FIJIAN ELECTIONS OFFICE
My Elections My Fiji

CANDIDATES’ HANDBOOK

Guide for 2018 General Election
VISION

Our vision is to be recognised as a leader in establishing best practices in the conduct of elections.

MISSION

Our mission is the professional and independent conduct of credible elections that enables every Fijian to participate in Fiji’s democratic process.

CORE VALUES

The FEO believes in:

The Right to vote
Every citizen over the age of eighteen has the right to vote

One Person, One Vote, One Value
Every voter has one vote, with each vote being equal

Secrecy of the Ballot
Every voter has the right to vote by secret ballot

A single National Register of Voters
Every registered voter shall be listed on a single National Register of Voters

Honesty, Integrity, and Transparency
The Fijian Elections Office values honesty, integrity and transparency in all its transactions

Independence and Impartiality
The Fijian Elections Office is an independent body and shows no preference in either speech or action for any individual candidate or political party

Professionalism
The Fijian Elections Office is a professional body that adheres to the highest standards of conduct and practice

Innovation
The Fijian Elections Office aspires to introduce the most innovative solutions and practices in delivering its functions
CANDIDATES’ HANDBOOK
Guide for 2018 General Election

VISION
Our vision is to be recognised as a leader in establishing best practices in the conduct of elections.

MISSION
Our mission is the professional and independent conduct of credible elections that enables every Fijian to participate in Fiji’s democratic process.

CORE VALUES
The FEO believes in:

- The Right to vote
  Every citizen over the age of eighteen has the right to vote
  One Person, One Vote, One Value
  Every voter has one vote, with each vote being equal
- Secrecy of the Ballot
  Every voter has the right to vote by secret ballot
- A single National Register of Voters
  Every registered voter shall be listed on a single National Register of Voters
- Honesty, Integrity, and Transparency
  The Fijian Elections Office values honesty, integrity and transparency in all its transactions
- Independence and Impartiality
  The Fijian Elections Office is an independent body and shows no preference in either speech or action for any individual candidate or political party
- Professionalism
  The Fijian Elections Office is a professional body that adheres to the highest standards of conduct and practice
- Innovation
  The Fijian Elections Office aspires to introduce the most innovative solutions and practices in delivering its functions
The Candidates’ Handbook was developed with support of International IDEA. The Handbook serves to guide potential candidates through the processes of the 2018 General Election. Although this Handbook substantially covers the legal aspects of being a candidate, however it is for information purposes only and it is subject to change and review by the Fijian Elections Office, if any amendments are made to any electoral laws.

The Fijian Elections Office will not be liable for any misinterpretation of this Handbook. All candidates will need to obtain their own independent legal advice should they require clarification on any legal provisions mentioned in this Handbook.

Copyright © 2018 by the Fijian Elections Office.

Fijian Elections Office 59 / 63 High Street, Toorak, Suva, Republic of Fiji.
Ph: (679) 3316225
Email: info@feo.org.fj

ACKNOWLEDGEMENT

The English version of this handbook was developed with support of International IDEA, Canberra. The Fijian Elections Office and International IDEA signed a Memorandum of Understanding on 31 July 2015 aimed at mutual cooperation and support particularly in enhancing the standards in elections in Fiji.

This Candidates’ Handbook has been developed as part of greater efforts by the Fijian Elections Office to build capacity of individuals who intend to contest the 2018 Fijian General Election.

The Fijian Elections Office offers its sincere gratitude and appreciation for its partnership and particularly for the efforts by the team at International IDEA in the development of this handbook.
# TABLE OF CONTENTS

**Preliminaries**
- Introduction ................................................................................................... 1
- Definition of Terms .................................................................................... 3
- List of Abbreviations .................................................................................. 5
- About the Electoral Commission ........................................................... 6
- The Writ ........................................................................................................... 6
- From issuance of Writ to eve of Nomination ........................................ 7
- Polling Agents ................................................................................................ 7
- Election Timeline .......................................................................................... 8

**Phase 1: Nomination Period**
- Eligibility ......................................................................................................... 12
- Nomination Process .................................................................................... 13
- Candidates’ Declarations and Responsibilities ........................................... 18

**Phase 2: Campaign Period**
- Campaign Rules ............................................................................................ 22
- Electoral campaign expenses and election donations ......................... 27

**Phase 3: Voting Period**
- Voting Services .............................................................................................. 32
- Voting Process ............................................................................................... 33
- Election Reminders ........................................................................................ 34

**Phase 4: Announcement of Results**
- General Election Results ........................................................................... 38
- Electoral Disputes .......................................................................................... 43

**Annexes**
- Independent Candidate:
  - A - Nomination Form
  - B - Statement of Support
  - C - Form for Declaration of Assets and Liabilities

- Party Candidate:
  - D - Nomination Form
  - E - Form for Party Nomination Order for list of candidates
  - F - Polling Agent Appointment Form
INTRODUCTION

Purpose of the Handbook
This handbook helps you understand quickly the processes and sequence of events for the Fiji General Election. The purpose of this handbook is to provide potential candidates with important information about the Election procedures.

Who is the Handbook for?
This handbook is written primarily for individual candidates and political parties that may intend to contest the General Election.

What You’ll Learn
The handbook is divided into 4 phases, following the events in an Electoral Calendar:

Phase 1: Nomination Period
First, this handbook will get you started on checking one’s eligibility, and the obligations (financial and non-financial) which you must prepare. From issuance of the Writ of Election to Nomination Day, this phase discusses how to go about nominations in terms of its completion, disqualification, withdrawal or appeal.

Phase 2: Campaign Period
Phase 2 introduces policies taking place after close of nominations to before polling day. The chapters were written to assist political parties and candidates in taking the steps towards election advertising, financing and reporting. By the time you complete this handbook, you’ll be able to conduct a campaign based on the FEO policies and know you how to fulfill the requirements on election donations and expenses.

Phase 3: Voting Period
There’s more to election day than polling. That’s why this part focuses on what a candidate should expect when it comes to how votes are collected and counted by the FEO
(postal, pre-polling, and election day).

**Phase 4: Announcement Of Results**

Lastly, these chapters contain an overview of the period between the end of polling to the declaration of results. By the end of this Handbook, you’ll have no difficulty figuring out the allocation of results and how to go about electoral disputes, should any arise. In addition, you will also learn how to appoint a Polling Agent.

**How to Use this Handbook?**

You should read through the entire manual first so that you have an understanding of the whole process. You should then go through the manual step by step, filling in all the checklists. This is a general guide that is not intended to be a substitute for the Electoral Act 2014. You may wish to obtain independent legal advice on specific parts of the Electoral Act.
## DEFINITION OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot</td>
<td>Means the paper in the form prescribed in the Schedule and which is used by a voter to cast his or her vote in an election.</td>
</tr>
<tr>
<td>Broadcast</td>
<td>Includes any transmission, whether or not encrypted, by radio waves, satellite or other means of telecommunication for reception by the public.</td>
</tr>
<tr>
<td>Campaign</td>
<td>Means any act done for or in connection with promoting or opposing, directly or indirectly, a registered political party or the election of a candidate or candidates, or any act done for the purposes of influencing, directly or indirectly, the voting at an election, through any medium.</td>
</tr>
<tr>
<td>Candidate</td>
<td>Means a person whose nomination has been accepted as either an independent candidate or a party candidate.</td>
</tr>
<tr>
<td>Election</td>
<td>Means a general election or a by-election which is held to elect a member or members of Parliament and includes such other elections as prescribed in section 154 of the Electoral Act of 2014.</td>
</tr>
<tr>
<td>Electoral advertisement, handbill, pamphlet or notice</td>
<td>Means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper or any other medium announcing the holding of a meeting.</td>
</tr>
<tr>
<td>Electoral audio or video recording</td>
<td>Includes an audio or video recording that contains electoral matter; and “publish” includes publication by radio or television or on electronic media including internet.</td>
</tr>
<tr>
<td>Nomination</td>
<td>the action of nominating or state of being nominated for the Election.</td>
</tr>
<tr>
<td>Party list</td>
<td>Means a list of individuals nominated by a party to be candidates in an election in an approved form.</td>
</tr>
<tr>
<td>Political Donation</td>
<td>Means a donation of money, goods and services, loan, credit facility, bond, share, negotiable security or property that is made at no charge, to a registered political party or to a candidate, but does not include the labour of any person that is provided to a registered political party or candidate at no charge by that person.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Political Party</td>
<td>Means a political party duly registered under the Political Parties (Registration, Conduct, Funding and Disclosures) Act 2013.</td>
</tr>
<tr>
<td>Polling</td>
<td>Means the casting of votes on polling day, and includes the casting of votes through postal or pre-poll voting.</td>
</tr>
<tr>
<td>Polling Agent</td>
<td>Means a person appointed pursuant to section 45 as a polling agent by an independent candidate or a political party.</td>
</tr>
<tr>
<td>Polling Day</td>
<td>Means the day prescribed by the President in the writ for polling to take place in an election.</td>
</tr>
<tr>
<td>Register</td>
<td>Means the National Register of Voters established under the Electoral (Registration of Voters) Act 2012.</td>
</tr>
<tr>
<td>Registrar</td>
<td>Means the Registrar of Political Parties who is also the Supervisor of Elections.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Means the Supervisor of Elections appointed under section 76 of the Constitution.</td>
</tr>
<tr>
<td>Writ</td>
<td>Means the writ for the election of members of Parliament, issued by the President under section 59 of the Constitution.</td>
</tr>
</tbody>
</table>
**LIST OF ABBREVIATIONS**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEO</td>
<td>Fijian Elections Office</td>
</tr>
<tr>
<td>EMB</td>
<td>Electoral Management Body</td>
</tr>
<tr>
<td>EC</td>
<td>Electoral Commission</td>
</tr>
<tr>
<td>EO</td>
<td>Election Officials</td>
</tr>
<tr>
<td>SOE</td>
<td>Supervisor of Elections</td>
</tr>
<tr>
<td>PO</td>
<td>Presiding Officer</td>
</tr>
</tbody>
</table>
ABOUT THE ELECTORAL COMMISSION
The Electoral Commission has the responsibility and authority to formulate policy and to oversee the conduct of elections in accordance with the Electoral Act of 2014 and any other related law, including responsibility and authority with respect to the following:

a. registration of voters;
b. registration of political parties;
c. determination of the number of members of Parliament in accordance with section 54(2) of the Constitution;
d. receipt and return of the writ for an election;
e. declaration of the election results and allocation of seats in Parliament;
f. adjudication of electoral disputes, including disputes relating to or arising from the right to be nominated as a candidate, but excluding petitions and disputes subsequent to the declaration of election results;
g. monitoring and enforcing compliance with this Act and any law governing political parties, on its own initiative or in response to a formal complaint; and
h. adopting Rules and instructions consistent with this Act and the Constitution that are necessary for the transparent and orderly conduct of free and fair elections.

THE WRIT
In accordance with Section 59 of the Constitution, the President must issue a Writ to the Electoral Commission in every election.

In the event of a seat of a member of Parliament becomes vacant, then the Speaker must publish in the Gazette a notice of the vacancy and its cause and forward this to the Electoral Commission. If the Commission is unable to award the vacant seat to another candidate, then the Electoral Commission must notify the President. This would prompt the President to issue the Writ.
Every writ must include the following:
- number of members of Parliament to be returned at the election;
- date on or before which the writ is returnable to the President;
- date and time on which, and the place at which, nominations of candidates for the election are to be received by; and
- date on which the poll will be held if the election is contested.
- Be published in all national daily newspapers, broadcast on all radio and free-to-air television.

FROM ISSUE OF WRIT OF ELECTION TO EVE OF NOMINATION
Upon issuance of the Writ, there is a 14-day period for nomination. Within this time, individuals or political parties planning to run for candidacy may file their nomination.

POLLING AGENTS
As independent and political party candidates will not be able to be physically present at all the polling stations on Election Day; and since Candidates cannot be polling agents, the law allows them to appoint individual polling agents to act as their representative. In this manual, we will further discuss the role of polling agents especially in the event of an electoral dispute.
ELECTION TIMELINE

The following election timeline has been derived from the Constitution and the Electoral Act. Dates fixed by the legal framework have little flexibility or discretion.

<table>
<thead>
<tr>
<th>When</th>
<th>Reference</th>
<th>What</th>
</tr>
</thead>
</table>
| At least 3 years and 6 months after first meeting of Parliament | C. 58(3) | • Dissolution of Parliament  
• The President may, acting on the advice of the Prime Minister, dissolve Parliament by proclamation, but only after a lapse of 3 years and 6 months from the date of its first meeting after a General Election of the members of Parliament |
| Within 7 days from the expiry of Parliament or from the proclamation of its dissolution by the President | C. 59 (2) | • Writ for the election of members of Parliament shall be issued by the President on the advice of the Prime Minister |
| Day of Writ                                     | ERV. 19   | • Closure of National Register of Voters                                                              |
| At least 30 days prior to election day           | EA. 41(1) | • Identification of all polling stations and polling venues                                           |
| 14 days after the date of the Writ              | C. 60     | • End of Nomination Period  
• The last day for the receipt of a nomination of a candidate for election to Parliament is 14 days after the date of the issue of the Writ |
| 30 days after the last day for receipt of nominations | C.61     | • Polling commences no later than 30 days after the last day for the receipt of nominations |
| 1 day following end of nominations              | EA. 29(3) | • Display of Nomination  
• Nomination must be displayed and published the day following close of nominations |
<table>
<thead>
<tr>
<th>Event Description</th>
<th>EA</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1 day (12pm) following end of nomination | 28(1) | • Withdrawal of Nomination  
• Candidates may withdraw their candidacy up until 12:00pm on the day following close of nomination |
| 1 day (4pm) following end of nomination | 30(3) | • Objections to Nomination  
• An objection to a nomination must be delivered to the EC by 4:00pm on the day following close of nominations |
| Within 3 days upon receipt of the objection on nomination | 30(5) | • EC ruling on objection and notification of the person objecting and the candidate whose nomination is objected to |
| within 7 days after the close of nominations | 35(1) | • EC to give notice of poll in the Gazette and media including candidate names in alphabetical order |
| within 7 days after the close of nominations | 36 | • Preparation of a National Candidates List containing the names of all candidates according to candidate numbers |
| Within 7 days following end of nomination | 82(3) | • Schedule of Pre-Poll published |
| At least 21 days prior Election Day | 68 | • Close of Postal Voting Applications |
| 48 hours prior to Election Day and on the Election Day until the close of polling at all polling stations | 63(2) | • Campaign blackout |
| Election Day | 61 | • Election Day  
• Polling commences no later than 30 days after the last day for the receipt of nominations |
<p>| Within 24 hours from receipt of Polling Station protocol of results | EA107 | • Declaration of results and the names of those candidates who are elected as members of Parliament must be done within 24 hours from the receipt of the original of the final protocol of results from all polling stations; |</p>
<table>
<thead>
<tr>
<th>When</th>
<th>Reference</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 21 days</td>
<td>C. 66(3) (b)</td>
<td>• Election petition addressed to the Court of Disputed Returns</td>
</tr>
<tr>
<td>Within 42 days (21 days of appeal)</td>
<td>C. 66(8)</td>
<td>• Ruling by the Court of Disputed Returns within 21 days of the date when the petition or proceeding is brought before it</td>
</tr>
<tr>
<td>Within 1 month</td>
<td>EA. 109</td>
<td>• SoE Report submitted to the Electoral Commission and published</td>
</tr>
<tr>
<td>Within 60 days of Court decision</td>
<td>EA. 130(4)</td>
<td>• Any repeat polling ordered by the Court to take place</td>
</tr>
<tr>
<td>Within 3 months after the date of the election</td>
<td>EA. 14(g)</td>
<td>• Electoral Commission and the Supervisor submit a joint post-election report to the President and Parliament</td>
</tr>
<tr>
<td>14 days after announcement of results</td>
<td>C. 67(1)</td>
<td>• President shall summon Parliament to meet no later than 14 days after the announcement of results</td>
</tr>
</tbody>
</table>

*C= Constitution of the Republic of Fiji, 2013  

*EA = Electoral Act, 2014  

*ERV = Electoral (Registration of Voters) Act, 2012*
PHASE 1: NOMINATION PERIOD
PHASE 1: NOMINATION PERIOD

This is the 14-day period after the issue of the writ, where individuals seeking to run for candidacy may submit their nominations for elections.

SECTION 1: Nomination of candidates

This section outlines how you can get started on the path to becoming a candidate. First, we begin with identifying the steps, documentary requirements and other relevant materials you will need in order to be recognized as an official candidate for Fijian general elections.

Key messages

- The deadline for nominations is 14 days after the date of the issue of the Writ.
- An objection to a nomination must be delivered on the day (4pm) following close of nominations.
- A nomination cannot be withdrawn after 1 day (12pm) following close of nominations.

1.1 Eligibility

Before running for office, one must note that the Electoral Act has set several grounds for eligibility. This means that there are certain conditions that would deem you qualified or disqualified to be nominated. All individuals with an interest to become a Member of Parliament must consider this prior to beginning their nomination process.

Who can be a Candidate?

According to the Electoral Act of 2014, to be a candidate, you must fulfill the following requirements:

- Be a citizen of Fiji, and do not hold citizenship of any other country (you must renounce the citizenship of any other country prior to filing nomination);
- Be registered in the Register of Voters;
- Be ordinarily a resident in Fiji for at least 2 years (at least
18 months out of 24 months) immediately before being nominated; and
• Not be an undischarged bankrupt;

Who cannot be a Candidate?
The main grounds for disqualification, that could affect your eligibility are:
• Being member of the Electoral Commission, or has been a member of that Commission at any time during the 4 years immediately before being nominated;
• Being subject to a sentence of imprisonment when nominated;
• Has, at any time during the 8 years immediately before being nominated, been convicted of any offence under any law for which the maximum penalty is a term of imprisonment of 12 months or more; and
• Has been guilty of any offence under a law relating to elections, registration of political parties or registration of voters, including any offence prescribed under this Act.

Should any of these conditions apply, you would be disqualified from running for office.

1.2 Nomination Process
Upon thorough review of the candidates’ eligibility, you may now proceed to fulfilling the steps towards becoming an official candidate. There are two ways to nominate electoral candidates—first as an independent candidate, and second as a candidate within a political party.

Let us examine both processes:

Nominations Process for Independent Candidates
When running as an independent candidate, there are forms and obligations which need to be completed and submitted before the close of nominations for the election.
a) **File a Nomination Form**
You must file a nomination form *(See Annex A)*, the official form as approved by the Electoral Commission. In this form, provide the following:
- Your full name;
- Residential address;
- Occupation;
- Voter number;
- Your recent photograph (complies with the Supervisor’s requirements)
- Signature

In signing the nomination paper, you would be declaring that you believe you are qualified to be elected as a member of Parliament and will not be joining a political party.

b) **Submit Statement of Demonstrated Support**
Check the form approved by the Electoral Commission *(See Annex B)*, and you should get signatures of at least 1,000 registered voters as supporters. It must contain the full names, residential addresses, occupation and voter numbers of the supporters. It is not necessary that those voters who sign up as supporters resign from existing membership of any other party before signing in favour of an independent candidate.

c) **Deposit $1,000 in legal tender or a banker’s cheque**

d) **Submit to the Supervisor**
All of a), b) and c) must be submitted to the Supervisor before the close of nominations for the election.

*Nominations Process for Political Party Candidates*
When running for office with a political party, one must ensure that the party is registered in accordance with the Political
Parties (Registration, Conduct, Funding and Disclosures) Act 2013. Steps for registered parties to nominate party candidates for an election are:

a) **File a Party List Nomination Form**
The party must file a nomination form (See Annex D), the official form as approved by the Electoral Commission. With this form, it must:

- Include the name of each party candidate in a party list;
- Rank candidates in the party list in the order they are to be assigned seats in Parliament, in accordance with the Constitution and this Act; and
- Be in writing and signed by the president and the registered officer of the political party.
- Include a certificate certifying that the order of candidates was agreed to in accordance with the rules of procedure of the political party.
- Include each party candidate’s:
  - full name;
  - residential address;
  - occupation;
  - voter number;
  - photograph (complies with Supervisor’s requirements);
  - signature

In signing the nomination as a party candidate, you declare that you believe you are qualified to be elected as a Member of Parliament and do not intend to be nominated as an independent candidate or as a party candidate for any other party.

b) **Coordination for the Total Number of Seats**
For a political party to nominate candidates, it must not nominate more than the total number of seats in Parliament. In a by-election, the party cannot nominate more than the total number of vacant seats in Parliament for which the by-election is being held.
c) **Deposit $1,000 in legal tender or a banker’s cheque for each party candidate**
   It is required to deposit $1,000 in legal tender or a banker’s cheque for each candidate on the party list. A political party may submit one or more banker’s cheques containing the amount of deposit payable by one or more of the party’s candidates.

d) **Submit to the Supervisor**
   These must be submitted to the Supervisor before the close of nominations for the election.

*What Happens Next: Displaying Approved Nominations and National Candidates List*

Following the approval of nominations for the independent and party candidates, these will be published and put the nomination paper on display prominently. For party candidates, it will be published in alphabetical order (last name appears before first name). After this is done, nominations for the elections are closed.
To determine the order in which the candidates names will appear in the National Candidates List, the process will be: The Supervisor will read the list out loud and then through random selection (balls with numbers rotated in a large container), place or allocate the numbers to each candidate as they are called out. The list will be published and disseminated to all registered candidates and political parties.

*Here are some basic rules to keep in mind for candidates:*

- **On Candidates who are public officials**
  Note that, a person who holds a public office is deemed to have vacated that office at the time at which his or her signed nomination as a candidate for election is delivered to the Supervisor.

- **On Amended Party Lists**
  After the close of nominations for the election, a political party cannot amend its party list nor add any new nominations.

- **On Objections of Nominations**
  Any registered voter may object to a candidate’s nomination on the grounds of:
  - A candidate is not qualified for nomination
  - Nomination of the candidate does not comply with the Constitution’s requirements
  The objection must include the grounds and facts involving the objection, and a statutory declaration of the person’s conscientious effort to ascertain the truth of the facts presented. This would be submitted the day after close of the nominations, until 4:00pm. Afterwards, the Electoral Commission would make a decision within 3 days of receipt of the objection. If the Electoral Commission upholds the objection, then the candidate’s name will be removed from the National Candidates List.

- **On Appeals of Nominations**
  Any person who applied for nomination and whose nomination has not been accepted may lodge an application to the Electoral Commission for review of the decision of the Supervisor. This should be delivered to the Electoral Commission before the
closing of nominations. The Electoral Commission will decide within 3 days of receipt of the appeal, and the results of the decision shall be final.

- **On Withdrawing Nominations**
  To withdraw your candidacy, you may simply give a notice in writing to the Supervisor before 12:00pm on the day following the close of nominations. If later than this, the candidate may not withdraw.

- **On Candidate Disqualification**
  Should any candidate cease to be eligible, they would be disqualified and their names shall be removed from the National Candidates List. Their deposit will not be returned.

- **On Death or Incapacity of Candidate**
  If in the case of death of a candidate, their name will be removed from the National Candidates List. Their deposit will also be returned.

- **On Return of Deposits**
  A deposit may be returned within 30 days of release of election results, if a candidate:
  - withdraws one’s nomination
  - dies before the polling day or before the declaration of election results
  - is not elected but the number of votes in favour of him/her is at least 1% of the total votes in the election
  This may also be returned to a candidate’s personal representative. A candidate will not get a return of deposit if their nomination was invalid.

1.3 **Candidate Declarations and Responsibilities**
Before you continue on towards the campaign, it is important to remember your obligations right after the nomination period, to declare one’s assets and liabilities. Here’s how it works:
Within 7 days of nomination, submit to the Registrar the Declaration of Assets, Liabilities and Income Form (See Annex C) containing the following information in respect to that person,
their spouse and any children:
- Total assets including money, and other possessions
- Total income and its sources
- Any business connections
- Any directorships or other office in a corporation or other organizations
- Any business transactions entered into by each of them within the last 5 years
- Any gift received by them (in the course of traditional exchange or received on behalf of the nation)
- Any assets acquired by each of them within the 5 years before the nomination
- Liabilities incurred or discharged by the candidate within the 5 years before the nomination

Any candidate failing to comply will be liable to a fine not exceeding $50,000 or to imprisonment for a term not exceeding 10 years, or both. The Declarations would be published by the Registrar in the Gazette and media.

CANDIDATE’S CHECKLIST
Now that you have a general grasp of the expectations and process for nomination, you can refer to the candidate’s checklist below, throughout your preparations:

- Independent Candidate:
  - Nomination Form (See Annex A)
  - Statement of Support (See Annex B)

- Form for Declaration of Assets and Liabilities (See Annex C)

- Party Candidate:
  - Nomination Form (See Annex D),
  - Form for Party Nomination Order for list of candidates (See Annex E)
Reference List
As you continue onwards to Chapter 2, do keep these references in mind for which this chapter’s content has been based on.

- Electoral Act 2014, Sections 19 to 36
- Political Parties (Registration, Conduct, Funding & Disclosures) Act 2013, Section 9
- Constitution of the Republic of Fiji, 2013


PHASE 2: CAMPAIGN PERIOD
PHASE 2: CAMPAIGN PERIOD

This refers to the interval beginning from the close of nomination, to the start of polling. This period may be used to promote or increase public awareness of a candidate and to educate voters, such as through publishing campaign materials, holding rallies, and more.

SECTION 1: Campaign Rules

This section aims to help the candidate become familiar with the important campaign laws, in order to ensure that they abide in fair campaign practices. This section will also discuss the candidate’s obligations when it comes to advertising, and financial reporting.

Key messages

Paid electoral advertisements must be clearly stated as such and use non-offensive language.

Sources of funds must be published within 30 days of the return of the Writ.

Those who commit campaign-related offences shall be liable upon conviction to a fine or to a term of imprisonment, or to both (varies per offence).

2.1 Election Advertising

Congratulations, in pursuing the nomination and now moving onto the campaign, you have chosen to take an active role in Fiji’s governance.

You will need to understand however, what are your parameters in advertising?

10 Things You Should Know About Election Advertising

1. All campaign materials should be labelled as ‘paid advertisement’ when published
   Any broadcast or print advertisement paid for by a political
party or candidate must clearly indicate that it is a paid political advertisement. The advertisement must include the name of the political party, the officer of the party or the candidate who authorized and paid for the advertisement.

Nos 2-8 if not complied with, are offences and would cause one to be liable upon conviction to a fine not exceeding $10,000 or to imprisonment for a term not exceeding 5 years, or to both:

2. All campaign materials should be labelled as ‘electoral advertisement’ when published

This means that failing to publish such words in any campaign material is an electoral offence.

3. All campaign materials should show the name and address of the person who authorized the advertisement.
   Any person who publishes, broadcasts or distributes any material (video, print or audio) without the said details commits an offence.

4. All campaign materials should show the name and address of the business of the printer of the advertisement.
   Any person who publishes, broadcasts or distributes any material without the said details of the business of the printer commits an offence.

5. Refrain from misleading or deceiving a voter in relation to the casting of a vote
   This means that any person who distributes, prints or broadcasts any matter that would mislead or deceive a voter commits an offence.

6. Refrain from publishing or exposing to public view any matter containing untrue and defamatory statements in relation to a candidate
This pertains to matters distributed, printed or broadcasted that contain such statements calculated to influence the vote of any voter. As a defence to any prosecution, the defendant must prove that he/she had reasonable ground for believing the statement to be true.

7. **Refrain from giving any false statement of withdrawal of a candidate at the election**
   This covers any matter distributed, printed or broadcasted that contains such false statements for the purpose of promoting or procuring the election of another candidate.

8. **Refrain from hindering or destroying campaign materials of a candidate or party**
   Should a private citizen or public official hinder any candidate’s lawful campaign activity (i.e. distribution and placement of public campaign material and holding of rallies and meetings); or tear, remove, or cover up such materials, then he/she commits an offence.

9. **All campaign materials should avoid using language or material that amounts to racial or religious vilification or incites violence**
   Any political party or candidate, or person representing them, who uses language or material that amount to racial or religious vilification or incites violence commits an offence and is liable upon conviction to a fine not exceeding $50,000 or to imprisonment for a term not exceeding 10 years, or to both.

10. **Car sticker, clothing, apparel, label, badge, pen, pencil or balloons**
   The offences mentioned in Nos. 4 and 5 are not applicable to these items.

Now you have a rundown on the need-to-know information for election advertising, but there is still much to learn about displaying
electoral materials and reporting your expenses afterwards.

2.2 Display of electoral material for distribution on election day
Having your campaign staff or volunteers wear or display campaign-related material is normal for any independent candidate or political party. But, do note that this is allowed only until the start of polling.

Any person who wears or displays any badge, emblem, clothing, apparel or accessory of a candidate in the election; or of a political party at a polling or pre-polling station, commits an offence causing one to be liable upon conviction to a fine not exceeding $10,000 or to imprisonment for a term not exceeding 5 years, or to both.

2.3 Reporting requirements for the candidate’s campaign
Before you go on to spending on advertising and other expenses, it is essential to keep in mind one’s responsibilities in reporting their sources of funds after the election period. This is required for every independent or party list candidate.

Take a look at the tasks for both:

<table>
<thead>
<tr>
<th>When publishing the sources of funds – Submit the following:</th>
<th>Independent Candidate</th>
<th>Political Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>o The amount of money they received</td>
<td>o Sources of funds stating the amount received from members and supporters, and</td>
<td></td>
</tr>
<tr>
<td>o The amount of sources and donations given</td>
<td>o Stating the amount and sources of donations given to the party</td>
<td></td>
</tr>
<tr>
<td>o Their campaign income and expenditure</td>
<td>o Income and expenditure of the party</td>
<td></td>
</tr>
<tr>
<td>These should be provided to the Registrar within 30 days of the return of the Writ.</td>
<td>o Assets and liabilities of the party</td>
<td></td>
</tr>
<tr>
<td></td>
<td>These should be provided to the Registrar within 30 days of the end of its financial year.</td>
<td></td>
</tr>
</tbody>
</table>
Failure to disclose or giving false information on the sources of campaign funds, means that they commit an offence. They shall be liable to a fine equal to the amount or value of resources not disclosed or to imprisonment for a term not more than 5 years, or both. This would be published by the Registrar in the Gazette and media.

2.4 Campaign-related offences
Throughout one’s campaign, be sure to take caution in abiding by the Electoral Act of 2014’s regulations on the following offences:

- **Use of State resources to campaign**— For any public officer to conduct campaign activities, to force or pressure other officers to participate in campaign activities, or to post or distribute campaign materials this would commit an offence.
- **Vote-buying**—Any party or candidate that would offer or promise citizens money, gifts or items of value or services free of charge, in order to influence votes.

For a person to commit any of these offences, they shall be liable upon conviction to a fine not exceeding $50,000 or to imprisonment for a term not exceeding 10 years, or to both.

With these campaign rules, obligations and (if disobeyed), its corresponding offences, we encourage you to be mindful of checking the Electoral Act and references below for further details.

**Reference List**

- Political Parties (Registration, Conduct, Funding & Disclosures) Act 2013, Sections 23-26A
- Constitution Of The Republic Of Fiji, 2013

SECTION 2: Electoral campaign expenses and election donations

This section will guide the candidate in understanding the limitations, procedures and regulations when it comes to campaign financing. It outlines the possible campaign funding sources and donations, as well as the mandatory procedure in keeping and returning these after the elections.

Key messages

| It is illegal to accept funding from a company or corporation, or foreign government. |
| A Fijian citizen or non-citizen cannot give a political donation exceeding $10,000 in any one year. |
| Survey and opinion polls may only be published before or at least 1 week before polling day. |

2.5 Do’s and Don’ts in Sourcing of Campaign Funds

The Political Parties (Registration, Conduct, Funding and Disclosures) Act of 2013 has limits when it comes to campaign contributions for both independent candidates and political parties. Below is a guide for those sources which are permitted and prohibited:

<table>
<thead>
<tr>
<th>SOURCES</th>
<th>Independent Candidate</th>
<th>Political Party</th>
</tr>
</thead>
</table>
| DO  Accept funding from: | • Voluntary contributions, donations, bequests and grants from a lawful source  
  • Proceeds of any investment, project or undertaking in which the candidate has an interest | • Membership Fees  
  • Voluntary contributions, donations, bequests and grants from a lawful source  
  • Proceeds of any investment, project or undertaking in which the political party has an interest  
  • Founding member of the party, to the initial assets of the party within its first year of existence |
2.6 Funding-related Offences for Independent or Party candidates

During your electoral campaign, we understand that fundraising is a key factor. However, even independent candidates or political parties can commit offences and there are also consequences for donors themselves.

1) **Any candidate who would receive a political donation from:**
   - a foreign government, intergovernmental or non-governmental organization or multilateral agency
   - a non-Fijian citizen or former citizen exceeding $10,000. They must also forfeit this amount to the State.

   For any candidate to commit these offences, one shall be liable upon conviction to a fine not exceeding $10,000 or to imprisonment for a term not exceeding 5 years, or to both.

2) **A Fijian citizen or non-citizen who would give a political donation**— For any person who donates to a political party or candidate an amount exceeding $10,000 in any one year, they would commit an offence and shall be liable upon conviction to a fine not exceeding $10,000 or to imprisonment for a term not exceeding 5 years, or to both.

3) **A company or corporate body or entity which would give**
a political donation — For any corporate body or company which donates to a political party or candidate, they would commit an offence and shall be liable upon conviction to a fine not exceeding $10,000 or to imprisonment for a term not exceeding 5 years, or to both.

2.7 Voter contact calling services (survey and opinion polls)
Throughout the course of the campaign period, it is common for institutions to conduct paid pre-election surveys and opinion polls. Results of opinion polls may only be published before or at least 1 week before polling day. If any one would release their results during the 7 days prior to polling day and until the close of polls, they would commit an offence and shall be liable upon conviction to a fine not exceeding $10,000 or to imprisonment for a term not exceeding 5 years, or to both.

2.8 Audit of Political Parties Accounts
With your political party, do ensure that all income, expenditure, assets and liabilities are properly recorded and accounted for. Why? Because, an auditor certified by the Fiji Institute of Accountants will conduct an annual audit of your party, the results of which, will be submitted to the Registrar and shall be published in the Gazette and media.

Maximize your campaign period while being conscious of the obligations and limitations set! Check our references, if you need any clarification.

Reference

- Political Parties (Registration, Conduct, Funding & Disclosures) Act 2013, Sections 21-23

PHASE 3: VOTING PERIOD
PHASE 3: VOTING PERIOD

The voting period involves the pre-polling, postal voting and election day voting which takes place and leads to determining the new Members of Parliament. Election day is the day (legally established in the Writ, as prescribed by the President) for the polling to take place in an election. It is important to note however that 48 hours before the polling day, it is strictly prohibited for any person to engage in any campaign.

SECTION 1: Ways to Vote

This section describes the different voting services available in Fiji and from overseas during the pre-poll period and on election day. This aims to make the candidate aware of the voting process and the possible voting platforms to be used in the different divisions. This chapter also presents a summary of what a candidate can and cannot do when it comes to campaigning and advertising 48 hours before polling day until the close of polling.

Key messages

- Every Fijian citizen over the age of eighteen has the right to vote.
- Polling commences no later than 30 days after the last day for the receipt of nominations.
- Displaying, distributing or wearing any campaign accessory in the polling station is prohibited.

3.1 Voting Services

As thousands of voters will be heading to the polls, there are a few methods of voting available to them. Familiarity with the services available and related information, is part of each voter’s rights which every candidate and political party should also be aware of:

- **Election Day** – Registered voters must cast their vote at their assigned polling station on polling day.
- **Postal Voting** – If a voter:
  - Lives outside of Fiji or will be outside of Fiji on polling day;
  - or,
o Has a serious illness, causing them to be unable to travel to the polling station; or,
o Is under a pre-trial detention or sentence of imprisonment; or,
o Is a member of a religious order and would not be able to attend to the polling station due to their duties taking place during polling day; or
o Is going to be away from their usual place of residence or has work commitments, and so voting in their assigned station is inconvenient.

Then, they may apply for registration in the Register of Postal Voters. They will receive the ballot paper via post mail, and should also return their marked ballot via courier no later than 6:00pm on polling day.

- **Pre-Poll Voting** – If a voter:
o Resides in a locality where in the number of voters is not sufficient for establishing a polling station; or
o Resides in a nursing home or health care facility; or
o Is a member of the disciplined forces; or
o Is under pre-trial detention or sentence of imprisonment; or
o Is in any other place approved by the Electoral Commission

Then they may participate in the pre-poll voting in the venues or date and hours prescribed by the Supervisor.

- **Assisted voting** – If a voter is illiterate, blind or incapacitated by a physical condition, they may request for a presiding officer to assist him or her to cast a vote during election day or in Pre-polling.

### 3.2 Voting Process

The law specifically provides for a system regarding where a voter is permitted to cast their vote, how registered voters are identified, what ballot paper is given to them, and so on. Candidates may wish to note the **5Ws of Voting**, and properly communicate to all voters the official process:
Every Fijian citizen over the age of eighteen has the right to vote. They must be a registered voter, and be able to present voter identification card or another form of identification to the satisfaction of the Supervisor or presiding officer.

A ballot paper will be given to the voter, on which they can cast their votes.

For postal voting:
- The ballot paper will be delivered to your address
For pre-poll or regular voting:
- At the polling station at which he or she is assigned.
  Upon receipt of the ballot, they must retire to a voting screen to mark their votes.

For regular voters:
- Polling day, between 7:30am to 6:00pm only
For pre-poll voting:
- Date and time to be determined by the Supervisor
For postal voting:
- To be determined when registering in the Register of Postal Voters, and the ballot must be submitted before 6:00pm on polling day

The voter must secretly mark his or her vote by placing a circle around, or a tick or a cross on the number of his or her preferred candidate. When finished, they must put the ballot paper in the ballot box.

3.3 Election Reminders for Candidates and Political Parties

There are advertising and campaign restrictions during this period. You should inform your party or campaign staff of the laws on polling day:
- Communication with voters in the polling station is prohibited. Violation of this would result in a fine not exceeding $50,000 or to imprisonment for a term not exceeding 10 years, or to both.
- Displaying, distributing (online or offline), announcing or wearing any banners, slogans, colours or accessory of a political party or candidate is prohibited 48 hours prior to polling, until the close of polling. This applies at any place within the 300 metre radius from the polling venue. Violation of this commits an offence and shall be liable upon conviction to a fine not exceeding $50,000 or to imprisonment for a term not exceeding 10 years, or to both.
- Media organizations are also not allowed to publish, print or broadcast any interview, debate, opinion or advertisement on any election issue on any political party or candidate.

The voting process should be transparent and free of corruption. Every voter has one vote, with each vote being equal. Do take time to study the voting process, because in the next two sections we will discuss how votes are counted and also how complaints can be lodged, if any.

Should you have concerns or queries, you may further review the sources below.

**Reference List**

- Electoral Act 2014, Sections 52-83
- Polling Agents Handbook p.9-19


PHASE 4: ANNOUNCEMENT OF RESULTS
PHASE 4: ANNOUNCEMENT OF RESULTS

Immediately after the voting period, the votes are counted and tallied by the Supervisor. This is followed by the posting of the National Results Tally, which will show the number of votes received by each candidate. Then the Electoral Commission determines the candidates who have been declared as members of Parliament. Electoral disputes may be filed during this period, as needed.

SECTION 1: General Election Results

This section explains when and how votes are counted and results are released, including what to expect upon winning. This section will also inform the candidate of how the FEO would go about announcing allocation of seats. Providing such information would help in the candidate and party’s preparations in the event of winning seats in the elections.

### Key messages

- Declaration of results and identification of newly elected Members of Parliament must be done within 24 hours from the receipt of the final protocol of results from all polling stations.
- Ballots and votes are counted when polls close at 6:00pm on polling day.
- Any political party or independent candidate’s votes that do not comprise at least 5% of the total number of votes, will be disregarded from the allocation of seats.

### 4.1 Results Tally and Allocation of Seats

**Phase I: Counting and Packaging of Ballot Papers**

Right after polls are closed, the presiding officer and election officials handle the counting of ballot papers at the polling station. Postal and pre-poll ballot papers will be counted at the National Count Centre.

The FEO details a procedure for Election Officials (EOs) to conduct the counting and packing:
<table>
<thead>
<tr>
<th>Steps</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Reconciliation of ballot papers received by the Polling Station</strong>&lt;br&gt;Number of voters signature on Voter List + Unused Ballot Papers + Spoiled Ballot Papers + Tendered Ballot Papers must equal the total number of Ballot Papers received by the Polling Station. If there is a discrepancy in the reconciliation of the Ballot Papers received, a recount of the above is conducted.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Check the 5 numbered seals</strong>&lt;br&gt;The five numbered seals on the Ballot Box are checked and verified. If the five (5) seals have been reconciled, the Ballot Box is opened. If there is any discrepancy in the five (5) seals, the Ballot Box must not be opened.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Reconciliation of the number of Ballot Papers in the Ballot Box with the total number of signatures on the Voter List.</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>Unfolding, Sorting and Counting</strong>&lt;br&gt;Ballot Papers will be unfolded and then sorted into column number ranges as marked on the Ballot Paper before counting Ballot Papers for each candidate. All Ballot Papers in each column range are counted, including the invalid Ballot Papers. The total of each column are then reconciled with the total number of signatures on the Voter List.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Sorting of Ballot papers by Candidate Number</strong>&lt;br&gt;Ballot Papers are sorted by candidate number, which proceeds by column. The Ballot Papers for each candidate number that have received votes are then counted. The results are entered in the Protocol of Results worksheet in the PO Record Book.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Once the Presiding Officer is satisfied that all the numbers on the Protocol of Results worksheet in the PO Record Book are correct, the results are transferred in the Protocol of Results.</strong></td>
</tr>
</tbody>
</table>

For more information on this, refer to the FEO Counting and Packaging Manual.

**Phase II: Tallying and Allocation of Seats**

Once votes have been counted, there is a meticulous step-by-step process that follows below, in determining the successful electorate candidates. Here’s how it goes:
<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Results Submission</strong> - The voting results of each polling station are then entered into the Protocol of Results and published in the station area for public view.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Tallying of Results</strong> - The Supervisor prepares and publishes a National Results Tally, which shall be a record of the total number of votes cast for each candidate and political party at all the polling stations. This is updated in real-time, as results are received from every station including pre-poll and postal votes.</td>
</tr>
</tbody>
</table>
| 3 | **Finalizing Results Tally** - The Supervisor prepares the Final National Results Tally, showing the following:  
- total votes received by each candidate  
- total votes received by each political party  
- Party list of all the parties, re-arranged in the descending order with the party candidate who received the most votes listed at the top of the party list  
The Supervisor signs this and sends it to the Electoral Commission. |
| 4 | **Allocation of Seats** - The EC does the following in order:  
- Enters the names per party and candidate at the head of separate columns, then their respective total votes each on the Candidate Allocation Form.  
- Disregards any total number of votes received under the name of any political party or any independent candidate that has not received a total that is at least 5% of the total number of votes received by all the political parties and independent candidates.  
- Divides the total number of votes per party and individual candidate by 1. Results are written on the first row.  
- For political parties, the results are divided by 2, then 3, 4 and so on, up to the number of candidates a political party has nominated. The quotient for each is written in successive rows and rounded off to the nearest whole number.  
- Encircles the 51 highest figures, which shows the 51 seats in the proportional share which is due to the respective party or independent candidate.  
- Writes the total number of seats per party or independent candidate at the bottom of each column. |
| 5 | **Determine Candidates to Occupy Parliament Seats** - The EC looks at the Party List arranged according to most number of votes per party candidate. The topmost names on the list will occupy the seats won per party. |
All these must be accomplished within 24 hours, upon the receipt of the final protocol of results from all polling stations. The EC may extend this time if deemed necessary.

**Frequently Asked Question:** What is the difference between the National Results Tally (commonly known as provisional results) and the Final National Results Tally?

**Answer:** The timing for both differs, such that

<table>
<thead>
<tr>
<th><strong>The Provisional Results</strong></th>
<th><strong>Final National Results Tally</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Announced <em>starting on the night of elections</em> following receipt of telephone results from each polling place.</td>
<td>- This will be known, at the most, <em>4 days after election day</em>.</td>
</tr>
<tr>
<td>- Announcement will <em>stop at 7:00am on the next day</em> following the election.</td>
<td></td>
</tr>
</tbody>
</table>

**4.2 What to expect upon winning**

Should you be one of the candidates to occupy a seat in Parliament, then congratulations! The following events will take place right away.

The EC will immediately do the following:

- **Publicly declare** those candidates to be elected as members of Parliament
- **Publish and broadcast the names** of the newly elected members
- **Forward to the Secretary-General of Parliament the** list of names of elected members.
- **Endorse on the** writ the names of the elected and return the writ to the President

**4.3 Results Website**

You can view the results on [www.results.feo.org.fj](http://www.results.feo.org.fj)
**Reference List**

- Electoral Act 2014, Sections 101-109
- Polling Agents Handbook p. 23-24
- Counting and Packaging Manual


SECTION 2: Electoral Disputes

This section outlines the special rules that apply on election day—when voting closes, as well as the processes for a recount or election petition. It aims to make the candidate have a good understanding of how to go about selecting a Polling Agent to observe vote counting, and petition for an electoral dispute in the event of challenging an election result.

Key messages

- As candidates are not allowed to observe voting in the polling stations and the counting afterwards, you may appoint one or more Polling Agents who can be present on your behalf.
- Every Candidate has the right to file a petition.
- Election petitions must be addressed to the Court of Disputed Returns within 21 days after declaration of results.
- Ruling by the Court of Disputed Returns must be done within 21 days of the date when the petition or proceeding is brought before it.

4.1 Electoral Disputes

Should you have any concerns throughout the elections, you have the right to file a petition. FEO has a system for managing disputes, which you may need to navigate in case you will file or someone files against you. Take a look at this Q&A on how to go about Electoral Disputes:

Q. Who can challenge an electoral action?
A: Any person or entity can challenge an electoral action. It can be a political party, candidate, voter, citizen, authority, observer, media outlet and more.

Q: What are the actions that may be challenged?
A: There are many actions such as in the list below, and more:
- Ground of illegal or corrupt practice
- Registration of a political party or candidate
- Financing and oversight of the resources of political parties.
- Internal democracy of a political party
- Decision on polling officials and placement of polling stations
- Display, broadcast or publishing of campaign materials
- Actions of a political party, person or entity (e.g. media)

Q: Are there criteria by which electoral challenges can be classified?
A: Yes, challenges may be administrative (against an electoral action or decision), judicial (two or more conflicting parties bring a dispute before the judicial body or court), or legislative (the challenge may need a legislative body to resolve this).

Q: What are the time periods for filing challenges?
A: Generally, electoral challenges may come up during any period of the electoral cycle— whether before, during or after the electoral period, anyone can file a petition.

Q: What evidence can prove a dispute?
A: Evidence can be any document, file piece of testimony or tangible object that can prove or disprove an alleged fact. It may also be electoral documents or digital files, public or private documents, expert advice, and more.

Q: How do I file a petition?
A: Go to the Court Registry at Suva, and set the facts to identify the matter at hand. Sign this and file in the Registry of the Court.

Q: What happens after I file a petition?
A: It may result to a recount of ballot papers in one or more polling stations, or invalidation of protocol of results, invalidation of a candidate, or even repeat polling or repeat elections.
4.2 Polling Agent and scrutiny of votes
As candidates are not allowed to observe voting in the polling stations and the counting afterwards, you may appoint one or more Polling Agents who can be present on your behalf. Only one of them may be in a polling station at any one time. This can be done by completing the Polling Agent Appointment Form (See Annex F).

You have reached the end of the Handbook. There is an annex for the references and forms needed if you would like to do further reading. To access the latest information on the Fijian Elections you may visit the FEO Website (www.feo.org.fj).

Reference List
- Electoral Act 2014, Sections 101-133
- Polling Agents Handbook p.23-24
- IDEA Handbook on Electoral Justice– Chapter 7


To download the IDEA Handbook, visit [https://www.idea.int](https://www.idea.int)
ANNEXES
2018 GENERAL ELECTION

PARTY LIST

FOR NOMINATION
OF PARTY CANDIDATES BY A
POLITICAL PARTY
INDEPENDENT CANDIDATE NOMINATION

INSTRUCTION:
1. WRITE IN BLOCK LETTERS
2. PLACE A TICK (✓) ON THE DECLARATION BOX TO CONFIRM YOUR DECLARATION.

To the Supervisor of Elections, Fijian Elections Office, SUVA, FIJI

I,......................................................................................................................................................
(Full name of candidate)
consent to be a candidate for the 2018 General Election.

I declare that to the best of my knowledge and belief that:

☐ I am a citizen of Fiji and I do not hold citizenship for any other country;

☐ I am registered in the Register of Voters;

☐ I have been ordinarily resident in Fiji for at least 2 years immediately before being nominated;

☐ I am not an undischarged bankrupt;

☐ I am not a member of the Electoral Commission, and I have not been a member of that Commission at any time during the 4 years immediately before being nominated;

☐ I am not subject to a sentence of imprisonment when nominated;

☐ I have not, at any time during the 8 years immediately before being nominated, been convicted of any offence under any law for which the maximum penalty is a term of imprisonment of 12 months or more; and

☐ I have not been found guilty of any offence under a law relating to elections, registration of political parties or registration of voters, including any offence prescribed under the Electoral Act 2014.

I set out below my details in relation to the nomination and I enclose and attach a bank cheque of FJD $1,000, a passport size photograph and a statement of support from at least 1,000 registered voters.

<table>
<thead>
<tr>
<th>Candidate Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td><strong>Residential Address</strong></td>
</tr>
<tr>
<td><strong>Occupation</strong></td>
</tr>
<tr>
<td><strong>EVR Number</strong></td>
</tr>
</tbody>
</table>

Print Name: ...........................................................................................................................................

Signature: .................................................................................................................................

Dated this ........................ day of.................................................... 2018
## Personal Candidate Details

*(not for public display)*

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Mobile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
TO: Supervisor of Elections, Fijian Elections Office

We, the undersigned, nominate and support the nomination of............................................................, as an Independent Candidate in the 2018 General Election.

Please complete in CAPITAL LETTERS.

<table>
<thead>
<tr>
<th>Voter Registration No.</th>
<th>Full Name</th>
<th>Residential Address</th>
<th>Occupation</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page ....... of .......... (Copy this page in sufficient quantities to meet the 1,000 supporter requirement)
ANNEX C

Declaration pursuant to Section 24 of Political Parties (Registration, Conduct, Funding and Disclosures) Act, 2013

Information about the Form:

1. The Form is in Microsoft Word version to allow you to add more details if the space provided is not sufficient.
2. Please do not mark or write any information on this cover page. At the time of publication, only the Form will be published.
3. Information submitted on the cover page will not be considered.
4. The information provided on this form will be published by the Registrar of Political Parties and the person submitting the form is required to pay for such costs.
5. For the purposes of the declaration, ‘children’ means any child, step child or adopted child who is –
   a. under the age of 18 years
   b. over the age of 18 years and is dependent on his or her parents for support.
6. According to section 24 (5), any person who submits any information that is false, commits an offence and shall be liable upon conviction to a fine not exceeding $50,000 or to a term not exceeding 10 years or both.
ANNEX C

DECLARATION OF ASSETS, LIABILITIES AND INCOME AS AT: _____/ ____/ ______

Name of Declarant: ___________________________ Political Party: [if applicable] ___________________________

Residential Address: ___________________________

Position held in Political Party: _____ [if applicable] _______ Date of Appointment: ____/ ____/ ____ [if applicable]

Particulars of Spouse & Dependent Children

Name of Spouse: ___________________________


Particulars of Income [Salaries, Wages, Fees, Gratuities, Allowances, Dividends, Interest, etc. from Fiji & Abroad]

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Name of Person Receiving</th>
<th>Source of Income</th>
<th>Value Declared - $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Particulars of Assets in Fiji or Abroad [Property, Vehicles, Cash, Shares, Bonds, etc.]

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>Details or Description of Asset</th>
<th>Holder / Recipient</th>
<th>Value Declared - $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Particulars of Liabilities in Fiji or Abroad [Loans, Creditors, Debts, etc.]

<table>
<thead>
<tr>
<th>Type of Liability</th>
<th>Particulars of Liability</th>
<th>Holder/ Recipient</th>
<th>Value Declared - $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other details: [Particulars of any other business connections, directorships, transactions or gifts in Fiji or Abroad]

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Holder/ Recipient</th>
<th>Value Declared - $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Statutory Declaration

I solemnly and sincerely declare that the above particulars are true and complete declarations as required under the Political Parties (Registration, Conduct, Funding and Disclosures) Act 2013.

Declared at ______ this _____ day of ________ 20___ before me and I certify that the declaration was read over in the ___________ language to the declarant who appeared fully to understand the meaning thereof

________________________________________
[Signature of person]

[Person authorized to take statutory declarations]
PARTY LIST

We hereby nominate each of the persons in this party list to be a candidate for the 2018 General Election for our Party.

We declare and certify that the order in which the candidates appear on attached ranking was agreed to in accordance with the rules of procedure for our party.

We enclose and attach a bank cheque of FJD ____________ being deposit for each candidate nominated by the party.

Dated this ................................. day of.............................................................................. 2018

Name of the Political Party: ............................................................................................................................................

Name of President: ....................................................................................   Signature: ..............................................

ANNEX D

FIJIAN ELECTIONS OFFICE

59 - 63 High Street, Toorak
P. O. Box 2528, Government Buildings, Suva

Phone : 3316 225
Fax : 3316 026

www.feo.org.fj

2018 GENERAL ELECTION

NOMINATION FORM

INDEPENDENT CANDIDATE
PARTY LIST

To the Supervisor of Elections, Fijian Elections Office, SUVA, FIJI

We hereby nominate each of the persons in this party list to be a candidate for the 2018 General Election for our Party.

We declare and certify that the order in which the candidates appear on attached ranking was agreed to in accordance with the rules of procedure for our party.

We enclose and attach a bank cheque of FJD ______ being deposit for each candidate at FJD $1,000 per candidate nominated by the party.

Dated this ......................... day of................................................................. 2018

Name of the Political Party: ............................................................................................................................................

Name of President: ...............................................................................   Signature: ..............................................

Name of Registered Officer: ...............................................................   Signature: ..............................................

<table>
<thead>
<tr>
<th>FEO Official</th>
<th>Date &amp; Time Received</th>
<th>Accepted/Rejected</th>
</tr>
</thead>
</table>
## ANNEX E

### Ranking of Party Candidates

The ranking of the party candidates as set out below was agreed to in accordance with the rules of the political party.

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Name of Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td></td>
</tr>
<tr>
<td>7th</td>
<td></td>
</tr>
<tr>
<td>8th</td>
<td></td>
</tr>
<tr>
<td>9th</td>
<td></td>
</tr>
<tr>
<td>10th</td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td></td>
</tr>
<tr>
<td>12th</td>
<td></td>
</tr>
<tr>
<td>13th</td>
<td></td>
</tr>
<tr>
<td>14th</td>
<td></td>
</tr>
<tr>
<td>15th</td>
<td></td>
</tr>
<tr>
<td>16th</td>
<td></td>
</tr>
<tr>
<td>17th</td>
<td></td>
</tr>
<tr>
<td>18th</td>
<td></td>
</tr>
<tr>
<td>19th</td>
<td></td>
</tr>
<tr>
<td>20th</td>
<td></td>
</tr>
<tr>
<td>21st</td>
<td></td>
</tr>
<tr>
<td>22nd</td>
<td></td>
</tr>
<tr>
<td>23rd</td>
<td></td>
</tr>
<tr>
<td>24th</td>
<td></td>
</tr>
<tr>
<td>25th</td>
<td></td>
</tr>
<tr>
<td>Ranking</td>
<td>Name of Candidate</td>
</tr>
<tr>
<td>---------</td>
<td>------------------</td>
</tr>
<tr>
<td>26th</td>
<td></td>
</tr>
<tr>
<td>27th</td>
<td></td>
</tr>
<tr>
<td>28th</td>
<td></td>
</tr>
<tr>
<td>29th</td>
<td></td>
</tr>
<tr>
<td>30th</td>
<td></td>
</tr>
<tr>
<td>31st</td>
<td></td>
</tr>
<tr>
<td>32nd</td>
<td></td>
</tr>
<tr>
<td>33rd</td>
<td></td>
</tr>
<tr>
<td>34th</td>
<td></td>
</tr>
<tr>
<td>35th</td>
<td></td>
</tr>
<tr>
<td>36th</td>
<td></td>
</tr>
<tr>
<td>37th</td>
<td></td>
</tr>
<tr>
<td>38th</td>
<td></td>
</tr>
<tr>
<td>39th</td>
<td></td>
</tr>
<tr>
<td>40th</td>
<td></td>
</tr>
<tr>
<td>41st</td>
<td></td>
</tr>
<tr>
<td>42nd</td>
<td></td>
</tr>
<tr>
<td>43rd</td>
<td></td>
</tr>
<tr>
<td>44th</td>
<td></td>
</tr>
<tr>
<td>45th</td>
<td></td>
</tr>
<tr>
<td>46th</td>
<td></td>
</tr>
<tr>
<td>47th</td>
<td></td>
</tr>
<tr>
<td>48th</td>
<td></td>
</tr>
<tr>
<td>49th</td>
<td></td>
</tr>
<tr>
<td>50th</td>
<td></td>
</tr>
<tr>
<td>51st</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX E

DECLARATION BY PARTY CANDIDATE

INSTRUCTION:
1. WRITE IN BLOCK LETTERS
2. PLACE A TICK (✓) ON THE DECLARATION BOX TO CONFIRM YOUR DECLARATION.

I, .....................................................................................................................................................
(Full name of candidate)

consent to be a candidate for the Election to be held on .................................

I declare that to the best of my knowledge and belief that:

☐ I am a citizen of Fiji and I do not hold citizenship for any other country;

☐ I am registered in the Register of Voters;

☐ I have been ordinarily resident in Fiji for at least 2 years immediately before being nominated;

☐ I am not an undischarged bankrupt;

☐ I am not a member of the Electoral Commission, and I have not been a member of that Commission at any time during the 4 years immediately before being nominated;

☐ I am not subject to a sentence of imprisonment when nominated;

☐ I have not, at any time during the 8 years immediately before being nominated, been convicted of any offence under any law for which the maximum penalty is a term of imprisonment of 12 months or more; and

☐ I have not been found guilty of any offence under a law relating to elections, registration of political parties or registration of voters, including any offence prescribed under the Electoral Act 2014.

I confirm that the nomination is accompanied by FJD $1,000 and a passport size photograph

<table>
<thead>
<tr>
<th>Candidate Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Residential Address</td>
</tr>
<tr>
<td>Occupation</td>
</tr>
<tr>
<td>EVR Number</td>
</tr>
</tbody>
</table>

Dated this .................. day of.................................................. 2018

Signature.................................................................

Page ........ of ............ (Copy this page in sufficient quantities to meet the requirements)
DECLARATION BY PARTY CANDIDATE

1. WRITE IN BLOCK LETTERS

I, .......................................................................................................................................................
(Full name of candidate)
consent to be a candidate for the Election to be held on .........................................................

□ I am a citizen of Fiji and I do not hold citizenship for any other country;

□ I am registered in the Register of Voters;

□ nominated;

□ convicted of any offence under any law for which the maximum penalty is a term of
imprisonment of 12 months or more; and

□ of political parties or registration of voters, including any offence prescribed under the
Electoral Act 2014.

...

Candidate Details

Full Name

Residential Address

Occupation

—“‡”

Dated this ....................... day of.................................................... 2018

Signature........................................................................................................

Page ........... of .................
Election Process

2018 General Election

1. 7:00 am - Checking of polling station setup and briefing of Election Officials

2. 7:30 am - Voting starts

3. Packing and EO leave Polling Venue

4. 6:00 pm - Voting closes after last person in the queue has voted

5. Counting station set up & Counting begins

6. Declaration of Result
Contact us

Phone: +679 331 6225 | Fax: +679 331 6026
Email: info@feo.org.fj | Web: www.feo.org.fj
Facebook: @Fijianelectionsoffice | Twitter: @OfficialFEO

HEADQUARTERS
59-63 High Street, Toorak, Suva.
P.O. Box 2528, Government Buildings, Suva.

VOTER SERVICES CENTRE
Shop 10, GPO Building, 10 Thomson Street, Suva.
P.O. Box 2528, Government Buildings, Suva.

LAUTOKA OFFICE
36 Vitogo Parade, Lautoka.
P.O. Box 2528, Government Buildings, Suva.

LABASA OFFICE
5 Park Street, Labasa.
P.O. Box 2528, Government Buildings, Suva.