

FIJIAN ELECTIONS OFFICE
My Election, My Fiji

**ELECTION
INFORMATION
BOOKLET**

2018 General Election

FIJIAN ELECTIONS OFFICE

My Election, My Fiji

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:

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



ELECTION INFORMATION BOOKLET

This booklet belongs to:

Polling Venue:

This Booklet is developed by the Fijian Elections Office to guide Voters and help them understand the Electoral processes and how to vote, in Fiji. This booklet is for information purposes only and is subject to change and review by the Fijian Elections Office, if any amendment is made to any electoral laws, policies and procedures of the Fijian Elections Office.

The Fijian Elections Office will not be liable for any misinterpretation of this Booklet.

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Forms

- Objection to Registration as a Voter
- Appeal Against Decision of the Supervisor of Elections
- Postal Voting Application Form
- Complaints Form

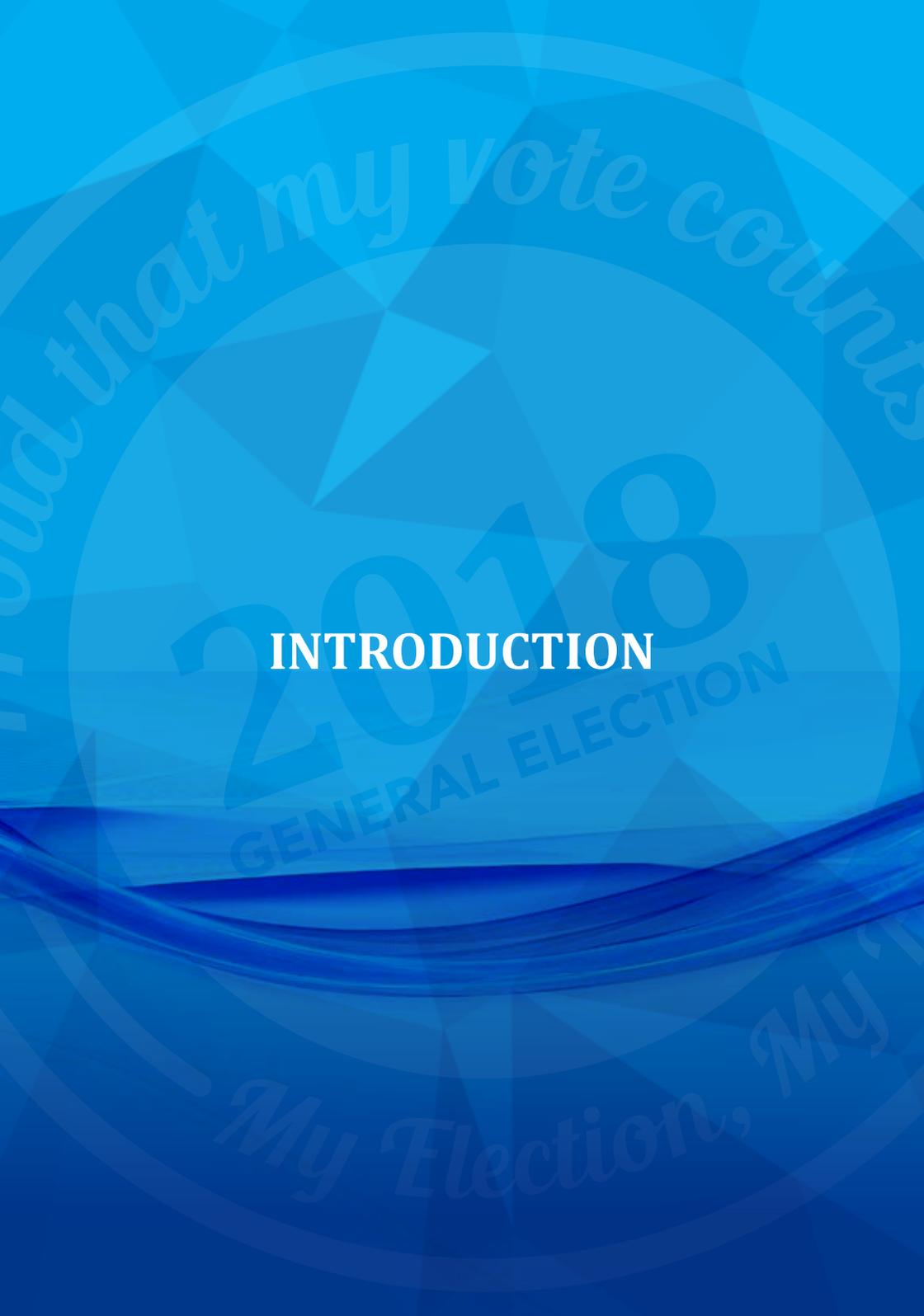
1.0 ACRONYMS AND ABBREVIATIONS

APO	Assistant Presiding Officer
EC	Electoral Commission
FEO	Fijian Elections Office
PDW	Polling Day Worker
PO	Presiding Officer
PS	Polling Station
SoE	Supervisor of Elections
TEE	Tamper Evident Envelope
VL	Voter List
VQC	Venue Queue Controller

2.0 GLOSSARY

Ballot Paper	Means the paper in the form prescribed in the schedule of the Electoral Act, 2014 and which is used by a voter to cast their vote in an election.
Discarded Ballot Paper	<ul style="list-style-type: none"> i. A Ballot Paper which is found lying in the Polling Station, which has not been put in a Ballot Box. ii. A Ballot Paper which has been spoiled by a voter during the voter's second attempt at voting.
Election Day	Also known as 'Polling Day'. Means the day prescribed by the President in the <i>Writ</i> for Polling to take place in an election.
Electoral Act, 2014	The legislation which sets out how the General Election is to be conducted.
Indelible Ink	The ink used to mark a person's finger in the Polling Station to prevent them from voting more than once. The ink cannot be washed off and remains on the finger for several days.
Invalid Vote	<p>A Ballot Paper:</p> <ul style="list-style-type: none"> i. Which has any writing or marks on it which in the opinion of the Presiding Officer, can identify the voter; ii. Which has no vote indicated on it; iii. Which does not clearly indicate the candidate the voter wishes to vote for; or iv. Which indicates a vote for more than one (1) candidate.
PO's Record Book	The Presiding Officer's written record of all activities in the Polling Station. It also contains a worksheet for the Protocol of Results.
Polling	Means the casting of votes on Polling Day and includes the casting of votes through postal or pre-poll voting.
Polling Station	A building, structure, vehicle, vessel or enclosure within the Polling Venue where the registered voters will vote.
Polling Venue	A location that has one or more Polling Stations at that location.

Presiding Officer	The person responsible for managing a Polling Station during Poll.
Proportional Representation	A system which aims at making the percentage of seats won by a political party approximately equal to their percentage of the vote.
Protocol of Results	The form which records the number of votes cast for each candidate at a Polling Station.
Reconciliation	The process before counting votes, where the Presiding Officer accounts for all Ballot Papers issued to the Polling Station.
Spoiled Ballot Paper	A Ballot Paper that has inadvertently dealt by a voter so that it cannot be conveniently or validly used. The voter must return it to the Presiding Officer and will be issued another Ballot Paper to replace it.
Tamper Evident Envelope	A plastic envelope which once sealed cannot be opened without destroying it, therefore making it evident if someone has tampered with it.
Tendered Ballot Paper	A Ballot Paper given to a voter who has proof that they have not voted but whose name has already been crossed off the Voter List. These Ballot Papers are put into an envelope rather than into the Ballot Box and are counted when the Court directs.
Unused Ballot Paper	A Ballot Paper which has not been issued to a voter.
Used Ballot Paper	A Ballot Paper which has been issued to a voter.
Valid Vote	A Ballot Paper marked in an acceptable way to clearly indicate the voter's choice or intention.
Voter List	Lists of voters who are allocated to vote at a particular Polling Station.
Voter Number	A unique identification number assigned to every voter.
Voting Screen	Structure made of cardboard which enables voters to mark their Ballot Papers without anyone else being able to see who they are voting for.



INTRODUCTION

3.0 INTRODUCTION

The Electoral Commission **[EC]** and the Fijian Elections Office **[FEO]** are committed to carrying out effective voter education programme. This Election Information Booklet is one aspect of the programme.

It has been developed to provide you – eligible Fijian voters and registered Fijian voters information on how to become a registered voter, the voting process, count of ballots, declaration of results, allocation of seats and complaints mechanism.

Therefore, it is the hope of the EC and the FEO that all Fijians take advantage of this Booklet and ensure that their votes count in the 2018 General Election.



REGISTRATION

4.0 REGISTRATION

Before you can vote, you need to make sure that your name is on the Voter List. This is the list of all eligible Fijians who are registered to vote in the 2018 General Election.

Your name can only appear on the Voter List if you have registered.

4.1 Who can register?

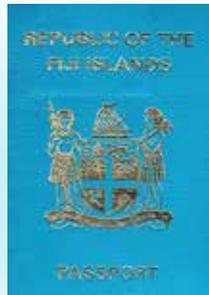
Any person who is:

- Over the age of 18 years on or before the day the *Writ* is issued.
- A Fijian citizen.
- Not serving a sentence of imprisonment of 12 months or longer.
- Not declared to have mental disorder.
- Not serving a period of disqualification from registration as a voter.

4.2 What is required for registration?

- A birth certificate; and
- A valid photo ID; **OR**
- A valid Fijian passport.

Examples of Required Documents for Registration



4.3 How do I register?

- Visit a Voter Services Centre near you.
- Take with you the required documents.
- Registration is to be done in person. You cannot register on someone else's behalf.
- You can only **register to vote once**. Double registration is unlawful.

4.4 What happens after I have registered?

Once you have been successfully registered as a voter you will be issued a VoterCard. You must present this VoterCard at the time you cast your vote.

4.5 Replacement of VoterCard

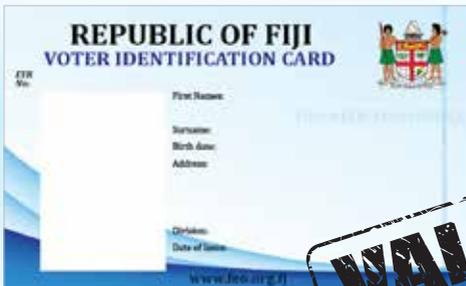
If your VoterCard was:

1. Stolen;
2. Misplaced; **OR**
3. Damaged

You can visit your nearest Voter Services Centre for a replacement.



OR



4.6 Updating of Voter Details

You can update your voter details if there is a:

1. Correction; **OR**
2. Change in your voter details.

You can visit your nearest Voter Services Centre for updating of your voter details.

4.7 Objection to Registration as a Voter

Any registered voter – whose name appears on the National Register of Voters can make any objection against any other person in the National Register of Voters who:

- Has not reached the age of 18.
- Is not a Fijian citizen.
- Is serving a sentence of imprisonment of 12 months or longer.
- Is declared to have mental disorder.

The Objection process is open until the day the *Writ* is issued. To object to a registration of a voter you must complete the 'Objection to Registration as a Voter' form and submit it at your nearest Voter Services Centre. A copy of the form is attached at the back of this booklet.



NOTE: If your registration has been objected to, and it has been approved by the SoE, you can appeal his decision to the EC within 14 days from the date of the decision.

4.8 Deceased Voters

You can also inform the FEO if you have lost a loved one who may have been a registered voter.

You can do this by checking the Deceased Voter Verification List on www.feo.org.fj or by visiting any of the Voter Services Centre.



NOTE: You should bring along a valid photo ID when reporting or verifying deceased voters.

5.0 AT THE VOTER SERVICES CENTRE

You can:

- Register to be a voter.
- Check, verify, amend and confirm your voter registration details.
- Replace your VoterCard.
- Inform FEO of deceased voters.
- Change your Polling Venue.

5.1 Voter Services Centres

Voter Services Centre	Location
Suva	Shop 10, GPO Building, Thomson Street, Suva.
Lautoka	36 Vitogo Parade, Lautoka.
Labasa	5 Park Street, Labasa.
Nausori	River Road, Nausori.
Savusavu	Lot 33, DP 2196, Main Street, Savusavu.

6.0 METHODS OF VOTING

6.1 Postal Voting

A registered voter who is living outside of Fiji or will be outside of Fiji on Election Day, is unable to travel to their Polling Station due to serious illness or infirmity, under pre-trial detention or sentence of imprisonment, precluded from attending the Polling Station due to religious belief or will be away from their usual place of residence and in a place not convenient due to work commitment will be able to apply for postal voting.

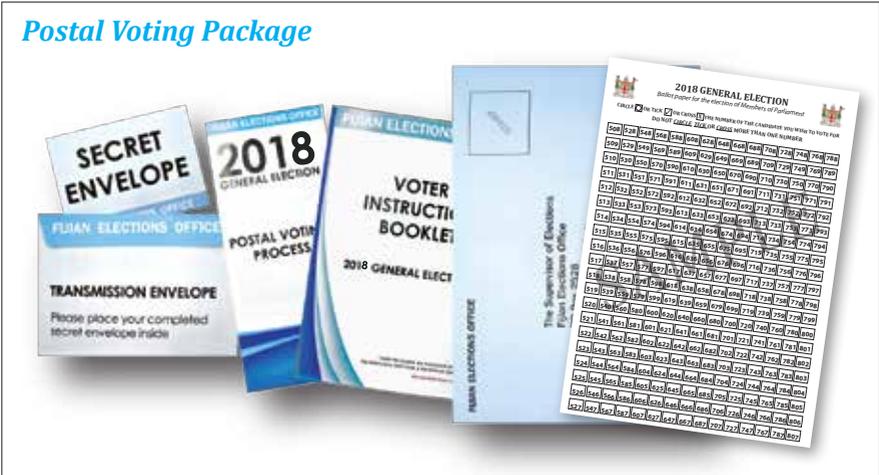
To apply as a postal voter you must complete the Postal Voting Application Form that is available on www.feo.org.fj A copy of the form is attached at the back of this booklet.

FEO will start receiving Postal Voting Application once the date of Election is announced and this will close twenty one (21) days prior to

Election Day.

Once application is approved the FEO will send Postal Voting Packages to Postal Voters.

Postal Voting Package



The deadline for receipt of Postal Ballots is no later than **6:00pm** on Election Day.

Voting Steps - Postal Voting

You will receive a Postal Voting Package from the FEO



Inside the Postal Voting Package you will receive a Voter Instruction Booklet, One Ballot Paper, a Secret Envelope, a Transmission Envelope, a Return Envelope and a Postal Voting Process Broucher.



Use the Voter Instruction Booklet to identify the number of the candidate you would like to vote for



CIRCLE or **TICK** or **CROSS** the number of the candidate of your choice

NOTE: DO NOT CIRCLE or TICK or CROSS more than one number



After voting, fold the ballot paper and place it inside the Secret Envelope



Seal the Secret Envelope and place it inside the Transmission Envelope



Complete and sign the Declaration Form on the back of the Transmission Envelope



Place the Transmission Envelope into the Return Envelope and send it by courier to the address printed in front of the Return Envelope





NOTE: Postal Ballot Papers will be counted at the National Count Centre

6.2 Pre- Poll Voting

A registered voter may apply to vote in advance if they resides in a remote place, is a resident of a nursing home or health care facility, is a member of the disciplined forces or is under pre-trial detention or sentence of imprisonment.

The FEO will also conduct pre-poll voting in places where it is not sufficient to establish a polling station or in any other place approved by the EC.

Within seven (7) days after the close of nominations, the EC will give the Notice of Pre-Poll schedule which contains the venue(s) where pre-poll voting will take place and the date and hours between which the Presiding Officer **[PO]** will conduct pre-poll voting.



NOTE: Pre-Poll Ballot Papers will be counted at the National Count Centre.

Pre-Poll Voting Steps

STEP 1: Inside Queue Control

When you enter the Polling Station the Inside Queue Controller will check your fingers for ink before giving you the Voter Instruction Booklet. You will now proceed to the ID Officer.



STEP 2 : Identification

When you reach the ID Officer you will have to show your VoterCard or valid photo ID to the ID Officer. The ID Officer will confirm your ID before drawing a line to join the two (2) arrowheads in the check off column of the Voter List.



STEP 3 : Signature

You will be required to sign the Voter List in the 'Signature' column. You will now proceed to the Ballot Paper Issuer.

**STEP 4: Issuing the Ballot Paper and Secret Envelope**

The Ballot Paper Issuer will explain to you the method of marking the Ballot Paper and will advise you to place the Ballot Paper in the Secret Envelope before it is placed in the Ballot Box. The Ballot Paper Issuer will then issue you with one (1) Ballot Paper and Secret Envelope. You will now proceed to the Voting Screen.

**STEP 5: Marking the Ballot Paper**

At the voting screen you will look through the Voter Instruction Booklet to identify the number of the candidate you would like to vote for. You must **CIRCLE** or **TICK** or **CROSS** the number on the Ballot Paper. You will fold the Ballot Paper and put it inside the Secret Envelope. You will now proceed to the Inker.

**STEP 6: Inking**

The Inker will mark your index finger or little finger on the left hand by dipping it in the ink bottle. You will now proceed to the Ballot Box.

**STEP 7: Placing of Secret Envelope in the Ballot Box**

The Ballot Box Guard will tape the opening of the Secret Envelope by using a special tape and then you will put your Secret Envelope in the Ballot Box.



STEP 8: Leaving Polling Venue

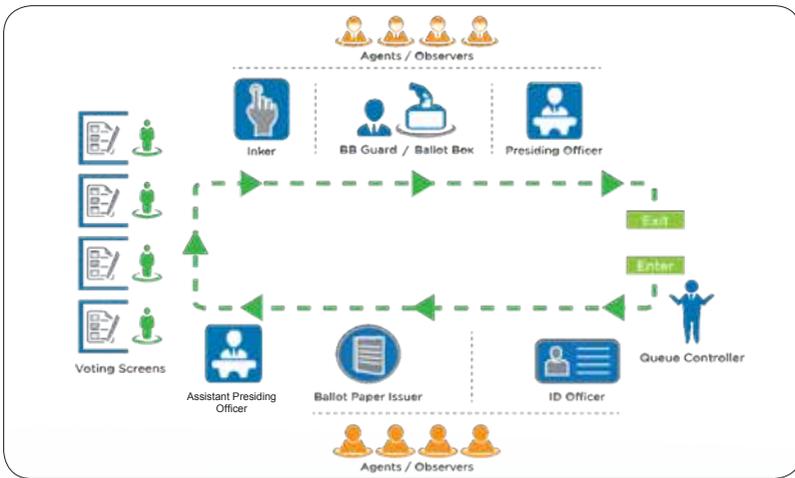
You can now leave the Polling Venue.



6.3 Election Day

Polling starts at **7:30am** and must immediately close after the last voter in the queue at **6:00pm** has voted.

The following is a standard Polling Station set-up:



Election Day Voting Steps

STEP 1: Venue Queue Control

You will be directed to your correct Polling Station by the Venue Queue Controller.

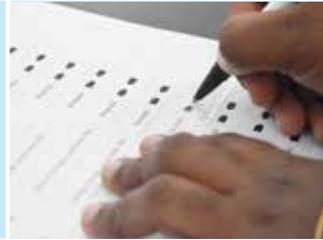


STEP 2: Inside Queue Control

When you enter the Polling Station the Inside Queue Controller will check your fingers for ink before giving you the Voter Instruction Booklet. You will now proceed to the ID Officer.

**STEP 3: Identification**

When you reach the ID Officer you will have to show your VoterCard or valid photo ID to the ID Officer. The ID Officer will confirm your ID before drawing a line to join the two (2) arrow-heads in the check off column of the Voter List.

**STEP 4: Signature**

You will be required to sign the Voter List in the 'Signature' column. You will now proceed to the Ballot Paper Issuer.

**STEP 5: Issuing the Ballot Paper**

The Ballot Paper Issuer will explain to you the method of marking the Ballot Paper and then issue you with ONE (1) Ballot Paper. You will now proceed to the Voting Screen.

**STEP 6: Marking the Ballot Paper**

At the voting screen you will look through the Voter Instruction Booklet to identify the number of the candidate you would like to vote for. You must **CIRCLE** or **TICK** or **CROSS** the number on the Ballot Paper and fold the Ballot paper. You will now proceed to the Inker.



STEP 7: Inking

The Inker will mark your index finger or little finger on the left hand by dipping it in the ink bottle. You will now proceed to the Ballot Box.

**STEP 8: Placing Ballot Paper in Ballot Box**

You will have to put your Ballot Paper in the Ballot Box.

**STEP 9: Leaving Polling Station and Polling Venue**

You can now leave the Polling Station and Polling Venue.

**6.4 Examples of marking the Ballot Paper**

CIRCLE

OR



TICK

OR



CROSS

7.0 PERSONS WITH DISABILITIES

These includes those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

The Presiding Officer is the only authorized person to assist a Voter with physical disability in any Polling Station. This includes the marking of the Voter's Ballot Paper.

Any assistances provided by the Presiding Officer will be witnessed by another Polling Day Worker.

8.0 GENERAL RULES FOR VOTERS

You must follow the rules below:

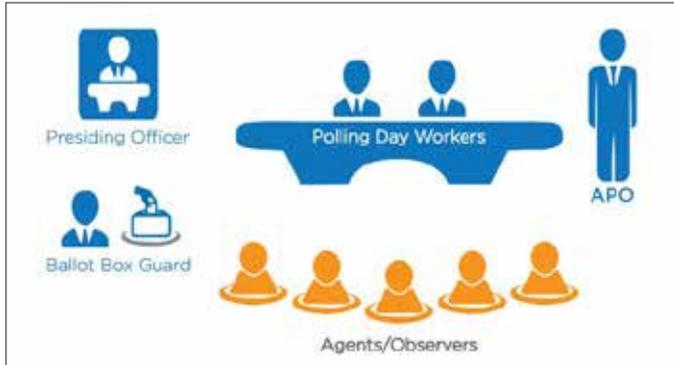
- Vote in person in the Polling Station where your name appears on the Voter List.
- Mark your Ballot Paper in secret at the voting screen.
- While at the Polling Station you must not announce openly the candidate you have voted for.
- Family or group voting at the voting screen is not allowed.
- Voting on behalf of another voter is prohibited.
- Once you have put your Ballot Paper in the Ballot Box, you must leave the Polling Station and Polling Venue immediately.
- Give priority to the elderly, people with disabilities and pregnant women.

9.0 COUNTING OF BALLOT PAPERS

On Election Day all Ballot Papers for each Polling Station will be counted immediately after the close of poll.

However, the Postal Ballot Papers and Pre-Poll Ballot Papers will be counted at the National Count Centre at the date and time prescribed by the SoE.

This is a standard counting station set-up:



9.1 Counting Process

STEP 1:

Reconciliation of all Ballot Papers received by the Polling Station.

Number of voters’ signatures on the Voter List + Unused Ballot Papers + Spoiled Ballot Papers + Tendered Ballot Papers = Total number of Ballot Papers received by the Polling Station.

3.5 - Protocol of Results (Reconciliation)

TABLE 1: Receipt and Distribution of Ballot Papers

		TOTAL
A.	Number of ballot papers received from FEO (as shown in section 1.1 of the PO’s Record Book)	100
B.	Adjustments after your check count (N.B. ballot papers must be check counted prior to polling day)	+ 0 -
C.	PLUS ballot papers RECEIVED from (if applicable)	+ 0 -
D.	TOTAL (A + B + C)	100

TABLE 2: Reconciliation of Ballot Papers (complete this table after the close of poll)

	Description	TOTAL
E.	Number of voter signatures on Voter List	90
F.	Number of unused ballot papers	9
G.	Number of spoiled ballot papers	1
H.	Number of tendered ballot papers	0
I.	TOTAL (E + F + G +H)	100
J.	Difference between (D – I) (if there is a difference you will need to recount)	0



NOTE: If there is any discrepancy in the reconciliation of Ballot Papers a recount will be conducted.

STEP 2:

Five (5) seals on the Ballot Box is checked and verified. If they reconcile, the Ballot Box is opened.

If there is any discrepancy in the Ballot Box seals, the Ballot Box is not opened.



NOTE: ONLY the SoE can authorize the opening of a Ballot Box that has discrepancies in the Ballot Box Seals.

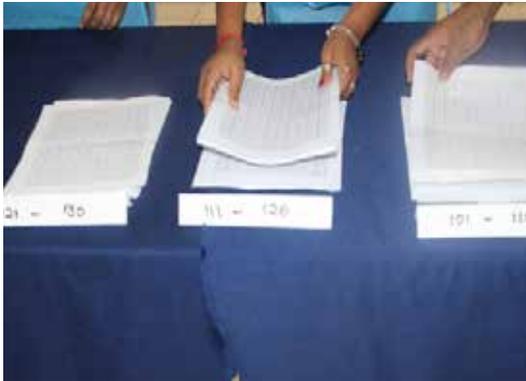
STEP 3:

Reconciliation of the number of Ballot Papers in the Ballot Box with the total number of signatures on the Voter List.



STEP 4:

Ballot Papers will be unfolded and sorted into column number ranges as marked on the Ballot Paper before counting Ballot Papers for each candidate. Counting of all the Ballot Papers in each column range including the invalid Ballot Papers. Totaling each column to reconcile the total number of signatures on the Voter List.

**STEP 5:**

Sorting of Ballot Papers by candidate number, proceeding column by column. Counting the Ballot Papers for each candidate number that have received votes. The results are entered in the Protocol of Results worksheet in the PO's Record Book.



11.0 FINAL NATIONAL RESULTS TALLY

Once all results from the Polling Stations and the National Count Centre are received, the National Results Centre will prepare the Final National Results Tally and this is signed off by the SoE.

The SoE will then provide the Final National Results Tally to the EC who will allocate seats to the candidates who have been elected as Members of Parliament.

12.0 ALLOCATION OF SEATS

The EC will receive the Final National Results Tally from the SoE which contains:

- i. The total number of votes received by each candidate;
- ii. The total number of votes received by each political party; and
- iii. Party List (*arranged in descending order with the party candidate receiving the most votes on the top of its list and the one receiving the least votes at the bottom*).

It will then calculate the total number of votes received from each candidate and each political party before applying the 5% threshold.

A political party or an independent candidate who does not receive 5% of the total number of votes cast will not qualify for any seats in Parliament.

Those that have qualified, the EC would determine the number of seats to be allocated to the remaining parties and independent candidates by applying the “*d’Hondt Rule*”.

The total number of votes gained by each party is divided by one (1), then by two (2), then by three (3) and so forth. For an independent candidate the number of votes is divided only by one (1).

The EC then determines which candidates of each party is to be allocated one of the fifty one (51) seats in parliament.

FOR MORE INFORMATION VISIT:

 www.feo.org.fj



The screenshot shows the homepage of the Fiji Elections Office website. The header includes the logo "FIJIAN ELECTIONS OFFICE My Election, My Fij" and a search bar. A navigation menu lists: HOME, ABOUT US, ELECTORAL COMMISSION, VOTERS, TRADE UNIONS, POLITICAL PARTIES, MEDIA CENTRE, and CONTACT US. The main content area features a large banner for the "2018 GENERAL ELECTION" with a map of Fiji. To the left, there are several menu items: Latest News, 2017 Voter Registration Drive, Job Vacancies, Verify Your Voter Information, Electoral Laws, Frequently Asked Questions (FAQs), Upcoming Events, Call for Tenders, and Forms. Below the banner, there are sections for "Our Vision Statement" and "Our Mission Statement".

FOR MORE INFORMATION ON ELECTORAL COMMISSION VISIT:

 www.electoralcommission.org.fj



The screenshot shows the website of the Electoral Commission of the Republic of Fiji. The header includes the logo "REPUBLIC OF FIJI THE ELECTORAL COMMISSION" and a navigation menu: ELECTORAL COMMISSION, ABOUT, FIJIAN ELECTIONS OFFICE, PUBLICATIONS, DECISIONS, COMPLAINTS, and CONTACT US. The main content area is divided into two columns. The left column is titled "Decisions" and lists three PDF documents: "EC Decision 03 of 2017", "EC Decision 02 of 2017", and "EC Decision 01 of 2017". The right column is titled "ANNOUNCEMENTS" and lists several news items, including the launch of the 2017 Secondary School Voter Registration Drive, the Electoral Commission's announcement of the Overseas Voter Registration Drive, a statement by the Chairperson of the Electoral Commission, a statement by the Chairman of the First Meeting of Political Parties, and the signing of a MoU with the Australian Electoral Commission. Below the announcements is a "OUR CALENDAR" section with a calendar grid for the month of May 2017.

13.0 COMPLIANTS

Any registered voter can lodge a complaint if they are not satisfied with the conduct of Election Officials.

To lodge any complaint you must complete the Complaints Form which can be collected from Presiding Officers on Election Day or downloaded from the FEO website www.feo.org.fj. A copy of the Complaints Form is attached at the back of this booklet.

The completed Complaint Form can to be submitted directly to the SoE or to the Presiding Officer on Election Day.

Any complaints submitted to the SoE must be directed to the following addresses:

HAND DELIVERED

Supervisor of Elections
Fijian Elections Office
59/63 High Street

POST MAIL

Supervisor of Elections
Fijian Elections Office
PO Box 2528
Government Buildings
Suva

EMAIL

info@feo.org.fj

14.0 FREQUENTLY ASKED QUESTIONS:

REGISTRATION:

Do I need to register again for the 2018 General Election?

If you are already registered, you do not need to register again. Your VoterCard is valid for the next General Election. However, if your name or address changes, then you must update your details by visiting any FEO office and complete the relevant forms. The FEO staff will then update the information as well as give you a replacement card.

Can I collect my daughter's VoterCard?

A third person is NOT allowed to collect someone else's VoterCard as that person needs to be physically present. The FEO needs to verify that it is the same person and then issue the VoterCard.

I have moved to Nausori from Lautoka. Do I need to register again?

No, you do not need to register again. Double registration is unlawful. However, you need to complete the 'Change of Address' form and submit it to your nearest Voter Services Centre. We will update your details on the database and give you a replacement Card.

I still have my old VoterCard. Can I use it in the 2018 General Election?

Yes. Both cards are valid.

I voted in Korovou in the last General Election. Now I reside in Levuka. Can I cast my vote at a Polling Station nearest to me?

Yes. Just visit your nearest Voter Services Centre and complete the 'Change of Details' form. You will then be assigned to a Polling Station nearest to you.

POSTAL VOTING

When does postal voting application open and close?

A registered voter can apply for postal voting from the announcement of the date of election and the application must be received no later than 5:00pm on the twenty first (21st) day, prior to Election Day. Any application received after this stipulated time will not be considered.

How does a Postal Voter ensure that his or her application for Postal Voting is approved?

Every Postal Voter needs to make sure that they meet the following criteria:

- The applicant is living outside Fiji or will be outside Fiji on Election Day;
- Because of serious illness or infirmity, the applicant is unable to travel from their place of living to his or her assigned Polling Station;
- The applicant is under pre-trial detention or sentence of imprisonment;
- Because of the applicant's religious beliefs or membership of a religious order, they –
 - As precluded from attending a Polling Station; **or**
 - For the greater part of the hours of polling is precluded from attending a Polling Station; or

Because the applicant will be away from their usual place of residence and in a place not convenient to their assigned Polling Station due to work commitments on Election Day.

What is the 'Register of Postal Voters'?

It is the register which consists of the names and voter numbers of all people that are registered as Postal Voters.

Can a candidate or Political Party acquire a copy of the 'Register of Postal Voters'?

Yes, a candidate or political party can acquire a written copy of the 'Register of Postal Voters' by paying the approved fee.

When does the verification of the Postal Ballot Papers begin?

The verification of the returned Postal Ballot Papers can begin seven (7) days prior to Election Day.

When will Postal Ballot Papers be counted?

It will be counted at the National Count Centre immediately after close of poll on Election Day.

PRE-POLL VOTING

Is there a standard Polling Venue setup for Pre-Poll voting?

The layout of the Polling Venue will depend on the shape and size of the room. However, it is prudent that all Polling Venues for Pre-Poll voting are set up as per the approved layout in this booklet.

Who can observe the Pre-Poll voting?

*Any Polling Agent or Accredited Observers is permitted to observe the process of Pre-Poll voting **ONLY** if authorization has been granted by FEO. There must wear their official ID at all times whilst in the Polling Venue.*

What is the difference between Pre-Poll voting process and Election Day voting process?

All the processes are the same. The only change to the Pre-Poll voting process would be the placing of Secret envelope in the Ballot Box. For Pre-Poll voting, after the voters have marked their Ballot Papers, they must:

- i. Fold the Ballot Paper;*
- ii. Insert it into the Secret Envelope;*
- iii. Seal it; and*
- iv. Put the sealed Secret Envelope in the Ballot Box.*

When will Pre-Poll Ballot Papers be counted?

It will be counted at the National Count Centre immediately after the close of poll on Election Day.

ELECTION DAY

What if a voter's finger is already marked with indelible ink?

It indicates that the voter has voted and therefore will not be issued with a Ballot Paper.

What if a voter had revealed or announced the content of his or her Ballot Paper inside the Polling Station?

Any voter who does so, will have their Ballot Paper confiscated and invalidated by the Presiding Officer, provided it has not yet been inserted in the Ballot Box.

What if a voter who has not voted has had his or her name marked off on the Voter List?

The voter is, upon being substantiated with proof that their name is on the Voter List and showing that their finger is not marked with the indelible ink, is entitled to mark a Ballot Paper in the same manner as any other voter. But the Ballot Paper (called "Tendered ballot") will not be put in the Ballot Box. The Ballot paper will be placed in the Tendered Envelope and given to the Presiding Officer who will place the envelope in a separate packet marked "Tendered Ballot Papers". The Ballot Paper will not be counted unless ordered by the court.

Can a voter get another Ballot Paper they have spoiled the first Ballot Paper which was issued to them?

A voter who has mistakenly dealt with a Ballot Paper in such a way that it cannot be conveniently or validly used as a Ballot Paper may, on giving it to the Presiding Officer, get another Ballot Paper to replace it. The Spoiled Ballot Paper, in the presence of the voter will be cancelled by the Presiding Officer by writing or stamping the word "Cancelled" across its face, marking their initials on it and placing it in an envelope marked 'Spoiled Ballot Paper' and sealing it.

Can amendments be made to the Protocol of Results?

Changes can be made to the Protocol of Results, but it must be made in the presence of witnesses including Polling Agents or Accredited Observers.

GENERAL QUERIES

When do the nominations for candidates open?

It opens once the EC receives the Writ to conduct General Election.

What is a 'Writ'?

'Writ' is a written command for the election of members of Parliament, issued by the President under section 59 of the Constitution. The Writ will include the number of members of Parliament to be returned at election, date on or before the which the Writ is returnable to the President, date, time and place at which nomination of candidates for the election is to be received and the Election Date.

When does registration of political parties close?

It closes once the Writ is issued and opens when the Writ is returned.

When should the National Candidates List be prepared?

Within seven (7) days following the close of nominations for the election, a National Candidates List containing the names of all approved candidates will be prepared.

When will candidates be assigned a three (3) digit number?

The candidates will be assigned a three (3) digit number after a Candidate Ball Draw is conducted.

When can parties begin campaigning?

Once the party is registered they can start campaigning.

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

OBJECTION TO REGISTRATION AS A VOTER

To the Supervisor of Elections

DETAILS OF OBJECTOR

EVR Number: _____ Date of Birth: _____
Surname: _____ First Name: _____
Current Occupation: _____ Telephone/ Mobile: _____ Email: _____

Residential Address: <i>[This part is compulsory]</i>	Postal Address

DETAILS OF PERSON OBJECTED TO:

EVR Number: _____
Surname: _____ First Name: _____

GROUND FOR OBJECTION

Please indicate below your grounds for objection:

- Has not reached the age of eighteen (18) years OR;
 Is not a citizen of Fiji; OR
 Serving a sentence of imprisonment of twelve (12) months or longer imposed by a court in Fiji or by a court of another country;
OR
 Under a law in force in Fiji, declared to have mental disorder

DECLARATION BY OBJECTOR

I solemnly declare that I have made a conscientious effort to determine that those facts above are true to the best of my knowledge and belief.

Warning - Section 136(a) of the Electoral Act 2014:

Any person who knowingly and wilfully makes a statement or declaration in connection with an application for registration as a voter or other statement or declaration for the purpose of the Electoral Act 2014 commits an offence and shall be liable upon conviction to a fine not exceeding \$50,000 or to a term of imprisonment not exceeding 10 year, or both.

Signature of Objector: _____ Date: _____
Witness: _____ Date: _____

Note: This form must be witnessed by either a Justice of Peace or Commissioner for Oath.

For Official Use Only

Received by: _____ Date Received: _____
Receivers Signature: _____

This Section is for the SoE

Actions Taken: Dismissed Upheld

Signature: _____ Date: _____

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PP-40-App

POSTAL VOTING APPLICATION FORM

Initial Instructions

- Use a tick (✓) where appropriate
- Use Black or Blue pen ONLY
- Use BLOCK LETTERS to complete form

FEO Date Stamp:

FOR OFFICIAL USE ONLY

Form Complete Yes / No

Approved Yes / No

Rejected - Incomplete / Not legally compliant

Rejection letter sent Date:

Time

PVID #

1.0 Applicants Details: Mr. Mrs. Ms. (Name as shown on your VoterCard)

Family Name:					
Given Name (s):					
Phone: <small>Country Code:</small>		Mobile:		Email:	
VoterCard Number:	<input type="text"/>				

2.0 Address Details:

Delivery Address: (Your Postal Vote will be hand delivered/courier to this address see over side for instructions)

.....
.....
.....
Postal Code

Correspondence/ Residential Address:
(For receiving letter of correspondence from FEO)

.....
.....
.....

3.0 I am applying for Postal Voting because:-

- I am living outside of Fiji or will be outside of Fiji on the polling day;
- I have a serious illness or infirmity and I am unable to travel from my place of living to the assigned polling station;
- I am under pre-trial detention or sentence of imprisonment;
- Due to my religious beliefs or membership of a religious order, I am precluded from attending a polling station or for the greater part of the hours of polling I am precluded from attending a polling station; or
- I will be away from my usual place of residence and in a place not convenient to the assigned polling station due to work commitments on the polling day.

4.0 Statutory Declaration

I Solemnly declare that the information provided herein is true to the best of my knowledge and belief.

.....
Your Signature or thumbprint

Declared at this day of20..... 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 Witness and Stamp

- Fijian Election Official
- Lawyer / Commissioner for Oaths
- Justice of the Peace
- Notary Public
- Fiji Police Force Officer
- Fiji Missions Civil Servants

COMPLAINT FORM

Fill in ALL information below. Do not leave blanks. See instructions to fill out form (on back).

Type of Complaint: (Tick one)

Voter Registration Registration of Political Parties Campaign
 Postal Voting Pre-Polling Counting Polling Day

Where did you submit this complaint?

Date submitted:

Are you submitting this complaint on behalf of a Candidate? (Circle one)

YES NO

IF YES, provide candidate's name:

Are you a Polling Agent? (Circle One)

YES NO

Complainant: Who is submitting Complaint?

Name:

Address:

Telephone No:

Are you? (Circle One):

Female Male

Voter Registration No.:

Details of Complaint:

Date and time of incident:

Location of Incident or Allegation:

Describe Incident or Allegations in Detail (attach additional page if more space is required):

Are there witnesses to the incident? (Circle One)

YES NO

If, YES, what is their name and contact number?

Do you have any information or evidence to provide? (Circle One) YES NO

If, YES, please attach description with this form.

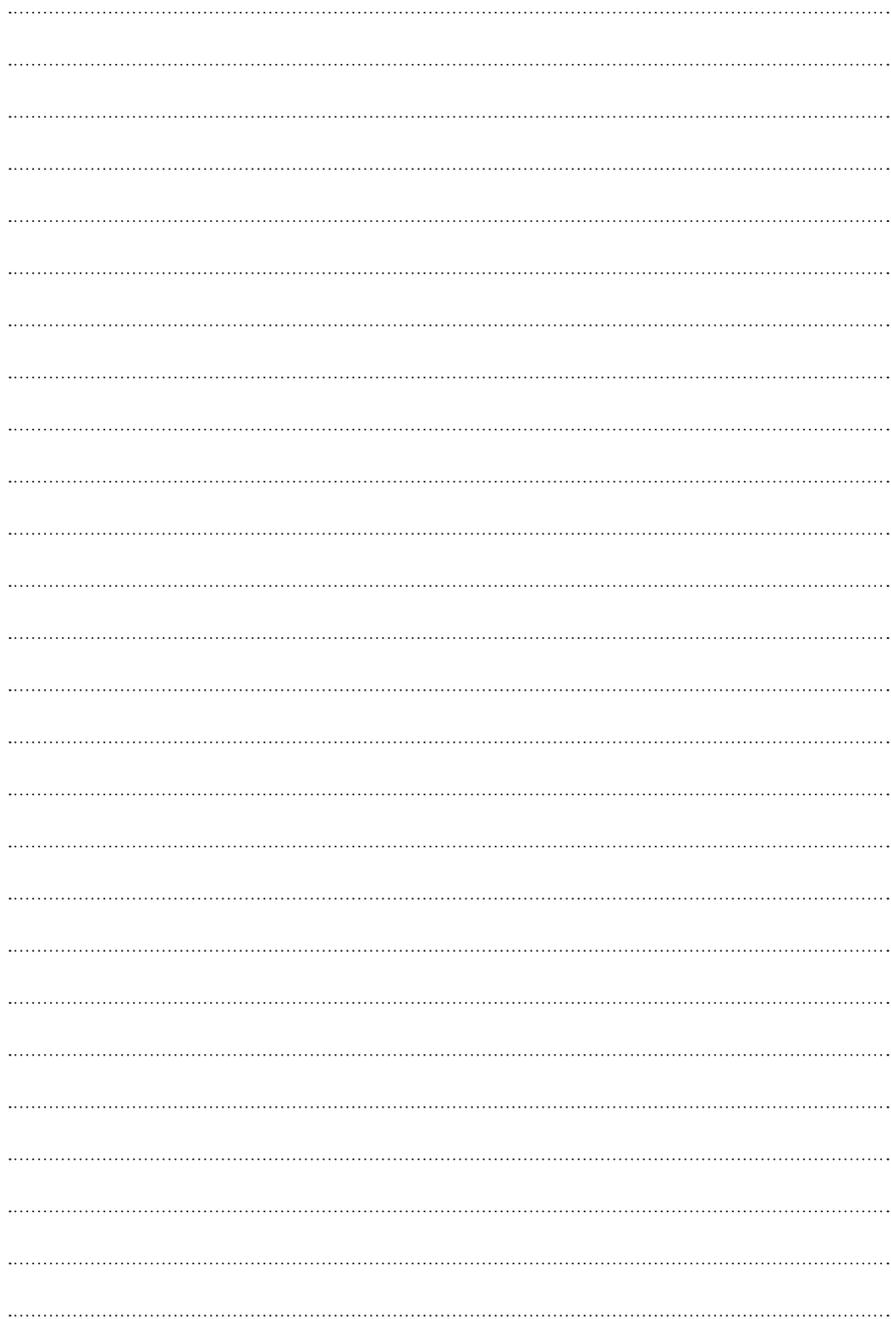
Affirmation: By submitting this form, you agree that the information and allegations you wrote on this form to be accurate and you reasonably believe that a violation of any of these Acts: Electoral Act 2014, Political Parties Act 2013 and Electoral (Voter Registration) Act 2012 has occurred.

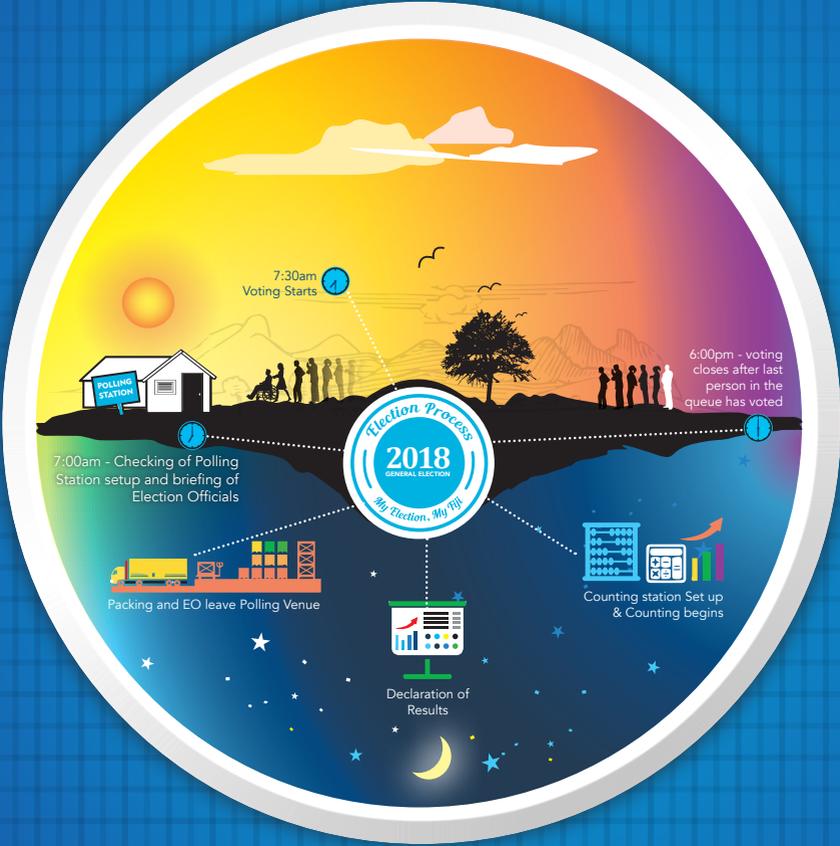
Print Name of Complainant

Print Name of Witness

Witness's Signature

_____ **Complainant's Signature & Date**







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.

