an armband issued by the IHEC.



Note: - No one may carry weapons in a sub-centre, except for security officers on duty.

6.1 Accredited Observers, Agents and Media

- Electoral observers, agents of political entities and the media have an important role to help ensure that conduct of electoral processes is free and fair.
- They are accredited by the IHEC, and provided with accreditation badges. They must wear their accreditation badges at all times, and present this along with a photo ID document to the SC Manager.
- They must sign and abide by the relevant code of conduct approved by the IHEC.
- If overcrowding affects activities, the Sub-Centre may establish a schedule to rotate agents and observers in turn.

The observers and agents present in the centre should not be such as to disrupt the conduct of the application processes.

All observers, political entity agents and media representatives should sign in the journal, by his/her name, in the table as outlined below:

Item	Name	Organization	Badge Number	Time of Arrival	Time of Dep	Signature

6.2 Observers

- Observers may enter the Sub-Centre from the time that the SC staff arrive, until completion of packing and securing of materials for overnight storage.
- Only two observers representing each observer group may be present in the Sub-Centre at any time.

- Observers may move from one Sub-Centre to another.
- Observers may witness all processes in the Sub-Centre except for viewing the voter list and form completion during the signature collection process. (These can be viewed during the Display period).
- They can make their own record of seal numbers and daily statistics, but they may not record any information which may infringe on the privacy of an applicant.
- Observers may submit their complaints in public reports to their representatives (the body they belong to).
- Inside the Sub-Centre, observers may not communicate with applicants in any way.
- Observers cannot submit an official complaint unless via reports.



Electoral observers may raise any concerns with the SC Manager, but they cannot submit a formal complaint or insist on any IHEC staff member taking any particular action. However, the SC Manager will record any concerns raised by observers in the SC Journal and, where possible, will resolve the issues raised.

6.3 Agents of Political Entities

- Political entities may appoint agents to be in polling stations.
 - Agents may enter the Sub-Centre from the time that the SC staff arrive until completion of packing and securing of materials for overnight storage.
 - Agents may move from one Sub-Centre to another.
 - No more than one agent per accredited political entity may be in any Sub-Centre at any one time.
 - Agents may witness all processes in the Sub-Centre except for viewing the voter list and form completion during the signature collection process. (These can be viewed during the Display period).
 - Agents can make their own record of seal numbers and daily statistics, but they may not record any information which may infringe on the privacy of an applicant. (as above)
 - Inside the Sub-Centre, agents may not communicate with applicants in any way.
1. Agents are permitted to file a complaint to IHEC on the official Complaint Form 110 and submit this in the Sub-Centre.



If an agent conducts her/himself inappropriately, the SC Manager must warn the agent to behave in accordance with the code of conduct for political entity agents. If the misconduct continues, the SC Manager may ask the agent to leave the Sub-Centre. The SC Manager must record such incident in the journal.

6.4 Media

- The media have an important role to cover electoral processes inside the Sub-Centre, and to promote free and fair elections.
- They are prohibited from interfering with processes within the Sub-Centre.
- No interviews are allowed inside the Sub-Centre.
- They are prohibited from filming form completion or the voter list.
- They are not allowed to carry any electronic equipment (cameras, recording devices) except in certain SCs identified previously by IHEC.

6.5 Security Personnel

Iraqi security forces are responsible for the security of the Sub-Centre. However, police officers and other security personnel should generally station themselves outside the Sub-Centre unless their presence is needed in an emergency, or is requested by a polling official.

SC Managers must ensure that they have a contact number of the security forces, which they will use in case of emergency.

7. SUMMARY OF SIGNATURE COLLECTION PROCESSES

- Applicants wait in the queue: elderly, pregnant and disabled persons will be allowed to move to the front of the queue.
- The Queue Controller will check that each applicant in the queue has his or her photo ID ready. Those who do not have these documents will be asked to bring them, before being allowed to enter the Sub-Centre.
- Applicants will enter the Centre one at a time. Each applicant will be directed to a Data Clerk, when one becomes available.
- The applicant's proof of identity will be assessed by the Data Clerk, who will examine the documents presented by the applicant.
- The Data Clerk will check that the applicant is included on the voter list. If the applicant is not on the voter list, s/he will be directed to the correct Sub-Centre.
- The Data Clerk will complete Form 311 Application for Inclusion on the signature list for the applicant using the data as listed on the voter list.
- The applicant will check the details on the form and sign the form in the space provided, or mark with a thumbprint of the left hand if illiterate.
- The Data Clerk will write his/her name and sign the Application Form 311 in the space provided. All three copies of the form will then be authorized by stamping by the SC Manager.

- The Data Clerk will detach the third copy of the form and issue this to the applicant as a receipt.
- The applicant will proceed to the Signature List Clerk, who will direct the applicant to sign the relevant signature list.
- The applicant will leave the Sub-Centre.

8. FOUR STEPS OF SIGNATURE COLLECTION PROCESSES

8.1 STEP 1 - Queue Control

The Queue Controller

- Takes position at the entrance of the Sub-Centre and keeps applicants in an orderly line outside the Centre.
- Ensures that waiting applicants are as comfortable as possible while waiting.
- If any disabled, elderly person or pregnant woman joins the queue, ensures that the other applicants let her/him pass to the front of the line.
- Greets each applicant and asks whether s/he has already signed the signature list. If any persons have already done this, they will not be allowed to re-enter the Sub-Centre to submit an application again.
- Checks that each applicant in the queue has her/his photo ID document ready. Those who do not have these documents will be asked to bring them.
- Allows applicants into the Centre one by one, and controls the flow to prevent overcrowding.
- Directs each applicant to a Data Clerk, when one becomes available.

8.2 STEP 2 – Data Check

The Data Clerk

- Receives each applicant, and explains the process.
- Examines the applicant's photo ID document to verify the applicant's identity.
 - Each applicant must present a valid photo ID document. Acceptable documentation includes any government-issued ID card with a photo (such as passport, ID card, Iraqi citizenship card, or Residence Card for the head of family).
- Asks the applicant's name of head of family and looks on the voter list to confirm that the applicant is on the voter list of that Sub-Centre.
 - If the applicant is not on the voter list for that Sub-Centre, directs the applicant as to how to locate his/her Sub-Centre.

8.3 STEP 3 – Form Completion

The Data Clerk

- Completes Form 311 Application for Inclusion on the Signature List, using the data as listed on the voter list.
 - Note: forms are printed with serial numbers, and should be issued from each Data Clerk's pad in sequence.
 - One form must be completed for each applicant.
 - If there is more than one signature collection process for different referendum requests at the same time, Form 311 will contain a specific field asking which referendum request the application is supporting (field 7). The applicant must specify and this field must be completed. An applicant may only apply for inclusion on one signature list at any time.
 - All other fields of the form must be completed for each applicant. There must be no missing data.
- Directs the applicant to sign the form.
- Countersigns the form and ensures all three copies are stamped by the SC Manager.
- Removes the third (last) copy of Form 311 and issues it to the applicant.
- Directs the applicant to the Signature List Clerk, and asks the applicant to show the copy of the form to the Signature List Clerk as proof that the application has been successful.
- Detaches the first and second copies of the form and sets them aside for packing at the end of the day.

Spoiled Forms 311

The form will be considered spoiled, if is:

- unreadable
- improperly completed
- torn or dirty.

If a form is spoiled, the clerk will do the following:

- Draw a diagonal line across the form and write 'spoiled' on it.
- Put the spoiled form in a designated envelope for spoiled forms
- Complete a new form.

8.4 STEP 4 – Signing the Signature List

The Signature List Clerk:

- Asks to see the applicant's copy of Form 311 as proof that the application has been successful.
- Directs the applicant to sign the signature list, or thumbprint with the left hand if illiterate.

- Each signature must be numbered in sequence.
 - If a mistake is made on the signature, the Signature List Officer will put a line through the entry, and initial this. Then the applicant will sign again.
 - The applicant may sign only once and on only one signature list.
- Writes the applicant's family number and voter number next to the name, as found on the voter list and Form 311.
 - Explains that the Centre will be open for one week following the collection of signatures period for display of forms and signature lists, and directs the applicant to leave the Centre.

At the end of each day, the Signature List Clerk will put a line underneath the last signature for the day and date this, in order to indicate each day's processing. The Signature List Clerk will maintain information on the number of signatures added each day and the cumulative total for the SC Manager.

As each page is completed, the Signature List Clerk will total the number of signatures for the page and write the total in the designated space at the bottom of the page.

9. COMPLAINTS

Citizens and the agents of political entities have the right to file a complaint to the IHEC on Complaints Form 110.

NOTE: Observers or media do not have the right to file a direct complaint. They can only report the incident to their organizations. These organizations, in their turn, can file the complaint to the IHEC.

The Complaint Form 110 must be written and signed by the person who witnessed the incident.

The complaint must be filed within 3 days as from the date of the incident.

General complaints concerning the signature collection process, (such as illegal electoral activities at the SC, interference of observers, media or political entities agents in the process etc...) can be submitted at the Sub-Centre or GEO. At the Sub-Centre, the last copy of the complaint form will be kept by the complainant.

Complaints are confidential. The remaining copies of each complaint form received at the Sub-Centre will be placed together in its own individual envelope (A5), sealed and signed by the SC Manager across the seal.

10. SIGNATURE LIST DISPLAY PERIOD

Purpose of the Signature List Display Period

Immediately after the signature collection period, each Sub-Centre will remain open for one week for public viewing. This is to enable voters on the voter list of that Sub-Centre, observers and political entity agents to check that due process has been followed in the conduct of collection of signatures.

Guiding Principles

The IHEC will make available for inspection:

- All approved Forms 311 Application for Inclusion on Signature List for the Sub-Centre
- The signature list(s)
- The voter list.

The only persons who may view Sub-Centre data are:

- Eligible voters who are on the Voter List of that Sub-Centre, on presentation of a photo ID document and presence on the voter list
- Accredited observers and political entity agents, on presentation of an accreditation badge and a photo ID document.

Anyone who does not fulfil the above requirements will not be permitted to view SC data.

In case a person inspecting the data has concerns that due process has not been correctly followed, then s/he may file a complaint to the IHEC on Complaint Form 110, according to procedures outlined in section 9.

Challenges to voter eligibility will not be accepted. This is the purpose of the Exhibition and Challenges Period following a Voter Registration Update Period.

Copying or photographing of SC data (signature list(s), voter list or forms) by any person will not be permitted.

Submission of additional Forms 311 Application for Inclusion on the Signature List will not be permitted during the Signature List Display Period.

Sub-Centre Staff During the Display Period

There will be a minimum of four staff members in the Sub-Centre for the Signature List Display Period, as follows:

- SC Manager
- Display Officer (2)
- Queue Controller.

Display Officers will facilitate and monitor access to the forms and SC data available for inspection.

Prior to making data available to any voter for inspection, a Display Officer will check a voter's photo ID document and confirm presence on the Voter List.

The SC Manager will check the photo ID and accreditation badge of any observer or political entity agent wishing to view SC data.

Sub-Centre Management During the Display Period

- All materials, forms and kit contents used in the Application Period will remain in use for the Display Period.
- Packing procedures will be the same as for the Application Period.
- Operating hours will remain the same as for the Application Period.
- The SC will keep a daily tally on number of persons inspecting data for each signature list. This will be recorded in the SC Journal and reported according to reporting guidelines in Section 12.

11. MATERIALS PACKING AND STORAGE

11.1 Daily Sorting and Packing

At the end of the day the SC Manager will have the following forms:

- Application Form 311, - first and middle copies.
The first copy will be transported to the GEO on a weekly basis. The second copy will be filed and stored at the Sub-Centre for the duration of the process until the end of the Display Period.
- Spoiled Forms 311 (all 3 copies).
These will be kept at the Sub-Centre for the duration of the process until the end of the Display Period.
- Complaint Forms 110 each in their own secrecy envelope.
These will be transported to the GEO on a weekly basis.

The SC Manager will sort the forms in each of the above categories, count them and record this information on the Daily Reporting Form.

Then these forms will be packed as per following:

- Place the first copy of Application Form 311 into an A3 tamper evident bag
- Place the second copy of Application Form 311 into the SC box file(s) for Forms 311.
- Place all individual Complaint Form 110 envelopes into a designated envelope (A3).
- Place all spoiled Application Forms 311 into a designated envelope for spoiled forms.

NOTE: envelopes and tamper evident bags should not be sealed for overnight storage. They are sealed only on the day of transportation to the GEO.

Overnight Storage

At the end of each day the SC Manager will pack all sensitive materials in the storage box(es), which will then be sealed with 5 seals and their serial numbers will be recorded on Form 116 Security Seals Serial Numbers Record Form.. If one box is not sufficient, a second box may be used, with the serial numbers also recorded on Form 116.

The following materials must be stored in the sealed storage boxes:

- Voter List (four sections)
- Signature list(s)
- Tamper evident bag of completed Forms 311
- Envelope of spoiled Forms 311
- SC box files of the second copies of Forms 311
- Envelope of Complaints Forms
- Unused forms.
- SC journal.
- Official SC stamp.

Office stationary will be stored in the kit box.

Materials will be stored overnight in the agreed storage location.

The following day, the SC Manager, in presence of other SC staff, will open the 3 side seals after making sure that their numbers are as stated in Form 116, and will sign the form, (sign before the first day items on the left side of the form when opening).

NOTE: if any of the seals are broken, the SC Manager will state this in the notes field at the bottom of the Form 116 and in the daily SC journal. The SC Manager will then inform the GEO for instruction.

NOTE: if the SC Manager opened the box after closing it at the end of the day and before leaving, then it must be resealed again and the serial numbers of the new seals recorded in the notes field at the bottom of Form 116, also mentioning the reasons. Same has to be recorded in the daily SC journal.

11.2 Weekly Packing for Transportation to the GEO

At least once a week, forms will be delivered to the GEO according to GEO instructions and schedule. The SC Manager will be notified by the GEO of the material transfer schedule.

The SC Manager will prepare the following forms for material transfer. In each case, the SC Manager will count the forms inside and record the total number.

- Tamper Evident Bag (A3) containing first copies of Form 311 Application for Inclusion on Signature List
- Envelope (A3) containing individual envelopes of Complaints Form 110.D
- Envelope (A3) containing completed SC Daily Report Forms 312.

The following information must be recorded on the tamper evident bag and envelope:

- GEO name and code.
- SC name and code.
- Type of form
- Number of Forms inside
- Date of delivery to the GEO.

The SC Manager will then seal and sign across the seal for the envelopes and the tamper evident bag,

Once the TEB is sealed, the serial number of the TEB is recorded on SC Packing and Sending Form 313, for transfer to the GEO. The A3 tamper evident bag, two A3 envelopes will be transferred from the Sub-Centre to the GEO, along with Packing and Sending Form 313.

11.3 MATERIAL TRANSFER AT THE END OF THE PROCESS

Following the completion of application and display processes, all materials will be transferred from the Sub-Centre to the GEO. Separate instructions will be forthcoming from the GEO on this.

ANNEX – SUB-CENTRE MATERIALS LIST

FORMS USED AT SC					
Packing	security features	description	quantity per SC	form function	form
pad of 25	serial number	1 original + 2 carbon copies (3 sheets) 2 holes punched	25	Complaints Form	Form 110
pads of 100 boxes of 500	serial number	1 original + 2 carbon copies (3 sheets) 2 holes punched	6,000	Application Form	Form 311
		1 page	30	SC Daily Report Form	Form 312
			6	Packing & Sending Form	Form 313
		set of 5 pages, stapled	1 set	Security Seals Serial Numbers Record Form	Form 116
SENSITIVE MATERIAL (IN ADDITION TO FORMS 311 & 110)					
		Voter List for Sub-Centre (split up in 4)	1 set	Voter List (for this particular SC)	
		for collection of signatures	1	Signature List #1	
		to stamp the filled in Forms, with space to fill in the SC code, selfinking	1	SC Stamp	
MATERIAL STORAGE					
		for transportation and storage of sensitive material	1	Ballot box	
SUB-CENTRE KIT					
		for collection of filled in Forms 311	2	Binder/Box file	
		A3 size, for packing of filled in Forms 311 for transportation	10	Tamper Evident Bags (A3)	
		A3 size, for packing of filled in Forms 110 for transportation	6	Paper envelopes (A3)	
		Secrecy (A5) envelopes for Complaint Forms 110	25	Paper envelopes (A5)	
		A3 size, for packing of filled in daily report Forms for transportation	6	Paper envelopes (A3)	
		multi-function, with dispenser	1	Scotch tape roll	
		multi-function	1	Wide-scotch tape roll	
		50 yards, to arrange the queue	1	Crowd Control Tape	
		for filling in forms, blue colour	15	Ball point pens	
		A5 size, multi-function	1	Notebook A5	
		A4 notebook, 100 pages	1	Centre Journal	
		for staff ID cards	6	Badge holders	
		to collect garbage	10	Garbage bags	
		for emergencies	1	First aid kit	
		to clip forms together	2 boxes	Paper clips	
			1	Calculator	
		for writing on labels	4	Permanent markers	
			1	Latern	
		for latern	8	Batteries	
		multi-function	1	Scissors	
			1	Centre Banner/Poster	
		multi-function	2	Blank paper A1	
	serial number	plactic seals with serial numbers, for securing materials for overnight storage (ballot box) and transportation (TEB A2)	120	Security seals with serial numbers	
		two hole paper puncher with a ruler	1	Hole puncher	
		for fingerprints	1	Ink pad	
FORMS USED AT GEO					
				Material Distribution from GEO to SC Form	Form 317
				Material Retrieval from GEO to IHEC HQ Form	Form 315
		electronic copy		GEO Daily Report Form	Form 314