*Unofficial translation*

# Independent Election Commission

# Polling & Counting Procedures for the 2019 Presidential Elections

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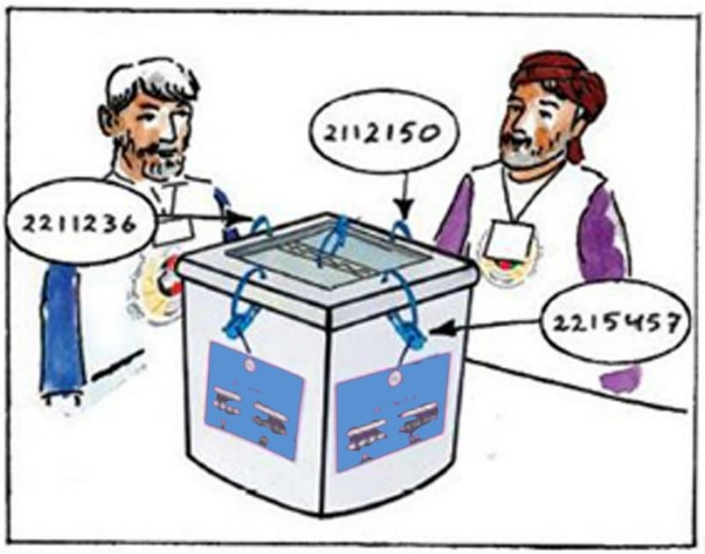


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## Message of the IEC

Dear colleagues!

The Independent Election Commission, as per its legal obligation, is holding the fourth round of the presidential elections in the country; the IEC, as an independent and impartial entity, is committed to holding transparent, fair and all-inclusive elections in the country.

The Independent Election Commission welcomes and appreciates you for joining this national process as the election employee. Your role in this process is worth of particular value. Your impartial and professional conduct, dear colleagues, guarantees transparency and fairness of election in the country.

Representing the IEC, you, dear colleagues, are the actual implementers of the electoral process in the field. People will judge the transparency of elections based on your professional actions.

Dear colleagues!

For the conduct of successful elections for which you are holding the responsibility, it is imperative that you act according to the regulations, procedures and guidelines approved by the Independent Election Commission. The objective behind developing this procedure is to familiarize yourself with all the activities you will be required to carry out during the polling and counting processes. This procedure has been written in simple and fluent language so that you, dear colleagues, who will be working as the polling center and/or station staff, could easily use it.

This procedure has explained explicitly all your responsibilities and duties during the polling and counting as well as the electoral material needed for the electoral process, the methods how to utilize and handover and receive them. This manual serves as the base that you need to follow in all your activities during the process

The Independent Election Commission is confident that, with accurate implementation of this procedure and other manuals, you will also in turn contribute honestly and patriotically in this process.

Sincerely

Chairperson of the Independent Election Commission

## Code of Conduct for the Electoral Employees

The Independent Election Commission has been established, pursuant to Article 156 of the Constitution of Afghanistan, for the administration and supervision of any elections and referral to public opinion in the country. In its legal essence, it is free of the effect and influence of any of the three pillars of the Islamic Republic of Afghanistan, rather it carries out all its activities in accordance with the provisions of the effective laws of the country while observing the principle of impartiality and preserving its functional independence.

I, (  ) working as an employee of the Independent Election Commission, pledge that I will observe the provisions of the Constitution, the Election Law, other effective laws of the country, regulations, procedures, guidelines, and other documents approved by the Commission and the ethical values mentioned in this Code of Conduct and will deserve punishment in case of violation:

1. Preserving impartiality: I will carry out all my duties with full neutrality, impartiality, not favoring candidates and political parties running for the elections; will consider the basic rules of the institution; will not express my opinion re political issues related to elections and will not use symbol of any political party and/or candidate. Moreover, I will not participate in political activities deemed as favoring a person;
2. Respecting the legal rights of persons: I will respect the fundamental rights of individuals, political parties, agents and observers such as the right to vote, the right to freedom of expression and opinion, associations, gatherings and demonstrations, and the right to merit-based recruitment of individuals;
3. Behavior: I will conform my treatment, behavior, manner of conduct and speech towards supervisors, colleagues, voters, candidates, agents, observers, media persons and others in a way that suits an election worker and is indicative of my superior and high ethical standards;
4. Observance of the principle of transparency in all electoral processes: in all the electoral processes, I will not prevent the presence, monitoring, observation and/or preparation of reports by agents, observers, media and other stakeholders and will strictly avoid sneakiness.
5. Avoiding abuse of authority: I will never act against the law and will avoid receiving gifts, money or any other type of illegal benefits in relation to execution of my duties.
6. Confidentiality of vote: I will respect the secrecy of voters' votes.
7. Avoiding any kind of discrimination: as an employee of a national process, I will treat with honor and respect all individuals regardless of their gender, religion, faith, age and/or their disability and irrespective of their social or personal status and will avoid any kind of prejudice and discrimination based on ethnicity, language, religion, region or factional affiliation.

8. **Respecting values:** I will respect the rights of all strata of the society and will respect the ethical, social and cultural values of the society.

9. **Commitment to carrying out the assigned duties:** I will carry out the assigned duties and lawful orders of my supervisors timely and honestly and will be available to undertake my duties under any possible circumstances.
10. **Obeying the orders of the supervisors according to the Terms of Reference:** I will consider the administrative chain of command, will obey the orders of my supervisors in accordance with the Terms of Reference, will resist any kind of illegal influence and will avoid receiving instructions in relation to my responsibilities from any other person.
11. **Safeguarding properties and resources of the Commission:** I will make necessary efforts to safeguard and protect all properties and resources of the Independent Election Commission, will be responsible for them and will return them to the IEC offices. In case of advertent damage, I will be responsible for compensating for the inflicted damage.
12. **Recruitment:** I will recruit employees within my scope of authority based on merit, their professional qualification and considering provisions of the applicable laws and the interests of the Independent Election Commission. I will not interfere in the relevant processes if the recruitment is outside of my scope of duties and authorities.

13. **Participation in training programs:** I will participate in the training programs I am chosen for by the institution to enhance my professional knowledge especially in the field of elections, gain experience and familiarize myself with the nature of electoral activities.
14. **Full awareness of the texts and contents of the documents related to the electoral processes:** to carry out my activities according to the provisions of law and within the framework of policies, regulations, procedures and guidelines of the Commission, I will gain awareness of all the mentioned documents as related to the scope of my activities.
15. **Avoiding to establish any unnecessary links:** I will strictly avoid establishing any connections that may lead to suspicions and may blemish the prestige of the institution.
16. **Preserving the confidentiality of information:** I will preserve the confidentiality of any private or classified information.

Location: _____ Date: _____

Name: _____ Signature: _____

## Chapter One

## Preface and General Information

### Introduction

According to the provisions of the Constitution, the members of the Wolesi Jirga are elected by the people, through free, general, secret and direct elections. All eligible Afghan voters throughout the country will have the opportunity to take part in the fourth round of presidential elections of their country.

For the presidential elections, the entire country is a single constituency. The president is elected through a two-round system. Under this system, the voters choose one candidate on the ballot paper. The candidate who obtains 50% plus one (more than half of the cast votes) of the valid votes at the national level, wins the seat. If no candidate is able to garner more than 50% of votes in the first round, the second round of elections is held between the two highest voted candidates of the first round. In this round, the candidate who obtains most of the votes is announced as winner. The president is elected for one five-year term.

### Right to vote

- Have the citizenship of Afghanistan.
- Has completed at least the age of 18 years on the Election Day.
- Has not been deprived of his/her civil rights by the order of law or an authorized court.s
- His/her name is registered in the voters list.

### Voters' eligibility

Every voter shall have his/her Tazkera with them, in which the IEC has attached the voter registration certificate.

### Polling Centers and Stations

A **Polling Center** is a location where polling takes place. Each Polling center will have male and female polling stations.

Polling will take place at the polling centers created by the Commission throughout the country, while taking into consideration the geographical locations in a balanced manner. The required level of facilities are provided in these polling centers.

A **Polling Station** is a designated place within a polling center, where a determined number of voters will cast their votes into the ballot boxes. The number of polling stations for men and women within a polling center will be determined based on the number of the eligible voters that have registered in the respective polling center. The number of voters in each polling station will be different but will not exceed than 400 persons.

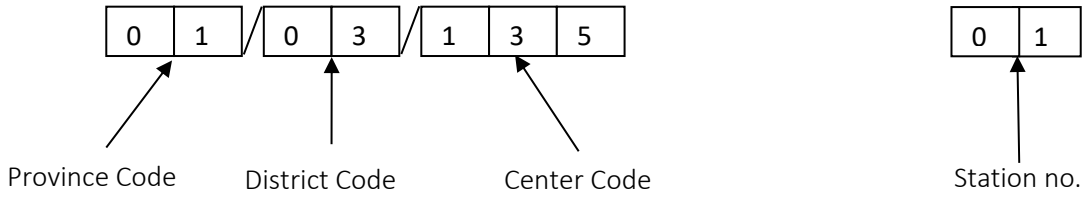
### Establishment of Polling Stations on the Election Day:

1- Ballot papers will be allocated for every polling center in proportion to the number of voters in the voters list, plus 5% additional ballot papers to be used instead of the spoiled ballot papers.
2- The ballot papers of one polling center or polling station is not transferable to another polling center or polling station.
3- In case the ballot papers and electoral materials of a polling center are burned or damaged in a way that they are no longer useable, the IEC provincial office will report the matter to the IEC Secretariat and will take action according to the procedures and after gaining the instruction of the Secretariat Directorate in writing or via e-mail
4- A maximum number of 400 ballot papers may be used in one polling station.

### Coding of the Polling Centers and Stations

The polling centers and stations are coded as below:

- Province code: two-digit number
- District code: two-digit number
- Polling center code: three-digit number
- Polling station number: two-digit number




The code of the polling centers is provided by the District Electoral Officers (DEOs) to the Polling Center Manager. Numbers of the polling stations within a polling center starts from (01) in a sequential manner. The numbering starts from the male stations and ends on the female stations.

**Note:** It is important that coding on all the forms, stickers of boxes and Tamper-Evident Bags (TEBs) be recorded accurately. **Coding is important and shall not be forgotten.**

### Polling stations for Kuchi and Hindu/Sikh

1- The eligible Kuchi who have already registered their names as voters, may cast their votes based on the Kuchi Voters List at the polling stations created by the IEC for Kuchi.
2- By entering the VR certificate (number) on the biometric device, the name and details of the Kuchi voter appears.
3- If name of the voter is in the paper Voter List of the same station, the biometric operator shall place mark (✓) against the name of Kuchi voter.

4- If name and details of the Kuchi voter does is there in the digital Voter List of the same station, center or province, but his/her name and details are not there in print, the Identification Assistant shall write the details of the Kuchi voter in the print Voters List.

Eligible Hindu/Sikh voters who have already registered, may cast their vote in the specific PCs which are mentioned on their VR certificate.

## Military Voting

(1) Eligible military personnel who have registered may cast their votes based on the specific Voters List in the specific centers which are mentioned on their VR certificates.
(2) Eligible military personnel who have already registered their names, but are on duty station on the Election Day, may cast their votes.
    1. In case the number of military voters of a corps, military centers or hospitals exceed 500 persons, a PC will be created in that corps or military center, considering female voters.
    2. In case the number military personnel of a corps, military center or hospital is less than 500 persons, in proportion to the number of voters, polling stations from the nearest PC will be moved to that corps or military center considering female voters. The Commission will take measures that moving a polling station from a PC does not lead to depriving the voters of that PC.
    3. Eligible military personnel who have registered their names and are assigned to the PCs, may cast their vote at the end of the Election Day and at the same polling station with the highest number of remaining ballot papers. In this case, the biometric operator shall capture the photo of the military personnel while wearing the military uniform. If the military person has not donned uniform, he/she can vote by showing his/her ID Card.
(3) In the above cases, the blank Voters List will be provided to the polling centers and stations. The station chairperson competes the mentioned list and enters all details of the military voter in the table according to the information provided. The completed Military Voters List will be placed in the station white envelope along with the station voters list. This issue shall be recorded in the journal.

All eligible PC/PS staff who have already registered their names, but are assigned to other PCs on the Election Day, may cast their votes in the relevant Polling Station. Before casting of vote by PC/PS staff, the station chairperson shall show the empty ballot box to the voters waiting on the queue. And then, the biometric operator shall capture the photo of the PC/PS staff while wearing the tunics provided to them by the IEC.

## Polling Hours

Polling for the presidential elections will start at 7:00 AM and end at 3:00 PM. During the lunch and prayer time of the day, the polling staff shall perform their duties in turns. The Polling Station Chairperson is responsible to carry out the duties of the staff member himself/herself temporarily or assign it to another staff member of the same polling station.

## IEC Staff and Polling Staff

### Provincial Electoral Officer (PEO)

The Provincial Electoral Officer (PEO) is the person in charge of the IEC provincial office. The PEO has the overall responsibility of the organization and supervision of the elections in his/her relevant province.

### District Electoral Officers (DEOs)

Under the supervision of the PEO, the DEOs, supervise the electoral process at the polling centers in the district assigned to them. Each DEOs team will liaise with the PEO and the Polling Center Manager s/Polling Station Chairpersons to ensure the smooth running of the electoral process in their area of responsibility.

### Polling Center Staff

A Polling Center will have the following staff:

- Polling Center Manager
- PC Queue Controllers

### Polling Center Manager

In every polling center, one person will be recruited as the polling center manager (PCM), the PCMs will execute their duties in accordance to the relevant terms of reference (ToR).

### Polling Center Queue Controller

In every PC, one person will be recruited as the PC Queue Controller. The Queue Controller will be responsible for managing the internal queues of the PC.

### Polling Station Staff

Every Polling Station will have 5 personnel, including the:

- Polling Station Chairperson;
- Identification Assistant;
- Biometric operator;
- Ballot Paper Issuer and Inking Officer;
- Ballot Box Controller;
- PS Queue Controller.

**Note:** All the polling staff are representing the IEC and, therefore, shall remember to always behave impartially and honestly. Impartial conduct of the polling staff is important for the transparent, credible and acceptable elections. All polling staff shall sign the Code of Conduct for Election Personnel and shall act accordingly.

## Chapter Two

## Persons Allowed to Be Present in Polling Centers and Stations

Only the following persons will be allowed to be present in a polling center or station:

- Polling center and station electoral workers;
- The persons eligible to vote, holding citizenship Tazkera, that refer to the polling center to cast their vote;
- Members of the Independent Election Commission and personnel of the Independent Election Commission with specific duties related to polling and counting;
- Persons introduced by the Independent Electoral Complaint Commission;
- National and international monitors who have received accreditation letters from the Independent Election Commission;
- National and international electoral observers and language assistants of the international observers who have received accreditation letters from the Independent Election Commission;
- members of the media who have received accreditation letters from the Independent Election Commission;
- Special guests introduced by the Commission;
- Persons who are permitted to help illiterate, aged or disabled voters; and
- Police, when required will be called into a polling center/station.

National and International Monitors and Observers must carry with them the cards issued by the Independent Election Commission. Also, police must wear their official uniforms and visibly display ID cards.

No one may carry arms in a polling center/station, with the exception of the national police, who can be called upon into a polling center/station by the Polling Center Manager or Polling Station Chairperson.

No one can carry firearms or stabbing weapons within 100 meters radius of the polling center, except for the security personnel with the permission of the security organizations for the purpose of maintaining the security.

Note: Those individuals who are present at the polling centers and the reporters, particularly the photographers of the media shall respect the secrecy of the vote.

## Monitors

Representatives of parties, independent candidates, observer organizations (monitors) play an important role in ensuring the transparency and credibility of the elections.

Monitors can:

- Observe the polling and counting process in a polling station;
- Bring questionable or irregular activities to the attention of the Polling Station Chairperson so that the chairperson records them in the polling station journal;
- Observe the counting process, sign the results form and record the figures of the results for their own;
- Object the eligibility of voters;
- By completing the complaint forms at the polling station, present their complaints to the representative of Electoral Complaint Commission, directly or through PS Chairperson.
- In case of excessive crowd of observers, monitors, media representatives and the special guests, the Polling Station Chairperson may consider necessary measures for prevention of excessive crowd and equal presence of them at the polling station;
- The PS chairperson allows access to the station only to the monitors in whose ID card the specifications of relevant station are mentioned.
- Female polling stations can only be accessed by female monitors. The female monitors may, if they want, visit the male polling stations.

The monitors have a direct stake in elections and enjoy the right to objection and complaint.

Note: Monitors shall sign the original result form.

Monitors must comply with the following Instructions:

- Read and comply with the Code of Conduct for monitors, issued by the IEC.
- Shall carry the ID card issued by the IEC and show it to the Polling Station Chairperson.
- Shall not display or carry anything which indicates that they are a representative of a particular political party or independent candidate.
- Monitors may not interfere with the polling process, however, they may file an objection or a complaint.

Note: In case, the monitor does not observe his/her obligations, the Chairperson of the polling station may order him/her to leave the polling station.

Observers

National and International Observers who have received observer ID card from the IEC, can:

- Always be present at the polling stations which is mentioned on their ID card in the polling and counting processes.
- Observe all the different stages of the polling and counting processes.
- Record any questionable or irregular activities in their notebook.
- The observers do not have a direct stake in elections. They may only observe the electoral process and prepare a report.
- Male observers cannot visit the female stations, while female observers may, if they wish to, visit the male stations.

Note: The international observers may have one language assistant with them within the polling station.

The international and national observers must comply with the following guidelines:

- Read and comply with the Code of Conduct for Observers, issued by the IEC;
- Behave in an impartial and neutral manner while observing the polling and counting processes, and do not interfere with the polling affairs;
- Carry the ID cards issued by the IEC and show it to the Chairperson of polling station;
- Must not interfere in the polling and counting process, and not touch any of the electoral materials.

Note: In case, the observer does not comply with his/her obligations. The polling station chairperson orders him/her to leave the polling station.

### Media Representatives

Mass media are the impartial partners of the IEC, who have to publish and broadcast relevant accurate information and efficient messages.

The mass media representatives who have received ID card by the IEC may at all times have access to at the polling centers/stations during the polling and counting processes to perform their duties. The camerapersons, accompanying the media representatives will also be allowed to enter the polling center/stations.

### The Polling Center Manager and the Polling Station Chairperson shall ensure that:

- The media representatives observe their impartiality and neutrality inside and outside the polling center/station.
- The media representatives visibly wear or display the ID cards issued by the IEC to them and that they do not wear or carry any sign that associates them with a political party, or an independent candidate,
- Determination of the number of the media representatives to be allowed into each polling station will be the authority of the Polling Center Manager/Station Chairperson;
- The media personnel within the polling station do not communicate with any voters inside the polling station or photograph in such a way that the voter's choice of candidate is identified,

Note: Only female media representatives will have the right to enter into the female polling stations. In case, the female media representatives themselves want to visit the male polling stations, they will be allowed to do so.

## Special Guests

Following persons will be considered as Special Guests:

- Foreign diplomats;
- Personnel of the different United Nations agencies;
- Persons accompanying Special Guests;
- Security guards of the special guests.

## Rights and Responsibilities of the Special Guests

Special guests, persons accompanying them and their bodyguards, while entering to polling centers, shall carry the accreditation cards issued to them by the IEC.

Special Guests:

- Can ask the electoral staff for information in regard to the electoral process;
- Shall protect the confidentiality of polling and the information that exist on the ballot paper;
- Do not have the right of any interference in the polling and counting process;
- Cannot support any particular party or candidate at the polling centers/stations.
- Female special guests can visit the female polling stations. Presence of male special guests at the female stations is subject to the discretion of the female station's chairperson;

Special guests are responsible for the conduct of the persons accompanying them and their security guards; in case of breach of any procedures of the IEC; IEC will impose restrictions on the presence of the relevant special guests in polling centers/stations.

## Chapter Three

## Electoral Materials

Electoral materials are divided into sensitive and non-sensitive materials. Sensitive materials are those, due to specific nature of which, could seriously affect the electoral process. Non-sensitive materials are important and necessary, but do not adversely affect the election process if they are damaged or destroyed. However, they should be replaced as quickly as possible.

### 1. Sensitive Electoral Materials

Following materials are considered as sensitive:

- Ballot Papers (valid, unused, stabs of the used ballot papers, spoiled ballot papers and invalid);
- Ballot paper validating stamp (which validates the ballot paper used);
- Polling station result forms;
- Indelible ink for inking voters' fingers;
- Markers with invisible ink;
- Ballot box seals;
- Station journal;
- TEB;
- TEB for the ballot papers;
- Voter list;
- Biometric device with accessories (power bank, printer and charger).

### Ballot Papers

There will be one type of ballot paper for the presidential elections.

At every PS, the ballot papers will have code number, serial number and pack number.

*The presidential ballot papers* will be in blue color and prepared in pads of 50 and 20 with numbered stubs. Each polling station will receive a number of ballot papers equal to the number of the voters registered and listed for that polling station.

5% ballot papers at PS level will be packed and delivered. The contingency ballot papers will be used instead of the spoiled ballot papers, and 5% contingency ballot papers and contingency materials will be sent to provincial level.

In case the ballot papers or electoral materials of a PC are burnt or damaged in way that are not usable anymore, the IEC Provincial Office shall communicate the issue to the IEC Secretariat and shall seek for instruction after the written or e-mail permission of the Secretariat who will also put the IEC in the picture.

### Validating Stamp

The Validating stamp is used to validate or certify the ballot papers and results forms. Ballot papers will be stamped on the back in the space specified for the stamp. Ballot papers with no stamp will be treated as invalid. The results form will also be stamped in its bottom part.

### Result Forms

The Result Forms are the documents used for reporting the results of the polling station. The result forms consist of 9 copies and 1 original, every copy with different color. The form is self-carbonated, so special care should be taken while completing the form to ensure anything being written in the first copy is copied to all the other copies as well. Each Polling station will receive one bundle of result forms prepacked with the ballot papers.

### Indelible Ink

Each polling station will receive two pots of indelible ink to mark the fingers of all the voters, to certify that they have voted and that they cannot vote again.

### Marker Pen:

Two marker pens with invisible ink will be provided to each of the polling stations. These marker pens will be used to mark the Tazkera of the persons eligible to vote. This ink is visible with using specific torch.

### Ballot box seals

These seals are plastic pull-through strips that, once engaged, can only be released by cutting or breaking them. These seals will be used to seal the ballot boxes and therefore guarantee that the boxes remain sealed and are not tampered with at any stage of the process or even during the transportation. These seals have special numbers that will be recorded on the page of the station journal, provided for the recording of the seal numbers.

### The Polling Station Journal

This Journal is not an ordinary, rather, a specially designed notebook. This Journal is used to record the complaints in the stations and the measures taken regarding the important incidents and recording the seal numbers. The Polling Station Chairperson and the PCM ensure that the polling center and polling station codes are precisely written on the back of the Polling Station Journal. The Polling Station Chairperson is responsible to record all of his/her activities according to the headings of the Journal pages.

### Tamper Evident Bag (TEB)

To prevent tampering with the sensitive materials such as the election result forms, TEBs will be used. TEBs are plastic bags that have specific serial number and a barcode. Once the TEB is sealed, it can only be opened by cutting or tearing it. Each TEB is allocated to a specific polling center in advance, therefore each polling center will be supplied one specific TEB for secure movement of the result forms, station journal and the voters list.

### TEB for Ballot Papers

At the end of the vote counting process, all the ballot papers (stub of the used ballot papers, unused ballot papers, valid ballot papers, invalid ballot papers and spoiled ballot papers along with their envelopes) will be placed in the B2 size TEBs.

### Voters List

A table that includes details of the eligible voters and the PC code.

There is a blank table next to the voters list with details of the voters list in the last polling station, which contains details of military and IEC staff voters.

### 2. Non-sensitive Electoral Materials

Non-sensitive electoral materials include:

- Empty ballot boxes;
- Voting screens;
- Tents, tables, chairs, if any.

### Empty ballot boxes

Every polling station will receive 1 ballot box. This box will be used for the presidential elections. The blue sticker will be used for every ballot box.

### Voting Screens

To ensure integrity of the process and secrecy of the vote, voting screens will be provided to all the polling stations to facilitate effective, organized and secret voting. Every PS will receive 3 voting screens for the Election Day. The screens shall be set up in a way to allow for marking the ballot papers in privacy by the voters.

## Chapter Four

## Before the Election Day

### Receipt and Handover of the Electoral Materials

The electoral materials will be delivered to the district hubs in accordance to the movement plans, the DEOs will deliver them to the respective polling centers one day prior to the Election Day and will hand over them to the respective Polling Center Managers, which are under their responsibility. The Polling Center Manager then hand overs all the necessary material to the Polling Station Chairpersons for the establishment of the polling stations.

The DEO handover the following mentioned materials to the Polling Center Managers:

- The polling center kit (blue boxes) containing the following items (see Annex # 1):
  - Presidential election ballot paper packages;
  - Polling station forms envelope;
  - Polling station forms envelope;
  - Polling center kit box;
  - Metal seals;
  - Polling station materials kit box;
  - Finger marking ink pack;
  - Marker pens with invisible ink;
  - Biometric device with accessories; and
  - Voters list.

| |
|---|
| Note: The above-mentioned materials are packed in several blue boxes, the stickers at the back of blue boxes should be checked carefully to identify which polling center they belong to. The DEO ensures that they have handed over the correct boxes to the relevant Polling Center Manager s. Each Polling Center Manager receives several blue boxes in which materials of all the stations within their Center are packed. |

- Ballot boxes
- Voting screens
- Plastic chairs
- Plastic tables; and
- Tents (if available).

While handing over the above-mentioned materials to the Polling Center Manager, the following points shall be observed:

- The DEO to Polling Center Manager handover form (MH-01) shall be used.
- The Polling Center Manager, after receiving the materials, signs the material handover form, by signing the form, he/she certifies that the quantity of the material mentioned in the handover form is correct.
- Once the form is signed, the DEO keep the original copy in white color with him/ herself and handovers its copy in blue color to the Polling Center Manager.

*Materials Handover Form from Polling Center Manager to the Polling Station Chairperson*

Polling Center Manager opens all the blue boxes related to his/her center in a safe place in within the polling center and hands over the following materials to each Polling Station Chairperson:

- Presidential elections ballot kit, containing the following items:
  - Presidential elections' ballot papers, taking into consideration the number of the voters registered for that polling stations; this number cannot be above 400 persons.
  - Presidential election results form
  - C4 size envelope for the polling station results.
  - Polling day voters' list
  - Polling station journal

  Note: the above items are packed by the company and delivered in kits (carton).
- Biometric devices with accessories
- Polling station materials box
- Polling Station forms envelope
- Voting screens
- Ballot boxes
- Polling day voters list (packed in transparent envelope)
- Plastic chairs; and
- Plastic tables.

Note: the military and PC/PS staff voters list is packed in the Polling Station Envelope. After receiving the material, the Station Chairperson may open the envelope and keep the voters list with him/herself. If military personnel holding VR certificate on their Tazkera or the IEC staff vote in the station where they are assigned but have not registered their names in that station, the station chairperson shall complete the list and then place in the white envelope together with result form, voters list and journal.

While receiving materials from the Polling Center Manager, the Polling Station Chairperson shall:

- The material handover form from PC Manager to PS Chairperson (MH-02) is in the brown envelope for station forms. After receiving the materials, the PS chairperson shall open the brown envelope for station forms and handover the material handover form from PC Manager to PS Chairperson (MH-02) to the PC Manager.
- Sign the materials handover form "from the Polling Center Manager to Polling Station Chairperson" (MH-02), to confirm that all materials listed in the handover form are received and that that the quantity is correct.
- The Polling Center Manager keeps original copy of form (in white) and hands over its copy (in blue) to the Polling Station Chairperson.

In case, the Polling Station Chairperson comes to know that some of the materials are missing, s/he shall immediately report the matter to the respective Polling Center Manager to accomplish the missing materials. The Polling Station Chairperson records the matter of the lacking materials and the measures taken in the polling station journal.

The polling station material box contains all the materials required for the polling and counting processes. The contents of the polling station materials boxes for all the polling stations remain the same. (Contents of the polling station materials box is shown in the annex 2).

### *Setting up the Polling Centers and Stations*

Polling Center Manager and Polling Station Chairpersons will plan the layout of the polling centers and Stations before the Election Day and all Polling Staff members shall collaborate in the arrangement of the setting up these centers and stations.

### *Setting up the Layout of the Polling Center*

In order to facilitate easy flow of voters in and out of the polling centers, the Polling Center Managers shall properly plan arrangements for the Center, such as: queues, station locations, entries and exits to stations, location of the polling center kits boxes, etc.

The silence period starts 48 hours prior to the polling process. The Polling Center Manager ensures that there exist no campaign materials displayed within 100 meters of the polling center.

## Polling Station Layout Setup

The polling station must be setup in a way to allow the flow of voters throughout the day, from their entry to the polling station up to their exit from there. The setup of the polling station will depend on the size and shape of the room or open space, the location of the entrance and exit doors, and the tables and chairs available.

The IEC will display the final candidates list on the Election Day at the PCs. The list will be sent to the PCs together with other electoral materials.

## Locations

### Polling Station Queue Controller

Organizes the voters' queue in entrance of the station and gives priority to elderly, persons with disabilities, nursing and pregnant women.

### Polling Station Chairperson

His/her desk, if any, should be set up in a location to allow him/her to monitor all the polling station and voters queues properly.

### Identification Assistant

The desk of the Identification Assistant shall be placed first after entry to the PS and close to biometric operator. The Identification Assistant shall have enough working space for properly placing the voters list and invisible ink marker.

### Biometric Operator

The biometric operator's desk is placed after the Identification Assistant's desk. The biometric operator shall have the duty to configure the biometric device according to the relevant instructions. Necessary instructions will be provided in a separate guideline. The biometric operator shall have enough working space for placing the biometric device, power bank and other materials.

### Ballot Paper Issuer (Inking Officer)

The ballot paper issuer shall have enough work space in order be able to place the ballot papers in a safe place, away from the reach of voters and unauthorized persons. Biometric device's printer shall be placed on the ballot paper issuer's desk. The ballot paper issuer shall have enough work space to fold and stamp the ballot paper. Furthermore, the ballot paper issuer shall make sure that the QR Code is affixed on the back of ballot paper.

### Voting Screens

Voting screens shall be located in a place where the voter, after receiving the ballot paper, enters into it. Voting screen should be located in the viewpoint of all polling station staff and monitors and observers. However, attention should be given that the voting screen is placed in a location where the secrecy of voting is preserved.

Voting screens shall be regularly checked during the day to make sure that no electoral campaign materials are placed in there, as well as the pen is available.

### Ballot Box

It is important that during the Election Day, the ballot box be placed in the viewpoint of the polling station chairperson and staff, monitors and observers.

The ballot box shall be placed in a place, where the voters coming out of the voting screens shall not face the voters who have casted their votes in the ballot boxes.

## Placement of Informational Signs and Posters

Informational signs and posters are supplied by the IEC and are posted inside and outside of the polling centers. At the outside of the building, appropriate signs should be posted to determine the polling center and then additional signs should be posted in other places, which shall clearly direct the voters to the polling station.

## Chapter Five

## Before Polling

On the polling day, all the polling staff shall be present at the polling center/station at 6:00am to carry out the final preparations at the polling stations.

### Before Polling

The Polling Center Manager ensures that:

- All polling stations are equipped with sufficient materials for conducting the elections;
- The Polling Station Chairpersons knows how to complete the polling station forms in a proper way;
- Electoral campaign materials are removed from the surroundings of the polling center;
- Directional signs are posted inside and outside the polling center at the appropriate places, polling center banner is posted outside the polling center building to clearly indicate the location of the polling center;
- Makes sure that final voters list is displayed at its respective center.

The Polling Station Chairperson in collaboration with other polling staff, undertakes the following activities:

- Clean up the polling station and remove all unnecessary materials;
- Remove any kind of campaign materials from inside the polling station;
- Put up the directional signs;
- Setup plastic chairs and tables in their appropriate places;
- Make sure that the voting screens are correctly assembled, and each voting screen has a pen for marking the ballot papers.

### Opening the Polling Station

Prior to commencing of the polling process, the Polling Station Chairperson shall make sure that all the below mentioned steps are followed. These steps should be carried out in the presence of the monitors and observers. If monitors and observers are not present (the issue shall be recorded in the station), the Polling Station Chairperson can start the polling process.

- Completes the required information on the top of the forms to be used during the polling and counting processes; such as the name of the province, district, polling center as well as the code of the polling center and number of the polling station. These forms are as below:
  - Presidential election results form
  - The seal numbers (shall be recorded on the page of the polling station journal, specifically designed for this purpose).

**Important:** If the Polling Station Chairperson is not sure how to properly complete the forms, he/she shall ask the Polling Center manager before entering any information on the forms. **Please note that entering accurate information is very important.**

- In order to ensure proper execution of duties, distributes necessary materials to each polling staff.
- Records the number of the ballots received for the Presidential elections in the specific sections of the results forms.
- Hands over the first bundle of the ballot papers placed on the top of the ballot stubs, to the ballot paper issuer.
- Puts the blue sticker on ballot boxes. Prior to sticking the sticker on the ballot box, the relevant place is first properly cleaned using a tissue paper.
- Completes the required information on the sticker, using a marker pen. This information includes name of the province and district, code of the polling center, polling station number, and male/female polling station. Ballot box number is written on the sticker of the ballot box.

**Note:** Entering accurate information on the ballot boxes sticker is **crucial**. The Polling Station Chairperson and Polling Center Manager ensure that the information on the box sticker are complete. In case, no stickers are available, shall enter the information on the back and front of the ballot box, using a marker pen.

- Opens the ballot box and allow the persons present there, to observe the empty ballot box.
- Seals the ballot box using the four seals. Seals should be secured to make sure that the box lids are tightly secured and there is no space left surrounding the lid of the box, and thus there is no way to put anything into the box.
- Reads aloud the seal numbers, so that monitors and national and international observers can record them.
- Records the seal numbers in the station journal and invite the monitors to note the serial numbers.
- Hands overs the sealed ballot boxes to the ballot box controller.
- In the presence of the monitors and observers, the Polling Station Chairperson will announce the opening of the polling station at 7:00 am.
- Before the people vote, the polling station workers may vote for the presidential elections in the station provided they have registered themselves in that station. If they have not registered in that station, they may vote in the station they are deployed to, using the blank papers provided at the end of the station voter list.
- For military personnel who are deployed for security of PCs, blank papers at the end of station voter list are provided in advance. They can vote there and their names and details shall be written on the print list.
- The polling staff may cast their vote in the province where they are deployed using the blank papers at the end of the station voters list (these staff include Kuchi and Hindu/Sikh too).
- Military personnel deployed to polling center may vote at the polling station with highest number of remaining ballot papers.

General Rules for Processing Voters

In order to process the voters, the polling staff shall follow the rules as outlined below:

- In case voter's finger was already inked, or his/her name marked in the voters list, it shows that he/she has already voted and will not be allowed to vote.
- In case the voter refrains from inking his/her finger, ballot paper will not be issued to him/her, and this shall be recorded in the station journal by the station chairperson.
- Each voter must vote in person. Voting on behalf of another person is not allowed.
- Each voter must mark his/her ballot paper behind the voting screen.
- The elderly, persons with disabilities, nursing and pregnant women are given priority.
- After a voter casts his/her vote in the ballot box, they shall leave the polling station.

## Major Duties of the Polling Center Staff and Polling Station Chairperson

### PC Manager

The Polling Center Manager is the IEC's official in charge of the polling center. The Polling Center Manager:

- Receives the polling center materials from the DEO team and safeguard them properly;
- Set ups the Polling Center a day before the elections with the assistance from other polling staff;
- Ensures distribution of correct polling material kits to the relevant polling stations;
- Ensures handover of the polling materials to the polling stations;
- Completes the material handover form from the Polling Center Manager to the Polling Station Chairperson (MH-02 Form). The form is inside the station forms envelope.
- Administers and manages the polling center;
- Ensures that there are no campaign materials displayed within the 100 meters of the polling center;
- Makes sure that the polling staff wear their ID cards and tunics;
- Is responsible to cooperate in the activation of biometric devices, and guiding the biometric operator;
- Ensure that the Polling Station Chairperson and other polling staff follow all the polling and counting procedures accordingly;
- Make sure that the information on the ballot box stickers are completed correctly;
- Deals with the media, observers and monitors present at the polling center;
- Addresses the complaints raised at the polling center level;
- At the end of the counting process, collects the polling station results forms envelopes from each relevant station and packs them in one TEB;
- Collects the remaining materials from the polling station chairpersons at polling center and polling stations;
- Hand overs the polling center and polling stations materials including TEBs to the DEO;
- Completes materials handover form "from Polling Center Manager to the DEO" (MH-04), keeps the original copy of it with him/herself;

### Polling Center Queue Controller

- Ensures that only authorized persons enter the polling center and that voters do not remain in the polling center after voting.
- Ensures that voters have brought their citizenship Tazkera, on which the VR certificate is attached, and directs them to the polling stations. No person will be entitled to vote without carrying VR certificate.

- Ensures that fingers of the voters in the queue are not inked. In case the ink is seen on the voter's finger, he/she will be informed that he/she is not allowed to end the polling station unless he/she is accompanying another voter who needs assistance.
- At 3:00 PM closes the polling center queue, and only people in the queue during this time will are allowed to enter to the polling station, (the Queue Controller closes the queue by standing at the end of the queue and not permitting more persons to stand in the queue).
- The center queue controller will direct the voters to the specific polling stations inside the polling center based on the prepared alphabetical order.
- Controls the entrance gates of the polling center until the counting process is completed and until the Polling Station Chairpersons have handed over their polling station materials to the Polling Center Manager.

Polling Station Chairperson

- Is responsible for maintaining order inside the polling station.
- Sets up the polling station with the assistance of other polling staff.
- Supervises the polling station staff, to ensure that procedures are followed properly and that sensitive materials can be accounted for at all times, during their usage and storage.
- Ensures that the voting screens always have pens.
- Checks the voting screens from time to time to ensure that there are no campaign materials or ballot papers left by the voters.
- Provides assistance to voters when deemed necessary.
- Writes "SPOILED" on the back of the ballot papers when they have been spoiled by voters and places them in the envelope for the spoiled ballot papers.
- Establishes contact with the agents, observers and media when needed.
- Records important events in the polling station journal.
- Addresses the complaints and challenges raised at the polling station level and introduces the objector to the ECC staff.
- Completes the voters list of the military personnel and IEC staff who will vote in the last polling station.
- Refers issues to the Polling Center Manager, which cannot be resolved at the polling station level.
- Completes the results form and other necessary forms.
- Ensures that the polling station is ready for counting at the end of the polling.
- Undertakes thorough and accurate counting of the votes cast and recording of the results.
- Follows procedures as outlined in this manual for packing of sensitive and non-sensitive materials.
- At the end of the counting process, hands over the election results forms and other sensitive and non-sensitive materials to the Polling Center Manager.
- In case a polling station staff in his/her respective role determines that the voting by an individual shall be stopped and the voter shall not be allowed to vote, the station chairperson shall be called. The station chairperson shall decide based on reasons:

- In case the station chairperson agrees, the polling by the voter shall be stopped. The details of suspending the voting by the voter along with the reasons shall be recorded in the station journal.
- If the station chairperson does not agree with the polling staff's decision, the voter shall be allowed to vote. The final decision is taken by the station chairperson.

**Note:** While receiving additional ballot papers from the relevant station's chairperson, the number, ballot paper pack number and serial number shall be recorded in the station journal. Similarly, the reasons for receiving additional ballot papers from the PC shall also be recorded in the journal.

## Chapter Six

## Polling Stages

Step One- Queue Controller

- Assess the queue of the polling station from time to time and organize the voters in the queue outside the polling station.
- In case an aged, disabled person or a pregnant woman is standing in the queue, s/he will politely ask other voters to let them stand in the front of the queue.
- Ensures that all voters have their citizenship Tazkera, containing the VR certificate on it, with them. If a person does not have his/her citizenship Tazkera, he/she will be politely asked to leave the polling station for not having the voting registration card.
- Ensures that the finger of all the voters waiting in the queue is not inked. In case a voters finger is inked, he/she will be informed that he/she is not allowed to enter the polling station unless he /she is accompanying another voter who needs assistance.

**Step 2: Identification**

**Identification assistant**

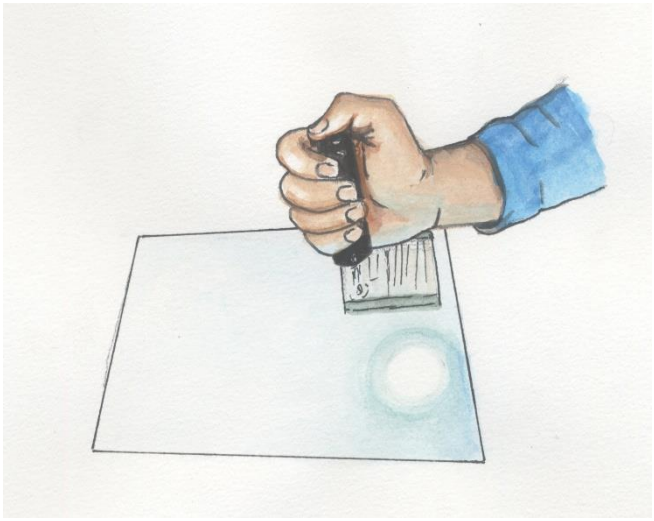
- Checks the fingers of both hands of the voter to ensure they are not inked before with the indelible ink.
- If the fingers of the voter are inked before, the identification assistant invites the PS Chairperson and asks the voter to leave the PS as (s)he is not allowed to vote.
- Checks the Tazkera of the voter to ensure that the person's photo matches the person's face.
- Checks the back of the Tazkera to ensure that VR certificate is attached to it.
- Checks the back of the Tazkera with the special torch to determined whether it's marked with (X) or not. If this mark (X) is there at the back of the Tazkera, does not allow the voter to vote;

- Reads aloud the VR Certificate number to the biometric operator who enters it in the biometric device to determine whether or not the voter is related to this polling station.
- If the biometric operator says that the voter is not related to this polling station, the Identification Assistant guides the voter to the relevant PC or station;
- If the biometric operator confirms that the voter's information is related to this polling station, checks the voter's serial number in the print voters list for information.
- A tick mark (✓) is placed next to the voter's name on the print voters list.
-

## Identification Assistant

- Puts the (X) mark with the UV marker at the back of the Tazkera at the left side of the VR Certificate.
- Returns the Tazkera to the voter and guides him/her to the biometric operator.

Note: The ink of the marker pen is invisible, it can only be seen by using the torch already placed in the polling station kit. The marker shall be capped on immediately to avoid drying of the pen's ink.



**VR Certificate Sample**

## Step Three: Biometrics

## Biometric Operator (Identification Assistant)

One biometric device (printer, power bank, and charger) is assigned to every polling station.

The biometric operator carries out the following before start of the process:

- Switches on the biometric device;
- Scans the PS Barcode (PS Voters List) and the information displayed on the biometric device confirms that the Voters List is related to the correct polling station;
- After selecting the correct polling station, presses “Ok/yes” option which opens the menu of starting of the work of the PS and starts the polling process.

The following will start after verification and scanning of the PS barcode (voters list).

## Capturing the biometrics of the voter

- Enters the VR Certificate number in the biometric device to display the voter’s details (name, father’s name, grand father’s name, and serial number).
- Takes photo of the voter, photo of Tazkera of the voter, photo of VR Certificate and thumb print of two both hands of the voter, including man and woman.
- If the thumb of the voter is damaged in a way that technically renders capturing the fingerprint impossible, or if the thumb of the voter is cut, the biometrics of index, middle and last two fingers shall be captured in the given order. If one hand of the voter is cut, the fingerprints of his/her other hand’s thumb and index finger shall be captured. If both hands of the voter are cut, the PS Chairperson shall instead of the voter capture his/her finger’s biometrics and the person may exercise his/her right to vote. This matter shall be recorded in the PS Journal by the PS Chairperson.
- After completion of the identification and capturing biometrics of the voter, the QR Code is printed.
- Press “OK” to save the information.
- Guide the voter to the ballot issuer.

**The biometric devices sent to a province contain the list of all voters of that province.**

If the VR Certificate of a voter is not there in the digital voters list of the biometric device, however, the voter’s details are there in the print voters list, the digital voters list shall prevail, and the name and details of the voter are also included in the print voters list and the voter’s biometrics are captured. This shall be recorded in the PS Journal.

**Note: The VR Certificate is affixed at the back of the paper Tazkera and in one empty page (without writing) of the booklet type Tazkera.**

To maintain secrecy of the ballot, if there is a need that the Commission check the QR Code at the back of the ballot paper using the Barcode Reader, the IT Dept shall set up the barcode reader in a way that the device does not allow for identifying the details of the voter and the sequence of voting.
No one shall have the right to link or transfer the biometric device data with a location other than the Commission's server.
The QR Code that is printed shall not be readable by a device other than the relevant device.

One biometric device is assigned to every polling station.

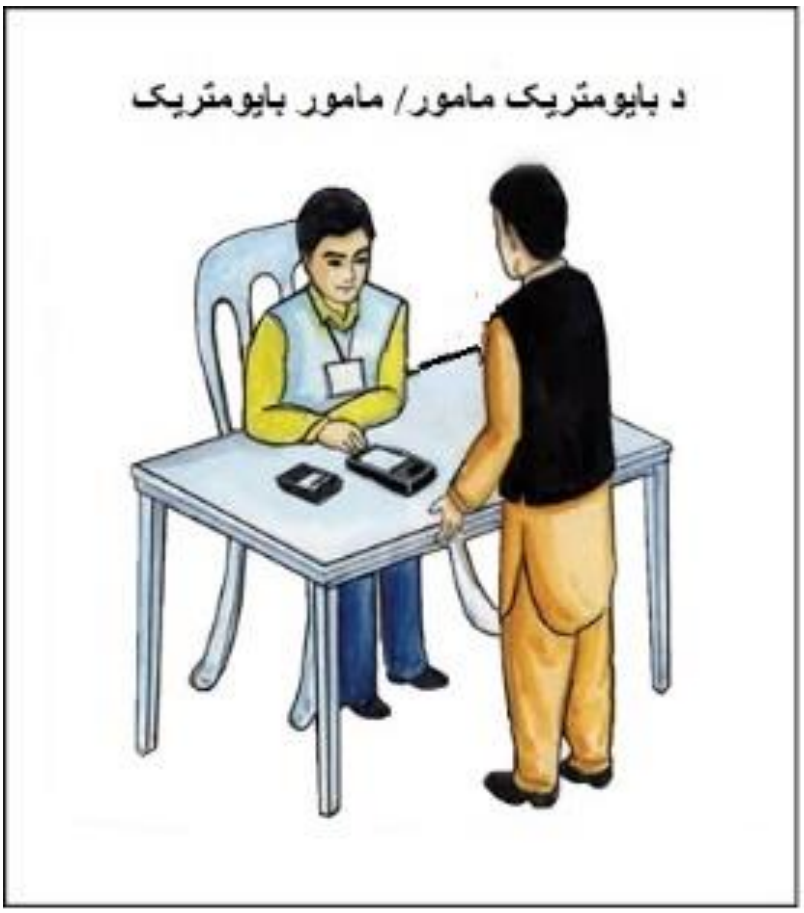
If the biometric device of the PS loses functionality due to any reason, the PS Chairperson shall initially try to solve the problem. If the problem is not solved in the soonest moment possible, the PC Manager shall provide the PS Chairperson with the spare biometric device.
If the biometric devices for more than one polling station lose functionality due to any reason, the PS Chairperson shall initially try to solve the problem. If the problem is not solved in the soonest moment possible, the PC Manager shall provide the spare biometric device to the PS Chairperson who has first asked for the device. In this case, the PS Chairperson/PCM shall take the following actions on the polling process in the rest of polling stations where the biometric devices have lost functionality:

In case of more than one biometric device losing functionality, the PS Chairperson/PCM shall:

1. Stop the polling process until repair of the non-functioning biometric device or availability of new device.
2. Attempt to troubleshoot the biometric device.
3. Provides the spare device to the polling station that has requested it first.
4. If the polling has completed in other stations, shall provide its device to the station where the device has lost functionality.
5. The PC Manager requests the spare device from the nearest PC. In this case, the PCM of the second PC shall have the obligation to support the requestor if he/she does not need the spare device.
6. The PC Manager shall notify the provincial office of the matter and shall request new device.
7. Reports the issue to the provincial office. The provincial office shall in the soonest moment possible issue necessary instructions in coordination with the Commission and the CEO.
8. In case of changing of the biometric device of a station, the PS Chairperson shall have the obligation to insert the memory card of the previous device in the new device as shown to them during training to pave the way for determining repeated voting.
9. The PS Chairperson shall record this in the journal and shall ask the monitors and observers who are present in the station to confirm the veracity of the incident by signing in the journal.

The PS Chairperson and the designated biometric operator are responsible for proper use and protection of the biometric device and are accountable for any intentional damage or not using of the biometric device.

## Biometric Operator




Note: The ink of the marker pen is invisible, it can only be seen by using the torch already placed in the polling station kit. The marker shall be capped on immediately to avoid drying of the pen's ink.

**Step 3: issuance of ballot paper**

### Ballot issuer and inking officer

- Cleans the index finger of the voter's left hand with a cloth.
- Shakes the ink bottle and then opens cap of the bottle.
- And then dips the left index finger of the voter in the indelible ink bottle. The ink should cover the entire fingernail, and shall come in contact with the sponge inside the bottle.
- Asks the voter not to wipe his/her index finger until it is dry.
- Detach one presidential ballot paper along the perforated line, from the right side of the ballot paper;
- Using the validation stamp, stamp the ballot papers on the back in the space determined for the stamp;
- Instruct the voter how to mark the ballot paper. The instruction shall be fully impartial;

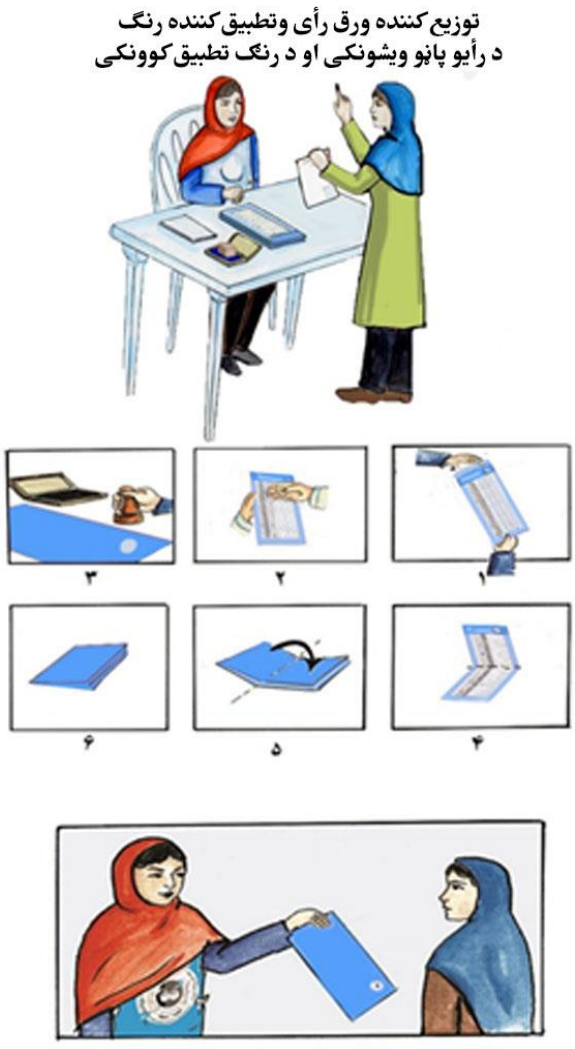
- Fold the ballot paper and show the voter how to fold the ballot paper;
- Unfolds the folded ballot papers and removes the QR Code from the printer;
- Affixes the QR Code at the back of the ballot paper above the stamp;
- Issue the ballot paper to the voter and explain that if they make a mistake on the ballot paper, they may return the spoiled ballot paper to the Ballot Paper Issuer and instead receive a new ballot paper.
- Direct the voter to go behind the voting screen to vote.

Important Point: In case a voter refuses to have his/her finger inked with indelible ink, the ballot paper issuer (inking officer) shall explain to the voter that no one will be allowed to receive a ballot paper without first having their fingers inked. If the voter still refuses to have his fingers inked with indelible ink, he/she will not be given a ballot paper and will be asked to leave the polling station.

- If the PS Chairperson is unable due to illness and/or reasons acceptable for the team to discharge his/her duties, the identification assistant will discharge his/her duties.

Note: Stamping of the ballot paper validates the ballot paper, unstamped ballot papers will not be counted in the counting process and will be invalidated. The ballot paper issuer, shall therefore, not forget to stamp the ballot papers.

## Ballot Paper Issuer and Inking Assistant




### Spoiled Ballot Papers

Ballot papers will be counted as spoiled in the following instances:

- The ballot paper is torn while detaching it from the stub;
- Ballot paper becomes spotted;
- In case, a voter claims he/she has made mistake while marking the ballot paper;
- In case ballot paper is found inside the voting screen;
- In case, ballot paper contains evident print errors; and

In such a case, the Ballot Paper Issuer should inform the Polling Station Chairperson. The Polling Station Chairperson without looking at the front of the ballot paper, shall write the word "SPOILED" on the back of the ballot paper, and place it in the envelope for the spoiled ballot papers, and then ask the Ballot Paper Issuer to issue a new ballot paper to the voter.

### Step Four – Using the Ballot Papers

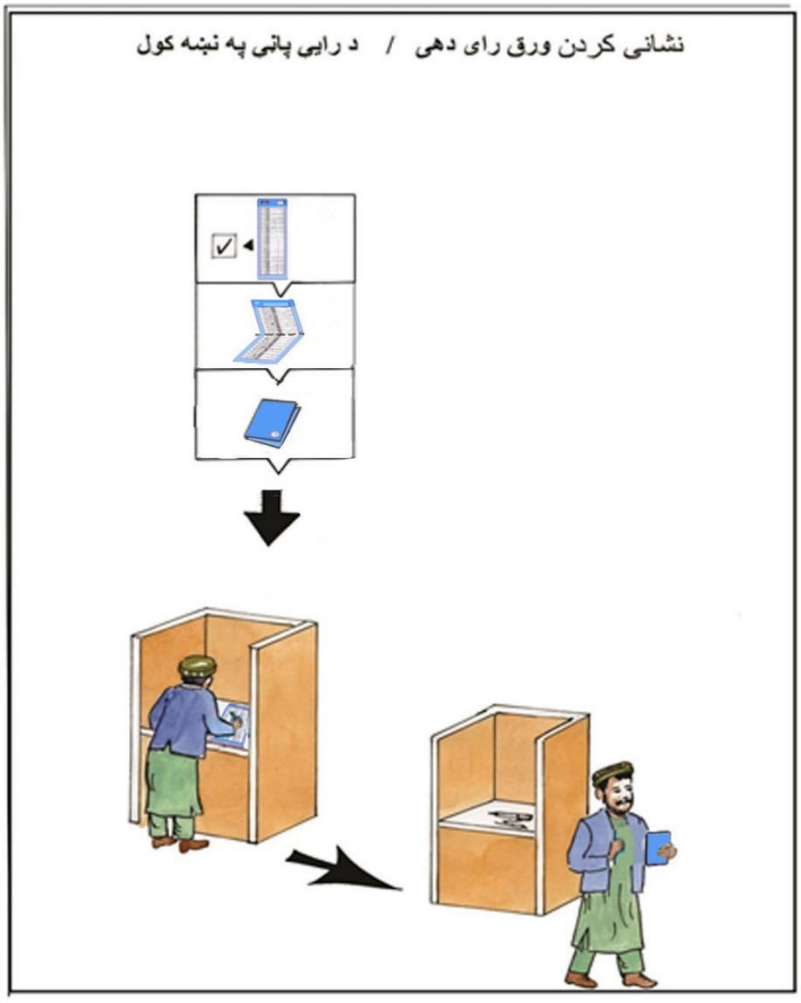
When the voter receives the ballot papers:

- Goes behind an empty voting screen;

- There is a special pen behind the voting screen, (s)he can mark the ballot paper using this special pen;
- mark the ballot paper only once by marking the empty box against the candidate of his/her choice;
- fold the ballot paper separately as was shown by the ballot paper issuer, so that the stamp and the QR Code on the back of the ballot paper is visible; and
- Leave the voting screen and go to the place where ballot box is located.

**Note:** if the voter makes a mistake in marking the ballot paper or spoils the ballot paper in a way, the ballot issuer gives him/her a new ballot paper, scissors the QR Code from the spoiled ballot paper and affixes it with the scotch tape at the back of the new ballot paper. This shall be recorded in the journal.

**Marking of Ballot Paper**




Voters Who Need Assistance while Marking their Ballots

An illiterate, aged, or disabled voter may request others to help him/her with marking his/her ballot paper. The voter can ask one of this/her friends or relatives to assist. But the person assisting the voter should:

- assist only one voter on the election day;

- He/she shall have been registered as a voter (shall have his/her Tazkera in hand, which bears the VR certificate).

The Polling Station Chairperson should inform the person assisting the voter to keep the voter's choice as secret.

If the voter cannot find anyone to assist him/her, the Polling Station Chairperson can assist them with marking their ballot papers. The voter's choice should not be disclosed. And, any kind of assistance provided to a voter shall be recorded in the polling station journal. The person who helps a voter in marking the ballot paper, shall mark ballot paper in front of, and according to the desire and will of the voter.

No one, except the station chairperson can help more than one voter in a polling station.

### Step Five –Casting the Ballot Papers into the Ballot Box

Only one voter at a time is allowed to cast a ballot paper into the ballot box.

### The Ballot Box Controller shall:

- ensure that the secrecy of vote is always maintained;
- guard the ballot boxes at all times;
- direct the voters to insert the folded and stamped ballot paper in the ballot box;
- ensure that the voter holds his/her citizenship Tazkera in hand and does not insert anything into the ballot box except for the ballot paper; and
- Instruct the voter to leave the polling station after casting the ballot paper in the ballot box.

If needed, the Commission may extend the polling time in one or more center(s) or constituencies for a maximum of up to two hours or until the end of voting by the persons who wait in the queue to vote.

**Note***:* The polling staffs must ensure that nobody leaves a polling station with a ballot paper or any other polling materials.

## Suspension of Polling Due to Turbulences or other Incidents

If the Polling Center is threatened by riot, violence, storm, flood or any other event which makes orderly polling impossible, the Polling Center Manager shall stop the polling and at the soonest time shall seek instruction through the CEO and the DEO through the PEO from the Commission and act upon the instruction. In case of occurrence of above incidents, the station chairperson and center manager shall have the duty to record their decision in the station journal. After relief of the predicted conditions and/or when required, the Commission may extend the polling process for a maximum of up to two hours or until all the persons standing in the queue cast their votes.

After suspending the polling process, the Polling Station Chairperson shall:

- Take necessary actions given the situation that has made the polling process impossible.
- seal the top slots of the ballot boxes and record the seal numbers in the page of the polling station journal, especially designed for this purpose.
- Considering the security conditions, if possible, pack election materials according to the materials retrieval procedure;
- make sure that the following sensitive materials are not left behind:

    - Ballot boxes containing the ballot papers;
    - Unused ballot papers;
    - Stubs of used ballot papers;
    - Spoiled ballot papers envelope;
    - Invalid ballot papers;
    - Ballot verification stamp;
    - Results Forms, and other completed forms;
    - Ink for inking finger and marker pen;
    - Voters list;
    - Biometric devices with accessories.

- safeguard or handover the election materials to the Polling Center Manager;
- record in the polling station journal, the time and reasons for the suspension of the polling process.

**Note:** For suspension of polling due to the security reasons, the security official shall be consulted.

## Chapter Seven

## Challenges and Complaints at the Polling Station

### Challenges

Monitors with ID cards and voters may challenge a voter's right to vote with the ECC staff at the polling center, with the condition that the objection is made **before the voter casts the ballot paper.** A voter may be challenged on the basis that he/she does not fulfill the eligibility criteria.

The Polling Station Chairperson makes a decision regarding the challenge and will record the followings in the polling station journal:

- Reasons for the challenge;
- The decision by the Chairperson.

If a challenger is not satisfied with the decision of the Chairperson, he/ she may file the complaint in the complaint form related to the Electoral Complaints Commission.

### Complaints

A registered voter and monitors holding ID card can raise their concerns to the Polling Station Chairperson and ECC staff when they observer that the polling and counting process is not taking place in accordance to the election law and the electoral procedures. If the issue is not resolved at the polling station and/or polling center level, they can refer their complaint to the Provincial Electoral Complaints Commission. The complaint forms are distributed to the stations by the ECC staff.

Complaint forms are available at each polling station. Every station has 5 complaint forms placed in the ballot papers pack. Persons wishing to lodge a complaint can request a complaint form from the station chairperson at the station who will give one form with an empty envelope to the complainant. After filling the form, the complainant places it inside the envelope, the envelope will be sealed and returned to the station chairperson; who will invite the ECC staff in the station and complete the required information on the back of the envelope and hand it over to the ECC staff.

All complaints received at the polling station, are forwarded to The Independent Electoral Complaints Commission. In case there are not adequate complaint forms at the polling stations, the complainant can use a blank paper and after filling his/her complaint, handover it to the station chairperson who will forward it to the ECC staff. The ECC staff, in case of lack of station complaints envelope, place it in the Center Complaints Envelope together with other complaint envelopes.

### Complaints Against the Polling Process

The eligible citizens and monitors holding ID card may file a complaint against electoral negligence and violation. The station chairperson is responsible to compile all complaints and handover them to the ECC staff. The Station Chairperson briefly records the subject matter of the complaints on the station journal.

### Assisting a Voter in Filling in the Complaint Forms

In case, a voter requests the Polling Station Chairperson to help him fill the complaint form for submitting to the Independent Electoral Complaints Commission, if the ECC representative is present, he/she will assist the voter, otherwise the Polling Station Chairperson shall assist the voter in completing the Complaint form. While assisting the complainant in filling the complaint form, the Polling Station Chairperson shall maintain their impartiality; the information in the form shall remain confidential and shall not be disclosed to anyone.

### Safeguarding of the Complaints Form

The station complaint form shall be handed over to the ECC staff who will place it in the station's complaints envelope (C3). At the end of the process, the envelope will be submitted to Provincial ECC.

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| Note: Each polling station will have adequate number of complaint forms and envelopes. |

## Chapter Eight

## End of Voting

### Closing the Polling Center

The polling centre shall be closed at 3:00 PM. However, any persons waiting in the queue are permitted to vote. The Polling Centre Manager asks the queue controllers to stand at the end of the queues in the polling centre to ensure no person joins the queues after 3:00 PM. Then, the polling shall continue until all the voters in the queues have voted.

### Closing of the Polling Station

Once the Polling Station Chairperson is informed that the last voter in the polling station has voted, he/she will close the door to the polling station. The polling station queue controller will examine the queue outside the polling station and once the last voter has voted, the Polling Station Chairperson will:

- inform the polling staff, monitors and observers present that the polling is over;
- seal the voting slot of the ballot boxes with the plastic seals, and record the seal numbers on the specific seals record page of the polling station journal;
- Take the envelope of spoiled ballots and empty it on the table, count the spoiled ballots, handover the counted spoiled ballot papers to the biometric operator (Identification Assistant) for recounting, once the correct counting of the spoiled ballots are ensured, will record the figures in the relevant sections of the results form. He/she will again put the spoiled ballot papers into the relevant envelope and put them aside till the completion of the counting process;
- Count the unused elections ballot papers separately, and then ask the biometric operator (Identification Assistant) to count them again. And once ensured about correct counting of the unused ballots, he/she will record the figure in the relevant section of the results forms.

| |
|---|
| **Note:** Recording of the accurate number of the spoiled and unused ballot papers in the results form is very important. |

### Sample of the Completed Results Form

### Safekeeping of the Polling Materials

The Polling Station Chairperson shall ensure that the following materials are kept in a safe place in the station till the completion of the counting process:

- Stubs of used presidential elections ballot papers;
- Valid ballot papers;
- Unused ballot papers;
- Invalid ballot papers;
- Envelopes of spoiled ballot papers;
- Polling station journal;
- List of polling day voters;
- Voters list related to military personnel and IEC staff;

## Chapter Nine

## Preparation for Vote Counting

Following the conclusion of the voting process, the counting of the votes will be conducted at the polling station by the polling staff. The Polling Station Chairperson is responsible for managing the counting process in his/her respective polling station. Each counting station shall have a journal. The station chairperson shall record the information related to seals of the boxes, complaints filed at the station and measures taken about the main incidents at the counting station, the presence/absence of monitors and observers at the counting station and other information in the station journal.

### Preparation of Materials

Upon the conclusion of the polling process and sealing of the ballot boxes, the Polling Station Chairperson will place them in a visible, separate area until the commencement of the counting process. All other materials used during the polling, which are not required for the counting process, should be packed and stored in such a way that they do not impede with the counting process. Materials required for the counting process should be carefully checked and placed in an appropriate place before the commencement of the counting process.

### Setting Up the Layout of the Polling Station for the Vote Count

The polling station should be arranged in such a way as to accommodate a smooth and transparent approach to counting the ballot papers. The tables should be placed near each other in order to enable polling staff to comfortably conduct the vote count. Tables for counting votes should be fully empty. Materials required during the counting process will be provided by the Polling Station Chairperson, when required. For the purpose of sorting and counting of the ballot papers, in addition to the tables available, you may use the voting screens as well.

During the counting process, the table of the Polling Station Chairperson shall be equipped with the following:

- The Polling and Counting Procedure;
- Results form;
- Verification stamp;
- Ink pot for stamps;
- Calculator;
- Rubber bands;
- Notebook for writing candidates' names;
- Scotch tape;
- Paper clips and;
- Pens (black and red & marker)

### Persons Allowed to Observe the Counting Process

After announcing the conclusion of the polling, the Polling Station Chairperson will ask the polling station queue controller to stand at the door of the polling station (counting station) and monitor all persons entering or leaving the station.

The following persons may enter or stay in the station:

- Polling staff;

- IEC officials with special duties relating to polling and vote counting;
- Persons introduced by IECC;
- Accredited national and international monitors;
- Accredited national and international electoral observers, language assistants of the international observers;
- Accredited representatives of the media;
- Special guests introduced by the Commission.
- Security officials with the permission of the polling center manager or the polling station chairperson.

No one can carry firearms or stabbing weapons within 100 meters radius of the polling and counting centers, except for the security personnel deployed for maintaining the security of polling and counting centers.

The Polling Station Queue Controller under the supervision of the Polling Center Manager shall ensure that unauthorized persons are not allowed to enter the station during the counting of votes. Before the commencement of the count, the Polling Station Chairperson shall enter the names of the monitors, observers and any other person from the above list present for the counting process into the polling station journal.

*Monitors and Observers*

The Polling Station Chairperson shall allocate a proper place for the monitors and observers, so that they can observe all the steps of the counting process. The monitors and observers can be located close to the tables to be able to see the ballot papers clearly; but the ballot papers shall be kept away from their access, as they are not allowed at all to touch the ballot papers.

The monitors and observers should be informed of all steps of this process; as maybe they might not be able to fully understand this process. The Polling Station Chairperson shall explain each step of the counting process to them.

Counting staffs shall work only on the one side of the table, so that monitors and observers can clearly observe the process. While working on ballot papers, the counting staffs shall never turn their back to monitors and observers. In case, chairs are available, the Polling Station Chairperson shall provide the opportunity for monitors and observers to sit on the chairs.

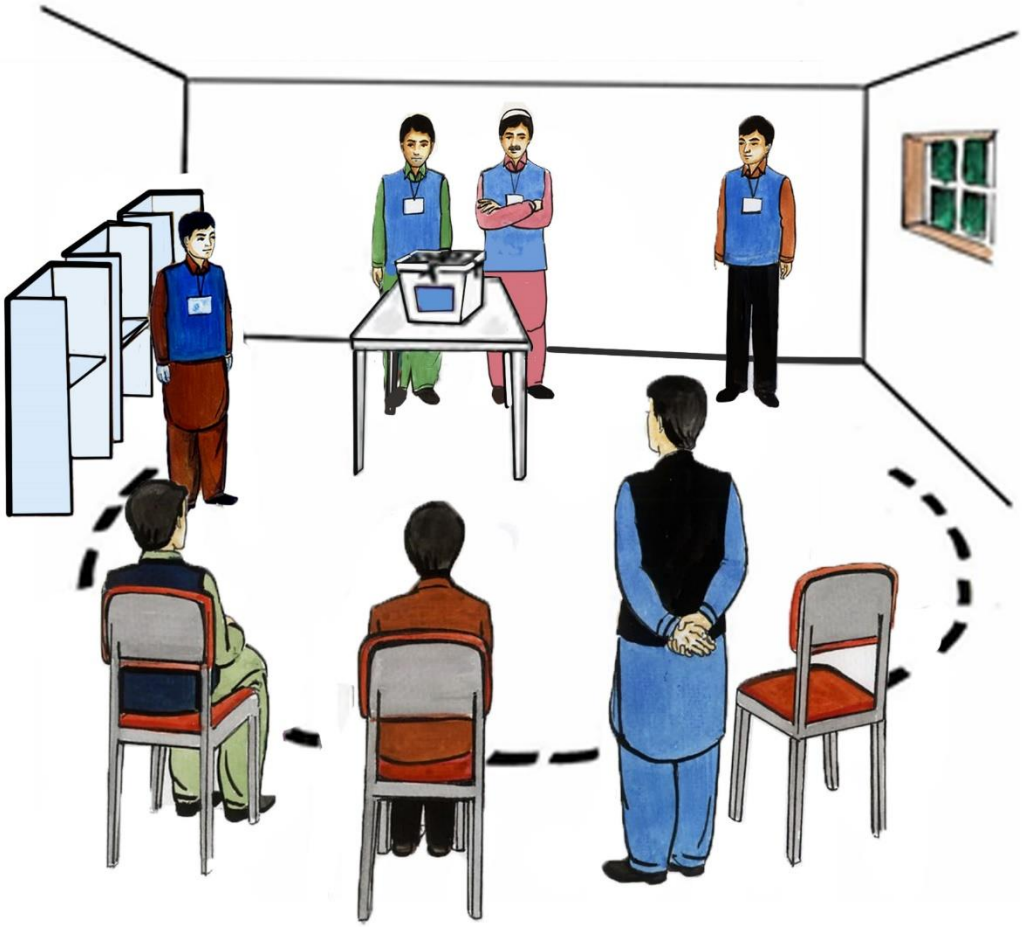
To ensure transparency of this process, the Polling Station Chairperson shall comply with the following instructions:

- Behave politely with monitors, observers and media; and shall provide immediate and accurate answers to their questions;
- Pay attention to the complaints filed by the agents;
- In particular instances, provide proper awareness.

Note: The Polling Station Chairperson shall not impose specific or unreasonable restrictions on observers or monitors unless required for maintaining order. During this process, no one from monitors and observers can touch any sensitive material. Monitors and observers can stay in the polling station the count is completed, ballot boxes are packed and sealed and delivered from the polling station.

- In case of the breach of the Constitution, the Election Law, regulations, procedures and other approved documents of the Commission by monitors, observers and media representatives, the station chairperson may after seeking the approval of the counting center manager, instruct the violator/transgressor to leave the counting station. In case of resistance by the violator/transgressor, the PC Manager may seek assistance of security personnel assigned at the relevant center.
- The workers of the counting centers and stations do not prevent the presence of monitors, observers and media representatives in the counting station.
- In case of excessive crowd of observers, media representatives and the special guests, the Polling Station Chairperson may consider necessary measures for equal presence of them at the polling station;
- The Station Chairperson may not provide electoral documents and materials to the monitors, observers, media representatives and special guests unless predicted so in the procedure of the Commission;
- In case of the absence of monitors and observers during the counting, the Station Chairperson records their absence in the journal and requests the relevant PC manager to approve the issue.
- Observers and monitors with valid ID cards may observe and monitor the counting process at the polling centers whose name is mentioned on their ID card. Special guests and media reporters are an exception to this requirement of (presence at the specific station or center);
- Monitors, observers and media representatives shall not provide their opinion (feelings) about the number of votes of candidates during the counting and disrupt the order.
- Monitors, observers, media representatives and special guests shall not disrupt or delay the counting process during their presence at the counting stations.
- The station chairperson shall record in the station journal details of maximum 20 observers and monitors carrying ID card during the polling process and take their signatures on the journal.

Note: monitors, observers, media representatives and special guests may not disrupt the counting stations or cause a delay in the counting process.



## Chapter Ten

## Vote Counting Procedure

### Before Commencement of the Count

Prior to commencing the vote counting process, the Polling Station Chairperson briefly explains the counting process and its steps to all those present in the polling station.

In order, to ensure transparency in the counting process, it is important that monitors and observers observe the opening of the ballot boxes. However, if there are no monitor or observer present, the Polling Station Chairperson will commence the process.

### General Principles for Determining Valid and Invalid Votes

The rules for determining validity of the ballot papers have been based on the principle that a ballot paper shall be counted as valid as long as the **intention of voter is clear**. Ballot papers shall be considered as invalid if the **intention of the voter is not clear.**

### Ballot Papers are considered as valid if:

- Have a validating stamp on the back of the ballot paper;
- There is a mark of any description which is clearly marked in the blank box allocated to a candidate on the ballot paper and there are no other marks made on the ballot paper;
- There are 2 or more marks by the voter on the ballot paper, but they are all within the area allocated to a single candidate;
- A mark made in a blank box for a candidate touches other boxes for other candidates, but the greater part of the mark is located in the box allocated for one candidate;
- The ballot paper is torn in a way that all boxes against candidates' names remain intact; and
- The tick mark is made on the picture, name or logo of a candidate.

### Ballots are Considered Invalid if:

- The ballot paper in which the intention of the voter is not known to whom (s)he has voted;
- The ballot paper that contains writings that leads to vagueness in understanding the voter's intention;
- In case, where the ballot paper is torn in a way that has resulted in removal of the candidate's details including the box given for marking of the candidate;
- A ballot paper that discloses the identity of the voter.
- The voter has marked more than one candidate on the ballot paper;
- A mark indicating a choice for one candidate has been erased or crossed out, and another choice has been marked after marking;
- There is only one mark on the ballot paper; but it is not clear which candidate has been the choice of the voter;
- The ballot paper does not have official stamp of the Commission;
- There is no mark on the ballot paper, (ballot paper is blank and not marked at all);
- In case, the ballot is marked in a way, that the greater part of the mark is between the boxes given for two candidates;
- The ballot paper is not distributed by the Commission and does not have the original shape of the ballot paper distributed by the Commission.
- The ballot paper does not have QR Code affixed in it.

## Reconciliation of the Ballot Papers

Reconciliation is the first step of the counting process. At the end of polling, the first thing to be done before sorting and counting of ballot papers is to count the number of the stubs of the used ballot paper, unused ballot papers and spoiled papers. In this step, the ballot box remains sealed.

The total number of used ballot paper stubs, unused ballot papers and spoiled ballot papers shall equal the number of the ballot papers received before starting of the polling.

The PS Chairperson shall follow the following steps when reconciling the ballot papers:

1. Takes the spoiled ballot paper envelop and empties it on the table. Counts the spoiled ballot papers, gives the spoiled ballot papers for counting to the biometric operator and after ensuring that the ballot papers are properly counted, writes down its total figure in the relevant section of the result form. Puts down back the spoiled ballot papers in the relevant envelope and puts it aside until completion of the counting process.
2. Counts the unused ballot papers separately and requests the biometric operator to recount it. After ensuring that the unused ballot papers are properly counted, writes down its total figure in the relevant section of the result form.

## 3. Opening of the Ballot Boxes

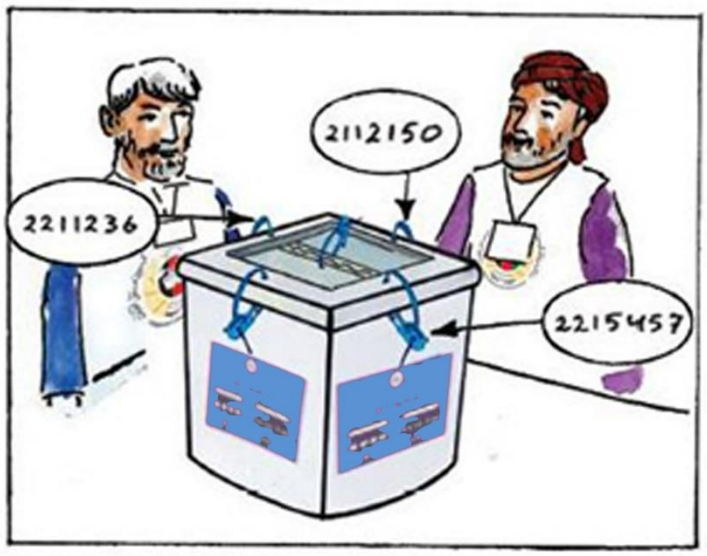
Before starting the sorting process, the polling station chairperson will inform the persons present in the polling station that the ballot papers will be sorted. The Polling Station Chairperson will follow the opening steps of ballots boxes as outlined below:

- Puts the ballot box on the table;
- Reads aloud the number of the seals;
- Asks the monitors to check the numbers of seals before they are opened;
- Remove the three plastic seals around the ballot box, and empties its contents on the table (the seals on the top slot and also one seal around the box will remain locked);
- Record the numbers of the opened seals in the page specified for recording the seal numbers and ask the monitors to sign the specific section (end time of polling);
- Place the ballot papers on the take.
- Show the empty box to the monitors and observers to ensure that no ballot paper remains inside the box;

4. After emptying all the ballot papers, the PS staff:
   - Unfold the ballot paper;
   - Puts the ballot papers in a way that they face downwards with only back of the ballot paper visible;
   - Checks every ballot paper for having the validation stamp and the QR Code;
   - Puts in a separate stack the ballot papers which lack the validation stamp and the QR Code without looking at them;
   - Separately count the ballot papers with validation stamp and the QR Code and records their number in the notebook;
   - Then thoroughly check the ballot papers for identifying valid and invalid ballot papers;
   - Count all the invalid ballot papers and write their number in the notebook. At the end of the counting, write down the specific number of the invalid ballot papers on the result form;

- Sum up the spoiled, unused and invalid ballot papers and write their total in the notebook.
- The sum of the spoiled, unused and invalid ballot papers shall equal the valid ballot papers taken out of the ballot box.
- The PS Chairperson shall have the duty to record in the journal according to the procedure (and sign and stamp the relevant page) the serial number and other specifications of the first ballot paper of the unused bundle (partially used bundle) and number of intact unused ballot papers.

**Note:** If the spoiled, unused and invalid ballot papers are not equal to the ballot papers taken out of the box, check and count them again until all the ballot papers (spoiled, unused, invalid and valid) are not consistent with this total.
For ensuring precision and transparency, the number of used ballot papers (including spoiled, invalid and valid) shall equal the ballot papers received.




### Counting Stages

It is important that the Polling Station Chairperson shall inform monitors and observers present in the station, of the counting steps which consists of the following two stages:

- Sorting; and
- Counting of ballot papers.

### Step 1 - Sorting of Ballot Papers

The Polling Station Chairperson announces that sorting of the ballot papers commences; and explains to the agents and observers that ballot papers will be sorted by candidates. The sort phase will be organized and carried out by the Polling Station Chairperson with (Identification Assistant) and Ballot Papers Issuer.

The Polling Station Chairperson will:

- Check the ballot paper starting from the first candidate to determine whether the ballot paper is marked or not;
- Reads aloud the name and number of the candidate as it appears in the ballot paper;
- At the same time, the Identification Assistant prepares the name card for the candidate and will write the name and number of candidate on the card;

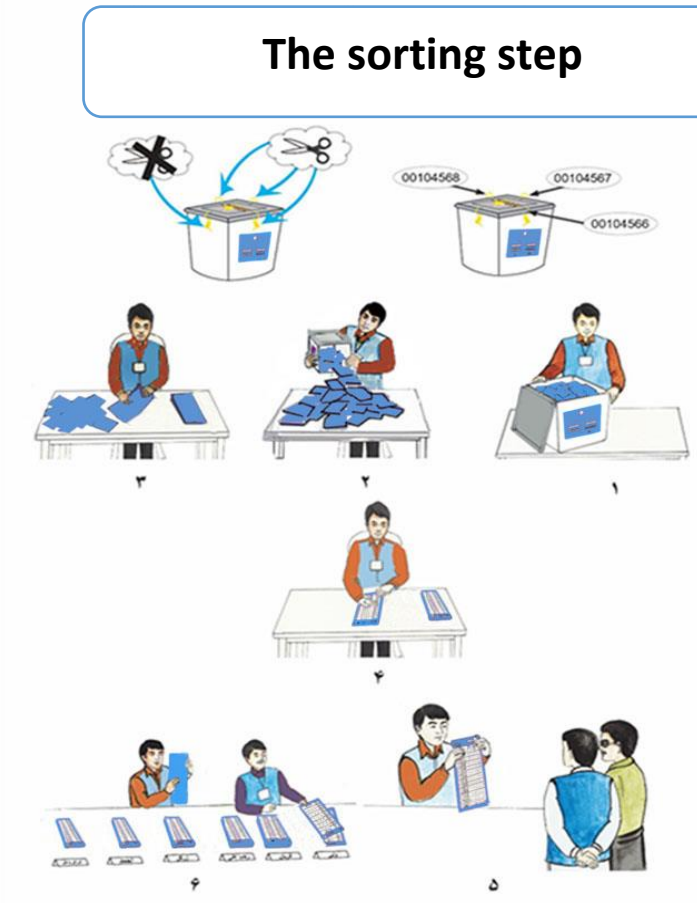
The Identification Assistant prepares only one name card for a candidate, and if a candidate has more than one ballot, the Identification Assistant will place that ballot on the stack of other ballot papers belonging to that candidate.

- In order to ensure transparency of the process, the Polling Station Chairperson shows each ballot paper (valid/invalid) to the monitors and observers before the ballot paper is placed in the respective stack of a candidate;

- The Polling Station Chairperson hands over the ballot paper to the Identification Assistant, and he/she places the ballot paper in the respective stack.

During this process, the Polling Station Chairperson will determine the validity of the ballot papers. The invalid ballot papers will be placed in the stack of invalid ballots.

- After all the ballot papers are sorted, the Polling Station Chairperson and Identification Assistant will check every ballot paper in every stack to make sure it has been sorted correctly.



### Step 2 - Counting of Votes

After the ballot papers have been sorted, the counting of votes for each candidate will start.

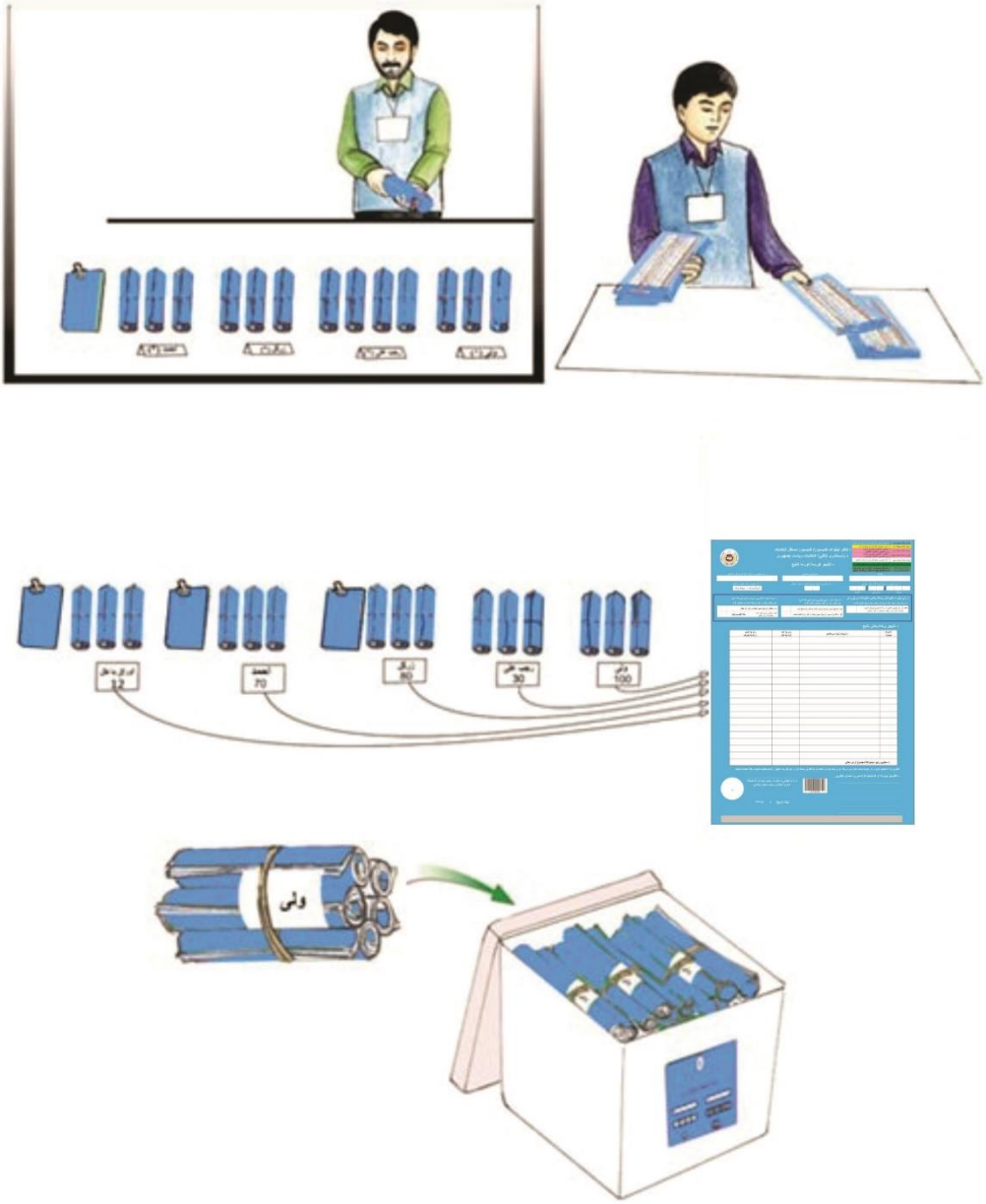
During the counting process only, the Polling Station Chairperson and (Identification Assistant) shall count the ballot papers. The process will be carried out in the following manner:

- The Identification Assistant counts ballot papers of every candidate, placed in their respective stacks. He/she will start the counting from the first names as sorted in the list of candidates; will count the ballot papers into bundles of 50 and will give them back to the Polling Station Chairperson for re-counting.

The Polling Station Chairperson

- Once the Polling Station Chairperson confirmed the number of the ballot papers, he/she will secure them by putting a rubber band around them.
- If the bundles contain less than 50 ballots, the Polling Station Chairperson will write a note on a paper, mentioning the number of ballots contained in that bundle, and will stick that with a paper clip on the stack of the said ballots.

# شمارش آراء / راي شمېرنه



**counting of votes**

- After counting the votes of every candidate, the Polling Station Chairperson writes the total number of votes for every one of the candidates in a separate piece of paper (only name of the candidate and total no. of votes is written);
- The Polling Station Chairperson reads aloud the results, so that the gents and Observers present in the polling station can record the results;
- The invalid ballot papers will also be counted, and the total number of invalid ballot papers will be recorded in the relevant section of the result forms;
- The polling Station Chairperson records the results of all the candidates on the results form, both in number and letters, considering the order of candidates and from to top to bottom.

- After completion of the counting, the PS Chairperson writes the results according to the procedure in the relevant form and signs and stamps the mentioned form. Then, asks the monitors present there to sign or put a fingerprint on the result form after writing their name and ID Card number, the name of the candidate or party on whose behalf he/she monitors the process. In absence of monitors, the matter shall be recorded in the PS Journal and confirmed by the PCM.

- Before distribution of copies of the result forms, the PS Chairperson writes the sentence "an identical copy of the original" on each of the copies and signs and puts a stamps next to it.
  - The Polling Station Chairperson signs and stamps the original results form (in blue color), takes signature of monitors and places them along with the station journal and the voter list in the white color envelopes of the polling stations result forms.
  - The counted ballot papers (valid, blank and invalid) and unused ballot papers, stubs of the used ballot papers and envelope of the spoiled ballot papers are placed inside the TEB according to the procedure, then placed inside the box after closing of the TEB, and sealed in presence of monitors and observers.
  - The PS Chairperson hands over all the sensitive and non-sensitive electoral materials of the polling station to the PCM.

**For candidates who have obtained no vote, zero shall be written for them**

**Entering the Results in the Device**

**The biometric operator enters the following in the biometric device:**

**Entering the votes of each candidate in the biometric device:**

- The number of votes of every candidate is recorded accurately in the device according to the result form.
- At the end, by clicking the "take photo" option, the next stage is entered to.

## Stage of taking photo of the result form

- Take photo of the result form. (if the photo is of poor quality, take another photo before pressing the "submit" button so that it is clear and legible).
- Then press the "submit" option. In case of connectivity, the data will automatically be transmitted to the HQ servers.
- At the time of taking photo of the result form, the date and time of taking the photo in shall be recorded automatically in the biometric device.
- The result form is prepared as one original and 9 copies and distributed according to article 85.3 of the Amended Elections Law.
  - ✓ Places the original (blue form- page 1) in the TEB and sends it to the IEC HQ.
  - ✓ Places one copy (yellow form- page 2) inside the ballot box.
  - ✓ Submits two copies (light purple- page 3 and 4) to the provincial ECC.
  - ✓ Displays one copy (white- page 5) at the counting center.
  - ✓ Gives one copy (light green- page 6) to the candidate who has obtained the highest number of votes in that station.

- ✓ Gives four copies (light green- pages 7 to 10) to the observer groups and mass media representatives.

The PECC shall have the duty to provide copies of the result form upon request to the candidates of the relevant constituency or their monitors, and observers.

- The biometric device shall be set up in a way to, in case of lack of internet coverage, restart transmitting the data when connected to internet.
- The PCMs hand over the biometric devices to the DEO and receives the handover document which is signed by the DEO according to the procedure.
- The DEO, in coordination with the PEO, opens the boxes that contain the biometric devices in the provincial office of the Commission and in presence of monitors and observers, provides enough speed internet so that the data of the biometric devices will automatically be transmitted to the HQ servers.
- The DEO re-seals the opened biometric device boxes in presence of monitors and observers and records the seal number and signature of the monitors and observers in the notebook.
- The DEOs hand over the biometric devices along with their accessories to the provincial office of the Commission.
- The PEO keeps the biometric device boxes along with the TEBs safely and sends them to the HQ.

The Polling Center Manager (PCM)

- Receives the white color envelopes from the Polling Station Chairperson that contain the polling station result forms, the station journal, the voter list and Staff and Military Form and places them in the TEBs;
- Ensures that the result forms of the station, the station journal, the voter list, and the voter list of staff and military of all the polling stations of this polling center have been collected;
- Counts the envelopes of the result forms to ensure having all result forms of the stations;

- After ensuring the completeness of the electoral materials and proper implementation of procedures in relation to the TEB specifications and closing of the result form TEB, seal of the ballot box, completeness of the various steps of the software installed in the biometric device and completeness of the accessories of the biometric device including the device, charger and printer, the PCM receives them from the Polling Station Chairperson and prepares them for handover to the DEO.

**Note:**

- When the results are written on the result form, it shall be ensured that votes of every candidates are written next to his name on the form.
- when the results are written on the result form, it shall be ensured that the results written also appear on the carbon copy.
- During entry of the votes in the biometric device, attention shall be paid so that the figures entered are not incorrect and different from the original form.
- Put the result form on the desk when completing it.

**Objection and Complaint Against the Counting Process and Addressing of Irregularities**

- ✓ In case of presence of oral objection against the counting process at the polling stations, the relevant Polling Station Chairperson shall provide clarification and the ECC rep shall address the issue. If the complainant or the objected person is not convinced, shall file the complaint with the ECC in the Complaint Form. The Polling Station Chairperson records the issue in the PS Journal.
- ✓ In case of negligence and violation during the counting, the eligible voters and national monitors file the complaint in the Complaint Form and hand it over to the ECC Rep. The Polling Station Chairperson records the issue in the PS Journal.
- ✓ The complaints filed are gathered by the Polling Station Chairperson and submitted to the ECC Rep according to the procedure to be sent to the ECC.
- ✓ The Polling Station Chairperson is responsible for management of the counting station and addresses irregularities within his/her jurisdiction according to the procedures.
- ✓ The Polling Station Chairperson shall have the duty to record irregularities and any other important incident in the PS Journal and report the important issues to the provincial office of the Commission. The provincial office shall have the duty to send these reports to the HQ without any manipulation.

**Quarantine**

If sensitive materials of a PC or PS are seized illegally by electoral staff, candidates, immediate relatives of candidates, supporters of candidates or irresponsible individuals, or when the designated polling staff lose control over them, the votes of such station or center are not counted and are sent to the relevant provincial office with a detailed report signed by the Polling Station Chairperson and PCM and stamped with the station stamp. In case of presence of monitors and observers, this report shall be confirmed by them.
The provincial office of the Commission shall have the duty to quarantine the ballot boxes of these stations and centers, store them separately and report the issue to the Commission considering the chain of command.

The Commission shall have the duty to investigate the quarantined boxes in presence of monitors, observers, media and candidate agents and take a decision according to provisions of the applicable laws, regulations and procedures.

## Chapter Eleven

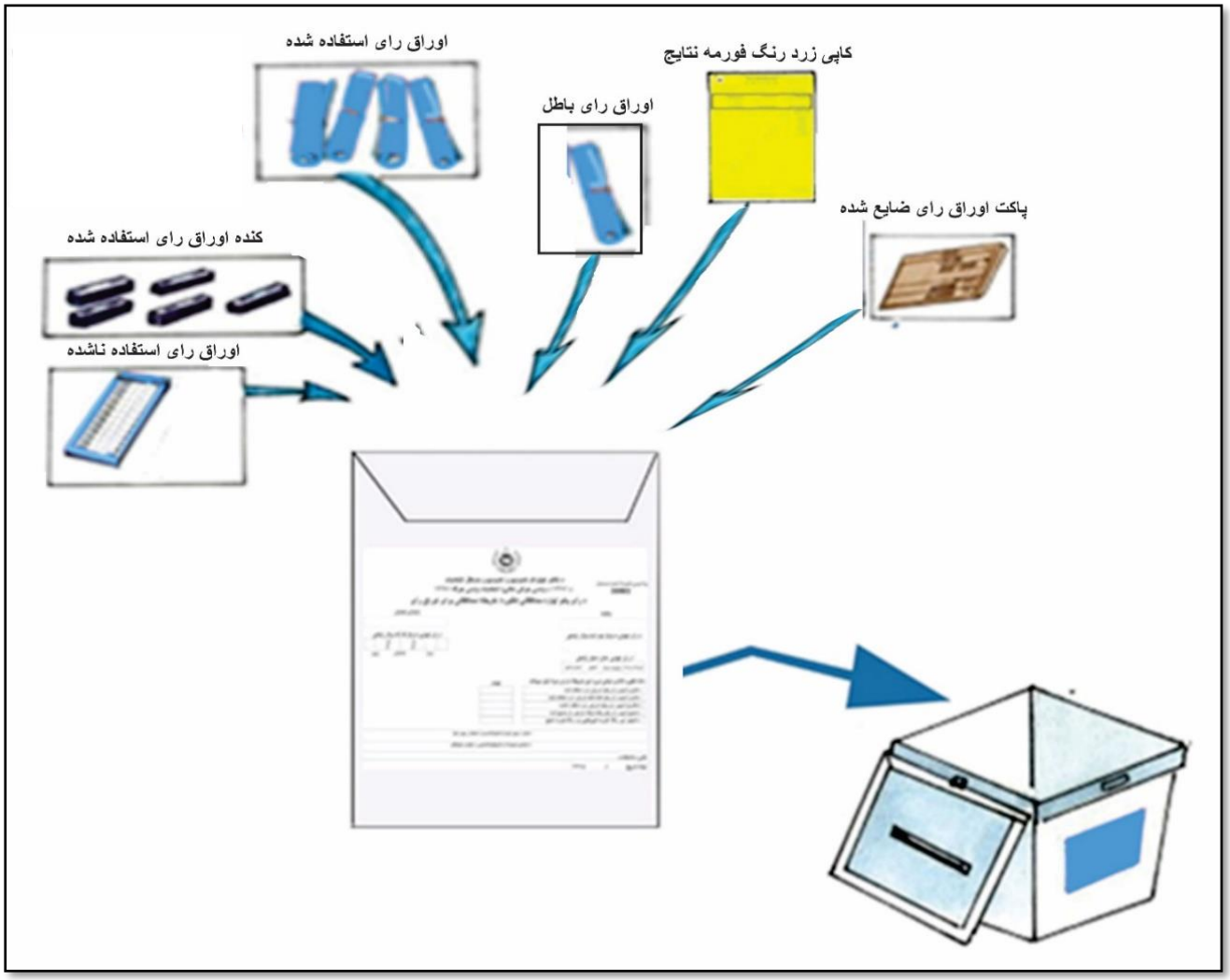
## Packing and Handover of the Materials

### Packing and Handover of the Polling Station Materials

The results form, station journal, voters list (and military personnel and polling staff voters list) will be put at the end of the process in the white envelope for the results forms of the station.

With the completion of the counting process, the Polling Station Chairperson shall put the votes of all the candidates in the TEB for Ballot Papers (size B2) and then at the ballot box, following the instructions given below:

- The ballot paper for each candidate, which were earlier sorted in bundles of 50 or less, shall be packed into one bundle and secured by a rubber band, the candidate card, which includes the candidate's name and no. and a piece of paper containing name and no. of total votes of candidate, shall be put on the top of the bundle.
- The Polling Station Chairperson shall also pack the invalid ballot papers in the same way.
- The Polling Station Chairperson places all the packages in TEB for the ballot papers (size B2).
- The Polling Station Chairperson puts the spoiled ballot papers envelope, containing the spoiled ballot papers in the TEB for the ballot papers.
- The Polling Station Chairperson ensures that no package of the ballot papers (valid, unused, invalid, spoiled ballots, and stubs of the ballot papers) remain out of the TEB for the ballot papers.


اوراق رای استفاده شده
کاپی زرد رنگ فورمه نتایج
اوراق رای باطل
پاکت اوراق رای ضایع شده
کنده اوراق رای استفاده شده
اوراق رای استفاده ناشده

Note: The Polling Station Chairperson shall put all the TEBs for the ballot papers, of the candidates votes into the box, but shall not seal the box unless the packing process is completed.

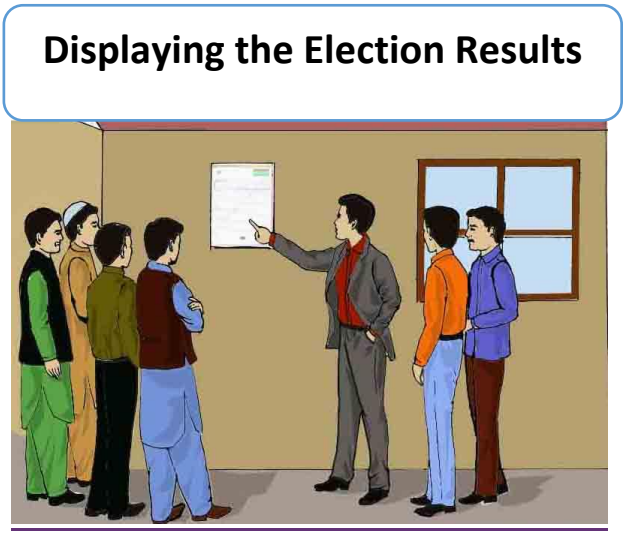
*Displaying the Polling Station Results*

The Polling Station Chairperson shall properly complete all the forms within the polling station. Before displaying the results, the Polling Station Chairperson will request the Polling Center Manager to come to the Polling Station for the verification of the results.

Note: In case the Polling Station Chairperson finds any mistakes in the forms or if the Polling Center Manager makes a mistake while completing the result forms, they must correct the form with a RED PEN only and then sign against the correction and then also ask an monitor to sign where the correction is made.

Placing Scotch Tape on the Original Results Form and its 9 Copies

Once the "correctness" of the results is verified, after signing the forms, the polling Station Chairperson shall paste scotch tape on the original and nine copies of the form. This is an important step in the completion of the result forms, as this hinders any type of changes in the figures, after recording of the results.




Signing of the Result Form and Station Journal by Monitors

The polling station chairperson asks a maximum of four monitors present at the station to write their name, name of the candidate or political party they represent, and sign or thumbprint on the results

form. When all the results forms are signed, the polling station chairpersons puts the blue color copy of the result sheet in the white envelope of the relevant polling station. Displays the white color copy of the result sheet at the polling station.

In case, the monitors refrain from signing the forms, the Polling Station Chairperson records the reason of their refusal and irrespective of that fact that whether the results forms are signed by the monitors or not, displays the results in the polling station. In case, there are no monitors present during the counting process, the Polling Station Chairperson shall record the matter in the polling station journal; mentioning that no monitors were present to sign the forms. The Polling Station Chairperson also writes in the results form "monitors were not present", in the place where monitors are ought to sign the result forms.

Note:

- Destruction and damaging of the forms or tearing them at the polling stations is strictly prohibited. The Polling Station Chairperson must ensure that during the packing of the material and until the closure of the polling station, the results forms remain displayed at the polling station.
- The results form shall only be signed by domestic monitors.

The Station Chairperson will then place the yellow color result form in the TEB for Ballot Papers (B2) and closes the TEB and place it in the ballot box.

*Distribution of the Result Forms to the Monitors*

As there will only be nine official copy of the result forms available after the counting, the Polling Station Chairperson shall submit one light green copy (page 6) of the results form to the monitor of the candidate, who has received the highest number of votes in the respective polling station.

And handovers four light green copies (pages 7 to 10) to representatives of observer organizations and mass media. The other monitors should be told that they can write the results for themselves from the result form displayed at the polling station, or take photographs or make videos of it.

**Important:** Under no circumstances should the Polling Station Chairperson sign and/or certify results recorded by the monitors in their notebooks or other unofficial forms that are not released by the IEC.

In case there are no monitors present at the polling station, the Polling Station Chairperson shall also pack the green copy of the result form in the ballot boxes.

*Packing and Handover of the Polling Station Materials*

At the end of the counting process, the Polling Station Chairperson packs all sensitive and non-sensitive materials of the station following the instructions given below. After the packing, all materials will be handed over to the Polling Center Manager for onward delivery to the Provincial Electoral Office by the team of DEOs.

*Packing and Handover of the Sensitive Materials of the Polling Station*

All valid, unused, invalid, spoiled ballot papers and the stubs of the used ballot papers and the yellow color copy of result form in the envelopes are considered as sensitive materials; therefore, special attention shall be paid while packing the above-mentioned materials. The Polling Station Chairperson shall ensure that the materials are first packed in the TEBs for the ballot papers and then packed in the ballot boxes as outlined below:

The following table shows the materials that are to be packed in the ballot boxes, after being placed in the TEB for the ballot papers:

| TEBs for Ballot Papers (B2) |
|---|
| 1. Valid ballot papers for the presidential elections |
| 2. Stub of the ballot papers for the presidential elections |
| 3. Unused ballot papers for the presidential elections |
| 4. Invalid presidential ballot papers |
| 5. Spoiled ballot papers for the presidential elections |
| 6. The yellow copy of the results form for the presidential elections |

**Note:** While packing, all the unused ballot papers shall be packed in the TEBs for the ballot papers and then in the ballot boxes. In case, the ballot papers are in sealed cartons, the ballot papers should be taken out of the cartons and placed in TEBs for the ballot papers and then placed inside the ballot boxes. Be careful, that that no unused ballot paper bundles are left outside the ballot boxes, and by no means shall they be packed in the blue boxes.

After placing all the relevant materials into the ballot boxes, the Polling Station Chairperson shall:

- take 4 plastic seals for sealing the ballot boxes;
- read aloud all the numbers of the seals to the agents and observers;
- record the seal numbers on the specified pages of the polling station journal and ask the agents

to sign that section of the journal;
- seal the ballot boxes with the relevant seals.

Handovers two pink copies (similar to purple – pages 3 & 4) of the results sheet to the ECC staff to be placed in the envelope for the complaints forms and sent to the PECC.

**Important point**: In case any complaint has been submitted using a plain paper, they shall be put together with other complaints in the center's complaints envelope.

In cases, where there are no complaints at the station, the empty forms and envelopes will be returned to the ECC by its representative.

*Packing the Results Forms*

The Polling Station Chairperson using a marker pen, writes all the necessary information on the white colored polling station result forms envelope, which include name of the province, district, and polling center, as well as the polling center code and the polling station number and then places the following materials into it:

- Original copy of the presidential elections results form, (blue color);
- Polling Station Journal;
- Voters list;
- Voters list of IEC staff and military personnel.

After putting the aforementioned materials into the white color polling station results envelope, the Polling Station Chairperson shall not seal it until the seal numbers of the blue box are recorded in the polling station journal, and once the seal numbers of the blue box is recorded in the polling station journal, the polling station chairperson shall hand it over to the Polling Center Manager.

*Packing the Polling Station Kit Box*

The Polling Station materials such as:

- Verification stamp;
- Indelible ink;
- Tunics;
- Torches;
- Unused seals;
- Calculators, and other materials remaining from the polling and counting processes.

The Polling Station Chairperson shall put all the aforementioned materials in the polling station kit box and seal the box with the brown color scotch tape.

*Handover of the Sensitive and Non-Sensitive Materials to the Polling Center Manager*

Once packing of all the materials has been completed by the Polling Station Chairperson, the Polling Center Chairperson, together with the Polling Center Manager, shall ensure that:

- The information on the results form and on their envelopes are written accurately;

- The information written on the stickers used on the ballot box containing the ballot papers;
- The packing of the sensitive polling materials have been carried out in accordance with the procedures, and no sensitive materials are left out of the ballot boxes.

Following the order given in the Handover Form from the Polling Station Chairperson to the Polling Station Manager (MH-03), The Polling Station Chairperson handovers all the material listed below to Polling Center Manager.

- The polling station results envelope (results form, voters list and the polling station journal and voters list of staff, military and Kuchi);
- Ballot box containing the ballot papers;
- Polling Station Kits;
- Voting Screens;
- Plastic chairs;
- Plastic desks; and
- Tent (if any are available)

Once all the materials are handed over to the Polling Center Manager, the Polling Station Chairperson will request the Polling Center Manager to sign the Handover Form from the Polling Station Chairperson to the Polling Station Manager (MH-03), he/she will keep the original green color copy and will give the blue color copy of the form to the Polling Center Manager.

*Handover of Materials by the Polling Center Manager*

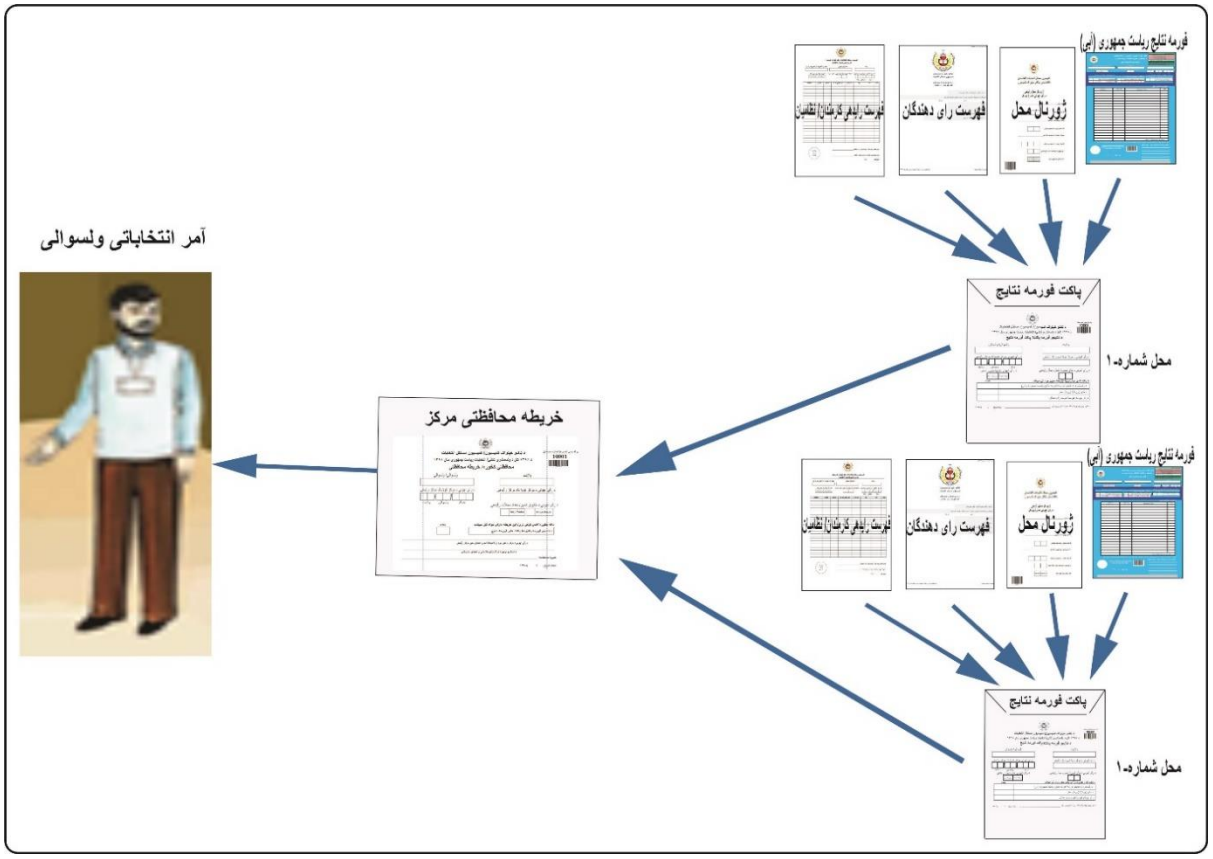
After receiving all the sensitive and non-sensitive materials from all the polling stations, The Polling Center Manager shall handover them to the DEO.

*Packing of the Tamper Evident Bag (TEB)*

A Polling Station Chairperson will have one TEB in hand, and prior to packing it, he/she shall ensure that:

- Has received the results form envelopes from all the polling stations;
- the information written on the results form envelopes are accurate and without any mistakes;
- has accurately completed the information on the TEB using a marker pen;
- has placed all the results form envelopes in the TEB;
- Seals the TEB.

| Notes: Once the TEB are sealed, they shall not be opened by any means. |
|---|




*Packing Materials in the Brown Envelopes of the Polling Center*

The Polling Center Manager shall pack the following materials in the brown envelope of the polling center, and hand it over to the DEO team for delivery to the Provincial Electoral Office.

- Handover forms (all the handover forms of the Polling Center manager, including the originals and the copies), and;
- Staff attendance sheet;

*Packing of the Non-Sensitive Materials*

The rest of the materials are considered as non-sensitive materials, but it is extremely important that they shall be returned to the provincial electoral office. The Polling Center Manager shall receive all the non-sensitive as separate package from the Polling Station Chairpersons.

- Polling Station kit box;
- Plastic chairs;
- Plastic desks;
- Voting screens;

All these materials shall be packed by the Polling Stations Chairpersons and be handed over through the Polling Center Manager to the DEO.

Note: The polling station kit boxes will be packed by the polling station chairperson in the blue boxes, the polling station chairperson will seal the blue box, and record the seal numbers in the polling station journal. Later, puts the journal in the white pocket for the results sheet, and submits it to the PCM.

*Handover of the Sensitive and Non-Sensitive Materials to the DEO*

After receipt of the materials from the polling station chairperson, the Polling Center Manager will hand over all the sensitive and non-sensitive materials to the DEO. Handover of the materials shall take place, using the Handover Form from the Polling Center Manager to the DEO (MH-4).

While handing over the material to the DEO, the Polling Center Manager shall follow the following order:

- TEB (one per Polling Center);
- Ballot box containing ballot papers (from all the stations);
- Voting screens (from all the stations);
- The polling station materials box (for all stations),
- The Polling center materials box;
- The polling center kit box (blue boxes);
- Polling center brown envelops (one per polling center);
- Plastic chairs from all the polling stations);
- Biometric devices with accessories;
- Empty ballot boxes;
- Plastic desks from all the polling stations); and
- Tents (if any).

Once all the above materials are handed over to the DEO, the DEO will sign the Handover Form from Polling Center Manager to DEO (MH-04) as proof of receipt of the materials. The Polling Center Manager shall keep the original yellow color of the receipt and provide the blue color copy to the DEO.

Note: During the receipt of the materials from the Polling Center Manager to the DEO, the DEO shall ensure that the required information on the stickers of TEBs, polling stations ballot boxes, brown envelopes of the polling center have been filled out accurately. In case, they are not completed, the DEO shall complete these information before delivering the material to the Provincial electoral office.

*Delivery of Materials to the IEC Provincial Office*

It is the sole responsibility of the DEO to ensure that all materials under their areas of responsibility are returned to the provincial electoral office.

Note: Under no circumstances is the DEO or any other IEC staff allowed to open a TEB or ballot boxes with ballot papers while receiving these items or transporting them from the Polling Centers to the IEC Provincial Electoral Office.

The PEO shall receive according to the procedure the electoral materials after ensuring their completeness and correctness and shall store them properly in the ballot boxes in warehouses. He/she shall also timely send to the HQ according to the applicable procedures and guidelines the materials that need to be sent to the HQ for processing.
The PEO shall ensure the following:

1. Completeness of the electoral materials (ballot boxes, TEBs, biometric devices and their accessories and other electoral materials according to the applicable procedure).
2. Completeness of the information and details at the back of the TEBs and ballot boxes.

In case of incomplete electoral materials, the PEO shall search for them. If not completed, the PEO shall prepare its report and send it to the IEC Secretariat.
In case of the ballot boxes not sealed, shall store them as they are in the warehouse and shall quarantine them and send the report to the Secretariat.
In case of the TEB opened and/or not closed properly, the PEO shall scotch-tape it in a way that does not allow anything to be entered/taken out through. The PEO shall write the report and affix it at the back of the TEB.
The PEO shall ensure that the biometric device and its accessories and the TEBs are retrieved to the provincial office according to the applicable procedure, shall ensure that the biometric devices and the accessories are intact and complete, and shall then send them all to the HQ.

Annexes:

*Annex 1: Supplies and material of the polling centers and stations*

| Checklist for the Polling Center Materials Box | | | | |
|---|---|---|---|---|
| No. | Materials | No. | Checking in the start | Checking at the end |
| 1 | The Checklist for the Polling Center materials box | 1 | | |
| 2 | The Polling Center banner | 1 | | |
| 3 | Polling Center Sign (right) | 1 | | |
| 4 | Polling Center Sign (left) | 1 | | |
| 5 | TEB C2 | 1 | | |
| 6 | Security tape | 1 | | |
| 7 | Tunic for the personnel | 5 | | |
| 8 | Brown envelope for the PC | 1 | | |
| 9 | ID Card cover | 5 | | |
| 10 | ID Card | 5 | | |
| 11 | Ballpoint pen (black) | 4 | | |
| 12 | Metal seals | 6 | | |

*Annex 2: Polling Station Material Box*

| Checklist for the Polling Station Materials Box | | | | |
|---|---|---|---|---|
| **No.** | **Materials** | **No.** | **Checking at the start** | **Checking at the end** |
| 1 | Checklist for the Polling Station Materials Box | 1 | | |
| 2 | Permanent marker (black) | 2 | | |
| 3 | Ballpoint pen (black) | 12 | | |
| 4 | Ballpoint pen (red) | 2 | | |
| 5 | Calculator | 1 | | |
| 6 | Stickers for male/female stations | 2 | | |
| 7 | Envelope for the spoiled ballot papers of presidential elections | 1 | | |
| 8 | Empty C3 envelopes | 1 | | |
| 9 | Complaint form envelope | 5 | | |
| 10 | Station complaint envelope | 1 | | |
| 11 | Black trash bin | 3 | | |
| 12 | Brown packaging tape | 1 | | |
| 13 | Absorbent cloth | 5 | | |
| 14 | Plastic seals for the ballot boxes | 15 | | |

| | | | | |
|---|---|---|---|---|
| 15 | Validation stamp | 1 | | |
| 16 | Stamp pad | 2 | | |
| 17 | sticker for the presidential ballot box | 2 | | |
| 18 | White thread spool | 1 | | |
| 19 | ID Card cover | 6 | | |
| 20 | ID Card | 6 | | |
| 21 | Counting envelope | 1 | | |
| 22 | Note book | 1 | | |
| 23 | Paper clip | 1 pack | | |
| 24 | Rubber band | 1 pack | | |
| 25 | Tunics for personnel | 6 | | |
| 26 | Transparent scotch tap with the tape holder | 1 | | |
| 27 | Torch | 2 | | |
| 28 | Batteries | 4 packs | | |
| 30 | TEB for the presidential ballot papers (B2) | 1 | | |
| 31 | Scissors | 1 | | |

Annex 3: Result Form

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د ټاکنو خپلواک کمیسیون/ کمیسیون مستقل انتخابات
د ولسمشرۍ ټاکنې/ انتخابات ریاست جمهوری
د نتایجو فورمه/ فورمه نتایج

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| د پاڼې شمېره/ شماره صفحه | ۲ | د رایو د صندوق لپاره/ برای صندوق آراء |
| د پاڼې شمېره/ شماره صفحه | ۳-۴ | [illegible] |
| د پاڼې شمېره/ شماره صفحه | ۵ | د رایې اچونې د ځای لپاره/ برای محل رایدهی |
| د پاڼې شمېره/ شماره صفحه | ۶ | [illegible] |
| د پاڼې شمېره/ شماره صفحه | ۷-۱۰ | [illegible] برای نمایندگان نهاد های ناظر و رسانه های همگانی |

ولایت | ولسوالی/ ولسوالی | د رایې اچونې د مرکز نوم/ اسم مرکز رایدهی

د رایې اچونې د مرکز کوډ/ کد مرکز رایدهی: مرکز / ولسوالی / ولایت

د رایې اچونې د ځای شمېره/ شماره محل رایدهی

د رایې اچونې ځای/ محل رایدهی: نارینه/ مردانه | ښځینه/ زنانه

## د رایو پاڼو د معلوماتو برخه/ بخش معلومات اوراق رأی

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## د نتایجو برخه/ بخش نتایج

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| ۳ | سکندر شاه سکندری | | |
| ۴ | انجنیر باقر خان | | |
| ۵ | دکتور شاه ولي | | |
| ۶ | سکندر شاه رحیم | | |
| ۷ | محمد عظیم | | |
| ۸ | عبد الله جان | | |
| ۹ | الحاج محمد رحیم | | |
| ۱۰ | نظر محمد نظری | | |
| ۱۱ | روح الله قریشي | | |
| ۱۲ | علم جان سکندری | | |
| ۳۱ | میا جان قلندری | | |
| ۱۴ | نور محمد نوری | | |
| ۱۵ | محمد امان امانی | | |
| ۱۶ | الحاج مولوی محمد روکي | | |
| ۱۷ | دوکتور رضا شاداب | | |
| ۱۸ | الحاج مولوی عطامحمد | | |

د ناظرینو نومونه او لاسلیکونه/ اسامی و امضای ناظرین:

د رایې اچونې د ځای د رئیس نوم او لاسلیک/ اسم و امضای رئیس محل رایدهی

نېټه/ تاریخ: / / ۱۳۹۸

مهر/ ټاپه

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۱۰/۱

## Independent Election Commission

## Voting Form for Staff/Military

Polling Center Name | District | Province

Polling Station (Female | Male) | Polling Station No. | **Polling Center Code** (Province | District | Center)

| No. | Name | F/Name | Tazkera No. | VR Certificate No. | Staff | Military | Remarks |
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Name and Signature of the Polling Station Chairperson: _____

Name and Signature of the Polling Center Manager: _____

Commission's Official Stamp HERE

دیاکنو خپلواک کمیسیون/کمیسیون مستقل انتخابات

کتاب فهرست رای دهندگان سال 1398

| د رأی ورکولو مرکز/ مرکز رأی دهی: | | (0101001)مسجد سر گردنه | | 1398/4/22 | )01 مردانه/زنانه ( |
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| شماره | اسم | اسم پدر | اسم پدر کلان | شماره تصدیق | علامه رأی دهی |
| شمیره | نوم | د پلار نوم | د نیکه نوم | د تصدیق شمیره | د رأی ورکولو نښه |
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| سپین رنګ/ رنگ سفید | د ولسوالی آمر/ آمر ولسوالی |
| آبي رنګ/ رنگ آبی | د مرکز مدیر/ مدیر مرکز |

# د ټاکنو خپلواک کمیسیون/ کمیسیون مستقل انتخابات
# د ولسمشرۍ ټاکنې/ انتخابات ریاست جمهوری
## د توکو د تسلیمۍ فورمه/فورمه تسلیمدهی مواد
## د ولسوالۍ د ټاکنیزو آمر څخه د مرکز مدیر ته/ از آمر انتخاباتی ولسوالی به مدیر مرکز

**ولایت**

**ولسوالی/ ولسوالی**

**د رأی اچونې د مرکز نوم/ نام مرکز رأیدهی**

**د رأی اچوني د مرکز کود/ کُد مرکز رأیدهی**

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| ولایت | | ولسوالی | | مرکز | |

| د توکو تفصیل/ تفصیل مواد | شمېر/ تعداد |
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| د رأی اچوني د مرکزد لوازمو صندوق/ صندوق لوازم مرکز رأیدهی (آبی) | |
| د رایو صندوقونه/ صندوق های رأی | |
| د رأی اچوني غرفې/ غرفه های رأیدهی | |
| پلاستیکي څوګی ګانې/ چوکی های پلاستیکی | |
| پلاستیکي میزونه/ میزهای پلاستیکی | |
| دبایومتریک ماشین صندوق /صندوق دستگاه بایومتریک (آبی) | |
| خیمې/ خیمه ها (در صورت موجودیت) | |

| | د آبي صندوق د مهرولاک پرله پسې شمېره/ شماره مسلسل مهروولاک صندوق آبی | | | |
|---|---|---|---|---|
| ۱ | | | | |
| ۲ | | | | |
| ۳ | | | | |
| ۴ | | | | |
| ۵ | | | | |
| ۶ | | | | |
| ۷ | | | | |

د ولسوالی د ټاکنیزو آمر نوم او لاسلیک
اسم و امضای آمر انتخاباتی ولسوالی _____

د مرکز د مدیر نوم او لاسلیک
اسم و امضای مدیر مرکز _____

نېټه/ تاریخ: / / ۱۳۹۸

MH - 02

| | |
|---|---|
| سپین رنګ/ رنگ سفید | د مرکز مدیر/ مدیر مرکز |
| آبي رنګ/ رنگ آبی | د ځای رئیس/ رئیس محل |

# د ټاکنو خپلواک کمیسیون/ کمیسیون مستقل انتخابات
# د ولسمشرۍ ټاکنې/ انتخابات ریاست جمهوری
## له رأی اچونې مخکې د توکو د تسلیمۍ فورمه/ فورمه تسلیمدهی مواد قبل از رأیدهی
## د مرکز له مدیر څخه د ځای رئیس ته/ از مدیر مرکز به رئیس محل

| ولایت | ولسوالی/ ولسوالی | د رأی اچونې د مرکز نوم/ نام مرکز رأیدهی |
|---|---|---|
| | | |

| د رأی اچونې د مرکز کوډ/ کُد مرکز رأیدهی | | | | | | د رأی اچونې د ځای شمېره/ شماره محل رأیدهی | | د رأی اچونې ځای/ محل رأیدهی | |
|---|---|---|---|---|---|---|---|---|---|
| | | | / | | | | | نارینه/ مردانه | ښځینه/ زنانه |
| مرکز | | | ولسوالی | | | ولایت | | | |

| د توکو تفصیل/ تفصیل مواد | شمېر/ تعداد |
|---|---|
| د رأی پاڼو بستې/ بسته اوراق رأی | |
| د رأی اچونې د ځای د توکو صندوق/ صندوق مواد محل رأیدهی | |
| د رأی اچونې د ځای د فورمو پاکټ/ پاکت فورمه های محل رأیدهی | |
| د ګوتې د نښې د رنګ بسته / بسته رنگ نشان انگشت | |
| د رأی اچونې غرفې/ غرفه های رأیدهی | |
| د رایو صندوقونه/ صندوق های رأی | |
| پلاستیکي څوکۍ ګانې/ چوکی های پلاستیکی | |
| پلاستیکي میزونه/ میز های پلاستیکی | |
| د بایومتریک ماشین/ دستگاه بایومتریک | |
| پاور بانک | |
| پرنتر | |
| خیمې/ خیمه ها (در صورت موجودیت) | |

د مرکز د مدیر نوم او لاسلیک

اسم و امضای مدیر مرکز: _____ د ځای د رئیس نوم او لاسلیک: _____

نېټه/ تاریخ: / /۱۳۹۸

**MH - 03**

| | |
|---|---|
| شین رنگ/ رنگ سبز | د ځای رئیس/ رئیس محل |
| آبي رنگ/ رنگ آبی | د مرکز مدیر/ مدیر مرکز |

# د ټاکنو خپلواک کمیسیون/ کمیسیون مستقل انتخابات
# د ولسمشرۍ ټاکنې/ انتخابات ریاست جمهوری

## له رأی شمېرنې وروسته د توکو د تسلیمۍ فورمه/ فورمه تسلیمدهی مواد بعد از شمارش آراء
## د ځای د رئیس څخه د مرکز مدیر ته/ از رئیس محل به مدیر مرکز

| ولایت | ولسوالی/ ولسوالی | د رأی اچونې د مرکز نوم/ نام مرکز رأیدهی |
|---|---|---|
| | | |

| د رأی اچوني د مرکز کود/ کُد مرکز رأیدهی | | | د رأی اچوني د ځای شمېره/ شماره محل رأیدهی | | د رأی اچوني ځای/ محل رأیدهی | |
|---|---|---|---|---|---|---|
| | | | | | نارینه/ مردانه | ښځینه/ زنانه |
| مرکز | | | ولسوالی | | ولایت | |

| د توکو تفصیل/ تفصیل مواد | شمېر/ تعداد |
|---|---|
| د ځای د نتایجو پاکټ/ پاکت نتایج محل | |
| د رأیو صندوق د رأی پانو لپاره محافظتی کڅوړه سره/ صندوق رای حاوی خریطه محافظتی برای اوراق رای | |
| د رایو خالي صندوقونه/ صندوق های خالی رأی (درصورت موجودیت) | |
| د رأی اچوني د ځای د توکو صندوق/ صندوق مواد محل رأی دهی | |
| د رأی اچوني غرفې/ غرفه های رأی دهی | |
| پلاستیکي څوکۍ ګاني/ چوکی های پلاستیکی | |
| پلاستیکی میزونه/ میزهای پلاستیکی | |
| د بایومتریک ماشین/ دستگاه بایومتریک | |
| پاور بانک | |
| پرنتر | |
| خیمې/ خیمه (در صورت موجودیت) | |

د ځای د رئیس نوم او لاسلیک/
اسم و امضای رئیس محل:_____

د مرکز مدیر نوم او لاسلیک/
اسم و امضای مدیر مرکز: _____

نېټه/ تاریخ: / /۱۳۹۸

**MH - 04**

| | |
|---|---|
| زیر رنگ/ رنگ زرد | د مرکز مدیر/ مدیر مرکز |
| آبي رنگ/ رنگ آبی | د ولسوالی آمر/ آمر ولسوالی |

# د ټاکنو خپلواک کمیسیون/ کمیسیون مستقل انتخابات
## د ولسمشرۍ ټاکنې/ انتخابات ریاست جمهوری
## د توکو د تسلیمۍ فورمه/فورمه تسلیمدهی مواد
## د مرکز له مدیر څخه د ولسوالۍ د ټاکنیزو آمر ته/ از مدیر مرکز به آمر انتخاباتی ولسوالی

| ولایت | ولسوالی/ ولسوالی | د رأی اچونې د مرکز نوم/ نام مرکز رأیدهی |
|---|---|---|
| | | |

د رأی اچونې د مرکز کوډ/ کُد مرکز رأیدهی

| مرکز | | | ولسوالی | | ولایت | |
|---|---|---|---|---|---|---|
| | | | | | | |

| د توکو تفصیل/ تفصیل مواد | شمېر/ تعداد |
|---|---|
| محافظتي کڅوړه/ خریطه محافظتی | |
| د رایو صندوق له رأی پاڼو سره/ صندوق رأی حاوی اوراق رأی | |
| د رایو خالي صندوقونه/ صندوق های خالی رأی | |
| د رأی اچونې غرفې/ غرفه های رأیدهی | |
| د رأی اچونې د ځای د توکو صندوقونه/ صندوق های مواد محل رأیدهی | |
| د رأی اچونې د مرکز د توکو صندوق/ صندوق مواد مرکز رأی دهی | |
| د رأی اچونې د مرکز د لوازمو صندوقونه/ صندوق های لوازم مرکز رأیدهی (صندوق آبی) | |
| د رأی اچونې د مرکز نصواري رنګه پاکټ/ پاکت نصواری رنگ مرکز رأیدهی | |
| پلاستیکي څوګۍ ګانې/ چوکی های پلاستیکی | |
| پلاستیکي میزونه/ میزهای پلاستیکی | |
| د بایومتریک ماشین/ دستگاه بایومتریک | |
| پاور بانک | |
| پرنتر | |
| خیمې/ خیمه ( در صورت موجودیت) | |

د مرکز مدیر نوم او لاسلیک/
اسم و امضای مدیر مرکز:_____

د ولسوالۍ د ټاکنیزو آمر نوم او لاسلیک/
اسم و امضای آمر انتخاباتی ولسوالی:_____

نېټه/ تاریخ: / /۱۳۹۸

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