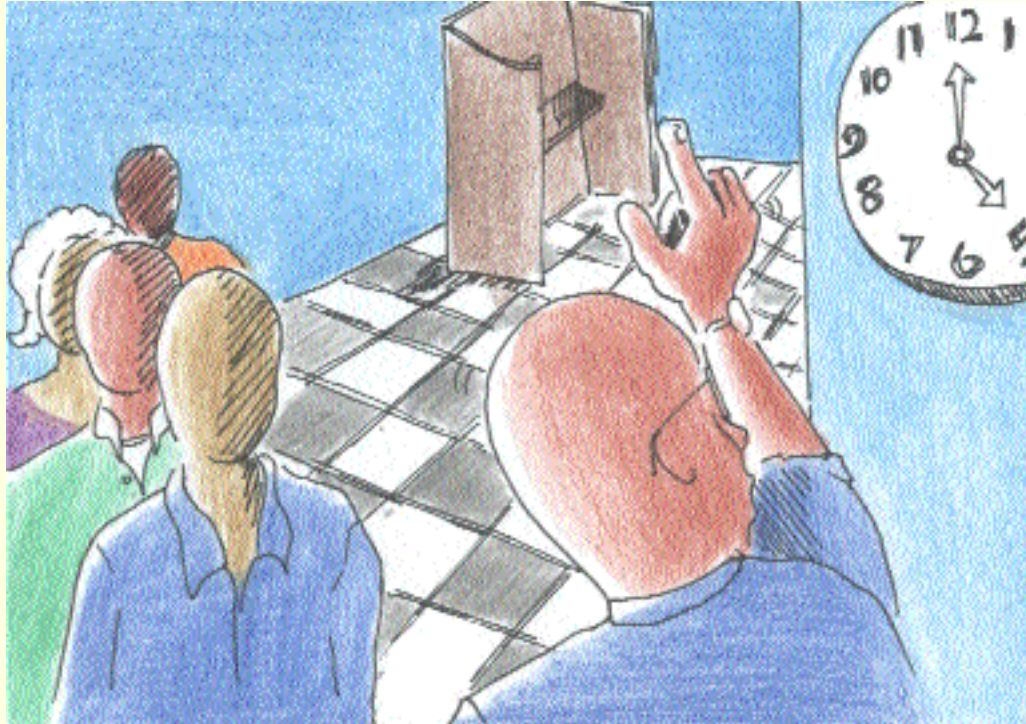


ELECTION DAY: CLOSING OF THE POLL

The poll is scheduled to be closed at 5:00 p.m. If at 5:00 p.m. there are persons still waiting to vote the Presiding Officer can either invite them into the polling station and close the door (depending on the number) or ask the policeman to note the last person in the line and not to allow any other person to join the line.

The following procedures should be followed:

ELECTION DAY: CLOSING OF THE POLL

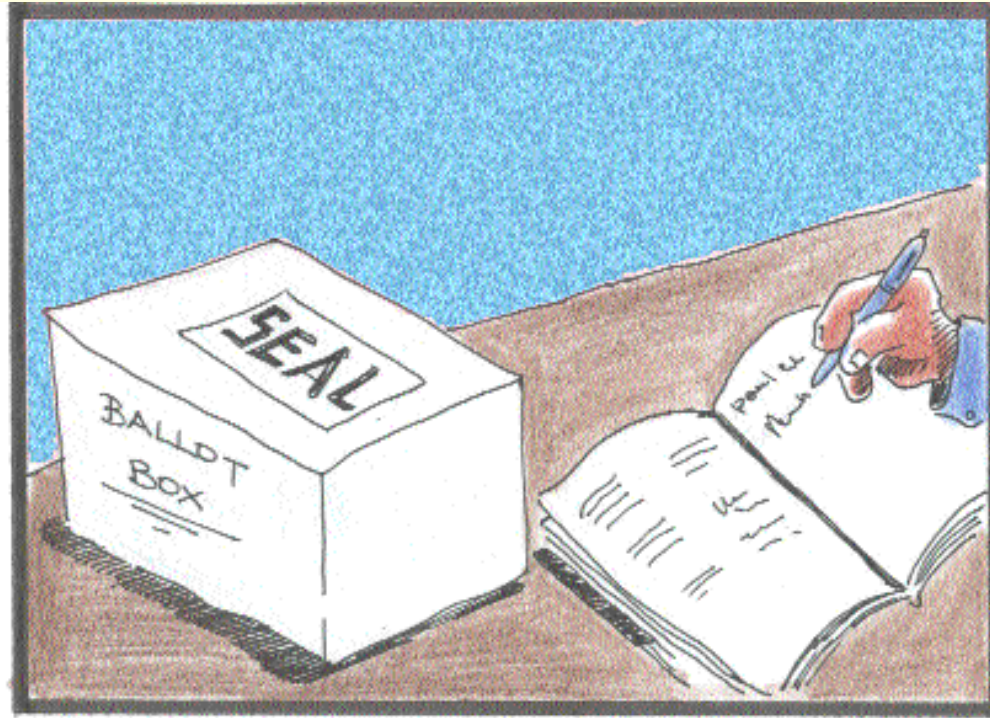


STEP 1:

The Presiding Officer ensures that all eligible voters in the line at 5:00 p.m. are allowed the right to exercise their franchise.

ELECTION DAY:

CLOSING OF THE POLL



STEP 2:

The Presiding Officer seals slot on the top of ballot box
The Presiding Officer writes a statement in the Poll Book below the last entry. “The number of persons who voted at this station is” (Stating the actual number).
The signature of the Presiding Officer is affixed.

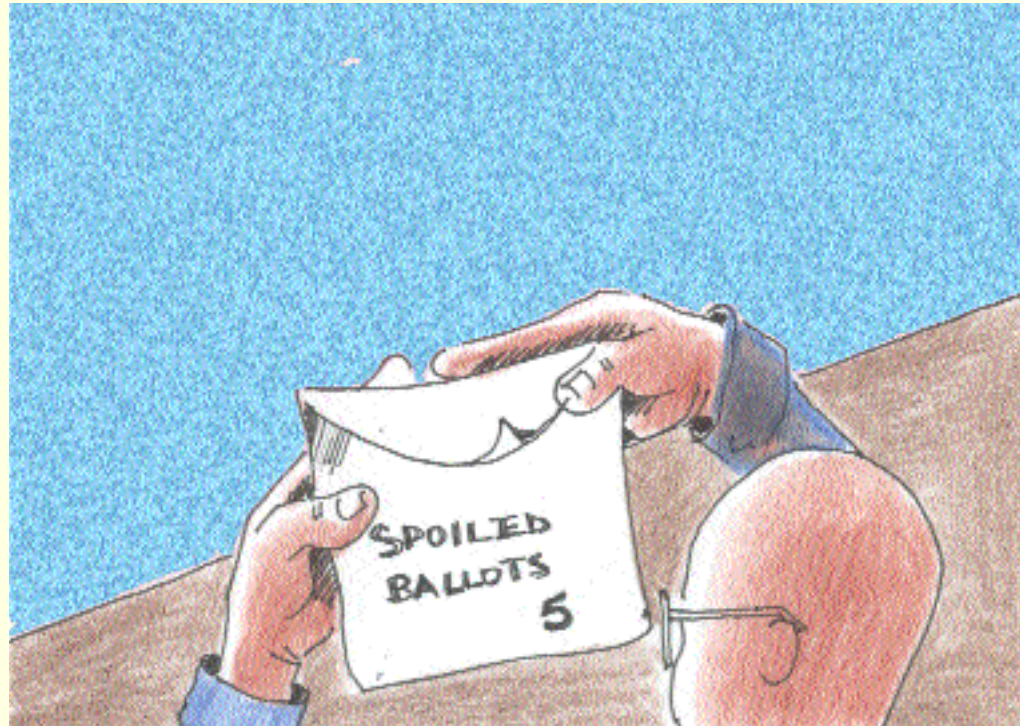
ELECTION DAY: CLOSING OF THE POLL



STEP 3:

Admit at least two (2) witnesses (if official agents are absent).

ELECTION DAY: CLOSING OF THE POLL

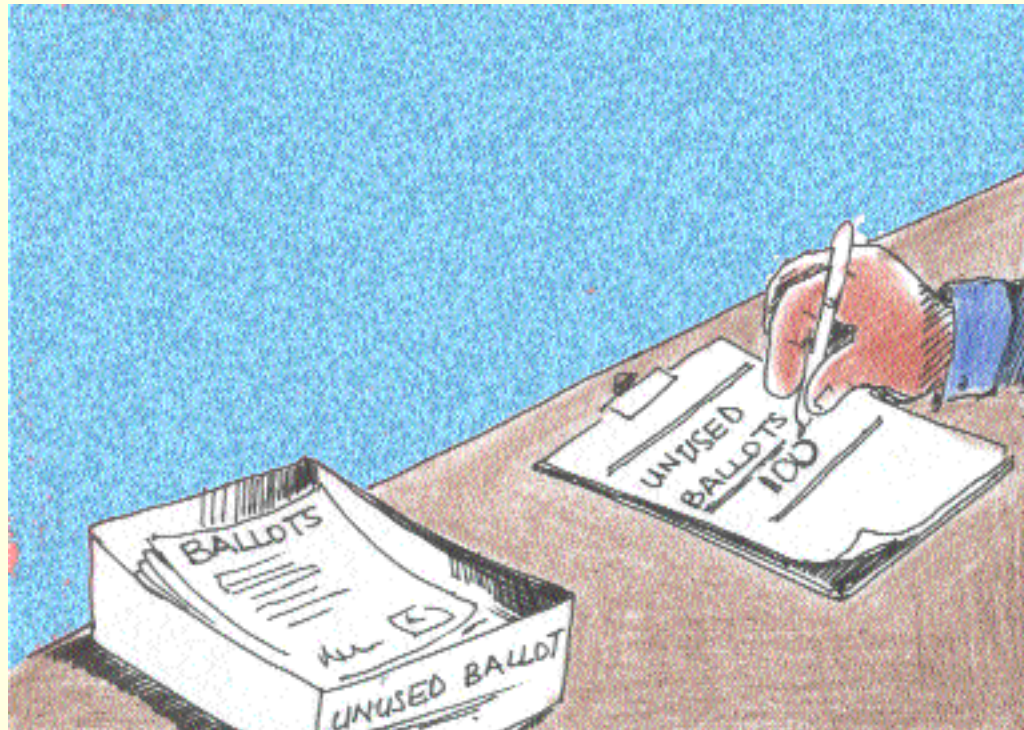


STEP 4:

Check and package spoiled ballots, record the number on the envelope, (E8 tan colour) if there are no spoilt ballots insert the word 'none', on tan coloured envelope.

ELECTION DAY:

CLOSING OF THE POLL

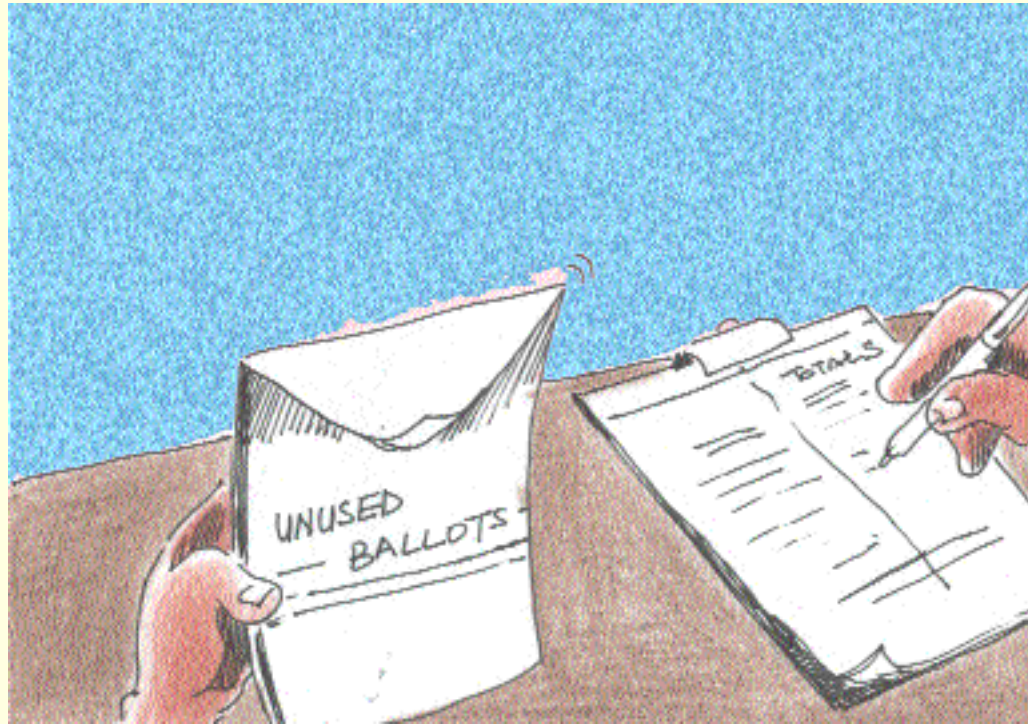


STEP 5:

Check remaining unused ballots and note the number, on the purple envelope.

ELECTION DAY:

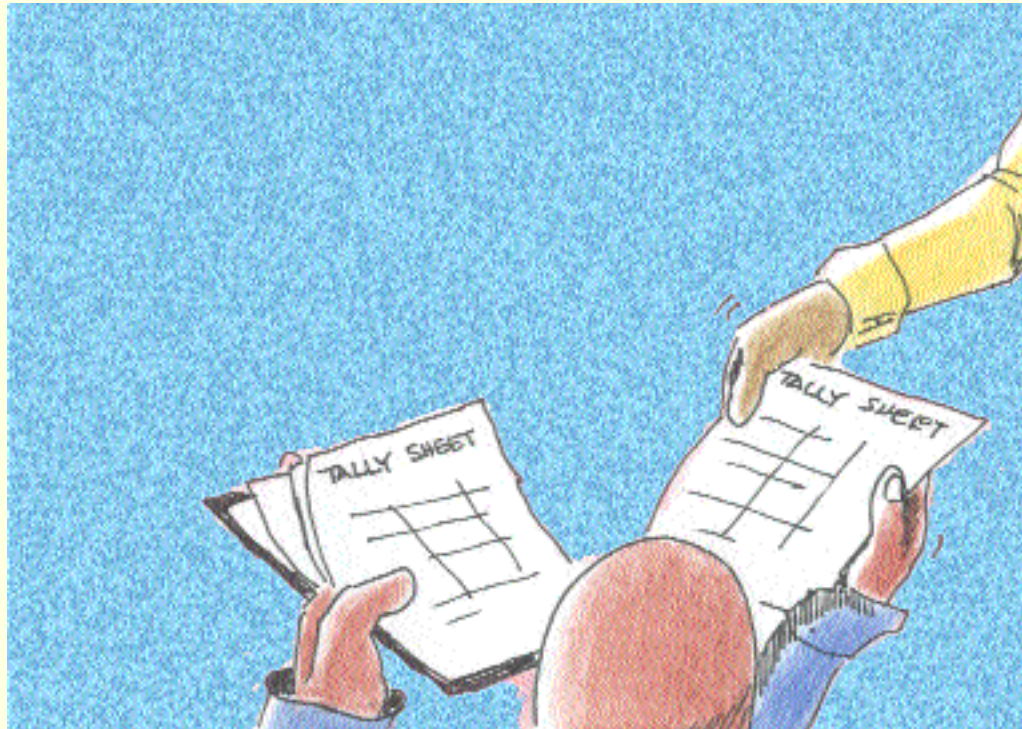
CLOSING OF THE POLL



STEP 6:

Package unused ballots and stubs in purple envelope (E5) and check against the number of ballots supplied by Returning Officer.

ELECTION DAY: CLOSING OF THE POLL



STEP 7: Distribute tally sheets.

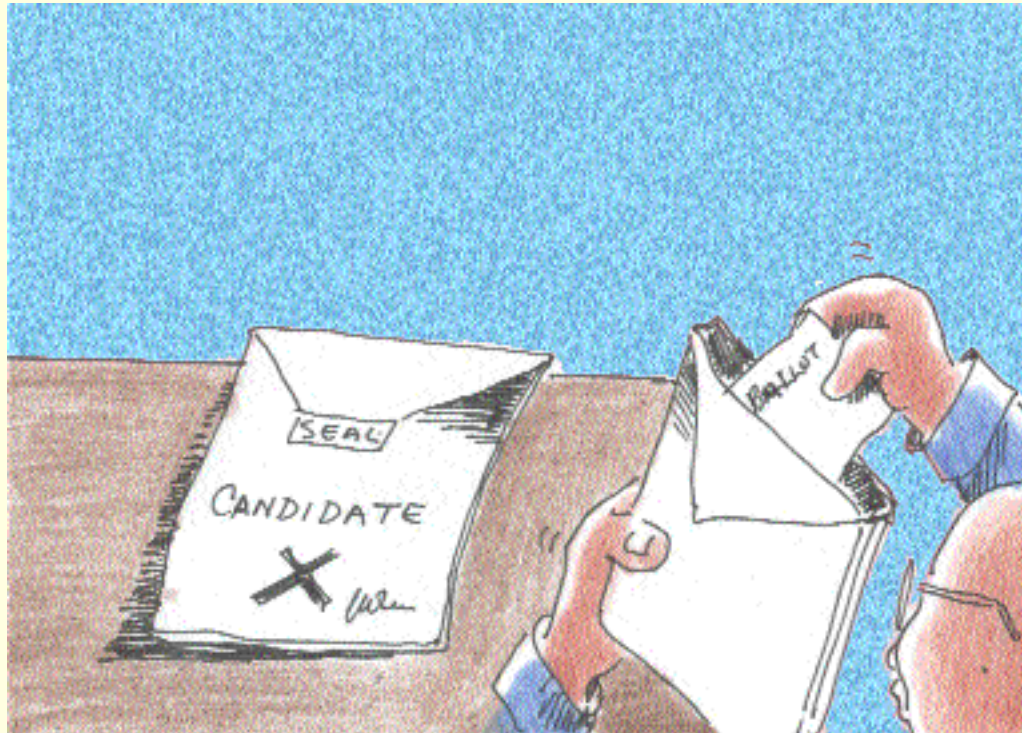
ELECTION DAY: CLOSING OF THE POLL



STEP 8:

Open the ballot box and count the ballots. Do not refold them.

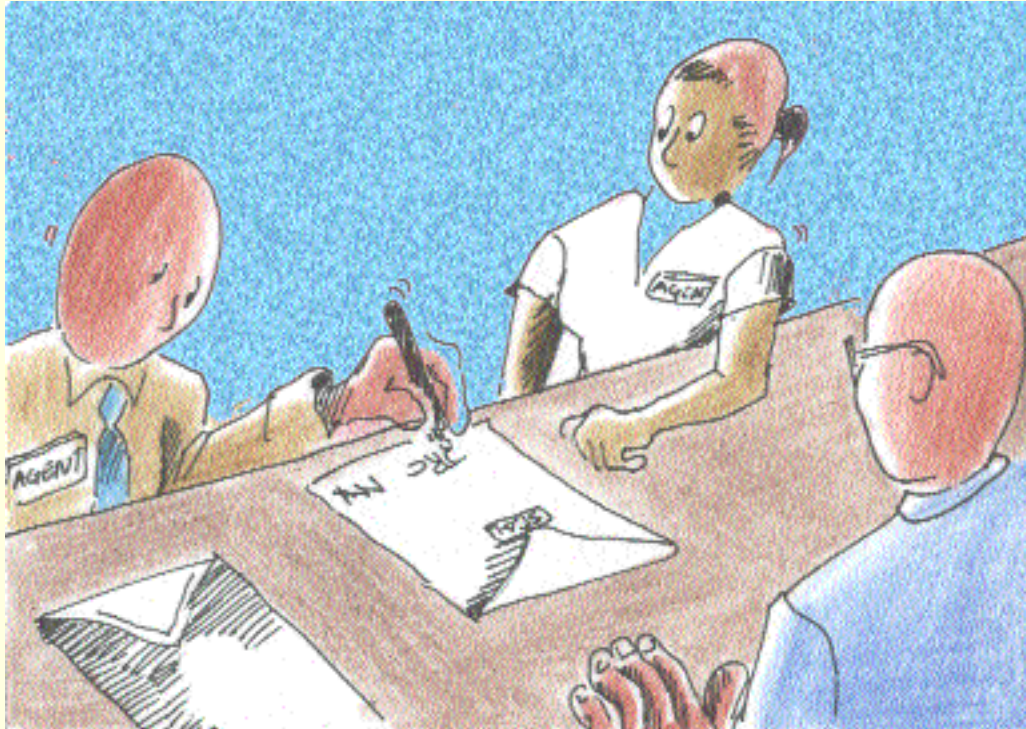
ELECTION DAY: CLOSE OF THE POLL



STEP 9:

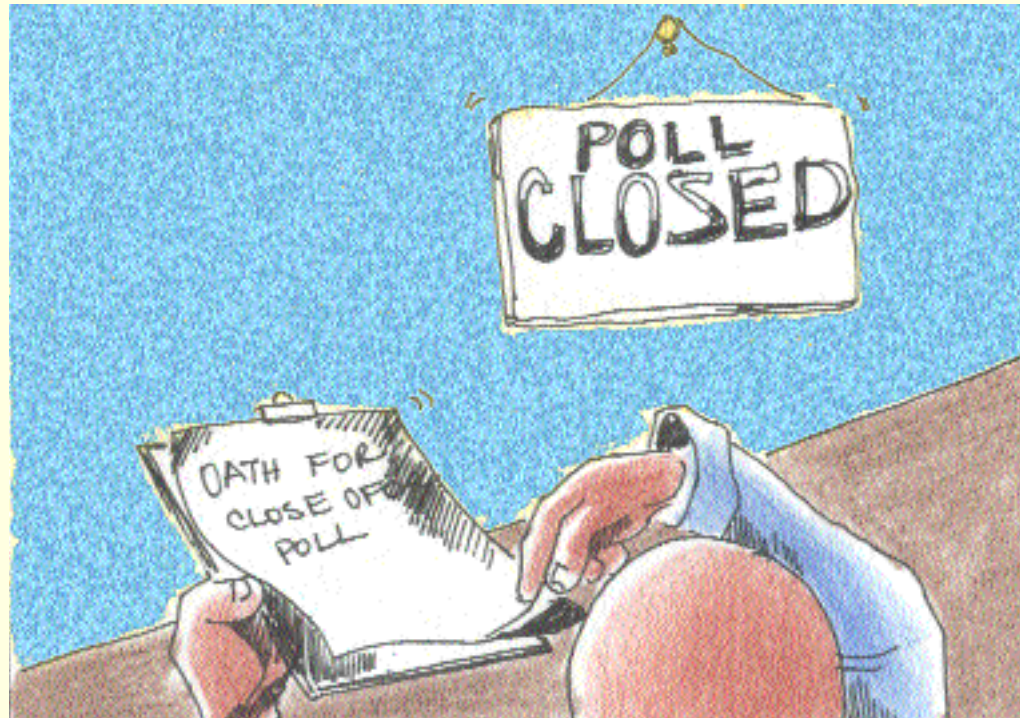
Encase ballots in appropriate envelopes as marked for individual candidates, ensure packages are signed and sealed.

ELECTION DAY: CLOSING OF THE POLL



STEP 10: Encase rejected ballots in special **yellow** envelope for such ballot. Note the number. Initial **yellow** envelope, allow agents to initial.

ELECTION DAY: CLOSING OF THE POLL



STEP 11: Swear Oaths (Close of Poll)

ELECTION DAY: CLOSING OF THE POLL



STEP 12:

Prepare preliminary Statement . Place one copy (white colour) in grey E9 envelope. Give the agents one copy each.

NB. A copy of the preliminary results is to be made on a special B6 Form and pasted on the side of the ballot box.

ELECTION DAY: CLOSING OF THE POLL



STEP 13:

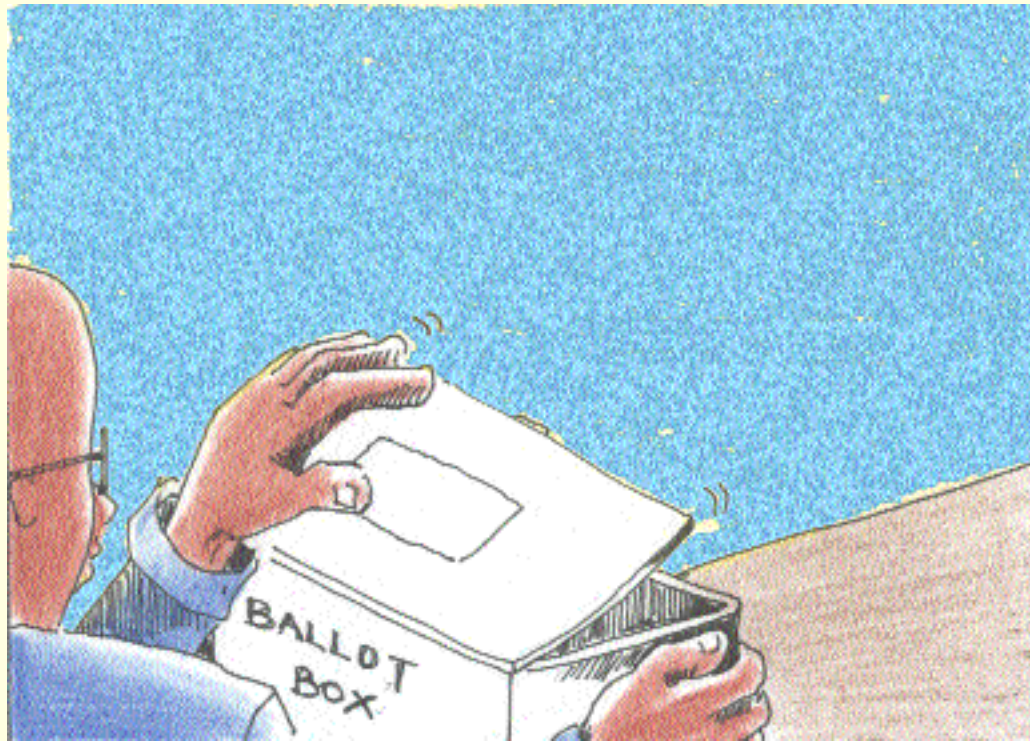
Prepare Statement of Poll. Encase one copy in E6 turquoise colour Envelope. Give a copy of Statement of Poll on individual sheet to each agent. The Statement of Poll in the Poll Book must also be completed.

ELECTION DAY: CLOSING OF THE POLL



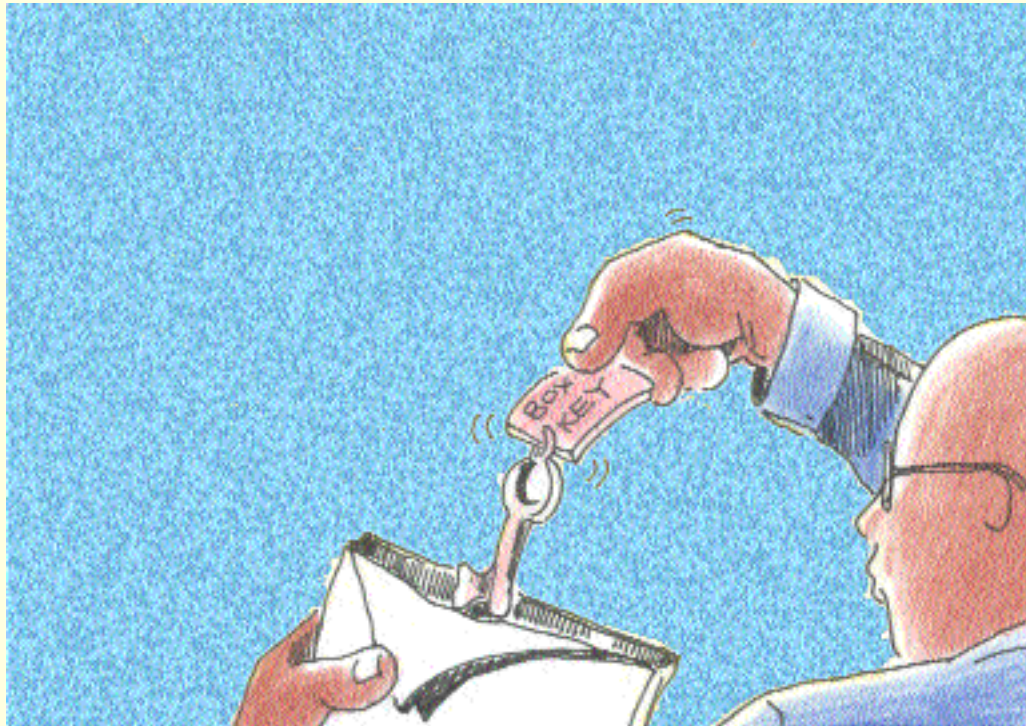
STEP 14: Package remaining election papers/documents as directed in special marked envelopes (pink, gold, fuchsia and yellow envelopes). These documents include the Official Voters List, the Letter of Appointment of Candidates Agents, Transfer certificates, etcetera.

ELECTION DAY: CLOSING OF THE POLL



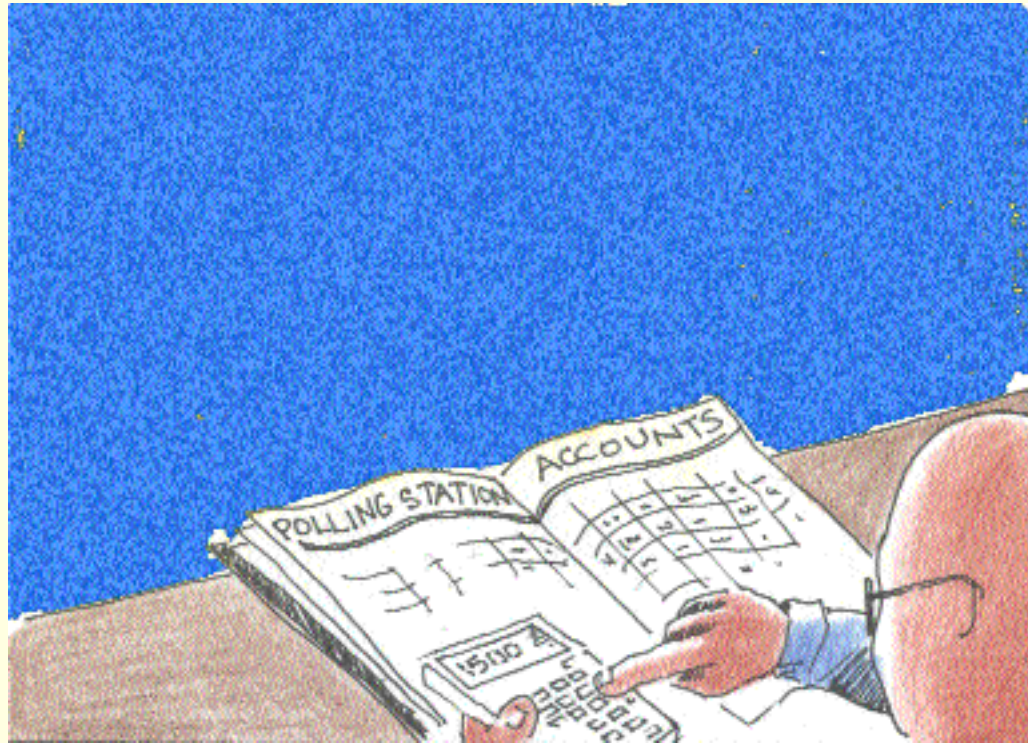
STEP 15: Seal Ballot Box

ELECTION DAY: CLOSING OF THE POLL



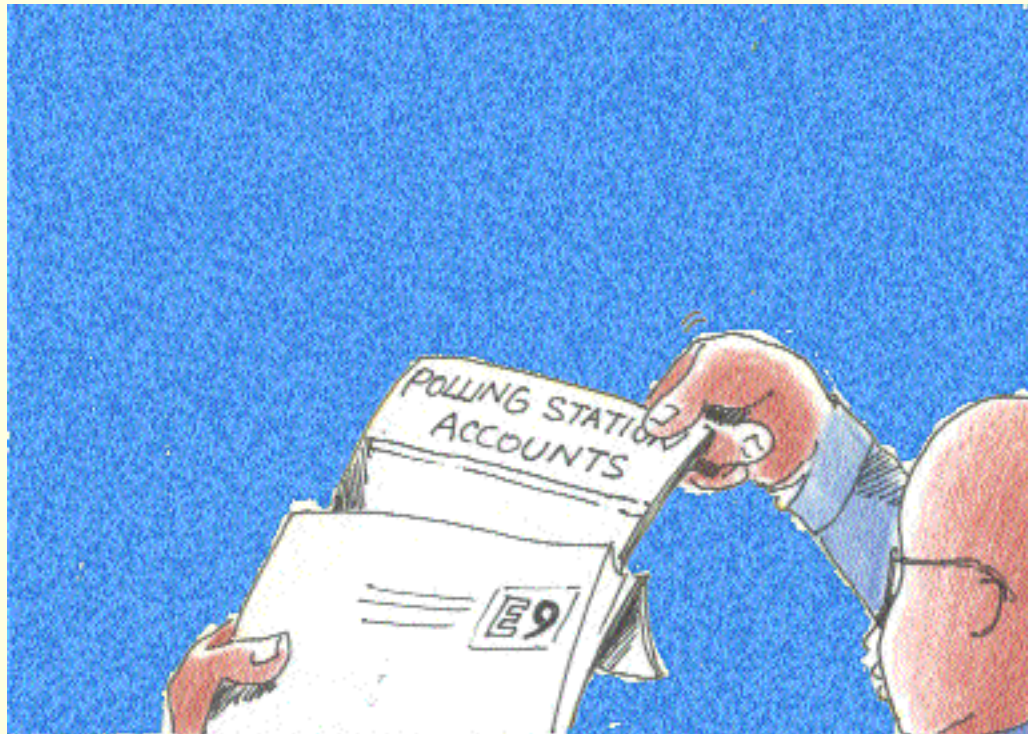
STEP 16: Place Ballot Box key in red colour envelope(s).

ELECTION DAY: CLOSING OF THE POLL



STEP 17: Prepare Polling Station Accounts.

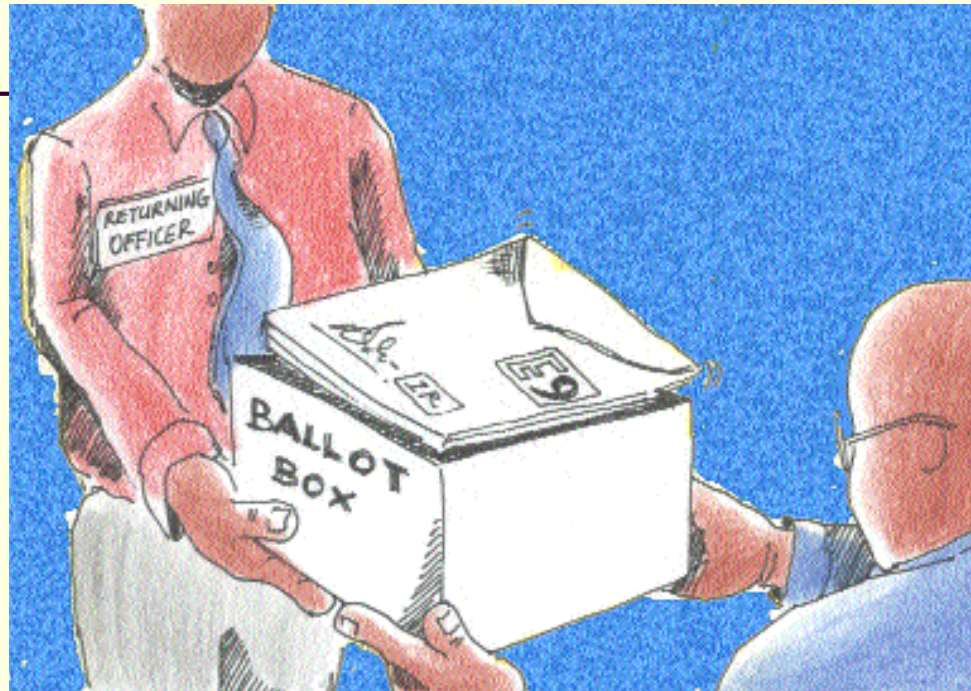
ELECTION DAY: CLOSING OF THE POLL



STEP 18:

Place Polling Station Accounts in envelope E9 (grey colour) containing Preliminary Statement of Poll and Ballot Box Key.

ELECTION DAY: CLOSING OF THE POLL



STEP 19:

Deliver or dispatch ballot box and E9 envelope (grey colour) with contents to the Returning Officer as directed.

N.B. All sealed envelope must be initialled/signed by Indoor Agents.

Failure to carry out precise instructions relating to the placing of election documents and supplies in the proper envelopes, may result in the forfeiture of the Presiding Officer's fees and expenses.

ELECTION DAY: CLOSING OF THE POLL

LOCKING AND SEALING THE BALLOT BOX

When the ballot box has been ascertained to contain these envelopes, with their enclosures, it will be locked and seals provided for the purpose will be securely affixed. The Presiding Officer should put his signature on the seals, the Poll Clerk and the candidates' agents present may also sign the seal on the ballot box. No sealing wax must be used on the lock. The ballot box key must be put into the envelope (Form E9), which will also contain the polling station account and the preliminary statement of the poll and this envelope will be kept outside the ballot box.

ELECTION DAY: CLOSING OF THE POLL

POLLING STATION ACCOUNT

After the ballot box has been locked and sealed, the accounts for the Presiding Officer and Poll Clerk will be made out according to the Schedule of Fees for election officers, etc., at polling stations. The forms provided contain the full instruction for their proper completion and these should be carefully followed if prompt payment is to be obtained. The accounts must be regular in form and signed by everyone whose signature is required. Special care should be taken to see that the number of the Polling Station is correctly stated on the account. Upon being properly completed, the account will be put (with the preliminary statement of the poll and the ballot box key) into the envelope provided for their transmission to the Returning Officer and those will be sealed up and the address completed. **The Presiding Officer is specially requested not to place the above-mentioned envelope (Form E9) in the BALLOT BOX.** That envelope with the polling station account, the key of the ballot and the preliminary statement of the poll enclosed in it must be kept OUTSIDE the ballot box and delivered or sent, as directed, to the Returning Officer.

ELECTION DAY: CLOSING OF THE POLL

DISPOSITION OF THE BALLOT BOX

The ballot box and separately, the envelope containing its key, the preliminary statement of the poll and the polling station account, will be transmitted to the Returning Officer as directed. Arrangements made to collect these items from the Presiding Officer should provide for the agent or representative of each candidate to accompany the ballot box. The Presiding Officer will carefully preserve the receipt given for the box and envelope, either by the Returning Officer or Assistant Returning Officer or the Returning Officer's Representative, in order that, if either package goes astray, he may be able at any time to prove their proper delivery. The Registration Record File should also be delivered to the Returning Officer, also the Integrity Kit complete with batteries.