MISSION

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

VISION

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

CORE VALUES

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

One person, one vote, one value
Every voter has one vote, with each vote being equal

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

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

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

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

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

Innovation
The Fijian Elections Office aspires to introduce the most innovative solutions and practices in delivering its functions
This booklet belongs to: ........................................................................................................
Polling Venue: ...................................................................................................................
This Booklet is developed by the Fijian Elections Office to guide Voters and help them understand the Electoral processes and how to vote, in Fiji. This Booklet is for information purposes only and is subject to change and review by the Fijian Elections Office, if any amendment is made to any electoral laws, policies and procedures of the Fijian Elections Office.

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

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronyms and Abbreviations</td>
<td>iv</td>
</tr>
<tr>
<td>Glossary</td>
<td>v</td>
</tr>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Registration</td>
<td>4</td>
</tr>
<tr>
<td>At the Voter Services Centre</td>
<td>8</td>
</tr>
<tr>
<td>Find Your Polling Venue</td>
<td>9</td>
</tr>
<tr>
<td>Methods of Voting</td>
<td>11</td>
</tr>
<tr>
<td>Persons with Disabilities</td>
<td>17</td>
</tr>
<tr>
<td>General Rules for Voters</td>
<td>18</td>
</tr>
<tr>
<td>Counting of Ballot Papers</td>
<td>18</td>
</tr>
<tr>
<td>Declaration of Results</td>
<td>22</td>
</tr>
<tr>
<td>Final National Results Tally</td>
<td>23</td>
</tr>
<tr>
<td>Allocation of Seats</td>
<td>23</td>
</tr>
<tr>
<td>Complaints</td>
<td>25</td>
</tr>
<tr>
<td>Frequently Asked Questions (FAQ’s)</td>
<td></td>
</tr>
<tr>
<td>Registration FAQ</td>
<td>26</td>
</tr>
<tr>
<td>Postal Voting FAQ</td>
<td>27</td>
</tr>
<tr>
<td>Pre-Poll Voting FAQ</td>
<td>27</td>
</tr>
<tr>
<td>Election Day FAQ</td>
<td>28</td>
</tr>
<tr>
<td>General Queries FAQ</td>
<td>29</td>
</tr>
</tbody>
</table>

**Forms**

- Objection to Registration as a Voter
- Appeal Against Decision of the Supervisor of Elections
- Postal Voting Application Form
- Complaint Form
1.0 ACRONYMS AND ABBREVIATIONS

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Paper</td>
<td>Means the paper in the form prescribed in the schedule of the Electoral Act, 2014 and which is used by a voter to cast their vote in an election.</td>
</tr>
<tr>
<td>Discarded Ballot Paper</td>
<td>i. A Ballot Paper which is found lying in the Polling Station, which has not been put in a Ballot Box.</td>
</tr>
<tr>
<td></td>
<td>ii. A Ballot Paper which has been spoiled by a voter during the voter’s second attempt at voting.</td>
</tr>
<tr>
<td>Election Day</td>
<td>Also known as ‘Polling Day’. Means the day prescribed by the President in the <em>Writ</em> for Polling to take place in an election.</td>
</tr>
<tr>
<td>Electoral Act, 2014</td>
<td>The legislation which sets out how the General Election is to be conducted.</td>
</tr>
<tr>
<td>Indelible Ink</td>
<td>The ink used to mark a person's finger in the Polling Station to prevent them from voting more than once. The ink cannot be washed off and remains on the finger for several days.</td>
</tr>
<tr>
<td>Invalid Ballot Paper</td>
<td>A Ballot Paper:</td>
</tr>
<tr>
<td></td>
<td>i. Which has any writting or marks on it which in the opinion of the Presiding Officer, can identify the voter;</td>
</tr>
<tr>
<td></td>
<td>ii. Which has no vote indicated on it;</td>
</tr>
<tr>
<td></td>
<td>iii. Which does not clearly indicate the candidate the voter wishes to vote for; or</td>
</tr>
<tr>
<td></td>
<td>iv. Which indicates a vote for more than one (1) candidate.</td>
</tr>
<tr>
<td>NRV</td>
<td>The National Register of Voters are books that contain all registered Voter’s details and are made available for inspection by members of the public.</td>
</tr>
<tr>
<td>PO’s Record Book</td>
<td>The Presiding Officer’s written record of all activities in the Polling Station. It also contains a worksheet for the Protocol of Results.</td>
</tr>
<tr>
<td>Polling</td>
<td>Means the casting of votes on Polling Day and includes the casting of votes through postal or pre-poll voting.</td>
</tr>
<tr>
<td>Polling Agent</td>
<td>A person appointed by an independent candidate or political party to observe an electoral process on their behalf.</td>
</tr>
<tr>
<td><strong>Polling Station</strong></td>
<td>A building, structure, vehicle, vessel or enclosure within the Polling Venue where the registered voters will vote.</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Presiding Officer</strong></td>
<td>The person responsible for managing a Polling Station during polling.</td>
</tr>
<tr>
<td><strong>Proportional Representation</strong></td>
<td>A system which aims at making the percentage of seats won by a political party approximately equal to their percentage of the vote.</td>
</tr>
<tr>
<td><strong>Protocol of Results</strong></td>
<td>The form which records the number of votes cast for each candidate at a Polling Station.</td>
</tr>
<tr>
<td><strong>Reconciliation</strong></td>
<td>The process before counting votes, where the Presiding Officer accounts for all Ballot Papers issued to the Polling Station.</td>
</tr>
<tr>
<td><strong>Spoiled Ballot Paper</strong></td>
<td>A Ballot Paper that has inadvertently been dealt with by a voter so that it cannot be conveniently or validly used. The voter must return it to the Presiding Officer and will be issued another Ballot Paper to replace it.</td>
</tr>
<tr>
<td><strong>Tamper Evident Envelope</strong></td>
<td>A plastic envelope which once sealed cannot be opened without destroying it, therefore making it evident if someone has tampered with it.</td>
</tr>
<tr>
<td><strong>Tendered Ballot Paper</strong></td>
<td>A Ballot Paper given to a voter who has proof that they have not voted but whose name has already been crossed off the Voter List. These Ballot Papers are put into an envelope rather than into the Ballot Box and are counted when the Court directs.</td>
</tr>
<tr>
<td><strong>Unused Ballot Paper</strong></td>
<td>A Ballot Paper which has not been issued to a voter.</td>
</tr>
<tr>
<td><strong>Used Ballot Paper</strong></td>
<td>A Ballot Paper which has been issued to a voter.</td>
</tr>
<tr>
<td><strong>Valid Vote</strong></td>
<td>A Ballot Paper marked in an acceptable way to clearly indicate the voter’s choice or intention.</td>
</tr>
<tr>
<td><strong>Voter List</strong></td>
<td>Lists of voters who are allocated to vote at a particular Polling Station.</td>
</tr>
<tr>
<td><strong>Voter Number</strong></td>
<td>A unique identification number assigned to every voter.</td>
</tr>
<tr>
<td><strong>Voting Screen</strong></td>
<td>Structure made of cardboard which enables voters to mark their Ballot Papers without anyone else being able to see who they are voting for.</td>
</tr>
</tbody>
</table>
INTRODUCTION
3.0 INTRODUCTION

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

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

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

Before you can vote, you need to make sure that your name is on the Voter List.

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

4.1 Who can register?

Any person who is:

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

4.2 What is required for registration?

- A birth certificate; and
- A valid photo ID; **OR**
- A valid Fijian passport.
Examples of Required Documents for Registration

4.3 How do I register?

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

4.4 What happens after I have registered?

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

4.5 Replacement of VoterCard

If your VoterCard is:

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

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

4.6 Updating of Voter Details

You can update your voter details if there is a:

1. Correction; OR
2. Change in your voter details, such as change of residential address

You can visit your nearest Voter Services Centre for updating of your voter details.
After you have registered, you will receive a VoterCard. Both VoterCard 1.0 and VoterCard 2.0 are valid for use in the 2018 General Election.
4.7 Objection to Registration as a Voter

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

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

The Objection process is open until the day the Writ is issued. To object to the registration of a voter you must complete the ‘Objection to Registration as a Voter’ form and submit it at your nearest Voter Services Centre. A copy of the form is attached at the back of this Booklet. You can also download a copy of the form from https://www.feo.org.fj/wp-content/uploads/2017/09/OBJECTION-FORM.pdf

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

4.8 Deceased Voters

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

You can do this by checking the Deceased Voter Verification List on www.feo.org.fj. You can also visit any of the Voter Services Centre and complete the “CONFIRMATION OF DECEASED VOTER” Form. Otherwise, you can download a copy of the form from https://www.feo.org.fj/wp-content/uploads/2017/09/Confirmation-Deceased-Voter.pdf

You need to submit the completed form to your nearest Voter Services Centre or nearest Divisional Office.

**NOTE:** You should bring along a valid photo ID when reporting or verifying deceased voters.
5.0 AT THE VOTER SERVICES CENTRE

You can:

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

5.1 Voter Services Centres

<table>
<thead>
<tr>
<th>Voter Services Centre</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suva</td>
<td>Shop 10, GPO Building, Thomson Street, Suva.</td>
</tr>
<tr>
<td>Lautoka</td>
<td>36 Vitogo Parade, Lautoka.</td>
</tr>
<tr>
<td>Labasa</td>
<td>5 Park Street, Labasa.</td>
</tr>
<tr>
<td>Nausori</td>
<td>River Road, Nausori.</td>
</tr>
<tr>
<td>Savusavu</td>
<td>Lot 33, Main Street, Savusavu.</td>
</tr>
<tr>
<td>Rakiraki</td>
<td>Vaileka St, Rakiraki.</td>
</tr>
<tr>
<td>Nadi</td>
<td>Shop 5, WestPoint Arcade, Nadi.</td>
</tr>
</tbody>
</table>
6.0 FIND YOUR POLLING VENUE

Find Your Polling Venue

1500

*Free Service
*Works on all networks

**STEP 1**
Text your Voter Registration Number to 1500.

**STEP 2**
You will receive a text message confirming your Polling Venue.
6.1 Be a Prepared Voter

General tips for being a prepared voter

- You must bring your VoterCard.
- Come early to the Polling Venue.
- You may bring an Umbrella if the weather is unfavourable.
- You may bring a bottle of water.
- You must know your Polling Venue.
- If you have done all the above, help another Voter who still does not know what to do.
7.0 METHODS OF VOTING

7.1 Election Day

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

The following is a standard Polling Station set-up:

**Election Day Voting Steps**

**STEP 1: Venue Queue Control**
You will be directed to your correct Polling Station by the Venue Queue Controller.

**STEP 2: Inside Queue Control**
When you enter the Polling Station the Inside Queue Controller will check your fingers for ink before giving you the Voter Instruction Booklet. You will now proceed to the ID Officer.

**STEP 3: Identification**
When you reach the ID Officer you will have to show your VoterCard or valid photo ID to the ID Officer. The ID Officer will confirm your ID before drawing a line to join the two (2) arrowheads in the check off column of the Voter List.
## STEP 4: Signature
You will be required to sign the Voter List in the ‘Signature’ column. You will now proceed to the Ballot Paper Issuer.

## STEP 5: Issuing the Ballot Paper
The Ballot Paper Issuer will explain to you the method of marking the Ballot Paper and then issue you with ONE (1) Ballot Paper. You will now proceed to the Voting Screen.

## STEP 6: Marking the Ballot Paper
At the voting screen you will look through the Voter Instruction Booklet to identify the number of the candidate you would like to vote for. You must **CIRCLE** or **TICK** or **CROSS** the number on the Ballot Paper and fold the Ballot paper. You will now proceed to the Inker.

## STEP 7: Inking
The Inker will mark your index finger or little finger on the left hand by dipping it in the ink bottle. You will now proceed to the Ballot Box.

## STEP 8: Placing Ballot Paper in Ballot Box
You will have to put your Ballot Paper in the Ballot Box.

## STEP 9: Leaving Polling Station and Polling Venue
You can now leave the Polling Station and Polling Venue.
7.2 Pre- Poll Voting

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

- People living in very remote places,
- Residents of nursing homes or health care facilities,
- Members of the Disciplined Forces,
- Those under pre-trial detention or sentence of imprisonment

The list of Pre-poll locations are available on [https://goo.gl/6dQXss](https://goo.gl/6dQXss)

The SoE will ensure that Ballot Papers are taken to all venues where pre-poll voting will take place.

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

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**Pre-Poll Voting Steps**

**STEP 1: Inside Queue Control**
When you enter the Polling Station the Inside Queue Controller will check your fingers for ink before giving you the Voter Instruction Booklet. You will now proceed to the ID Officer.

**STEP 2 : Identification**
When you reach the ID Officer you will have to show your VoterCard or valid photo ID to the ID Officer. The ID Officer will confirm your ID before drawing a line to join the two (2) arrowheads in the check off column of the Voter List.
STEP 3: Signature
You will be required to sign the Voter List in the ‘Signature’ column. You will now proceed to the Ballot Paper Issuer.

STEP 4: Issuing the Ballot Paper and Secret Envelope
The Ballot Paper Issuer will explain to you the method of marking the Ballot Paper and will advise you to place the Ballot Paper in the Secret Envelope before it is placed in the Ballot Box. The Ballot Paper Issuer will then issue you with one (1) Ballot Paper and Secret Envelope. You will now proceed to the Voting Screen.

STEP 5: Marking the Ballot Paper
At the voting screen you will look through the Voter Instruction Booklet to identify the number of the candidate you would like to vote for. You must CIRCLE or TICK or CROSS the number on the Ballot Paper.

STEP 6: Placing of Ballot Paper into the Secret Envelope
You will fold the Ballot Paper and put it inside the Secret Envelope and seal the envelope. You will now proceed to the Inker.

STEP 7: Inking
The Inker will mark your index finger or little finger on the left hand by dipping it in the ink bottle. You will now proceed to the Ballot Box.

STEP 8: Taping the opening of the Secret Envelope
The Ballot Box Guard will check that the opening of the Secret Envelope is sealed. Then you will put your Secret Envelope in the Ballot Box.

STEP 9: Leaving Polling Venue
You can now leave the Polling Venue.
7.3 Postal Voting

Who can apply for Postal Voting?

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


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

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

Postal Voting Package

All Postal Ballots must reach the Fijian Elections Office Headquarter no later than **6:00pm** on Election Day.
### Voting Steps - Postal Voting

You will receive a Postal Voting Package from the FEO

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

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

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

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

Seal the Secret Envelope and place it inside the Transmission Envelope
Complete and sign the Declaration Form at the back of the transmission envelope.

Place the transmission envelope into the return envelope and send it by courier to the address printed on the front of the return envelope.

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

7.4 Examples of marking the Ballot Paper

- CIRCLE
- TICK
- CROSS

8.0 PERSONS WITH DISABILITIES

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

The Presiding Officer is the only authorised person to assist a Voter with a physical disability in any Polling Station. This includes the marking of the Voter’s Ballot Paper.
Any assistance provided by the Presiding Officer will be witnessed by another Election Official.

**9.0 GENERAL RULES FOR VOTERS**

You must follow the rules below:

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

**10.0 COUNTING OF BALLOT PAPERS**

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

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

**STEP 1:**

Reconciliation of all Ballot Papers received by the Polling Station.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of ballot papers received from FEO (as shown in section 1.1 of the PO’s Record Book)</td>
<td><strong>100</strong></td>
</tr>
<tr>
<td>Adjustments after your check count <em>(N.B. ballot papers must be check counted prior to polling day)</em></td>
<td>+0</td>
</tr>
<tr>
<td><strong>PLUS</strong> ballot papers RECEIVED from <em>(if applicable)</em></td>
<td>+0</td>
</tr>
<tr>
<td><strong>TOTAL (A + B +C)</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**STEP 2:**

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

If there is any discrepancy in the Ballot Box seals, the Ballot Box is not opened.
STEP 3:

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

NOTE: ONLY the SoE or FEO Staff with delegated power can authorise the opening of a Ballot Box that has discrepancies in the Ballot Box Seals.

NOTE: If there is any discrepancy in the reconciliation of Ballot Papers a recount will be conducted.
STEP 4:

Ballot Papers will be unfolded and sorted into column number ranges as marked on the Ballot Paper. The Ballot Papers are then counted in their column ranges. The totals should reconcile with the number of signature on the Voter List.

![Ballot Papers being counted](image)

STEP 5:

The next step is to sort the Ballot Papers by candidate number, column by column.

Once the Ballot Papers for each candidate are counted, the results are entered on the PO's worksheet.

![Protocol of Results](image)
STEP 6:

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

11.0 DECLARATION OF RESULTS

After the results of the Polling Station are recorded in the Protocol of Results the Presiding Officer will sign off on it and this is witnessed by any three (3) Election Observers or Polling Agents.

Once the Protocol of Results is witnessed, the Presiding Officer will call the National Results Centre to transmit the result recorded in the Protocol of Results. The National Results Centre receives results from all Polling Stations and the National Count Centre. Provisional results will be given until 7:00am the day after Election.

The second (2nd) copy which is pink in colour is detached and placed in a publicly accessible area outside the Polling Station. The third (3rd) copy which is green in colour is placed inside the Ballot Box for safe keeping.

Subsequently the Presiding Officer will place the original copy of the Protocol of Results inside the Tamper Evident Envelope and this will be transported to the National Count Centre after the Polling Day Workers pack-up from the Polling Station.
12.0 FINAL NATIONAL RESULTS TALLY

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

The SoE will then provide the Final National Results Tally to the EC who will allocate seats to the Parties.

13.0 ALLOCATION OF SEATS

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

i. The total number of votes received by each candidate;

ii. The total number of votes received by each political party; and

iii. Party List (arranged in descending order with the party candidate receiving the most votes on the top of its list and the one receiving the least votes at the bottom).

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

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

The EC then determines which candidates of each party are to be allocated one of the fifty one (51) seats in parliament.
For more information visit:

- www.feo.org.fj

For more information on Electoral Commission visit:

- www.electoralcommission.org.fj
14.0 COMPLAINTS

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

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

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

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

HAND DELIVERED
Supervisor of Elections
Fijian Elections Office
59/63 High Street
Toorak
Suva

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

EMAIL
info@feo.org.fj
15.0 FREQUENTLY ASKED QUESTIONS:

REGISTRATION:

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

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

Can I collect my daughter’s VoterCard?

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

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

_No, you do not need to register again. Double registration is unlawful. However, you need to complete the ‘Change of Address’ form and submit it to your nearest Voter Services Centre. We will update your details on the database and give you a replacement Card._

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

_Yes, as long as all the details on your old VoterCard are still correct, it is valid._

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

_Yes. Just visit your nearest Voter Services Centre and complete the ‘Change of Details’ form. You will then be assigned to a Polling Station nearest to you._
POSTAL VOTING

When does postal voting application open and close?

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

What is the ‘Register of Postal Voters’?

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

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

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

When does the verification of the Postal Ballot Papers begin?

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

When will Postal Ballot Papers be counted?

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

PRE-POLL VOTING

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

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

Only one Polling Agent per party may be present at any one time to observe the process of Pre-Poll voting ONLY if authorization has been granted by the FEO. They must wear their official ID at all times whilst in the Polling Venue.

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

All the processes are the same. The only change to the Pre-Poll voting process would be the placing of the folded Ballot Paper into the Secret Envelope before placing the secret envelope into the Ballot Box.

When will Pre-Poll Ballot Papers be counted?

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

ELECTION DAY

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

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

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

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

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

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

**Can a voter get another Ballot Paper after spoiling the first Ballot Paper which was issued to them?**

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

**GENERAL QUERIES**

**When do the nominations for candidates open?**

Nominations open once the EC receives the Writ to conduct the General Election.

**What is a ‘Writ?’**

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

**When does registration of political parties close?**

Registration closes once the Writ is issued and opens again once the Writ is returned.

**When should the National Candidates List be prepared?**

Within seven (7) days following the close of nominations for the election, a National Candidates List containing the names of all approved candidates will be prepared.
When will candidates be assigned a three (3) digit number?

The candidates will be assigned a three (3) digit number after a Candidate Ball Draw is conducted, within seven (7) days following the close of nominations.

How can I find the number of the candidate I want to vote for?

At the Polling Station, the Inside Queue Controller will give you a Voter Instruction Booklet. This Booklet contains the numbers, names and photos of all the candidates.
OBJECTION TO REGISTRATION AS A VOTER

To the Supervisor of Elections

DETAILS OF OBJECTOR

<table>
<thead>
<tr>
<th>EVR Number:</th>
<th>Date of Birth:</th>
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</thead>
<tbody>
<tr>
<td>Surname:</td>
<td>First Name:</td>
</tr>
<tr>
<td>Current Occupation:</td>
<td>Telephone/ Mobile:</td>
</tr>
</tbody>
</table>

Residential Address: [This part is compulsory]  Postal Address

<p>| | |</p>
<table>
<thead>
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</table>

DETAILS OF PERSON OBJECTED TO:

<table>
<thead>
<tr>
<th>EVR Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
</tbody>
</table>

GROUNDS FOR OBJECTION

Please indicate below your grounds for objection:

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

DECLARATION BY OBJECTOR

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

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

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

Signature of Objector: ___________________________  Date: ___________________________

Witness: ___________________________  Date: ___________________________

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

For Official Use Only

Received by: ___________________________  Date Received: ___________________________

Received: ___________________________  Date: ___________________________

Actions Taken:  [ ] Dismissed  [ ] Upheld

Signature: ___________________________  Date: ___________________________
APPEAL AGAINST DECISION OF THE SUPERVISOR OF ELECTIONS

To the Electoral Commission

DETAILS OF APPELLANT

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

Residential Address: ___________________________  Postal Address: ___________________________


DETAILS OF DECISION:

Date: ___________________________  Decision Reference Number: ___________________________
Is a copy attached  Yes  No

GROUNDΣΣ FOR APPEAL:

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________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POSTAL VOTING APPLICATION FORM

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

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

- Family Name:
- Given Name (s):
- Phone: Country Code: Mobile: Email:

VoterCard Number: __________ __________ __________ __________

2.0 Address Details:

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

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

Postal Code

3.0 I am applying for Postal Voting because:

☐ I am living outside of Fiji or will be outside of Fiji on the polling day;

☐ I have a serious illness or infirmity and I am unable to travel from my place of living to my assigned polling station;

☐ I am under pre-trial detention or sentence of imprisonment;

☐ Due to my religious beliefs or membership of a religious order, I am precluded from attending a polling station or for the greater part of the hours of polling I am precluded from attending a polling station; or

☐ I will be away from my usual place of residence and in a place not convenient to my assigned polling station due to work commitments on the polling day.

4.0 Statutory Declaration

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

Declared at __________________________ this __________ day of __________ 20____ before me and I certify that the declaration was read over in the __________________________ language to the declarant who appeared fully to understand the meaning thereof.

Your Signature or thumbprint

Signature of Witness and Stamp

☐ Fijian Election Official
☐ Notary Public
☐ Lawyer / Commissioner for Oaths
☐ Fiji Police Force Officer
☐ Justice of the Peace
☐ Fiji Missions Civil Servants
HOW TO FILL IN THE POSTAL VOTING APPLICATION FORM?

When filling in the form:

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

1.0 Applicant Details:

• Write down your name as shown in the Voter Card
• If you are residing overseas, ensure that you fill in the correct Phone Country Code, mobile number and email address
• Ensure that you fill in your Voter Card number correctly.

2.0 Address Details:

• Delivery Address -
  It’s important that you fill the correct home address in this section. Fill in the correct Street Name, and house number. Your Postal Voting package will be hand delivered to you on the address that you highlight in this section. Ensure that your Postal code or area code is correct.

• Correspondence –
  Due to time limitation for those residing overseas, we would recommend that you fill in an address that will ensure that you receive your letter of correspondence from FEO notifying you of whether your application has been approved or not. If not, you have to amend changes needed and the time span used for the correspondence from you to FEO and back.

3.0 I am applying for Postal Voting because: -

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

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

You can email your completed Postal Voting Application Form to: postalvote@feo.org.fj.

If you seek clarifications, do not hesitate to contact us on email: info@feo.org.fj or via our Facebook page: Fijian Elections Office or www.fijielects2018.com.fj or call 3316 225.

<table>
<thead>
<tr>
<th>Voter Check List</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach a copy of your Voter Identification Card ONLY</td>
<td></td>
</tr>
<tr>
<td>Witness stamp visible</td>
<td></td>
</tr>
</tbody>
</table>
## COMPLAINT FORM

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

<table>
<thead>
<tr>
<th>Type of Complaint: (Tick one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Voter Registration</td>
</tr>
<tr>
<td>☐ Registration of Political Parties</td>
</tr>
<tr>
<td>☐ Postal Voting</td>
</tr>
<tr>
<td>☐ Pre-Polling</td>
</tr>
<tr>
<td>☐ Counting</td>
</tr>
<tr>
<td>☐ Campaign</td>
</tr>
<tr>
<td>☐ Polling Day</td>
</tr>
</tbody>
</table>

Where did you submit this complaint?  
Date submitted: ____________________________

Are you submitting this complaint on behalf of a Candidate? *(Circle one)*  
YES / NO

If YES, provide candidate’s name: ____________________________________________

Are you a Polling Agent? *(Circle One)*  
YES / NO

Complainant: Who is submitting Complaint?  

Name:  
Address:  
Phone No.: ____________________________  Are you? *(Circle One)*: FEMALE / MALE  
Voter No: ____________________________

Details of Complaint:  

Date and time of incident: ____________________________

Location of Incident or Allegation:  

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

Are there witnesses to the incident? *(Circle One)*  
YES / NO

If YES, what is their name and contact number?  

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

If YES, please attach description with this form.  

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

Print Name of Complainant  
Print Name of Witness  
Witness’s Signature

Complainant’s Signature: ____________________________  Date: ____________________________
COMPLAINT FORM INSTRUCTIONS

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

This form may only be submitted by those Complainants if:
• The PO refuses to recognize or address any substantial breach; or
• You reasonably believe that a violation of the Electoral Act or other laws has occurred during the voter registration, political party registration, campaign, postal voting, pre-polling, polling or count.

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

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

What will happen next
• Your complaint form will be reviewed by the SoE.
• A decision will be delivered in writing to you.
• Political Parties and Candidates may appeal this decision to the Electoral Commission. An Appeal form may be obtained from the FEO or the FEO website (www.feo.org.fj).

NOTE: ALL complaints relating to election results must follow the process pursuant to section 99 of the Electoral Act 2014. This form is NOT used for that process.
Election Process:

7:00am - Checking of Polling Station setup and briefing of Election Officials
7:30am - Voting Starts
6:00pm - Voting closes after last person in the queue has voted
Packing and EO leave Polling Venue
Counting station Set up & Counting begins
Declaration of Results