



**Fijian Elections Office**  
*My Election. My Fiji*

2022



**ELECTION  
INFORMATION  
BOOKLET**

## VISION

Our vision is to be recognised as a professional institution that conducts fair and credible Elections broadly representing the will of the Fijian people.

## MISSION

Our mission as Fiji's election management body is to implement internationally recognized election best practices in accordance with the law, effectively regulate political parties and efficiently register eligible Fijians to ensure that we deliver the highest quality of election services under the supervision of the Electoral Commission.

## GUIDING PRINCIPLES

### **Right to vote**

Every citizen over the age of 18 years has the right to vote by secret ballot.

### **One person, One vote, One value**

Every voter has one vote, with each vote being of equal value.

### **A credible single National Register of Voters**

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

### **Independence, Impartiality and Neutrality**

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

### **Excellence in Service Delivery**

Provide highest quality of electoral services to all Fijians in a professional, effective and timely manner.

### **Good Governance**

The Fijian Elections Office values accountability, honesty, integrity and transparency in all its transactions and will ensure that all legislative disclosures are properly and adequately done.

### **Participation**

Empowering every Fijian to take ownership of the election through active involvement.

### **Innovation**

Strive towards continuous, innovative and practical solutions to contribute towards the evolution of electoral practices in Fiji.

### **Verifiability**

In elections, to mechanise Fijian Elections Office processes so that given the same data and assumption, an independent and impartial Observer can produce the same results.

This Booklet is developed by the Fijian Elections Office to guide voters and help them understand the electoral processes 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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## 1.0 ACRONYMS AND ABBREVIATIONS

|            |                             |
|------------|-----------------------------|
| <b>APO</b> | Assistant Presiding Officer |
| <b>EC</b>  | Electoral Commission        |
| <b>EO</b>  | Election Official           |
| <b>FEO</b> | Fijian Elections Office     |
| <b>PDW</b> | Polling Day Worker          |
| <b>PO</b>  | Presiding Officer           |
| <b>SoE</b> | Supervisor of Elections     |
| <b>TEE</b> | Tamper Evident Envelope     |
| <b>VL</b>  | Voter List                  |
| <b>VQC</b> | Venue Queue Controller      |
| <b>VSC</b> | Voter Service Centre        |

## 2.0 INTRODUCTION

*Bula* and welcome to the Election Information Booklet.

This Booklet is being provided to you to familiarize yourself with various election processes that will take place in order for the successful delivery of the 2022 General Election. Most of the content in this Booklet is from the perspective of the voter. The information in this Booklet will provide you sufficient content to enrich your knowledge on electoral processes in Fiji and allow you to filter information in relation to elections in order to make important decisions.

The Constitution of the Republic of Fiji, 2013, under section 23 guarantees you the right to political participation and the right to be registered as a voter. You are also guaranteed the right to vote by secret ballot. As you will see from the content of this Booklet, the Fijian Elections Office [“**FEO**”] has prepared the polling process to be transparent, yet guaranteeing the secrecy of your choice.

As a voter, it is your responsibility to familiarize yourself with the voting process, so when you come to the Polling Station, you are comfortable, you are prepared and able to mark the number of the candidate of your choice on the Ballot Paper.

We at the FEO will assist you in case you need any help. As you will note from this Booklet, results from the General Election will be determined from a manual count. This will be conducted after 6:00pm on Election Day.

Results will be announced progressively until 7:00am the next day and the final results will be delivered to the Electoral Commission by the FEO after compiling the Final National Results Tally.

Our system of voting is manual and you will only be able to vote at the Polling Station to which you are listed, so please check your Polling Venue before Election Day. You will be required to mark the Ballot Paper manually which means that there will be no machines available.

For further clarifications, please feel free to look up Frequently Asked Questions on <https://www.feo.org.fj/frequently-asked-questions-2/>.

Thank You.

## 3.0 REGISTRATION AS A VOTER

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 their assigned Polling Station in the 2022 General Election.

Your name will only appear on the Voter List if you have registered to vote.

### 3.1 Who can register?

Any person who is:

- (i) Over the age of 18 years on or before the day the *Writ* is issued;
- (ii) A Fijian citizen;
- (iii) Not serving a sentence of imprisonment of 12 months or longer;
- (iv) Not declared to have a mental disorder; and
- (v) Not serving a period of disqualification from registration as a voter;

is entitled to be registered as a voter in Fiji. Fijian Citizens registered as voters, but living overseas are entitled to vote through Postal Voting.

### 3.2 What is required for registration?

An original or certified true copy of Birth Certificate and any of the valid photo ID listed below:

- (i) Fijian Passport;
- (ii) FNPF ID;
- (iii) Driving Licence;
- (iv) Social Welfare ID;
- (v) Employment ID;
- (vii) Tertiary Student ID; or
- (viii) FRCS/FNPF Joint Card.



Examples of Required Documents for Registration

### 3.3 How do I register?

You can register to vote at your nearest Voter Services Centre [“VSC”]. You will be required to bring the required documents. Registration is done in person and this means it will not be done on somebody else’s behalf. It is unlawful to register more than once.

### 3.4 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. Your name will appear in the Voter List of the Polling Venue you have selected when you come to register.

### 3.5 Replacement of VoterCard

If your VoterCard is:

- (i) Stolen;
- (ii) Misplaced; or
- (iii) Damaged.

Urgently visit your nearest VSC to get a replacement.

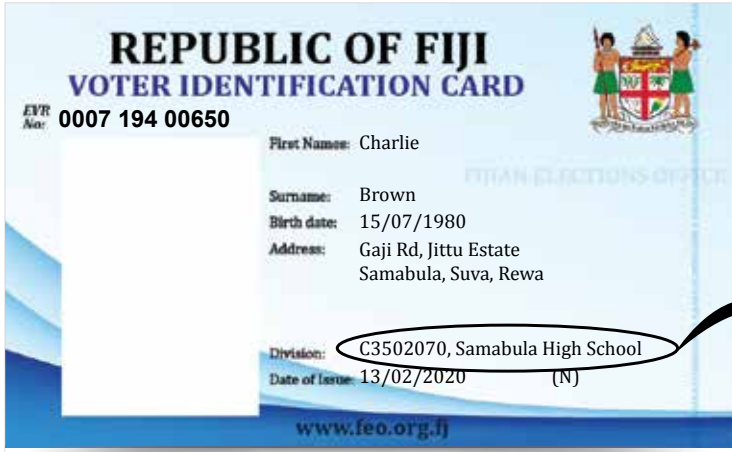
### 3.6 Updating of Voter Details

As a responsible voter, you must update the details on your VoterCard. If there are any changes in your voter details, such as name or your address, you can visit your nearest VSC for updating of your voter details.

After you have updated your details, you will receive an updated VoterCard.

### 3.7 VoterCard Upgrade

The green coloured VoterCard or 'VoterCard 1.0' is expired. We urge all voters who are still holding on to the green coloured VoterCard to upgrade to the blue VoterCard by visiting the nearest VSC. The latest VoterCard has the voter's Polling Venue written on it.



Polling  
Venue  
details.

**UPGRADE NOW**

### 3.8 Objection to Registration as a Voter

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

- (i) Has not reached the age of 18;
- (ii) Is not a Fijian citizen;
- (iii) Is serving a sentence of imprisonment of 12 months or longer; or
- (iv) Is declared to have a mental disorder.

The Objection process is open until the day the *Writ* is issued. To object to the registration of a voter you must complete the **‘Objection to Registration as a Voter’** form and submit it at your nearest VSC. 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 Supervisor of Election [“SoE”], you can appeal his decision to the Electoral Commission [“EC”] within 14 days from the date of the decision.**

### 3.9 Deceased Voters

The FEO regularly removes persons who are deceased from the Voter List. You can also inform the FEO if you have lost a loved one who may have been a registered voter.

You can visit any of the VSC and complete the “Reporting Deceased Voter Form”. Otherwise, you can download a copy of the form from <https://www.feo.org.fj/wp-content/uploads/2021/09/Reporting-Deceased-Voter-Form.pdf> and submit it at your nearest VSC.



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

## 4.0 AT THE VOTER SERVICES CENTRE

The following services are available at the VSC:

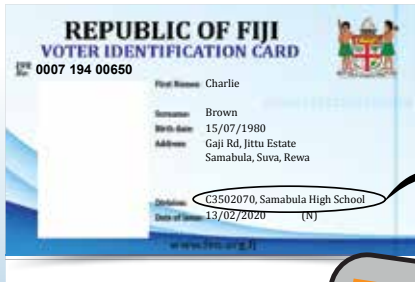
- (i) Voter Registration;
- (ii) Verification of voter details;
- (iii) Replacement of VoterCard;
- (iv) Reporting deceased voters;
- (v) Updating of voter details;
- (vi) Upgrading to the latest VoterCard; and
- (vii) Application for change of Name.

### 4.1 Voter Services Centres as at 31 December 2021.

| VSC LOCATIONS & OPENING HOURS  |  |
|--|--|
| <p><b>Suva Voter Services Centre</b></p> <p><b>Location:</b> Old Fiji Visitors Bureau Building, Suva<br/><b>Time :</b> 8.30am - 3.00pm</p>                             | <p><b>Nausori VSC</b></p> <p><b>Location:</b> Commissioners Centrals Office, Level 1, Tallevu House, Nausori<br/><b>Time :</b> 8.30am - 3.00pm</p> |
| <p><b>Sigatoka VSC</b></p> <p><b>Location:</b> Provincial Administratores Office Nadroga/ Navosa, Lawaga Park, Sigatoka<br/><b>Time :</b> 8.30am - 3.00pm</p>          | <p><b>Navua VSC</b></p> <p><b>Location:</b> Provincial Administratores Serua Office, Navua<br/><b>Time :</b> 8.30am - 3.00pm</p>                   |
| <p><b>Nadi VSC</b></p> <p><b>Location:</b> Shop 3, Westpoint Arcade, Nadi Town<br/><b>Time :</b> 8.30am - 3.00pm</p>   | <p><b>Lautoka VSC</b></p> <p><b>Location:</b> 36 Vitogo Parade, Lautoka<br/><b>Time :</b> 8.30am - 3.00pm</p>                                      |
| <p><b>Ba VSC</b></p> <p><b>Location:</b> Ministry of Youth &amp; Sports, Ba<br/><b>Time :</b> 8.30am - 3.00pm</p>  | <p><b>Rakiraki VSC</b></p> <p><b>Location:</b> Provincial Administratores Office, Rakiraki<br/><b>Time :</b> 8.30am - 3.00pm</p>                   |
| <p><b>Keyasi VSC</b></p> <p><b>Location:</b> DO's Office , Navatumali Government Station<br/><b>Time :</b> 8.30am - 3.00pm<br/><b>Thursdays &amp; Fridays only</b></p> | <p><b>Wainibuka VSC</b></p> <p><b>Location:</b> Nayavu Government Station<br/><b>Time :</b> 9.00am - 1.00pm<br/><b>only on Wednesdays</b></p>      |
| <p><b>Korovou VSC</b></p> <p><b>Location:</b> DO's Office, Waimaro House, Korovou<br/><b>Time :</b> 8.30am - 3.00pm</p>  | <p><b>Levuka VSC</b></p> <p><b>Location:</b> Provincial Administratores Office Totogo Lane, Levuka<br/><b>Time :</b> 8.30am - 3.00pm</p>           |
| <p><b>Labasa VSC</b></p> <p><b>Location:</b> Legal Aid Building, Jaduram St, Labasa<br/><b>Time :</b> 8.30am - 3.00pm</p>  | <p><b>Taveuni VSC</b></p> <p><b>Location:</b> Women's Federation Hall - Waiyevo, Taveuni<br/><b>Time :</b> 8.30am - 3.00pm</p>                     |

## 5.0 FIND YOUR POLLING VENUE

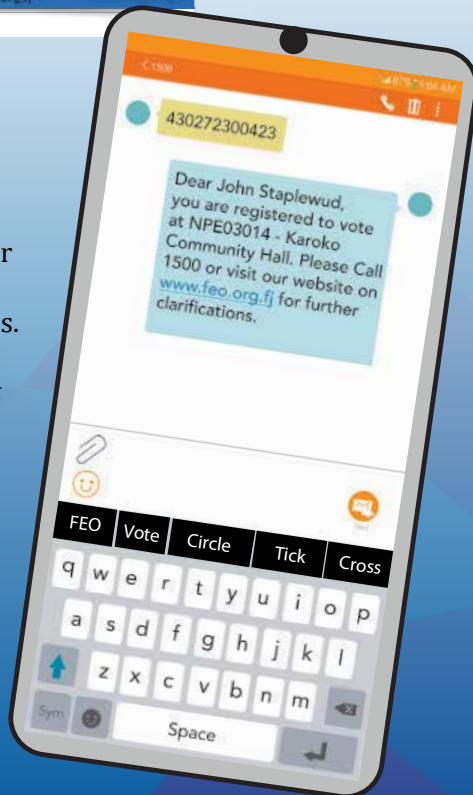
You can vote only at the Polling Station where you are listed to vote. The latest VoterCard will have your Polling Venue details written on it.



Polling Venue details.

**OR**

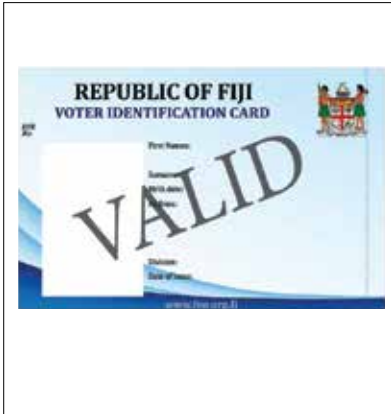
Text your Voter Registration number to **1500** to get your Polling Venue details. (service available after announcement of Election Date)



## 5.1 Be a Prepared Voter

### General tips for being a prepared voter

- (i) You must bring your VoterCard.
- (ii) Come early to the Polling Venue.
- (iii) You may bring an umbrella if the weather is unfavourable.
- (iv) You may bring a bottle of water.
- (v) If you have done all of the above, help another Voter who still does not know what to do.
- (vi) Maintain social distancing, sanitize your hands regularly and wear a proper face mask.

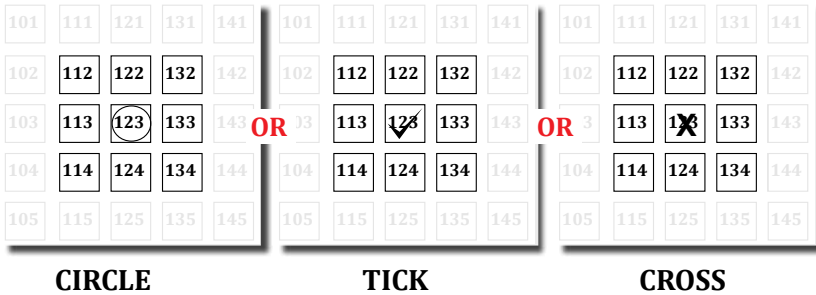


## 6.0 METHODS OF VOTING

Voting is done in three (3) different ways in Fiji. A large majority of voters will be voting on Election Day. Voters in the maritime and in the highlands as well as the disciplined forces will be voting in Pre-Poll. Postal Voting option is also available to voters.

In order to vote in the 2022 General Election, you will have to circle or tick or cross the number of the candidate you wish to vote for.

**Either:**



You must follow the rules below:

- (i) Vote in person in the Polling Station where your name appears on the Voter List.
- (ii) Mark your Ballot Paper in secret at the Cardboard Voting Booth.
- (iii) While at the Polling Station you must not announce openly the candidate you have voted for.
- (iv) Family or group voting at the Cardboard Voting Booth is not allowed.
- (v) Voting on behalf of another voter is prohibited.
- (vi) Once you have put your Ballot Paper in the Ballot Box, you must leave the Polling Station immediately.
- (vii) Give priority to the elderly, people with disabilities and pregnant women.
- (viii) Adhere strictly to Covid-19 safety protocols.

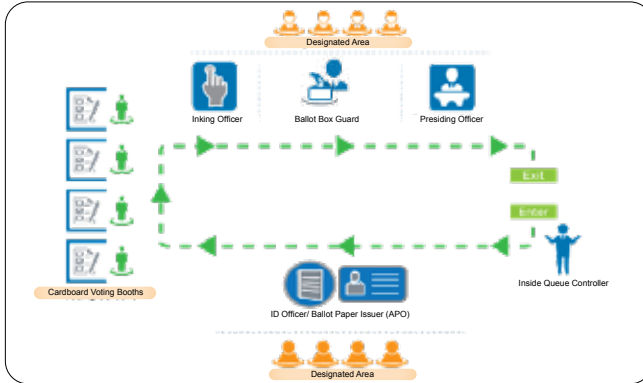
### The Voter Instruction Booklet

Every voter, as they enter the Polling Station, will be given a copy of the Voter Instruction Booklet. The Voter Instruction Booklet will contain the number, name, photo and party symbol of all the candidates contesting the 2022 General Election.

## 6.1 Voting on Election Day

Voting starts at **7:30am** and must immediately close at **6:00pm** or after the last voter in the queue at **6:00pm** has voted. The FEO will setup Polling Stations at all locations as per the voter registration.

*The following is a standard Polling Station setup:*



### Election Day Voting Steps

#### STEP 1: Inside Queue Control

Please ensure that you are wearing your mask properly. Your fingers will be checked for ink marking and then you will be asked to sanitize your hands. The Inside Queue Controller will remind you to have your VoterCard or valid photo ID ready before issuing you with a Voter Instruction Booklet.



#### STEP 2: Identification

You will need to show your VoterCard or valid photo ID to the ID Officer/ Ballot Paper Issuer who will confirm your name on the Voter List.



#### STEP 3: Signature

Please sign the Voter List in the 'Signature' column using the Voter List Stencil.



**STEP 4: Issuing the Ballot Paper**

You will then be issued with 1 Ballot Paper and instructed on how to mark the Ballot Paper.

**STEP 5: Marking the Ballot Paper**

Proceed to the Cardboard Voting Booth, look through the Voter Instruction Booklet to identify the number of the candidate you would like to vote for and either **Circle** or **Tick** or **Cross** the number on the Ballot Paper. Once you are done, fold the Ballot Paper into 2.

**STEP 6: Inking**

The Inking Officer will then mark your index finger or little finger on the left hand.

**STEP 7: Placing Ballot Paper in the Ballot Box**

You will now put the folded Ballot Paper in the Ballot Box.

**STEP 8: Leaving Polling Station and Polling Venue**

You will receive an 'I VOTED' sticker before leaving the Polling Station and Polling Venue.



## 6.2 Pre- Poll Voting

The EC has approved that the following people will be voting in advance of Election Day.

- (i) People living in very remote places.
- (ii) Residents of nursing homes or health care facilities.
- (iii) Members of the Disciplined Forces.
- (iv) Those under pre-trial detention or sentence of imprisonment.

The FEO has already published the list of venues on which Pre-Poll will take place. Voters listed to vote in these locations cannot vote on Election Day. For the 2022 General Election, the FEO will also put Pre-Poll road signs in each of these locations.



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

### Pre-Poll Voting Steps

#### STEP 1: Inside Queue Control

Voter must wear a proper mask at the Polling Station. Fingers are checked for ink marking, before being hand sanitized. Also, voter is reminded to have their VoterCard or valid photo ID ready before being issued with a Voter Instruction Booklet by the Inside Queue Controller.



#### STEP 2: Identification

Voter shows VoterCard or valid photo ID to ID Officer/ Ballot Paper Issuer who will confirm the Voter's name before drawing a line through the Voter's name on the Voter List using the Voter List Stencil.



**STEP 3: Signature**

Voter signs the Voter List in the 'Signature' column using the Voter List Stencil.

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

The Voter will be issued 1 Ballot Paper and 1 Secret Envelope before instructions on marking and folding of the Ballot Paper into 2 is explained by the ID Officer/ Ballot Paper Issuer.

**STEP 5: Marking the Ballot Paper**

Voter goes to the Cardboard Voting Booth, looks through the Voter Instruction Booklet to identify the number of the candidate they would like to vote for and either **Circle** or **Tick** or **Cross** the number on the Ballot Paper before folding it into 2.

**STEP 6: Placing of Ballot Paper into the Secret Envelope**

Voter will fold the Ballot Paper into 2 and put it inside the Secret Envelope before sealing it. Voter will now proceed to the Inking Officer.

**STEP 7: Inking**

Voter has their index finger or little finger on the left hand marked by the Inking Officer.

**STEP 8: Placing Secret Envelope in the Ballot Box**

Voter puts the Secret Envelope in the Ballot Box.

**STEP 8: Leaving the Polling Venue**

Voter receives "I VOTED" sticker before leaving the Polling Station and Polling Venue.



## 6.3 Postal Voting

### Who can apply for Postal Voting?

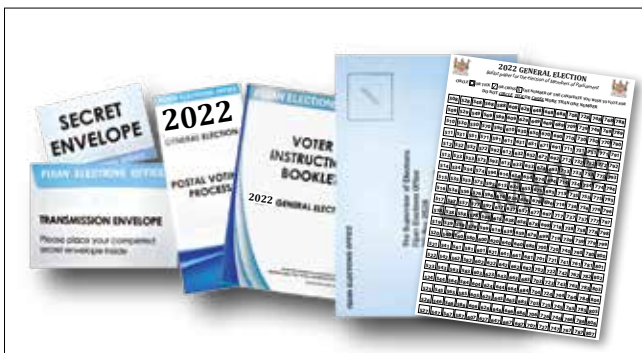
- (i) A registered voter who is living outside of Fiji or will be outside of Fiji on Polling Day.
- (ii) A registered voter who is unable to travel to a Polling Station due to serious illness, religious beliefs or work commitments.
- (iii) A registered voter who is under pre-trial detention or sentence of imprisonment.

To apply as a Postal Voter, you can either:

- (i) Collect the Postal Voting Application form from any FEO, VSC, Division Office or Area Office fill out all the necessary details and drop your application form at any of our offices; or
- (ii) Download the Postal Voting Application form from <https://services.feo.org.fj/postal>, fill out all the necessary details and upload the form together with a copy of your VoterCard to the link <https://services.feo.org.fj/postal>

FEO will start receiving Postal Voting Applications once the date of Election is announced and applications will close no later than 5:00pm, on the 23rd Day after the issue of *Writ*. All voters who are registered overseas are entitled to vote via Postal Ballot.

Once the application is approved the FEO will send each Postal Voter one (1) Postal Voting Package.



All Postal Ballots must reach the FEO Headquarters 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, 1 Ballot Paper, a Secret Envelope, a Transmission Envelope, a Return Envelope and a Postal Voting Process Brochure.



Use 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 of the candidate of your choice.



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 at the back of the Transmission Envelope.



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



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

## 7.0 PERSONS WITH DISABILITIES

Voters with disabilities can bring a person of their choice (registered voter) to assist them to mark their Ballot Paper. The Presiding Officer can also assist them in the Polling Station to mark the Voter's Ballot Paper. The Presiding Officer or another Election Official will witness the provision of assistance at the Polling Station.

Generally, the FEO will do its best to accommodate access for persons with disabilities. Postal Voting option is available to voters who cannot physically visit their Polling Venues.

The Presiding Officer, after allowing all the voters in the queue may take voting material to a voter outside the Polling Station but still within the Polling Venue boundary to facilitate the voting by the said person who may be incapacitated and not able to come to the Polling Station. You can inform the PO and make arrangements with the PO for this to take place.

The Polling Station will also be equipped with an Assisted Voting Diagram to provide a transparent process for providing assistance to a voter. Please review it thoroughly.

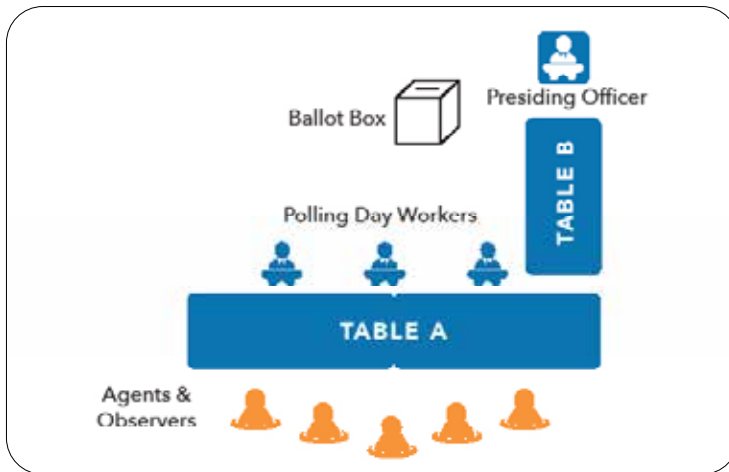
## 8.0 COUNTING OF BALLOT PAPERS

After the close of Poll on Election Day, Election Officials in all the individual Polling Stations will commence with the counting of Ballot Papers in the presence of observers and party agents.

Counting teams will also start counting Pre-Poll Ballot Papers at the National Count Centre.

Counting of Ballot Papers will continue uninterrupted until it is completed. Results will be announced progressively. Counting at the Polling Station is final and there is no second count at the Count Centre.

*This is a standard counting station set-up:*



## 8.1 Counting Process

**STEP 1:** Reconciliation of all Ballot Papers received by the Polling Station.

In this step, the PO will balance the total number of ballot papers received against the total issued to voters that day. The PO will also account for any Ballot Paper discarded or tendered by the voters. The Ballot Papers must balance before counting can start.

Diagram showing the reconciliation page of the PO Record Book.

**3.5 - Protocol of Results (Reconciliation - Original)**

**NOTE: This copy must be enclosed in a Tamper Evident Envelope and sent to the National Count Centre. DO NOT WRITE on top of this page.**

**TABLE 1: Receipt and Distribution of Ballot Papers**

|    |   | TOTAL  |
|----|---|--------|
| A. | Number of ballot papers received from FEO<br>(as shown on pg 2 of the PO's Record Book)               |        |
| B. | Adjustments after your check count<br>(N.R. ballot papers must be check counted prior to polling day) | +<br>- |
| C. | PLUS ballot papers RECEIVED from<br><span style="float: right;">(if applicable)</span>                | +<br>- |
| D. | <b>TOTAL (A + B + C)</b>  |        |

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

|    | Description  | TOTAL |
|----|--|-------|
| E. | Number of voter signatures on Voter List                                       |       |
| F. | Number of <b>unused</b> ballot papers  |       |
| G. | Number of <b>spoiled</b> ballot papers   |       |
| H. | Number of <b>tendered</b> ballot papers  |       |
| I. | <b>TOTAL (E + F + G + H)</b>   |       |
| J. | Difference between (D – I) (if there is a difference you will need to recount) |       |

**TABLE 3: Reconciliation of Total Number of Ballot Papers in Ballot Box (complete this table  
after the Count)**

COUNTING

**STEP 2:**

Five (5) seals on the Ballot Box are 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 or FEO Staff with delegated power can authorise 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.



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

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

**STEP 6:**

Once the Presiding Officer is satisfied that all the numbers on the Protocol of Results worksheet in the PO's Record Book is correct, the results are transferred into the Protocol of Results.





## 10.0 FINAL NATIONAL RESULTS TALLY

Results in the 2022 General Election will be announced progressively on the night of elections. The provisional results will be released at every half an hour interval on the FEO Results App.

You can download the Results App from the links provided below.

Provisional Results will be available in totals by candidates and totals by Party until 7:00am, the day after elections.

After 7:00am, the FEO will start a new tally by entering final results from each of the Polling Stations by directly entering the results from the signed Protocol of Results.

The final results of the election will be announced up to four (4) days after the election.



## 11.0 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.

The FEO Results App has a built in feature to assist you in calculating the seats won by each party.

The EC then determines which candidates of each party is to be allocated one of the fifty-five (55) seats in parliament. The EC then returns the *Writ* for the Election signalling that the Election has come to an end.

FOR MORE INFORMATION VISIT:

 [www.feo.org.fj](http://www.feo.org.fj)



FOR MORE INFORMATION ON ELECTORAL COMMISSION VISIT:

 [www.electoralcommission.org.fj](http://www.electoralcommission.org.fj)



## 12.0 THINGS YOU SHOULD KNOW ABOUT ELECTION CAMPAIGNING

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.
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. Campaign materials should 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. Campaign materials should 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. Campaign materials should 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. Everyone should 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.

### **Prohibition on Bribery and Vote Buying**

Parties, Candidates and their agents should refrain from any activity either directly, personally or through other persons to give or offer to any citizen; money, gifts, materials goods of any value except for campaign materials or services free of charge for the purpose of gaining or influencing votes in an election.

### **48 Hour Campaign Restriction Before Election Day**

From 7:30am, two (2) days before Election Day until the close of polling, there is a strict prohibition on all forms of campaign including any broadcast, advertisement, publication and distribution of any campaign material in any manner including through telephone, internet, social media or other electronic means.



## 13.0 CENTRE FOR CREDIBLE ELECTION INFORMATION

The Fijian Elections Office in its efforts to counter fake news, misinformation and disinformation leading up to the 2022 General Election, has established the Centre for Credible Election Information [“CCEI”] which will serve as an online hub for all electoral and election related information in Fiji.

**The objectives of the CCEI is to:**

- (i) Produce and publish information on the 2022 General Election;
- (ii) Support the FEO publications framework in terms of dissemination of credible election information; and
- (iii) Actively provide clarifications and responses to information that is either misleading or incorrect in relation to the election processes and work.

For more information, please visit the CCEI website on [www.ccei.org.fj](http://www.ccei.org.fj) or see our Facebook page @CentreforCredibleElectionInformation.



Source : Reynolds Community College.

## 14.0 COMPLAINTS

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 Complaint Form which can be collected from Presiding Officers on Election Day or downloaded from the FEO website [www.feo.org.fj](http://www.feo.org.fj). A copy of the Complaint Form is attached at the back of this Booklet.

Voters can also lodge a complaint using the Online Complaints Portal by following the processes below:



The completed Complaint Form can 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  
St. Stephen's Building  
Suva

### **POST MAIL**

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

### **EMAIL**

[info@feo.org.fj](mailto:info@feo.org.fj)

## 15.0 FREQUENTLY ASKED QUESTIONS: REGISTRATION:

### **Do I need to register again for the 2022 General Election?**

*If you are already registered, you need to upgrade to the new VoterCard. However, if your name or address changes, then you must update your details by visiting any FEO office and completing the relevant forms. The FEO staff will then update the information as well as give you a replacement VoterCard.*

### **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 'Voter Registration & Update Form' and submit it to your nearest Voter Services Centre. We will update your details on the database and give you a replacement VoterCard.*

### **I still have my old VoterCard. Can I use it in the 2022 General Election?**

*The green coloured VoterCard should be upgraded before the General Election. However, if you are able to reach your Polling Station without upgrading your VoterCard, you will still be entitled to vote.*

### **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 'Voter Registration & Update Form' form. You will then be assigned to a Polling Station nearest to your residence.*

## 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.*

### 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?

*They 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. They must wear their accreditation badge 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 the folded Ballot Paper into the Secret Envelope before placing the Secret Envelope into 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" and place it in the Tamper Evident Envelope. The Ballot Paper will not be counted unless ordered by the court.*





## OBJECTION TO REGISTRATION AS A VOTER

**To the Supervisor of Elections**

**DETAILS OF OBJECTOR** *(Must be a Registered Voter)*

VoterCard Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Full Name: \_\_\_\_\_ *(as recorded in your Birth Certificate)*  
 Current Occupation: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Telephone/Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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

**DETAILS OF PERSON OBJECTED TO:**

VoterCard Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Residential Address: \_\_\_\_\_

**GROUND S 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, adjudged or 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.

**Signature of Objector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Details:**

Full Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature/Date: \_\_\_\_\_ Contact: \_\_\_\_\_

**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**      **Additional Comments by the SoE:**  
 \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
 \_\_\_\_\_  
**Date:** \_\_\_\_\_

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

*Any person who knowingly and wilfully makes a false statement or declaration in connection with an application for registration as a voter or any 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 years, or to both.*

Tear Along The Perforated Line



**To the Electoral Commission  
59-63 High Street  
TOORAK**

**INSTRUCTION**

1. Write in **BLOCK LETTERS** using black or blue pen
2. Place a tick (✓) in a box when required
3. This form must be completed and submitted before 4.00pm on the day following the close of nominations for the election

**Appeal on Nominations**

I appeal against the decision of the Supervisor of Elections to not accept my nomination as a candidate for the 2022 General Election.

**Rejected Candidate's Details**

Full Name

Political Party: .....  Independent

The Supervisor of Elections has not accepted my nomination on the following ground(s):

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

I ask that the Electoral Commission overturn the decision of the Supervisor of Elections. In support of my appeal I provide the following information and or documents (if insufficient space attach additional pages):

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

Signed: ..... Date: ...../...../20..... Time: .....

**For Official Use Only:**

| Date & Time Received by Electoral Commission | Date Appeal Determined | Appeal Decision | Date Candidate / SoE Advised |
|--|------------------------|-----------------|------------------------------|
|  |                        |                 |                              |

*(Tear Along The Perforated Line)*





## 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 in your VoterCard)

|   |         |                |  |
|---|---------|----------------|--|
| Surname:  |         |                |  |
| First Name(s):  |         | Other Name(s): |  |
| Phone: <small>Country Code:</small>   | Mobile: | Email:         |  |
| VoterCard Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |         |                |  |

### 2.0 Address Details:

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

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

**Correspondence/ Postal 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 my 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 my 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 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 Witness and Stamp

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

(Tear Along The Perforated Line)

# HOW TO FILL IN THE POSTAL VOTING APPLICATION FORM?

## When filling in the form:

- Use a tick where appropriate
- Use a blue or black pen only
- Use BLOCK LETTERS to complete the form

## 1.0 Applicant Details:

- Write down your name as recorded in your VoterCard.
- If you are residing overseas, ensure that you fill in the correct **Phone Country Code**, mobile number and email address
- Ensure that you fill in your VoterCard number correctly.

## 2.0 Address Details:

- **Delivery Address** -  
It's important that you fill the correct home address in this section. Fill in the correct Street Name, and house number. Your Postal Voting package will be hand delivered to you on the address that you highlight in this section. **Ensure that your Postal code or area code is correct.**
- **Correspondence** -  
Due to time limitation for those residing overseas, we would recommend that you fill in an address that will ensure that you receive your letter of correspondence from FEO notifying you of whether your application has been approved or not. If not, you have to amend changes needed and the time span used for the correspondence to be sent from you to FEO and back.

## 3.0 I am applying for Postal Voting because: -

- Indicate your reasons for applying. Tick the appropriate box provided.

**4.0 Statutory Declaration:** Ensure that this section of the Postal Voting Application Form is filled out in the presence of a witness as indicated on the form and ensure that its signed and stamped.

You can drop in your completed Postal Voting Application Form through: [services.feo.org.fj/postal](https://services.feo.org.fj/postal)

**If you seek clarifications, do not hesitate to contact us on email: [info@feo.org.fj](mailto:info@feo.org.fj) or via our Facebook page: Fijian Elections Office or [www.feo.org.fj](http://www.feo.org.fj) or call 3316 225.**

### Voter Check List

Attach a copy of your Voter Identification Card **ONLY**

Witness stamp visible

## Customer Complaint Form

### Instructions

1. To be completed in BLOCK LETTERS.
2. To be completed using a Black or Blue pen.
3. Tick (✓) where appropriate.
4. Extra sheets of paper are available upon request.

### 1. Customer Details:

|                 |  |
|-----------------|--|
| Full Name:      |  |
| Phone Contact:  |  |
| Postal Address: |  |
| Email:          |  |

How do you want to be contacted?  Phone  Postal  Email

### 2. Complaint Details:

|   |       |        |
|---|-------|--------|
| Date:   | Time: | Venue: |
| <i>(Write down the details of your complaint)</i> |       |        |
|   |       |        |

### For Official Use Only

|   |                        |
|---|------------------------|
| Received By:  | Date:                  |
| Signature:  | Time:                  |
| Actions Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No | Name of Manager:       |
| Details of Action Taken:  | Position:              |
|   | Signature:             |
|   | Date Action Completed: |

Tear Along The Perforated Line

## COMPLAINT FORM INSTRUCTIONS

A Complaint Form may be used during the Fijian Elections. This form may be submitted to the Fijian Elections Officer ["**FEO**"] or the Presiding Officer ["**PO**"] at the Polling Venues.

This form may only be submitted by those Complainants if:

- The PO refuses to recognize or address any substantial breach; or
- You reasonably believe that a violation of the Electoral Act or other laws has occurred during the voter registration, political party registration, campaign, postal voting, pre-polling, polling or count.

**NOTE:** ALL complaints relating to election results must follow the process pursuant to section 99 of the Electoral Act 2014. This form is NOT used for that process. (in a box)

Complainants may submit this form to the PO at the polling venue or to the FEO. It is important that all the information you provide is accurate and that you are not filing a false claim. You must sign the form knowing that the information you give is true.

### Tips for completing a Complaint form

- Please provide full name and contact information for the complainant. The complainant must be available to answer questions about the complaint or grievance.
- Please describe in detail the circumstances of the complaint or grievance. Provide the location of the complaint, names of individuals involved, actions taken, and what is believed to be the electoral offence.
- If there are witnesses, the witness(es)' name and accurate phone numbers must be provided.
- If you have evidence, you must submit it with this form. Submission of evidence or information after the form is submitted will be rejected and will not be used to support your complaint or grievance.

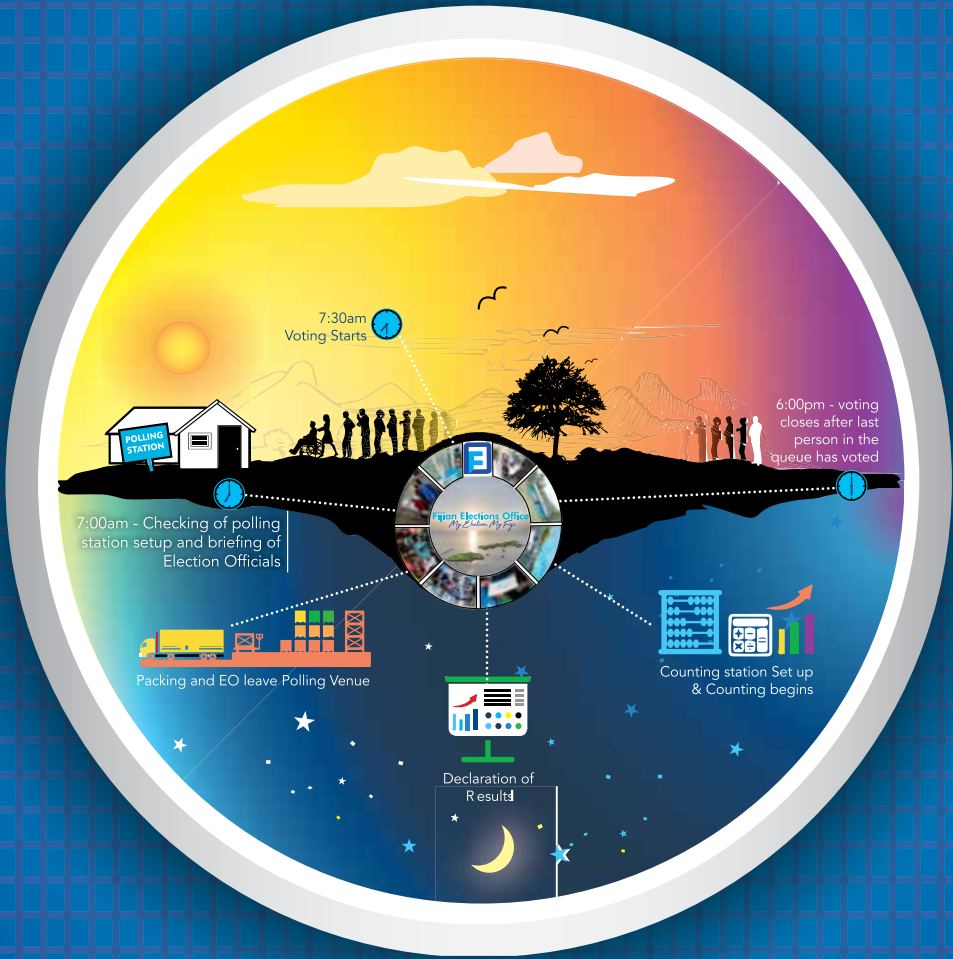
### What will happen next:

- Your complaint form will be reviewed by the SoE.
- A decision will be delivered in writing to you.
- Political Parties and Candidates may appeal this decision to the Electoral Commission. An appeal form may be obtained from the FEO or the FEO website ([www.feo.org.fj](http://www.feo.org.fj)) .

## 16.0 GLOSSARY

|                               |  |
|-------------------------------|--|
| <b>Ballot Paper</b>           | 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.  |
| <b>Cardboard Voting Booth</b> | Structure made of cardboard which enables voters to mark their ballot papers without anyone else being able to see who they are voting for.  |
| <b>Discarded Ballot Paper</b> | <ol style="list-style-type: none"> <li>1. A ballot paper which is found lying in the Polling Station, which has not been put in a Ballot Box.</li> <li>2. A ballot paper which has been spoiled by a voter during the voter's second attempt at voting.</li> <li>3. A ballot paper which has been confiscated from the voter by the Presiding Officer as the voter refuses to be inked.</li> <li>4. A ballot paper which has been confiscated from the voter by the Presiding Officer as the voter had announced in the Polling Station who he or she had voted for prior to inserting his or her ballot paper into the ballot box.</li> </ol> |
| <b>Election Day</b>           | Also known as 'Polling Day'. Means the day prescribed by the President in the writ for Polling to take place in an election.   |
| <b>Electoral Act, 2014</b>    | The legislation which sets out how the General Election is to be conducted.  |
| <b>Indelible Ink</b>          | 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.   |
| <b>Invalid Vote</b>           | <p>A ballot paper:</p> <ol style="list-style-type: none"> <li>1. Which has any writing or marks on it which in the opinion of the Presiding Officer, can identify the voter;</li> <li>2. Which has no vote indicated on it;</li> <li>3. Which does not clearly indicate the candidate the voter wishes to vote for; or</li> <li>4. Which indicates a vote for more than one (1) candidate.</li> </ol>  |
| <b>PO's Record Book</b>       | The Presiding Officer's written record of all activities in the Polling Station.   |
| <b>Polling</b>                | Casting of votes on Polling Day or a date determined and approved by the Electoral Commission following an adjournment of polling and includes the casting of votes through postal or Pre-Poll voting.   |
| <b>Polling Station</b>        | A building, structure, vehicle, vessel or enclosure within the Polling Venue where the registered voters will vote.  |

|                                    |   |
|------------------------------------|---|
| <b>Polling Venue</b>               | A location that has one or more Polling Stations at that location.  |
| <b>Presiding Officer</b>           | The person responsible for managing a Polling Station on Election Day or Polling Venue on Pre-Poll.   |
| <b>Proportional Representation</b> | A system which aims at making the percentage of seats won by a political party approximately equal to its portion of the total vote.  |
| <b>Protocol of Results</b>         | The form which records the number of votes cast for each candidate at a Polling Station.  |
| <b>Reconciliation</b>              | The process before counting votes, where the Presiding Officer accounts for all Ballot Papers issued to the Polling Station.  |
| <b>Spoiled Ballot Paper</b>        | A Ballot Paper that was mistakenly marked 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.                                    |
| <b>Tamper Evident Envelope</b>     | A plastic envelope which once sealed cannot be opened without destroying it, therefore making it evident if someone has tampered with it.   |
| <b>Tendered Ballot Paper</b>       | 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 if a Court directs. |
| <b>Unused Ballot Paper</b>         | A Ballot Paper which has not been issued to a voter.  |
| <b>Used Ballot Paper</b>           | A Ballot Paper which has been issued to a voter.  |
| <b>Valid Vote</b>                  | A Ballot Paper marked in an acceptable way to clearly indicate the voter's choice or intention.   |
| <b>VoterCard</b>                   | An identification card assigned to a person on the registration of the person as a voter, containing the full name, photograph, date of birth, residential address, voter number, polling venue and any other information as required by the SoE.   |
| <b>Voter List</b>                  | Lists of voters who are allocated to vote at a particular Polling Station.  |
| <b>Voter Number</b>                | A unique identification number assigned to every voter.   |





## **Contact us**

**Phone:** +679 331 6225

**Email:** [info@feo.org.fj](mailto:info@feo.org.fj) | **Web:** [www.feo.org.fj](http://www.feo.org.fj)

**Facebook:** @Fijianelectionsoffice

### **HEADQUARTERS**

59-63 High Street, Toorak, Suva.

P. O. Box 2528, Government Buildings, Suva.

### **LAUTOKA OFFICE**

36 Vitogo Parade, Lautoka.

P. O. Box 2528, Government Buildings, Suva.

### **LABASA OFFICE**

Legal Aid Building, Jaduram Street, Labasa.

P. O. Box 2528, Government Buildings, Suva.

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