The Union Election Commission is working towards free and fair elections. To hold elections, it is crucial to have a sufficient number of polling station members at the polling stations. Equally, the polling station members are required to thoroughly understand the Election Laws, by-laws and guidelines. Hence, it is the responsibility of the Union Election Commission and sub-commissions to train the Polling Station Officers, Deputy Polling Station Officers and polling station members who perform vital roles on the Election Day. The purpose of this Polling Station Officer, Deputy Polling Station Officer, and polling station members’ manual, developed together by the Union Election Commission, IFES is to help staff clearly understand and abide by laws, by-laws and guidelines for free and fair elections.

I would like to acknowledge and appreciate profoundly the Union Election Commission’s staff from the Training Working Group, IFES and the donors for the resulting Polling Station Officer, Deputy Polling Station Officer, and polling station members’ manual. I believe that the polling manual will be useful for Polling Station Officers, Deputy Polling Station Officers, and polling station members in holding free and fair elections.
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1.1 About Myanmar General Elections

Elections are fundamentally important to the State and essential for the flourishing of its democratic system. In the Republic of the Union of Myanmar, multi-party democracy is protected by the 2008 Constitution in order to form the government of three Hluttaws. To elect representatives, multi-party democratic general elections were held in 1990 after the 1988 uprisings, again in 2010, and by-elections in 2012. As one term of a Hluttaw is five years according to the 2008 Constitution in the Republic of the Union of Myanmar, elections are to be held once every five years. The election system that Myanmar is now practicing is the First-Past-the-Post system. Elections are held to elect 330 representatives for the Pyithu Hluttaw, 168 representatives for the Amyotha Hluttaw and 644 representatives for the Region/State Hluttaw according to the desire of voters. One representative is to be elected from each national race determined by the concerned authorities as having a population which constitutes 0.1 percent and above of the population of the Union, of the remaining national races other than those who have already obtained respective Region/State or a Self-Administered Area in that Region/State. The entire Region/State concerned shall be arranged into constituencies for each national race. According to the section 393 of the 2008 Constitution, Hluttaw candidates who contest for the respective Hluttaws in an election have the right to be elected to only one Hluttaw and have the right to stand for only one constituency. Moreover, the additional 110 Pyithu Hluttaw representatives, 56 Amyotha Hluttaw representatives and 222 representatives of Region/State Hluttaw who all are Defence Services Personnel nominated by the Commander-in-Chief of the Defense Services in accord with the law and according to the section 109 (b), 141 (b) and 161 (d) of the 2008 Constitution shall be counted in the number of Hluttaw representatives.
1.2 Code of Conduct of Polling Station Officers and Polling Station Members issued by the Union Election Commission

Polling Station Officers and Polling Station Members must abide by the following code of conduct:

(a) The forms, reports and records related to the elections must be compiled and archived accurately;
(b) Casting votes with secrecy shall be ensured at all times;
(c) No other information shall be shared with the public other than the official instructions which are released by the Union Election Commission;
(d) Act righteously, and do not be biased or show preference for any political party, candidate or political party representative;
(e) In the event that a person acts indecently or does not follow the instructions of the Polling Station Officer, the Polling Station Officer can instruct the police or the security personnel appointed by the ward/village tract sub-commission or one of the polling station members to remove this person immediately from the polling station;
(f) If the polling station official finds that someone has breached the election law or is committing a crime defined by the election law, the Polling Station Officer could order the police on duty or other security personnel to remove the person, and arrest if necessary;
(g) If the Polling Station Officer or the Deputy Polling Station Officer or any other polling station member can no longer perform his/her duty due to health conditions or any other condition, it must be immediately reported to the ward/village tract sub-commission;
(h) All ward/village tract sub-commission staff as well as polling station members must understand that performing the duties at the polling station is performing the duty of the state;
(i) All levels of the sub-commission and the polling station members, who honestly perform the duties given in accordance with the law, must not be sued neither by criminal nor civil code. However, they shall follow electoral offences and punishments from the Electoral Law Chapter (13).
1.3 Appointment of Polling Station Officer and Members

Generally a polling station has the following members:

- Polling Station Officer
- Deputy Polling Station Officer
- At least (3) Voter List Checkers
- At least (3) Ballot Paper Issuers
- Polling Station Security
- Ink Marker – totaling at least 10 members.

Additional voter list checkers and ballot paper issuers can be appointed if there are more than 300 voters therefore the number of polling station members may increase accordingly.

To manage polling stations in each constituency, the township sub-commission must appoint polling station members as follows:

- To appoint suitable civil servants as polling station members;
- The township sub-commission could appoint appropriate civil servants for Polling Station Officer, Deputy Polling Station Officer and polling station members on preferential basis. In addition, venerable voters who are included on the voter list of that polling station or naturalized citizens who are from that constituency could also be appointed within the given number of staff.
1.4 Duties and Responsibilities of Polling Station Officer and Members

(a) Polling Station Officer

1. Obtains the credentials from the related township sub-commission.
2. Asks for instructions by ward/village tract sub-commissions.
3. Receives necessary polling material for the polling station in coordination with ward/village tract sub-commissions.
4. Prepares relevant UEC forms carefully.
5. Keeps related election laws, by-laws, working guidelines, instructions, announcements and Polling Station Officer, Deputy Polling Station Officer, and polling station member’s manual ready to be used.
6. Prepares for the opening of the polling station.
7. Instructs the polling station members clearly about their duties and responsibilities.
8. Distributes the relevant polling materials to different polling members’ as required.
9. Announces the opening of the polling station at 6 am sharp.
10. As soon as the polling station opens, the Polling Station Officer assigns a polling station member to have the stamp covers removed.
11. Places the ballot boxes where they can be clearly seen by the Polling Station Officer after sealing them securely as per instructions.
12. Maintains order at the polling station, permits eligible voters to enter and conducts the poll in a free and fair manner.
13. Arranges for possible assistance required for voters that are not physically able to cast the ballot paper without assistance.

Remark:
- In the event that a person acts indecently or if a person does not follow the instructions of the Polling Station Officer, the Polling Station Officer can instruct the police or the security personnel appointed by the ward/village tract sub-commission or one of the polling station members to remove this person immediately from the polling station.
- The Polling Station Officer does not have the right to use their position to obstruct a voter from voting.
(b) Deputy Polling Station Officer

1. Arranges a meeting with the polling station members to coordinate their work before the Election Day.

2. Explains and instructs the polling station members on their duties according to the election laws, by-laws, working guidelines, instructions and the Polling Station Officer, the Deputy Polling Station Officer and the polling station member’s manual.

3. Is ready to assist the Polling Station Officer in all tasks to ensure free, fair and transparent elections.

4. Checks the page number and total number of pages of the voter list, and the serial numbers of the voters.

5. Assigns the polling station members to their designated area.

6. Assigns individuals, who are allowed access to the polling station, to their respective areas.

7. Upon opening the polling station, seals the ballot boxes as instructed. After showing the empty ballot boxes to all present in the polling station, including the polling station members and polling station agents, places these ballot boxes at their designated areas.

8. Regularly checks the surroundings of the polling station to ensure security.

9. Regularly checks behind the voting screens to ensure that there is a sufficient number of voting stamps.

10. Performs the duty of the Polling Station Officer when the officer is absent.
Issues related to Elections and Polling

(c) Voter List Checker

1. Checks the voter list to see if it is for the correct Hluttaw election.
2. Checks the page number and total number of pages of the voter list.
3. Checks the serial numbers of the voters on the voter list.
4. Checks that the voting list for advance voters, who have already cast their votes, has been marked on the voter list.
5. Instructs the voter to sign his/her name on Form 1 and Form (1-A) after the person has been checked with the voter identification slip and the voter list. If a voter cannot sign, allow thumbprinting of his/her left thumb.

Remark: In the event that an eligible voter is listed outside of constituency or outside the country with the permission of the government but however returns to the respective polling station on Election Day, the following applies: if the voter appears within the polling station opening hours and can show a certificate of evidence from the employment superior, Head of Department, military officer or from an authority from the Embassy/Consulate that s/he has not cast his/her vote to the Polling Station Officer, proceed with the instructions of the Polling Station Officer.

6. Reports to the Polling Station Officer immediately if the voter’s personal information does not match with the information on the voter list.
7. Prevents under any circumstances a person who comes to vote for someone else.
8. Reports to the Polling Station Officer immediately if a person attempts to draw a ballot paper pretending to be someone else.
9. Reports to the Polling Station Officer immediately if a person who comes to vote is suspected of not being that voter.
10. Hands the voter list to the Polling Station Officer after the voter list inspection has been completed; and asks the Polling Station Officer to sign the receipt on the back page of the Appendix (B): Form to use when the voter lists are handed over to the Voter List Checker by the Polling Station Officer.
11. The Voter List Checker shall not hand his/her duties over to any other person without permission from the Polling Station Officer.
(d) Ballot Paper Issuer

1. Checks whether the ballot booklets are for the correct Hluttaw election.
2. Checks whether the ballot booklets obtained have the correct number of pages of ballot papers.
3. Checks whether the ballot papers obtained bear the Polling Station Officer’s signature.
4. Before issuing the ballot paper, and after checking that the eligible voter’s name and serial number are correct, registers these on the counterfoil of the ballot paper. Lets the eligible voter sign/thumbprint on the counterfoil, and then gives the ballot paper to the voter. Note on the voter list "ballot booklet serial number/ballot paper serial number". (For example: 3/15 stands for ballot paper number 15 from the ballot booklet number 3)
5. Tears ballot papers in sequential order.
6. Assists the voters, who do not read and/or write, to clean their hand with a cloth as their hand is stained with ink due to the ink thumbprint signature.
7. Is careful not to inadvertently issue more than one ballot paper.
8. Does not issue ballot papers that are already stained or torn and reports to the Polling Station Officer.
9. Checks that the number of ballot papers issued and that of the remaining ballot papers is consistent with the voters who have cast their ballots. Reports to the Polling Station Officer immediately should there be any discrepancy.
10. Hands over the voter list after checking, to the Polling Station Officer after the polling hours are over and have him/her sign the receipt on the back of Appendix (C).
11. The Ballot Paper Issuer is not allowed to hand over his/her duties to any other person without permission from the Polling Station Officer.
(e) Polling Station Security

1. Checks if the ballot boxes are placed systematically at their designated areas.
2. Checks if the ballot boxes have slots that are large enough for ballot papers to be put through.
3. Assists the voters to ensure they can get in and out of the polling station in an orderly manner and ensures the voting will be completed within the polling hours.
4. Checks that the voter has not already inked their pinky finger when entering the polling station.
5. Together with the Deputy Polling Station Officer, assists individuals who come to vote but are not physically able to cast his/her ballot without assistance.
6. Reports to the Polling Station Officer immediately in case the ballot box is being unlawfully taken away or ballot papers inside the boxes are damaged or lost due to an intentional or unintentional act.
7. Checks if the voter inserts the ballot paper into the ballot box. Reports to the Polling Station Officer immediately if a voter is found taking the ballot paper out of the polling station without casting it into the box or attempting to tear it and cast it.
8. Reports any suspicious activity immediately to the Polling Station Officer.
9. Coordinates the domestic and international election observers, polling station agents and assistants so they do not disrupt voting.
10. Ensures that all those, who have cast their votes are ink-marked on their pinky finger prior to exiting the polling station.
11. Polling Station Security cannot handover his/her duties to any other person without permission from the Polling Station Officer.
(f) Ink Marker

1. Acquires the ink-pot from the Polling Station Officer before the polling station opens.
2. Asks voters leaving the polling station whether they have finished voting for the respective Hluttaw elections.
3. Ensures the voter dips his/her left little finger into the ink-pot after having cast all votes.
   (If the person does not have a left little finger, any other finger can be used.)
4. Collects the voter identification slip from the voter after issuing the ballot paper.

Remark: In the event that a polling station member needs to use the restrooms, the Polling Station Officer will assign a polling station member to take over the duties for the requested amount of time.

1.5 Location of Polling Stations

The UEC will:

(a) Based on the number of voters and the geographical situation, define the polling stations at ward/village tract level or designate the township sub-commissions with this task;

(b) In the event that several Hluttaw elections will be held simultaneously in one polling station, the township sub-commissions may form separate rooms for each Hluttaw election in the polling stations, if required;

(c) Arrangements should be made in advance, to set up the polling stations in secure and easy to access locations. The secrecy of the vote must be guaranteed at all times. The voters shall be informed of the location of their respective polling stations in advance of Election Day;
Issues related to Elections and Polling

(d) The location of the polling station must be easily accessible for people with disabilities;
(e) Religious premises may not be used as a polling station.

1.6 List of People with the Right to Enter the Polling Station

From the opening until the closing of the polling station and the counting process, the following persons will be given access to the polling station:

(a) Polling Station Officers and Polling Station Members;
(b) Voters;
(c) Police officers on duty with the permission of Polling Station Officer or ward/village tract sub-commissions, or those tasked with security by ward/village tract or township sub-commissions;
(d) In reference to Article 42 of the by-laws, any person chosen by an illiterate and/or disabled voter to accompany and assist them;
(e) Members of the UEC and relevant sub-commissions;
(f) Hluttaw candidates who contest in the election for relevant Hluttaws, candidate agents and polling station agents/assistants;
(g) UEC accredited domestic and international election observers and diplomatic observers.

Remark: If at the polling station the secrecy of vote cannot be guaranteed due to the presence of a high number of candidates and polling station agents/assistants, the Polling Station Officer may request some agents to arrange their presence in such way as not to obstruct or endanger the secrecy of the vote.
1.7 The Role of Observers and Candidate Agents, Polling Station Agents/Assistants

**Accredited International Election Observers have the following rights:**
- Legal protection and security of the Republic of the Union of Myanmar.
- The right to observe and to have access to the information on the election process.
- The right to observe voting, vote counting and results tabulation.
- The right to observe in the polling station (report to the Polling Station Officer and comply with his arrangement).
- The right to use equipment to record the election process (except inside the polling station).
- The right to inform each election sub-commission supervising the elections, if unlawful conducts is observed.

**Accredited Election Observers have the following duties:**
- To report to the Union Election Commission and each election sub-commission concerned.
- To respect and acknowledge the sovereignty of the Republic of the Union of Myanmar and to follow the laws and by-laws.
- To inform the UEC and each election sub-commission concerned.
- To display the identification card throughout the observation.
- To respect the role, rank, duty and authority of electoral officials.
- To respect local customs and culture.
- To observe objectively and without bias.
- To ensure the accuracy of electoral information submitted by election observation groups.
- To submit the final report of electoral observation to the UEC or respective election sub-commissions that issued the letter of accreditation.

**Remark:** The election observers who have attained the letter of accreditation shall abide by the code of conduct for election observers provisioned by the UEC.
Candidate Agents, Polling Agents/Assistants have the following rights:

- Before the voting commences, the Candidate Agent has the right to make sure that all equipment and supplies are present and that voters will be able to vote in secrecy.
- The Candidate Agent has the right to monitor all phases of the voting and counting process. (The Candidate Agent also has the right to receive copies of the permanent list, pre-voting lists and additional voter list.)
- Because the Candidate Agent provides their candidate with information about the conduct of the election at their polling station, the Candidate Agent has the right to make observations and take notes. The Candidate Agent can also participate in the tally of the votes during the counting process by writing down what they observe. Most importantly, the Candidate Agent has the right to get a copy of the official report or certificate of the polling station from the Polling Station Officer.
- The Candidate Agent has the right to raise objections and obtain clarifications from polling station officials. The Candidate Agent is the only partisan observer who has the right to make such complaints in the polling station on Election Day. The Candidate Agent has the right to file a complaint to the Polling Station Officer and to other election authorities and the UEC, as well as inform the candidate if they believe other irregularities they observed were appropriately resolved.

Candidate agents, Polling Agents/Assistants have the following duties:

- The Candidate Agent is responsible for understanding and respecting the relevant election regulations and procedures.
- The Candidate Agent must not let partisan interests cloud their judgement and allow them to make false accusations in bad faith.
- Candidate Agents must be courteous and peaceful in carrying out their duties and must not disrupt or interfere with the voting process. If the Candidate Agent has a disagreement with the Polling Station Officer, the Candidate Agent has the right to complain, but not the right to disrupt voting. The Candidate Agent may not attempt to influence voters in any way.
Issues related to Elections and Polling

(Front)

(Back)

(Front)

(Back)

(Front)

(Back)

For the Election Observers to Abide by
A. To respect and acknowledge the sovereignty of the State and to comply with the laws and by-laws.
B. To display the ID card throughout the observation.
C. To respect the local customs and culture.
D. The accredited election observers shall comply with the Code of Conduct for election observers issued by the Union Election Commission.
1.8 Layout and Preparation of the Polling Station

(a) Polling Station Layout

1. Polling Station Officer
2. Security Officer
3. Voter List Checker for Hluttaw/Ethnic Representative
4. Ballot Paper Issuer for Hluttaw Election/Ethnic Representative
5. Candidate Agents/Polling Station Agents/Assistants
6. Domestic/International Observers
7. Ward/Village tract sub-commission members
8. Deputy Polling Station Officer
9. Ink Marker
10. Voters
Issues related to Elections and Polling

Alternative Polling Station Layout for Small Classrooms

1. Polling Station Officer
2. Security Officer
3. Voter List Checker for Hluttaw/Ethnic Representative
4. Ballot Paper Issuer for Hluttaw Election/Ethnic Representative
5. Candidate Agents/Polling Station Agents/Assistants
6. Domestic/International Observers
7. Ward/Village tract sub-commission members
8. Deputy Polling Station Officer
9. Ink Marker
10. Voters
(b) Preparations

1. Obtaining the credentials from the related township sub-commission.
2. Coordinating with the ward/village tract sub-commission to identify the polling station.
3. Checking the security situation of the polling station and that all polling station material is available.
4. Posting the respective polling station number sign visibly at the polling station.
5. Ensuring that illiterate and/or disabled voters have easy access to the polling station.
6. Ensuring sufficient space to set up more voting screens for the ethnic candidate, if necessary.
7. Cooperating with the ward/village tract sub-commission to receive all necessary polling station material – (Section 1.9.1)
8. Preparing all necessary steps required in case of a possible substitution/replacement of the Deputy Polling Station Officer and/or other polling station members.
9. Upon obtaining the polling station material, the Polling Station Officer must place these at their designated areas.

1.9 Checklists

1.9.1 Required Paperwork and Materials for the Polling Station

<table>
<thead>
<tr>
<th>Item</th>
<th>Image</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter List</td>
<td><img src="image" alt="Voter List" /></td>
<td>✔️</td>
</tr>
<tr>
<td>Ballot Papers &amp; Counterfoil</td>
<td><img src="image" alt="Ballot Papers &amp; Counterfoil" /></td>
<td>✔️</td>
</tr>
<tr>
<td>Stamp</td>
<td><img src="image" alt="Stamp" /></td>
<td>✔️</td>
</tr>
<tr>
<td>Voting Screens</td>
<td><img src="image" alt="Voting Screens" /></td>
<td>✔️</td>
</tr>
<tr>
<td>Issues related to Elections and Polling</td>
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<td>----------------------------------------</td>
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</tr>
<tr>
<td><strong>Ballot Boxes</strong></td>
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<tr>
<td>Form (11)</td>
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<tr>
<td>(Count and Check the Ballot Papers)</td>
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<tr>
<td>Form (12)</td>
<td></td>
<td></td>
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<tr>
<td>(Report Summary of the Changes made on the Voter List)</td>
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<tr>
<td>Form (13)</td>
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<tr>
<td>(Advance voters)</td>
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<td>Form (14)</td>
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<tr>
<td>(Objected Votes)</td>
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<tr>
<td>Form (16), Form (16-A)</td>
<td></td>
<td></td>
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<tr>
<td>(Votes Received per Candidate)</td>
<td></td>
<td></td>
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<tr>
<td>Form (16-1)</td>
<td></td>
<td></td>
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<tr>
<td>(List of unused Ballot Papers)</td>
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<tr>
<td>Form (17), Form (17-A)</td>
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<tr>
<td>(Invalid Vote)</td>
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<tr>
<td>Issue</td>
<td>Image</td>
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<td>--------------------------------------------</td>
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<tr>
<td>UEC Working Guidelines (Appendix B, C, D)</td>
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<tr>
<td>Ink Pad</td>
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<tr>
<td>Seals</td>
<td></td>
<td></td>
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<tr>
<td>UEC Stamp and Sealing Wax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candle and Lighter</td>
<td></td>
<td></td>
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<tr>
<td>Polling Station Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pens (only black and blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tamper Evident Bags</td>
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<td></td>
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<tr>
<td>Ruler (Tear the Ballot Paper of Counterfoil)</td>
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<td></td>
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<tr>
<td>Baskets (Sort and Count the Ballot Papers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ink Pot (Ink Mark to prevent voting another time)</td>
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<td></td>
</tr>
</tbody>
</table>
1. Obtain from the respective ward/village tract sub-commission three (3) sets of voter lists for the Pyithu Hluttaw, Amyotha Hluttaw, State/Region Hluttaw in Form (1) each and two sets for the Ethnic representative candidates in Form (1-A) each.

2. Check there are sufficient stamps and if necessary request for more stamps.

3. Check if the slot of the ballot box is large enough for the ballot paper. **NOTE:** If the opening is too wide or too narrow, it must be reported to the ward/village tract sub-commission and repaired immediately.

4. Ensure that each ballot box is empty before sealing. Show the empty boxes to all polling station members, polling station agents and witnesses at the polling station and place it in a visible location after sealing it as instructed. Allow observers and agents to record the seal numbers. (See 3.2)

5. Sign the ballot papers in advance after determining the number of voters for the polling station. **NOTE:** As ballot papers that do not have a signature of the Polling Station Officer are considered as invalid votes, it is important to make sure his/her signature is present. Also, the voters and the ballot paper issuers should be checking the presence of the Polling Station Officer’s signatures.

6. Hand out booklets of ballot papers of the respective Hluttaw Election to each Ballot Paper Issuer by filling out Appendix (C).

7. Provide one set of the voter list to each of the Voter List Checkers (one for each election) along with the signed Appendix (B).

8. Mark the names of cast advance voters listed in Form (13), received from ward/village sub-commission before the opening of the polling station, in the voter list as they have already voted. Post one copy of Form (13) with the voter names who have already cast advance votes at the polling station.

9. Synchronize the Polling Station Officers watch with the Myanmar standard time.
### 1.9 Checklists

#### 1.9.2 Official Forms for Polling and Counting

<table>
<thead>
<tr>
<th>Form (1)</th>
<th>To obtain two sets of voter lists which include three forms, Pyithu Hluttaw, Amyotha Hluttaw, and State/Region Hluttaw from the ward/village tract sub-commission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form (1-A)</td>
<td>To obtain two sets of Form (1-A) voter list for the respective ethnic representative candidate.</td>
</tr>
<tr>
<td>Form (8)</td>
<td>Appointment Letter for polling station agents/assistants to be signed and counter-signed in front of the Polling Station Officer and kept by the Polling Station Officer.</td>
</tr>
<tr>
<td>Form (8-A)</td>
<td>Cancellation Form for appointment as polling station agents. To be signed by political party candidate.</td>
</tr>
<tr>
<td>Form (11)</td>
<td>Record of number of ballot papers received before opening the polling station. Form to be signed by the Polling Station Officer in front of the polling station members before opening the polling station.</td>
</tr>
<tr>
<td>Form (11-B)</td>
<td>List of Ballot Booklets distributed to the Polling Station Officer by ward/village tract sub-commission. Each booklet will consist of 50 ballot papers. In the case that more ballot papers are requested, the polling station members will receive a full additional booklet, example: for 305 voters: the Polling Station Officer will receive 7 booklets and for 355 voters: the polling station receives 8 booklets.</td>
</tr>
<tr>
<td>Form (12)</td>
<td>Corrections to the Voter List and its summary.</td>
</tr>
</tbody>
</table>
| Form (13) | List of Advance Voters Inside Constituency. Before the opening of the polling station, the relevant ward/village tract sub-commission shall receive the list of advance voters in four (4) copies together with the sealed ballot box with advance votes envelopes inside, according to the election by-laws Article 51(G) and when deposited with the Polling Station Officer, Form (13) will need to be signed.  
One copy Form (13) : Posted at the polling station  
One copy Form (13) : For the Polling Station Officer to keep  
Two copies Form (13) : For the ward/village tract sub-commission |
<p>| Form (14) | List of Objected Votes. |
| Form (16) | Number of votes received by each candidate for three Hluttaw Elections. |
| Form (16-A) | Number of votes received by the ethnic representative candidates at region/state Hluttaw. |
| Form (16-1) | List of unused ballot papers for Hluttaw elections. |</p>
<table>
<thead>
<tr>
<th>Form (17)</th>
<th>List of invalid ballot papers for Hluttaws and advance voting at the polling station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form (17-A)</td>
<td>Used for ethnic and advance invalid ballot papers at the polling station level</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Form to be used when the Polling Station Officer issues the voter list to the Voter List Checker.</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Form to be used when the Polling Station Officer issues the ballot papers to the Ballot Paper Issuer.</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Log-Form to record an action and/or incident.</td>
</tr>
</tbody>
</table>
### 2.1 Checklists

#### 2.1.1 Election Day Preparation

<table>
<thead>
<tr>
<th></th>
<th>Ensure the polling station is prepared for election day.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Received the following materials:</td>
</tr>
<tr>
<td></td>
<td>(a) Voter List</td>
</tr>
<tr>
<td></td>
<td>(b) Ballot Papers</td>
</tr>
<tr>
<td></td>
<td>(c) Stamps (to mark the Ballot Paper)</td>
</tr>
<tr>
<td></td>
<td>(d) Voting Screen</td>
</tr>
<tr>
<td></td>
<td>(e) Ballot Boxes</td>
</tr>
<tr>
<td></td>
<td>(f) UEC Working Guidelines (appendix B, C, D)</td>
</tr>
<tr>
<td></td>
<td>(g) Ink Pad (to thumbprint to sign the Voter List)</td>
</tr>
<tr>
<td></td>
<td>(h) Seal (Two for each ballot box)</td>
</tr>
<tr>
<td></td>
<td>(i) UEC stamp and sealing wax (to seal TEBs)</td>
</tr>
<tr>
<td></td>
<td>(j) Candle and lighter</td>
</tr>
<tr>
<td></td>
<td>(k) Polling Station Number</td>
</tr>
<tr>
<td></td>
<td>(l) Pens (only black and blue)</td>
</tr>
<tr>
<td></td>
<td>(m) Tamper evident bags</td>
</tr>
<tr>
<td></td>
<td>(n) Ruler (tear the ballot paper of counterfoil)</td>
</tr>
<tr>
<td></td>
<td>(o) Baskets (count the ballot papers)</td>
</tr>
<tr>
<td></td>
<td>(p) Ink Pot (ink mark so the voter cannot vote another time)</td>
</tr>
<tr>
<td></td>
<td>(q) Stapler and rubber bands</td>
</tr>
</tbody>
</table>

| 3 | Whether the following forms have been received or not: |
|   | (a) Form 11 (Count and check the ballot papers)       |
|   | (b) Form 12 (Report summary of the changes made on the voter list) |
|   | (c) Form 13 (Advance voters)                          |
|   | (d) Form 14 (Objection form)                          |
|   | (e) Form 16, Form 16-A (Valid votes for each candidate) |
|   | (f) Form 16-1 (Unused Ballot)                         |
|   | (g) Form 17, Form 17-A (Invalid vote)                 |
|   | (h) Appendix B (Polling Station Officer issues voting lists to the Voter List Checker) |
|   | (i) Appendix C (Polling Station Officer issues ballot papers to the Ballot Paper Issuer) |
|   | (j) Appendix D (Report an action/incident)            |

| 4 | Political Party Agents and their assistants to sign Form (8). |

<p>| 5 | Sign Form (11-B) when receiving ballot booklet. |</p>
<table>
<thead>
<tr>
<th></th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Ensure that the number of booklets with ballot papers correspond to the number of voters per polling station.</td>
</tr>
<tr>
<td>7</td>
<td>Count for each Hluttaw the number of ballot booklets and record in Form (11).</td>
</tr>
<tr>
<td>8</td>
<td>Ensure slot of ballot boxes is large enough for the ballot papers. If it is not, inform the ward/village tract sub-commission.</td>
</tr>
<tr>
<td>9</td>
<td>Ensure that each ballot box is empty before sealing them. Show the empty boxes to all polling station members, agents and people at the polling station and place these in a visible place after sealing them, as has been instructed.</td>
</tr>
<tr>
<td>10</td>
<td>Obtain one copy of three (3) sets of Form (1) for each Hluttaw election as well as a copy of Form (1-A) for election of the ethnic representative candidate.</td>
</tr>
<tr>
<td>11</td>
<td>Obtain four (4) copies of Form (13) by the ward/village tract sub-commission, together with a sealed ballot box, which contains the sealed envelopes of all advance votes, as well as a certificate of receipt of advance ballots. The Polling Station Officer will then countersign and accept all four (4) copies of Form (13).</td>
</tr>
<tr>
<td>12</td>
<td>Post one (1) copy of Form (13) at the polling station.</td>
</tr>
<tr>
<td>13</td>
<td>Return two (2) copies of Form (13) to ward/village tract sub-commission and keep one (1) copy of Form (13) at the polling station.</td>
</tr>
<tr>
<td>14</td>
<td>Mark voters from the advance voting list Form (13) on the voter list Form (1) as these individuals have already cast their vote.</td>
</tr>
<tr>
<td>15</td>
<td>The Polling Station Officer signs in advance, all ballot papers.</td>
</tr>
<tr>
<td>16</td>
<td>Set the clock to the correct Myanmar Standard Time.</td>
</tr>
<tr>
<td>17</td>
<td>Give one copy of the relevant Hluttaw Election voter list to each Voter List Checker by using Appendix (B).</td>
</tr>
<tr>
<td>18</td>
<td>Give the booklets of ballot papers of the relevant Hluttaw Elections, to the respective Ballot Paper Issuer by using Appendix (C).</td>
</tr>
</tbody>
</table>
2.1.2 Voting for People with Disabilities and in Need of Assistance

Although many disabled voters will be able to vote without assistance, some will not be able to. For those voters to be able to cast their votes, they are entitled to bring in a person of choice for assistance. When dealing with disabled voters who need the assistance of a companion, make sure that you directly address and respond to the voter and not only the companion.

Requirements at the polling station for voters with physical disabilities

1. Ensure that the polling station is set up in such way that it has ramps which will be close to the ground without much inclination, both at the entrance and the exit, so that people with disabilities can easily access. (Note: to make ramps based on a ratio of 0.3 meters height to 3 meters length)

2. Ensure the entrance and exit of the polling station is wide enough. (Note: At least 0.9 meters wide for the entrance, the exit and the walkways inside the polling station)

3. Put international standardized sign languages and/or pictures at the entrance and exit of selected polling stations according to the number of voters.

4. According to the number of voters with disabilities, ensure the height of the Voting booths and ballot boxes are accessible for the people with disabilities, so that they can easily cast votes without needing assistance from others.

5. Ensure that the interior of the polling station is wide enough and has an even floor so that the disabled voters in the voter list can easily access the polling station and cast their vote.
Preparing for Election Day

Requirements at polling station for voters with visual impairment

1. When voters with visual impairment come into the polling station, a family member or an agent must be allowed to enter the polling station to assist. Alternatively the polling station members must provide assistance to ensure that visually impaired voters can easily cast their votes.

2. The entry, exit and the inside structure of the polling station must be set up in such way to ensure that the voters with visual impairment can easily walk and/or move around.

3. Make sure that there are no low hanging objects that someone who is visually impaired could accidentally walk into.

4. In cooperation with associations for the blind and schools, braille can be arranged for the voters with visual impairments in selected polling stations.

Requirements at polling station for voters with hearing/speaking impairment

1. When communicating with voters with auditory impairment, tap on the shoulder or hand.

2. When communicating with them, sign language and facial expressions shall be used and if needed, exchange written communications.

Assist voters with mental impairment in making sure they are aware of their rights to vote.
3.1 Opening of the Polling Station

- Arrive at polling station with sufficient time to set up.
- Prepare ballot boxes.
- Prepare voter lists.
- Prepare advance voting forms.
- Check to see if the two polling station agents/assistants that are selected by the Hluttaw candidate with Form 8, are wearing the UEC stickers and allow them to enter the polling station.
- Prepare to assist disabled voters.
- Open the polling station at 6am sharp.

Step-by-Step Voting Process

1. Entering the polling station, the Polling Station Security checks the left little finger for ink.

2. Each voter who is voting for the Pyithu Hluttaw Election, may show the voter identification slip previously provided by the respective sub-commision or may show any other form of documentation to the Voter List Checker.

3. The Voter List Checker will counter check the voter list and voter’s name, and if correct, the voter will sign or thumbprint after his/her name. In the event that the information of the voter does not match the one on the voter list and if the voter can prove his/her information to be correct, corrections will be made on the voter list and the voting will be allowed.

4. Before the Ballot Paper Issuer hands the ballot paper to the voter, he/she will sign on the section of the counterfoil of the ballot paper. If not able to sign, the voter is asked to thumbprint. The voter will also need to check the presence of the signature of the Polling Station Officer and if the signature is missing, notify the Ballot Paper Issuer and receive a new ballot paper.

5. The voter proceeds to the voting booth to vote. There the voter takes the uncovered stamp and stamps on the allocated space on the ballot paper of the candidate of the voter’s choice.

Remark – To ensure valid votes, please refer to Section (6.2)
6. After casting the vote, the voter will fold the ballot paper and place this in the Pyithu Hluttaw Election ballot box. The cover of the ballot box of the Pyithu Hluttaw election is green and the back of the ballot paper, to be seen when folded, is the same color green.

7. For the Amyohta Hluttaw Election (blue cover of the ballot box/blue backside of the ballot paper) and Region/State Election (purple cover of the ballot box/purple backside of the ballot paper), the voter will follow the same steps as step 2 to step 6.

8. In the event that a voter is eligible for the Ethnic Representative Election, he/she will proceed with voting following to the same procedures as step 2 to step 6.

9. Upon casting all the votes, the voter proceeds to the Ink Marker and dips the left little finger in the ink pot. Then, return the voter identification slip to the Ink Marker.

**Ballot Boxes**

![Pyithu Hluttaw (Green)](image1)

![Amyohta Hluttaw (Blue)](image2)

![Region/State Hluttaw (Purple)](image3)

![Ethnic Affairs Representative (No Colour)](image4)
Dos for Polling Station Members

- Obtains the credentials from related township sub-commission.
- Follows the procedures carefully and acts with integrity.
- Sets the clock to the correct Myanmar Standard Time.
- Allows the people who have permission and the accredited observers to enter the polling station and plans ahead of time for no disturbances to occur during the voting process.
- Interacts with voters respectfully.
- Ensures those who are eligible to vote enter the polling station systematically.
- Assists voters who are having difficulty with the voting process.
- Obtains ballot booklets according to the different Hluttaw Elections.
- Obtains enough stamps with the engraved mark.
- Ensures ballot papers are signed by the Polling Station Officer according to the number of voters.
- Prepares for easy voting access for elderly, people who are in poor health, disabled and illiterate voters.
- Treats people equally without any discrimination against their religion or ethnicity.

Don'ts for Polling Station Members

- Do not treat voters disrespectfully.
- Do not keep the voters waiting for a long time.
- Do not edit or make changes to the voter list.
- Do not allow people without accreditation to enter the polling station.
- Do not cause dispute which could cause disturbance during the voting process.
- Do not treat people unequally based on their religion or ethnicity.
3.2 Closing and Opening of the ballot box

Sealing the ballot box before 6am

1. Show the empty ballot box before sealing it.

2. Close the lid of the ballot box.

3. Show the UEC logo and the serial number of the seals to the present observers and polling station agents and allow them if requested to note down the serial number.

4. On the two top-ends of the ballot box that have a hole, push the tail end of the seal from downward to upward through the hole of the lid and the ballot box. Make sure that the side of the seal with the serial number points towards the outside.

5. Insert the pointed tail end of the seal into the hole in the seal, as shown on picture 2. Pull the pointed end of the seal until it fixes tightly around the hole and the seal is secured. Ensure that the seal is tight and that the lid of the ballot box cannot be removed, or opened even slightly.

6. Repeat this for two holes on the sides of the ballot box (minimum 2 per ballot box).
## Opening the ballot box after 4pm

<table>
<thead>
<tr>
<th></th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After the polling station is closed at 4pm the counting process starts. Reopen the ballot boxes in front of polling station members, witnesses, voters, observers and political party agents.</td>
</tr>
<tr>
<td>2</td>
<td>Before breaking the seals, show the serial number of the seal to all present in the polling station and ask them to check and confirm.</td>
</tr>
<tr>
<td>3</td>
<td>Break the seal tags to open the ballot box, by holding the seal in one hand and pulling the ledger in the opposite direction with the other hand. Use scissors or knife in case the seal does not open.</td>
</tr>
</tbody>
</table>
### 3.3 Checklists

#### 3.3.1 Voting Process

<table>
<thead>
<tr>
<th>No.</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Check the surrounding of the polling station as required.</td>
</tr>
<tr>
<td>2</td>
<td>Allow voters to enter into the polling station systemically.</td>
</tr>
<tr>
<td>3</td>
<td>Ensure that the left little finger of the voters that have cast their votes is inked to ensure that they cannot vote again.</td>
</tr>
</tbody>
</table>
| 4   | Record the following in Appendix (D):  
- Issuing of ballot papers;  
- Opening and closing time of polling station;  
- Any incident/irregularities;  
- If ballot papers are missing from the ballot box, then the respective Hluttaw Election will be considered as cancelled and this shall be reported to the township sub-commission through ward/village tract sub-commission immediately. This incident will be recorded in detail on Appendix (D). |
| 5   | In the event that a person is trying to impersonate somebody else or voting on somebody else's behalf, please refer to Section 3.4 of this manual for further instructions. |
| 6   | In the event that a voters name and/or details on the voter list are incorrect, the Polling Station Officer shall allow the individual voter to vote, if another person takes the responsibility to verify the person concerned, and shall correct the wrong, incomplete or conflicting information on the voter list. The name and details of the concerned voter shall be reported in Form (12). |
| 7   | To check on a regular basis the number of people who have already voted and the number of unused ballot papers, and report the information in Appendix (D). |
| 8   | In the event of any disruption of the voting process the Polling Station Officer will report it immediately to the ward/village tract sub-commission. |
3.4 Critical incidents

- The Polling Station Officer shall report any irregularities to the ward/village tract sub-commission if it may affect the fairness of the poll. He/she can request assistance immediately from the ward/village sub-commission upon occurrence of the irregularity/ies.

- In case of natural disaster or security concerns preventing the voters from casting their ballot, immediately report to the township sub-commissions through the ward/village tract sub-commission.

- In the event that polling is stopped or interrupted, the Polling Station Officer must seal the ballot box and transport this to the township sub-commission. The votes will be counted at the township sub-commission. Record the votes in Form (16) and Form (16-A), which should be signed by the relevant people. Hand over the forms to the township sub-commission.

- In the event that a ballot box is taken away illegally, stolen or damaged or if the votes are lost or damaged, voting must be stopped and declare elections as null by the Polling Station Officer. Declaration of void/null election should then immediately be reported to the ward/village level sub-commission.

- Not to allow someone to impersonate a voter for voting. If the impersonating voter is illiterate, let him/her thumbprint and if the voter cannot follow this regulation, record the event and the decisions on the objection Form (14).

- In the event that a voter's name and/or details on the voter list are incorrect, the Polling Station Officer shall allow the individual voter to correct the wrong, incomplete or conflicting information on the voter list and to vote. The details shall be reported in Form (12).

- During polling, only those people that have the right and are listed in section 1.6 of this manual should be allowed to access the polling station.

- If a person acts illegally at the polling station, he/she will be immediately removed from the polling station.

- Polling Station Officer may also refer an alleged violator to the police or security on duty and instruct to arrest someone who has committed a crime.

- The Polling Station Officer and polling station members shall not add new voters to the voter list.

- If undisciplined behavior is observed/reported within 500 yards from the polling station, it must be reported to the ward/village tract sub-commission quickly.

**Remark:** The Polling Station Officer is encouraged to remedy irregularities by themselves before requesting support from the police or security officers.
### Closing of the Polling Station and Counting the Votes

#### 4.1 Closing the Polling Station

- **Polling station must be closed exactly at 4pm.**
- **Check if there are people in the vicinity of the polling station that are queuing up to vote and if required make a list and allow these people to vote.**
- **In the event that all votes at the polling station have been cast before 4 pm, the polling station can be closed early.**
- **When the polling station is closed, this must be officially announced.**

<table>
<thead>
<tr>
<th>No.</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ballot papers previously signed by the Polling Station Officer and unused must be cancelled by crossing from top to bottom.</td>
</tr>
<tr>
<td>2</td>
<td>Appoint at least four (4) voters and six (6) polling station members to witness the counting process. They all should sign Form (16). NOTE: Observers cannot sign and act as witnesses.</td>
</tr>
<tr>
<td>3</td>
<td>Prepare the number of baskets for collecting the counted votes.</td>
</tr>
<tr>
<td>4</td>
<td>Verify the number of used and non-used ballot papers.</td>
</tr>
<tr>
<td>5</td>
<td>Count the ballot paper of the respective candidate and insert a serial number on each ballot paper.</td>
</tr>
<tr>
<td>6</td>
<td>Add the advance votes received under each candidate and report this on Form (16) and Form (16-A). Write the total number of votes each candidate received in numerical form and in words. Make five (5) copies of Form (16) and Form (16-A) respectively.</td>
</tr>
<tr>
<td>7</td>
<td>Acknowledge Form (16) and Form (16-A) through signing by: Polling Station Officer, Deputy Polling Station Officer, polling station members, political party agents, and at least four (4) witnesses.</td>
</tr>
<tr>
<td>No.</td>
<td>Subjects</td>
</tr>
<tr>
<td>-----</td>
<td>----------</td>
</tr>
</tbody>
</table>
| 8   | Make five (5) copies of Form (16) and Form (16-A) and send to:  
One copy : Township sub-commission  
Two copies : Ward/village tract sub-commission  
One copy : Posted at polling station  
One copy : For polling station |
| 9   | Number and record each invalid vote in Form (17) and Form (17-A) including the reason for invalidity and ensure Polling Station Officer signs the forms. |
| 10  | Upon completion of the count, insert all votes and advance votes into tamper evident bags and seal these properly.  
Ensure that political party agents are allowed to seal the bags, if requested.  
Write clearly on each tamper evident bag:  
• Name of candidate  
• Name of constituency  
• Name of ward/village tract  
• Number of polling station |
| 11  | To put all invalid votes in a separate tamper evident bag and seal these properly. Ensure that political party agents are allowed to seal the bags, if requested.  
Write clearly on each tamper evident bag:  
• Name of constituency  
• Name of ward/village tract  
• Number of polling station |
<table>
<thead>
<tr>
<th>No.</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>In one tamper evident bag place all the ballot papers, advance ballot papers, and invalid votes.</td>
</tr>
</tbody>
</table>
| 13  | Insert all unused ballot papers, receipts, Form (16-1), voter lists, receipts of advance ballot papers, Form (17) and Form (17-A) in one separate tamper evident bag and seal properly. Ensure that political party agents are allowed to seal the bags, if requested. Write clearly on each tamper evident bag:  
  - Name of constituency  
  - Name of ward/village tract  
  - Number of polling station |
| 14  | Insert all the bags in one final large tamper evident bag. The Polling Station Officer will then seal the bag. Ensure that political party agents are allowed to seal the bags, if requested. Write clearly on the final tamper evident bag:  
  - Name of ward/village tract  
  - Number of polling station  
  The Polling Station Officer will take the final large tamper evident bag, Form (16) and Form (16-A) envelopes to the respective township sub-commission quickly. If the situation does not allow sending, due to natural disaster or security, the tamper evident bag and forms should be sent to the ward/village tract sub-commission. |
4.2 Counting the Votes on the Election Day at the Polling Station

1. Polling Station Officer
2. Deputy Polling Station Officer
3&4. Witnesses
5&6. Polling station members
7. Domestic/International Observers & Polling Agents

- Ensure that accredited domestic and international observers as well as polling agents are allowed to observe the counting process.
- Place tables in the middle of the polling station for the count.
- Place the board close to the counting table to record the votes.
- Ballot papers that were previously signed by the Polling Station Officer and unused must be cancelled by crossing from top to bottom. Record this in Form (16-1).
- Appoint four (4) voters to witness the counting process and make each sign at the back of Form (16).
- Start counting the advance voting, followed by Pyithu Hluttaw, Amoytha Hluttaw, State/Region Assembly and if applicable Ethnic Representative.
- Check that the ballot boxes are sealed.
Closing of the Polling Station and Counting the Votes

- Prepare the number of baskets for collecting the counted votes.
- Open the ballot boxes in front of the witnesses and observers.
- Count the ballot papers in the ballot boxes first to check whether these are valid or invalid. Number and record each cancelled vote in Form (17) and Form (17-A). The Polling Station Officer should sign both forms.
- Report to ward/village sub-commission any inconsistencies.
- Count each ballot paper in front of the witnesses and observers and ensure the count is transparent at all times.
- Check the number of votes and the number of issued ballot papers and record this in Form (16) and Form (16-A).
- Count the number of votes for each candidate and number each ballot paper. Bundle every 10 ballot papers together.
- Count each candidate individually and insert the number of votes on the tally sheet, that has been placed on the board. Ensure that each candidate will have a separate tally sheet.
  All votes received for each candidate are to be added under each candidate and in Form (16) and Form (16-A).
- Write the total number of votes each candidate received in numerical form and in words. Ensure by the end of the count that Form (16) and Form (16-A) are signed by: Polling Station Officer, Deputy Polling Station Officer, polling station members, Polling Station Agents/Assistants and at least four (4) witnesses.

Remark: Each Hluttaw Election, State/Region Assembly and Ethnic Representative Election counting procedures are the same.

4.3 Consolidation of Results

Make five (5) copies of Form (16) and Form (16-a), done by adding the number of advance votes and votes at the polling station, for each Hluttaw Election. Sign by Polling Station Officer, Deputy Polling Station Officer, polling station members, Polling Station Agents/Assistants and at least four witnesses.
Send the copies as follows:
One copy: Township sub-commission
Two copies: Ward/village tract sub-commission
One copy: Posted at polling station.
One copy: For polling station
4.4 Procedures after Counting

After counting the ballot papers, the following things must be done:

(1) Upon completion of the count, insert all valid ballot papers and valid advance vote ballot papers into tamper evident bags and seal these properly.

(2) Write clearly on each tamper evident bag:
   - Name of candidate
   - Name of constituency
   - Name of ward/village tract sub-commission
   - Number of polling station

(3) Put all the invalid votes in a separate tamper evident bag and seal these properly.

(4) Write clearly on each tamper evident bag:
   - Name of constituency
   - Name of ward/village tract sub-commission
   - Number of polling station

(5) In a separate tamper evident bag, insert:
   - valid ballot papers
   - valid advance ballot papers
   - invalid votes

(6) The following things must be put into separate bags. After that, they must be put into a big bag.
   - Unused ballot papers, receipts and Form (16-1)
   - Voter list used in the Polling Station
   - Receipt of advance ballot papers
   - Form (17) of invalid votes, Form (17-A) for ethnic representative invalid votes

(7) Insert in one final large tamper evident bag:
   - Tamper evident bags containing the ballot papers, advance ballot papers and invalid votes
   - Tamper evident bag containing unused ballot papers, receipts and Form (16-1), voter lists used at the polling station, receipts of advance ballot papers, Form (17) and Form (17-A)

(8) Send the final large tamper evident bag and Form (16) and Form (16-A) to the township sub-commission after counting.

(9) If the situation does not allow sending, due to natural disaster or security, the tamper evident bag and forms should be send to the ward/village tract sub-commission.

(10) In the event of irregularities, report it to the ward/village tract sub-commission and ask for instructions.
Closing of the Polling Station and Counting the Votes

Tampered Evident Bags & Sealing Procedure

1. Small (16” x 25”)
2. Medium (20” x 30”)
3. Large (30” x 45”)
4. X-Large (45” x 54”)

(Images of bags in various sizes with text)
### Closing of the Polling Station and Counting the Votes

<table>
<thead>
<tr>
<th>Ethnic Representative</th>
<th>Candidate (G)</th>
<th>Advance Votes</th>
<th>Valid Votes</th>
<th>Candidate (H)</th>
<th>Advance Votes</th>
<th>Valid Votes</th>
<th>Invalid Votes (G)+(H)</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>State/Region Hluttaw</th>
<th>Candidate (E)</th>
<th>Advance Votes</th>
<th>Valid Votes</th>
<th>Candidate (F)</th>
<th>Advance Votes</th>
<th>Valid Votes</th>
<th>Invalid Votes (E)+(F)</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Amoyna Hluttaw</th>
<th>Candidate (C)</th>
<th>Advance Votes</th>
<th>Valid Votes</th>
<th>Candidate (D)</th>
<th>Advance Votes</th>
<th>Valid Votes</th>
<th>Invalid Votes (C)+(D)</th>
<th>Miscellaneous</th>
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</thead>
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<tr>
<td></td>
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<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Pyithu Hluttaw</th>
<th>Candidate (A)</th>
<th>Advance Votes</th>
<th>Valid Votes</th>
<th>Candidate (B)</th>
<th>Advance Votes</th>
<th>Valid Votes</th>
<th>Invalid Votes (A)+(B)</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
5.1 Election Day Security

- In the event that a ballot box is taken away illegally, stolen or damaged or if the votes are lost or damaged, report it to the Polling Station Officer.

- In the event that a person takes a ballot paper, without placing this into the ballot box, or if a person damages a ballot paper, report it to the Polling Station Officer.

- Any irregularity, which could interrupt the voting process, should be reported to the Polling Station Officer.

- Coordinate the observers groups.

- Check that those who have voted, have the left little finger inked.
6.1 Regulations to Follow

Ethics to be followed by the Polling Station Officer and the polling station members;

1. Record and account on elections must be made in a precise manner and stored safely.
2. Ensure the secrecy of the vote at all times.
3. Do not leak information except if the UEC HQ allows dissemination of this information.
4. Be non-partisan and do not campaign for any candidate, do not be biased and demonstrate impartiality by treating all voters equally.
6.2 Specification of Valid and Invalid Votes and Examples

Valid Votes

- Ballot paper that is stamped on the allocated stamp area for only one candidate.
- Ballot paper that is stamped on the allocated stamp area for only one candidate, but the stamp is pointing in different directions.
- If a ballot paper is stamped on the allocated stamp area but two candidates are marked, the ballot paper is defined by the more or less number (6 out of 9) of the grid blocks.
- Ballot paper that is stamped only once on the respective candidate's name or the party's logo and not on the allocated stamp area.
- Ballot paper that has been stamped only for one candidate but only a few parts of the grid blocks of the stamp fall into the allocated stamp area and the rest are outside of the area (less than 3 out of 9).

Invalid Votes

- Ballot paper, although stamped on the allocated stamp area, but the grid blocks of the stamp cover two candidates evenly.
- Ballot paper, which is completely stamped outside the allocated stamp area.
- Ballot paper where more than one candidate has been stamped either on the allocated stamp area or candidate names or party logos.
- Ballot paper that has been stamped more than one time.
- Torn or damaged ballot paper.
- Uncertain stamped ballot paper.
- Unmarked ballot paper.
- Ballot paper without the signature of the Polling Station Officer.
Valid Vote Examples
Invalid Vote Examples

- Difficult to decide which candidate was voted for
- Difficult to decide which candidate was voted for
- Stamped completely outside the allocated stamp area
- Stamped more than one time
- Stamped more than one time
- Un stamped ballot paper
- Stained ballot paper
- Marked ballot paper
- Ballot paper without the signature of the Polling Station Officer.
- Ballot paper which has been torn
### 6.3 Distribution of Duties (Exercise)

Tick who does the following duties:

1. To accept the appointment letter from the relevant sub-commissions.

2. To ensure the voters are entering and exiting the polling station correctly and to make sure the voting process finishes within the confined time.

3. To check the voter does not have an inked finger when entering the polling station.

4. To note the serial numbers, beginning to end, from the ballot paper receipts in each booklet.

5. To check for enough voter stamps with the mark (✓) and ask for more stamps according to the number of polling booths.

6. Keeping an eye on voters for any mischievous behavior with regards to the ballot paper.

7. If the voter is missing a little finger, to dip one of the other fingers into the ink pot.

8. To check if the list of advanced voter names are marked on the voter list.

**Answer:** 1- (a), 2- (f), 3- (c), 4- (b), 5- (a), 6- (f), 7- (e), 8- (e)
<table>
<thead>
<tr>
<th></th>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tick who does the following duties:</strong></td>
<td></td>
<td></td>
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<tr>
<td>9.</td>
<td>To assign people with the right to enter the polling station a seat.</td>
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<tr>
<td>10.</td>
<td>To coordinate with the relevant ward/village tract sub-commission with regards to the required materials for the polling station.</td>
<td></td>
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</tr>
<tr>
<td>11.</td>
<td>To check the type of ballot paper booklet, count the ballot papers in front of all of the polling station members and record them in Form (11).</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>12.</td>
<td>To check the voter list and the remaining ballot papers and hand them to the Polling Station Officer promptly after the polling station closes.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13.</td>
<td>To dip the left pinky finger of voters who have voted into the ink pot.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>14.</td>
<td>For illiterate voters, to have an ink pad for thumbprinting and a cloth for wiping the finger.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>If the voter who asks for a ballot paper, does not know how to write, let him or her thumbprint, if the voter does not follow this procedure then voting is not allowed.</td>
<td></td>
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</tbody>
</table>
Tick who does the following duties:

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16. To check the voter list against the voter identification slips.</td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
</tr>
<tr>
<td>17. To check if all pages are present in the ballot paper booklets and if the Polling Station Officer’s signature is on them.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>18. To have one’s watch synchronized with the Myanmar standard time.</td>
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<tr>
<td>19. To assist voters who are in poor health.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>20. To assist people with disabilities to access the polling station and cast their votes.</td>
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<tr>
<td>21. To announce exactly at 6am that the polling station opens.</td>
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<tr>
<td>22. To ensure that polling station related materials do not go missing and that there is security before, during and after the voting process.</td>
<td></td>
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<tr>
<td>23. Not to allow any other person than the ones allowed to enter the polling station from the beginning to the end of the voting and counting process.</td>
<td></td>
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</tr>
<tr>
<td>24. To remove any person from the polling station who is seen to be violating the election laws, by-laws, guidelines, rules and regulations as per the instructions of the Polling Station Officer.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
</tr>
<tr>
<td>---</td>
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<td>-----</td>
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</tr>
<tr>
<td>25.</td>
<td>To close the polling station exactly at 4pm and before closing the polling station, investigate if there are any voters left to vote within the vicinity. If there are, obtain a list of the voters and allow them to vote even after the voting hours.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>To receive required materials for inking such as the ink pot or ink pad from the Polling Station Officer before the polling station opens.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>To report any voter who comes to vote impersonating another voter.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Not to issue stained or torn ballot papers and if found report to the Polling Station Officer.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>To place polling station members to assigned seats.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>To ensure that voters get inked.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>To check the page numbers and to see if all pages are present in the voter list, and to check the serial numbers of the voters.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>To close the polling station earlier if all the voters voted before 4pm in the evening and to announce the closing of the polling station once it does.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tick who does the following duties:

33. To choose the witnesses while counting the votes.

34. To seal the ballot boxes with serial numbered seals.

35. To determine validity of ballot papers.

36. To collect important equipment in the polling station after the vote counting process is finished.

37. To post the results on Form (16) after counting the votes for announcement.

38. To log critical incidents in the Appendix (D).

39. Someone who could answer the observers.

Answer: 33(a), 34(a), 35(a), 36(a), 37(a), 38(a), 39(a)
6.4 Voter Identification Slip, Appendix (A) (B) (C) & (D)

Voter Identification Slip Guidelines

1. The voter identification slips are to be filled in with the voter’s information retrieved from Form (1) by the ward/village tract sub-commission personnel.
2. The voter identification slips are to be provided to the voters one week prior to the Election Day.
3. Information on the voter identification slips is to be checked by the voters for accuracy.
4. Incorrect information is to be informed at the ward/village tract sub-commission for modifications.
5. If modifying the incorrect information of a voter at the ward/village tract sub-commission is not feasible, inform the Polling Station Officer on the Election Day for making the corrections.
6. The voter identification slips are to be taken by the voters to the polling station on the Election Day.
7. Show the voter identification slip to receive a ballot paper on the Election Day.
8. The Voter List Checker counterchecks the voter list: Form (1) with the information from the voter identification slip, and issues the ballot paper if correct.
9. Although the information on the voter list: Form (1) and the voter identification slip have small mistakes, make notes of these changes and allow the voter to vote if the voter is an eligible voter.
10. After the voter voted for respective Hluttaws, return the voter identification slip to the Ink Marker.
11. If the voter identification slip is lost, the voter is still eligible to vote if he/she is on the voter list.

(Back)
Polling Booth Sample Layout

For the Pyithu Hluttaw, Amyotha Hluttaw, Region/State Hluttaw (including ethnic nationalities seats) elections

a = entrance
b = polling booth officer
c = deputy polling booth officer
d = Hluttaw/ethnic nationality voting roll inspector
e = Hluttaw/ethnic nationality ballot paper issuer
f = Hluttaw/ethnic nationality ballot boxes
g = secret rooms
h = polling booth security
i = ink marker
j = ward/village tract sub-commission member
k = candidate/election agent/polling booth agent/assist agents
l = exit
Remark:

1. Between 300 and 3000 voters are designated to each polling booth.

2. The commission seal and watermark are printed green on the back page of the Pyithu Hluttaw ballot paper, and the ballot box is painted green too.

3. The commission seal and watermark are printed blue on the back page of the Amyotha Hluttaw ballot paper, and the ballot box is painted blue too.

4. The commission seal and watermark are printed purple on the back page of the Region or State Hluttaws ballot papers, and the ballot box is painted purple too.

5. The names of the candidates for the ethnic nationalities seats in each Region or State Hluttaws will be printed in letters clearly.
Appendix (b)

Form to be used when the Officer issues voting rolls to Team Members who are Voting Roll Inspectors

<table>
<thead>
<tr>
<th>No</th>
<th>Relevant Hluttaw</th>
<th>voting roll number</th>
<th>Signature of the recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Number</td>
<td>In Letter</td>
</tr>
<tr>
<td>1</td>
<td>Pyithu Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Amyotha Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Region or State Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Candidate for the relevant Ethnic Nationality Hluttaw seat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Officer's signature-----------------------------
Polling Booth Number --------------------------
--------------------- Ward or Village-Tract
----------------------- Township
# Form for Handing the Voting Rolls over to the Officer by the Inspector

<table>
<thead>
<tr>
<th>No</th>
<th>Relevant Hluttaw</th>
<th>voting roll number</th>
<th>Signature of the Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Number</td>
<td>In Letter</td>
</tr>
<tr>
<td>1</td>
<td>Pyithu Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Amyotha Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Region or State Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Candidate for the relevant Ethnic Nationality Hluttaw seat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Received

Officer's signature-----------------------------

Polling Booth Number -----------------------------

---------------------------------- Ward or Village-Tract

----------------------------------------------- Township
**Form to be Used when the Officer issues Ballot Ledgers to the Ballot Paper Issuers of Team Members**

<table>
<thead>
<tr>
<th>No</th>
<th>Relevant Hluttaw</th>
<th>Number of ballot ledgers</th>
<th>Signature of the Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Number</td>
<td>In Letter</td>
</tr>
<tr>
<td>1</td>
<td>Pyithu Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Amyotha Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Region or State Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Candidate for the relevant Ethnic Nationality Hluttaw seat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Officer's signature-------------------------

Polling Booth Number -------------------

------------------- Ward or Village-Tract

------------------------ Township
Form for Handing the Ballot Ledgers over to the Officer by the Team Members who Drew the Ballot Ledgers

<table>
<thead>
<tr>
<th>No</th>
<th>Relevant Hluttaw</th>
<th>Number of ballot ledgers</th>
<th>Signature of theSubmitter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Number</td>
<td>In Letter</td>
</tr>
<tr>
<td>1</td>
<td>Pyithu Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Amyotha Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Region or State Hluttaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Candidate for the relevant Ethnic Nationality Hluttaw seat</td>
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</tbody>
</table>

Received

Officer's signature-----------------------------
Polling Booth Number --------------------------
----------------------------------------------- Ward or Village-Tract
----------------------------------------------- Township
Appendix (d)

Summary

Hluttaw Constituency No ( )
Ward or Village-Tract
Township
Date of the Election is held
Polling Booth No

<table>
<thead>
<tr>
<th>No</th>
<th>Time</th>
<th>Report Summary</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Remark: After each action taken has been written in the Summary, all the officials who undertake that action along with the Officer shall also sign in it.

Officer's Signature

Name