



CONTINUOUS VOTER REGISTRATION GUIDE

FOREWORD

The function of a successful election is a credible Register of Voters. The Register of Voters is the basis for determining who is eligible to vote and who is not on Election Day. While the existing Register of Voters used in 2003 General Elections served the purpose to a great extent, it had profound limitations, one of which was the absence of the photograph of the voter.

Important to the success of future elections in Nigeria is a Register of Voters that contains essential information on every eligible citizen such as name, age, gender, address, photograph and thumbprints etc.; hence the current efforts of the Commission at validating the Register of Voters with the Automated Fingerprint Identification System (AFIS) and photograph of the voter. It is hoped that the Register of Voters obtained through this process will be devoid of fraud and multiple registration; in other words, credible.

As always, Registration Officials are a very critical part in the voter registration process. On engagement, they commit themselves to a process that will guarantee the credibility of elections in Nigeria. The commitment of the Registration Officials to their duties will enhance the process of democratization in our country.

The Independent National Electoral Commission (INEC) is pleased with the entire gamut of Registration Officials. These include the SAROs, AROs, DO and REVOs. In whatever capacity one is functioning, it is honourable that each has the opportunity to serve the country in the process of enhancing democracy. The Commission is optimistic that the enabling laws and registration guidelines would greatly influence this exercise.

It is therefore my pleasure to congratulate all the officials who have been appointed to realize the dream of this manual. I wish you all a good success.

Prof. Maurice M. Iwu

Chairman, INEC

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LIST OF ACRONYMS

Adm. Sec	Administrative Secretary
AEO	Assistant Electoral Officer
AFIS	Automated Finger Identification System
AREVO	Assistant Revision Officer
ARO	Assistant Registration Officer
DDC	Direct Data Capture
DOB	Date of Birth
EO	Electoral Officer
FRV	Final Register of Voters
INEC	Independent National Electoral Commission
LGA	Local Government Area
NPF	Nigeria Police Force
NSCDC	Nigeria Security and Civil Defence Corps
OCP	Occupation
PRV	Preliminary Register of Voters
PU	Polling Unit or Registration Centre
RA	Registration Area
REC	Resident Electoral Commissioner
REVO	Revision Officer
SARO	Supervisory Assistant Registration Officer
SRV	Supplementary Register of Voters
ST4e	Smart Terminal 4e (DDC unit)
TVL	Transfer Voters' List
VIN	Voter Identification Number

GLOSSARY

Applicant	Any person seeking to be registered as a voter (used interchangeably with the term “prospective registrant”)
Biographic Data	Name, address and other personal details of a registrant
Biometric data	Registrant’s thumbprints in the database
Claim	Request made by a person registered to have his/her name and/or particulars amended or included in the PRV
Cold Laminate	Manual sealing of the voter’s card
Election Observer	Is an independent person or organization saddled with the responsibility of keeping watchful eyes on the entire registration process but has no active participation, and <u>DOES NOT</u> interfere in the conduct of the process.
Objection	Request made by any member of the public against the inclusion of names and details of another person from the PRV on the ground that such a person does not qualify to be registered in the particular area or centre or is deceased.
Particulars/Details	Personal details of any person registered or wishing to be registered such as age, address, gender, occupation etc.
Polling Unit	A designated location or venue (within a Polling/Registration Area) for the compilation of the names and particulars of persons eligible to vote at an election.
Prospective Registrant	A person seeking to be registered as a voter (also called an applicant or registrant)
Registrant	Any person seeking to be registered as a voter who has undergone any part of or completed the registration process

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Registration Area	The smallest geographical area covering a specific number of registration centres for the purposes of registration.
Registration Centre	A designated location or venue (within a Registration area) for the compilation of the names and particulars of persons eligible to vote at an election
Registration official	Any official of INEC, temporary or permanent, charged with duties concerning the registration of voters
Registration of Voters	The identification of persons eligible to vote in an election and the compilation of a list of the personal details of such persons.
Reg. Centre/PU	Used interchangeably to refer to the place of registration.
ST4e	Handheld Smart Terminal (ST4e) device used for direct data capture of a voter's details
Stylus Pen	Pen-like device attached to the DCC device used for keying information into the DCC device.
Webcam	Digital camera used for taking photographs during registration.

ABOUT THIS GUIDE

This guide is designed for Voter Officials who will be involved in the registration of prospective voters, the updating and maintenance of the Register of Voters. The guide also provides Registration officials with relevant information on how to carry out their duties and responsibilities in accordance with the electoral law and registration guidelines. It contains simple and clear instructions for all Registration Officials involved in continuous voter registration, and in the updating and maintenance of the Register of voters.

This document contains a list of Acronyms, a Glossary and an Introduction. It has six modules. Module 1 gives an overview of the continuous voter registration process. Module 2 deals with the people involved in the continuous voter registration, while Module 3 is on preparation, the materials and equipment for voter registration, the operative hours for voter registration. Module 4 deals with voter registration procedure using the DCC system, what it entails and the order of events. Module 5 deals with the display of the Preliminary Register of Voters (PRV) and, the hearing and determination of claims and objections. The appendices form the last part of the guide.

The guide may not provide all the answers to every question that may arise in connection with the continuous voter registration process. Registration Officials will therefore be expected to read and interpret the sections of the Electoral act 2006 governing voter registration and their own practical experience in the subject area to be able to undertake the continuous voter registration.

Political Parties, Candidates and their Agents, Security Agents, Observers and other stakeholders in the electoral process will find this guide useful in understanding the continuous voter registration process. Especially they will appreciate the new voter registration system which has been designed to eradicate all manner of malpractices in the registration of voters. The credibility of the voter registration process is the aim of this effort which it is hoped will, among other things, guarantee success towards a sustainable electoral democracy in Nigeria and all other electoral stakeholders.

INTRODUCTION

Voter registration is the identification of persons who are eligible to vote in an election and the compilation of a list of all such persons referred to as a Register of Voters. The 1999 Constitution requires that only citizens who have registered as voters and the names are included in the Register of Voters shall be entitled to vote at an election or referendum. All citizens of Nigeria who have reached the age of 18 years and above and have the requisite eligibility to register, and wish to be registered as voters must present themselves at designated venues of offices of INEC in their respective Local Government Areas (LGA) for inclusion in the list called the Register of Voters. New applicants will be required to show proof of their eligibility to register as voters and will be required to provide their personal details such as name, age, gender, occupation, home address, photographs and thumbprints to the Registration Officials.

INEC has the legal mandate to register voters and, to maintain and revise the Register of Voters. Before 2006, INEC (and the electoral commission preceding it) carried out periodic registration of voters in the period immediately preceding the general elections so as to prepare the Register of Voters. In addition, the voter registration process was manual. The last registration incorporated technology in the process through the Optical Mark Reader (OMR) technology and computerization of the voters' roll. The result was an Electronic Voters Register (EVR) which contained a high percentage of voter dislocation owing to errors in the shading of the OMR forms.

The electoral Act 2006 provides for continuous registration of voters. With the introduction of the continuous registration of voters, INEC is in a position to register new voters, compile, maintain and update the Register of Voters on a continuous basis e INEC for the period immediately preceding a general election.

The continuous registration of voters enables INEC to update the Register of Voters by adding names of persons:

- who have attained 18years of age and were not previously registered;
- who have acquired Nigerian citizenship;
- who have transferred to a different constituency or other centres within the same constituency.

It also enables INEC to make corrections to details of voters – upon request – and to delete from the Register of Voters the names of:

- deceased persons or
- those persons who no longer meet the registration requirements.

Moreover, the Direct Data Capture (DDC) system for voter registration is currently in practice. The process involves directly capturing the names and other details of voters such as date of birth, gender, address, occupation, photograph, and thumbprints of every voter, using the electronic DDC equipment that stores the information and also prints out the temporary voter's card (TVC) – which is issued to the voter immediately – and entering the same information manually on Form EC. 1A. it is hoped that this approach will achieve minimization or outright elimination of the drawbacks of both the manual and the OMR technology, and thereby produce a credible Register of Voters.

After the period allocated for field compilation, a preliminary Register of Voters (PRV) is printed out and displayed for public scrutiny for a period of not less than five days and not more than 14days. This is to give the public the opportunity to confirm the inclusion of their names and other details in the register, make claims of correction of misspelt names and wrong particulars and of omission, and file objections to the inclusion of names of persons that should not be included in the Register. After the determination of claims and objections, the SRV is produced and included in the revised Register of Voter which shall be certified by the Commission as the officer register for any election thereafter.

MODULE 1: OVERVIEW OF THE VOTER REGISTRATION PROCESS

Objectives:

After you have read this Module, you should be able to:

- Understand what voter registration is and the continuous registration process.
- Be familiar with the different types of voter registration
- Identify persons who qualify to register as voters.
- Be familiar with the hours of registration and registration period.
- Discuss the content of the Register of Voters.

1.1 What Is Voter Registration?

Voter Registration is the process of identifying citizens eligible to vote in an election and compiling their personal details in a list called Register of Voters. Methods used for voter registration vary from one country to another, but it is generally agreed that voter registration serves the following purposes, it:

- Brings eligible people into the electoral process;
- Prohibits unqualified persons from voting by ensuring that only qualified voters are registered;
- Provides an opportunity for making claims and objections about eligibility;
- Guarantees and enables all those legally qualified to vote to do so;
- Ensures equality of vote;
- Prevents voters from voting more than once at any election and thus ensures equality of the vote;
- Provides information about how many people are eligible to vote in an election and how they are distributed around the country.

1.2 Types of Voter Registration

There are three main types of voter registration. These are:

1.2.1 Periodic Voter Registration

For the periodic voter registration, a new Register of Voters is prepared every time there is an election and is used only for purposes of that election. Generally,

the Register of Voters is prepared and produced in the period immediately preceding an election.

1.2.2 Civil Registry Voter Registration Process

This approach to voter registration integrates information about citizens from the civil register that is maintained by the government. Under this approach voters are automatically registered to vote and changes in residence are usually reflected in the registration status without necessary action by the voter.

1.2.3 Continuous Voter Registration

The continuous voter registration process is based on an initial Register of Voters that is constantly maintained and updated by electoral officers. It evolves over time and is used for successive elections. Under the process the initial Register of Voters is continuously updated by adding names of eligible voters as well as deleting the names of those who no longer have been declared legally incompetent. In addition, the registration officials may, upon request, update information about voters who have relocated or who have married and changed surnames.

1.3 Overview of Voter Registration in Nigeria

The framework for conducting Voter registration is provided principally by Electoral Act 2006 and the Constitution. Prior to 2002, the periodic registration of voters' was the practice and the records registered voters were manually kept. Eligible voters present themselves at designated venues of their choices to register as voters and be issued with voters' cards for purposes of voting for that particular election. At the end of the registration exercise a manual register was compiled for public scrutiny for a period of 5 days. Thereafter, the final register was then produced and made available on election days as the basis for identifying those eligible to vote.

For the 2003 elections, after having to contend with the flawed manual Register of Voters, the Commission incorporated the computerization of the Register of voters using the OMR technology. Despite efforts at computerization of the Register of Voters, the process still had its drawback, such as: multiple registration; incorrect information of voters; omissions of names and "ghost" entries, etc. Following the enactment of the Electoral Act 2006, the Commission is now obliged to compile, maintain and update the Register of Voters on a

continuous basis. In addition, the OMR system for voter registration has been replaced with the DDC system. The DDC system for voter registration facilitates direct capture of voters' details, data backup and transfer.

1.4 What Does The Continuous Voter Registration Process Entail?

The continuous voter registration process involves:

1.4.1 Adding New Voters

Adding to the Register of Voters new registrants, who meet the requirements to be registered as voters (e.g. people who have reached voting age, become citizens, or become newly eligible to vote). Applicants wishing to be registered as voters must present themselves before the Electoral Officer (EO).

1.4.2 Transfer of Registered Voters

Registered voters who have moved from one Constituency to another before an election and who wish to vote in the new constituency, may transfer the registration from the old constituency to the new one by applying to the EO in the constituency. The EO processing the transfer must notify the EO of the area where the applicant is transferring from.

1.4.3 Changing Registration Details

This applies to registered voters, whose claims against misspelt names and/or wrong details and of omission have been successful. It also applies to registered voters whose marital status has changed and may wish to have their registration details changed.

1.4.4 Deleting Registration Details

This is applicable to objections to the inclusion of names of persons that should not be included in the Register of Voters (e.g. people who are underage, are not citizens or do not meet the residency requirements). In addition, it includes the removal of names of people who are of Register of Voters but have since died or ceased to meet the eligibility requirements.

In such circumstances, the EO must be satisfied by the evidence adduced to this effect.

1.4.5 Replacing Damaged or Lost Voters' Cards

A voter whose card is lost, destroyed, defaced, torn or otherwise damaged may apply to the EO to have his/her voter's card replaced. The EO may require proof from the applicant stating the circumstances of the loss or damage of the voter's card. However, it should be noted that the deadline for the replacement of damaged or lost voters' card is 30days before the election date.

1.4.6 Inclusion of the Supplementary List to the Register of Voters

After the expiry period for claims and objections, the supplementary List shall be included in the revised Register of Voters not later than 60 days before a general election.

1.5 Content of the Register of Voters

The Register of Voters in an electoral democracy is a fundamental component of the voting system. The primary purpose of the Register of Voters is to confirm the eligibility of voters to participate in an election. It contains only names and details of those who qualify and applied to the registered voters. The Register of Voters produced under the continuous process is a list of all currently eligible voters, updated and maintained to take account of voter registration changes between elections.

The Register of Voters contains the following details:

- The Coat of Arms of the Federal Republic of Nigeria.
- The code number and name of the State.
- The code number and name of the LGA.
- The code number and name of the Registration Area (RA).
- The code number and name of the Registration Centre/Polling Unit.
- The Voter Identification Number (VIN) of the voter.
- The names of the voter beginning with the surname followed by other names.
- The gender of the voter.
- The age of the voter.
- The code number indicating the occupation of the voter.
- The passport size photograph of the voter.

Because the Register of Voters determines who can vote at an election, it must be well maintained and updated regularly. Every care must be taken in handling the Register. It is therefore important for the EO to ensure that:

- Only those persons who apply and qualify to be registered as voters have their names and other details accurately entered in the Register of Voters.
- The names of deceased persons and voters who cease to meet the legal requirements are deleted from the Register of Voters.

1.6 Qualification for Registration as a Voter

1.6.1 Qualifications

A person shall be qualified for registration if such a person:

- i. is a citizen of Nigeria;
- ii. has attained the age of 18 years or above on or before registration day;
- iii. is ordinarily resident in, works in or originates from Local Government Area or ward covered by the registration centre;
- iv. is not subject to any legal incapacity to vote under any law, rules or regulations in force in Nigeria;
- v. presents himself/herself to the Registration Officers for registration as a voter with any of the following documents;
 - birth or baptismal certificate;
 - national passport or identity card;
 - driver's license;
 - any other document that will prove the identity, age and nationality of the applicant.

1.6.2 Where Can a Person Register?

Under the continuous process, registration of voters is carried out during normal office hours at INEC's office LGA offices or specifically chosen venues of convenience the Electoral Officer might find appropriate for the exercise within the LGA. A person can register only once and at a registration centre designated by the Commission, in the area where he/she:

- i. resides
- ii. works in gainful employment, or
- iii. originates from (i.e. an indigene)

1.7 Voter Registration Period

1.7.1 Registration Period

An initial general registration of voter will take place all over the country at designated registration venues from the 25th October, 2006 to the 14th December 2006. Thereafter, the voter registration process shall be continuous and terminate not later than 120 days before a general election.

1.7.2 Hours of Registration

Registration shall commence at 9:00a.m and end at 3:00p.m daily, and may be extended to include Saturdays and Sundays as well as public holidays.

1.8 Status of the On-Going Voter Registration

The following is noteworthy:

The commission embarked on electronic registration of voters in 2002. This effort produced the electronic voters register (EVR), which was used for the 2003 general elections and still exists. That registration exercise was inconclusive as it did not incorporate the photograph of the voter as contemplated.

The current registration of voters, seeks to register citizens that were not registered in 2002/2003 for whatever reason – either they were not yet 18 years of age at the time or were out of the country or were legally incapacitated to register at the time, etc. it also seeks to revalidate the registration of those who registered in 2002/2003.

Registration for new registrants, - i.e. those who were not registered before, terminates on 14th December, 2006. However, revalidation of those who were registered in 2002/2003 continues and terminates on 31st January, 2007. The Preliminary Register obtained from the on-going registration will be displayed for public scrutiny, and people are encouraged to go out and ascertain that their

names appear in the register. The display will be on for a period of not less than 5 days and not exceeding 14 days. This is to provide opportunities for members of the public to make claims and objections; and for the claims and objections to be heard and determined. The supplementary register that emerges thereafter shall be merged with the revalidated register latest 13th February, 2007 and published as the substantive voters register for the country which will be used for the 2007 general election.

MODULE 2: PERSONNEL INVOLVED IN THE REGISTRATION PROCESS

Objectives:

After you have read this Module, you should be able to:

- Identify the various personnel involved in the registration process.
- Understand and know the duties of the different categories of registration personnel.
- Understand and internalize the professional ethics for registration officials.

2.1 Registration Personnel

These are officers of INEC who supervise or execute the actual conduct of voter registration. They include:

- Resident Election Commissioners (RECs)
- Administrative Secretaries (Adm. SEC)
- Training Officers
- Electoral Officers (EOs)
- Assistant Electoral Officers (AEOs)
- Assistant Registration Officers (AROs)
- Revision Officers (REVOs)

2.1.1 Resident Electoral Commissioner (REC)

For purposes of the voter registration exercise, the Resident Electoral Commissioner (REC) is the State Registration Officer. He/she is in-charge of the entire registration exercise in a state and is accountable to the Commission. He/she is assisted by the Administrative Secretary.

The primary duties of the REC are as follows:

- i. be responsible to the Commission for the coordination of the continuous voter registration in his/her state;
- ii. facilitate the registration of voters, and the maintenance and update of the Registration of voters in his/her state by providing logistic, administrative and other support to all registration officials under him/her.

- iii. take delivery of all materials, sensitive and non-sensitive and equipment for his/her state from the Headquarters, and effect their distribution to registration centres;
- iv. ensure that voter registration materials and equipment are adequate and in good condition throughout the entire voter registration period;
- v. provide sufficient security of the registration materials and equipment during storage, delivery and use for the same at registration centres;
- vi. supervise the recruitment, training and deployment of permanent and ad hoc Registration Officials;
- vii. supervise the collection, collation and storage of data from all registration and display centres for his/her state, and send such data to the Headquarters;
- viii. report to Headquarters any failure or malfunctioning of equipment so that necessary action is taken to address the problem;
- ix. coordinate the display of the PRVs in all designated centres in his/her state;
- x. coordinate the hearing and determinations of claims and objections in his/her state;
- xi. supervise maintenance and update of Register of Voters in his/her state;
- xii. assist in the publicity of the voter registration exercise within his/her state.

2.1.2 Administrative Secretary

The Administrative Secretary is the Administrative head and the Chief accounting officer of the state office. He/she assists the REC and acts for him/her in the absence of the latter. For the purposes of continuous registration of voters, he/she collaborates with the REC in facilitating the process.

2.1.3 Training Officers

Handle all aspects of training Registration Officials.

2.1.4 Electoral Officer (EOs) and Assistant Electoral Officers (AEOs)

The Electoral Officer (EO) is the Local Government Area Registration Officer and is responsible for the continuous voter registration process in his/her LGA. He/she reports to the REC. The EO is assisted by the Assistant Electoral Officer (AEO).

The primary duties of the EO are as follows:

- i. be responsible to the Commission for the voter registration process in his/her LGA;
- ii. take delivery of all registration and display materials and equipment from the State office for distribution to and use at the registration and display centres in his/her LGA;
- iii. ensure sufficient security of the registration materials and equipment during storage, delivery and use of the same in his/her LGA;
- iv. assist in the recruitment, training, deployment and supervision of the ad hoc registration officers in his/her LGA;
- v. supervise the collection, collation and storage of data from all the registration and display venues in his/her LGA and send such data to the state office;
- vi. report to REC any failure or malfunctioning of equipment so that necessary action is taken to address the problem;
- vii. coordinate the display of the PRV at designated venues in his/her LGA;
- viii. receive completed claims and objection forms, if any, and forward them to the REC's office;
- ix. coordinate the hearing and determination of claims and objections in his/her LGA;
- x. after the expiry of the initial general registration of voters, continue to register new voters, maintain and update the Supplementary Register of Voters (SRV);
- xi. supervise and coordinate the maintenance and update the Register of Voters in his/her LGA;
- xii. assist in the publicity of the continuous voter registration exercise within his/her LGA .

2.1.5 Ad Hoc Registration Officials

For the nationwide identification of persons who qualify to vote at an election, and field compilation of the Register of Voters, INEC normally deploys ad hoc Registration Officials to handle the process at designated centres. These officers include AROs, SAROs and REVOs to hear and determine claims and objectives. For continuous registration, however, the EO shall handle the process or any full-time staff of the Commission chosen by him/her.

2.1.5.1 Assistant Registration Officers (AROs)

There shall be Assistant Registration Officers (AROs) who shall be responsible for the registration and display activities at each centre throughout the entire period of the initial general voter registration process. They report to the EO.

Note: The ARO I will be the overall Officer in Charge and will be assisted by the ARO II.

The duties of the AROs include the following:

2.1.5.1.1 The ARO I

The primary duties of the ARO I are:

- i. take delivery of all materials and equipment for the registration centres designated to him/her;
- ii. ensure safety of all materials and equipment for the registration centres designated to him/her;
- iii. ensure that the registration centre is set up and ready before the commencement of voter registration each day;
- iv. ensure the DDC equipment is sufficiently charged (for at least 8 hours) before the commencement of voter registration each day;
- v. ensure that all eligible persons wishing to register, are registered, and their names, other details, photographs and thumbprints are captured and stored using the DDC equipment;
- vi. print out temporary voter cards and laminate them before issuing them to voters;
- vii. make daily backup of voters' data captured at the registration centre using the prescribed format and submit the same to the EO;
- viii. account for all forms used for registration daily, and at the end of the initial general registration of voters;
- ix. report any security incident or concern to the Security Agent at the centre or the EO;
- x. print the PRV for the registration centre for public scrutiny;
- xi. prepare daily reports on the registration exercise and submit them to the EO;
- xii. at the end of the initial general registration period, return all unused forms and other materials and equipment to the EO.

2.1.5.1.2 Assistant Registration Officer II (ARO II)

The ARO II primarily has the following duties:

During the registration exercise;

- i. assist the ARO I in preparing the registration centre for the voter registration and managing the centre;
- ii. manually register each applicant by entering their names and other details including the right thumbprint on Form EC.1A
- iii. apply indelible ink on each registered voter's left thumbnail near the cuticle as proof that the voter has already registered.

After the registration exercise and during the display of the PRV;

- i. take delivery of all materials and equipment, including two copies of the PRV necessary for the display exercise for the centre designated to him/her;
- ii. ensure safety of the PRV and all materials and equipment;
- iii. ensure that the display centre is set up and ready before the commencement of the display of the PRV each day;
- iv. coordinate the display of the PRV;
- v. if any, receive and record claims for, and objections to any entry of omission from the PRV;
- vi. forward completed claim and objection forms, if any, to the EO.

Note: AROs retain the right to bar anyone from entering the registration and display centres, should the individual disturb the peace.

2.1.5.1.3 Revision/Update Officers (REVOs)

The Revision/Update Officers (REVOs) are appointed to hear and determine claims for and objections to any entry in or omission from the PRV, and for updating the Register of Voters. Working closely with the EO, the primary duties of the REVO are:

During the hearing and determination of claims and objections period:

- i. receive completed forms of claims for correction or omission of particulars in the PRV from the EO in his/her LGA or State;
- ii. review each claim and objection;
- iii. notify the public of the dates and venues for hearing and determination of claims and objections;
- iv. hear and determine claims in his/her LGA;
- v. make decisions on each claim and objection brought to his/her attention;
- vi. produce a report on the hearing and determination of claims and objections and submit the same to the EO;

Under continuous voter registration;

- vii. may assist the EO in updating and maintaining the SRV.

Note: The Commission shall set dates for hearing and determination of claims and objections which shall not be later than 60 days to the day of election.

1.5.1.4 Security Agents

A Security Agent is any security officer seconded from the Nigerian Police Force (NPF) or Nigeria Security and Civil Defence Corps (NSCDC) or any other security agency mandated to enforce and maintain law and order throughout the entire voter registration period. In addition, the Security Agent is also responsible for the security and protection of the registration personnel, materials and equipment, and other stakeholders. It is important that the voter registration be conducted without any disturbance or threat to the peace.

A Security Agent assigned to a registration or display centre is responsible for:

- i. ensuring security, law and order at the registration and display centre he/she is designated to;
- ii. ensuring that the registration and display exercises are conducted without any disturbance;
- iii. arresting, on the instruction of the Registration Official, any person(s) causing any disturbance or preventing any eligible voter from being registered or threatening the peace at the registration

and display centres;

- iv. for the security and protection of the Registration Officials, materials and equipment at the registration and display centres.

Note: Security Agents have unlimited access to the registration and display centres at all times, BUT DO NOT have the right to interfere with the Registration process.

2.2 Professional Ethics for Registration Officials

As a Registration Official, you are playing an important role in the electoral process. The manner in which you discharge your duties will affect the confidence of the citizens in the electoral process and the election authority. You should be courteous, polite and helpful at all times. All your actions and activities should be characterized by the highest standards of:

- ***Integrity***
- ***Impartiality***
- ***Transparency***
- ***Fairness, and***
- ***Professionalism***

Registration Officials must not be members of any political party.

MODULE 3: PREPARING FOR REGISTRATION, OPENING AND CLOSING OF THE REGISTRATION CENTRES

Objectives

After you have read this module, you should be able to:

- Identify and be familiar with the materials and equipment used for registration.
- Recognize when to open and close the registration centres.
- Prepare for registration and arrange the registration centre.
- Be familiar with daily operating procedures, including opening and closing.
- Be familiar with the closing procedure at the end of the registration period.

3.1 Things to Do before Opening the Registration Centre

3.1.1 Receiving Registration Materials and Equipment

The EOs and the AROs, must ensure that they have received all registration materials and equipment before the commencement of registration activities. They ***MUST*** report to their immediate superiors any shortages or missing materials and equipment ***AS SOON AS POSSIBLE***. Their superiors must also be notified early enough to replenish supply before the centres run out of the necessary materials for operation.

3.1.1.2 Checklist of Equipment and Materials

3.1.1.2.1 Equipment and Materials

Each voter registration centre shall receive the following equipment and materials before commencement of registration:

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Type	Description	Use	Qty
Biros	Black or Blue in colour	Used for writing	4
Semi-indelible ink	Black/Indigo liquid that cannot be easily erased	Used for marking the voter thumbprint on Form EC. 1A	1
Commission stamp		Used for stamping official documents	
Gum/Cellotape		Used for sealing envelops and pasting posters to the wall	
Twine		Used for tying and securing materials in envelops and bags.	
DDC equipment	Set of assorted electronic kit	Used for electronically capturing information of a voter at the registration centre	1
Laptop	Portable Computer	Used for electronically capturing information of a voter at the registration centre	1
Plastic bag			1
Batching envelops			2
Tables			2
Chairs			2
Cold laminate pouches			500+
Printing paper			500+
Printer cartridge and toner			

Backdrop Cloth

1

3.1.1.2.2 List of Forms:

Each voter registration centre shall receive the following forms before commencement of registration:

Type	Description	Use
Form EC.1A	Manual Register of Voters	Used for the manual Registration of new applicants.
Form EC.1B	Certificate Of Completion Of Registration	Used for entering: the total number of persons (male and female) registered. This form is completed at the end of the exercise and must be signed and dated by the ARO I/EO
Form EC.1B (2)	Daily Accounting Form	Used during the display of the PRV. This form is completed at the end of each day, and must be signed and dated by the ARO/EO.
Form EC.1C	Statement of Additions made by EO to the PRV	Used for listing out names and other details of those added to the PRV. This form must be signed and dated by the EO.
Form EC.1D	Statement of Corrections made by EO in the PRV	Used for listing out the corrections effected in the PRV. This form must be signed and dated by the EO.
Form EC.1E	Statement of Deletions made by EO in the PRV	Used for listing out names and other details of persons who have been deleted from the PRV. This form must be signed and dated by the EO
Form EC.1F	Transferred Voter's List	Used for recording the particulars of voters who transfer their registration from one constituency to another.
Form EC.2	Claim for Correction, Omission or Insertion of Omitted names in the PRV	Used for filing a correction to or omission/insertion of omitted names and/or other details in the PRV. This form must be signed and dated by the applicant
Form EC.3	Objections to	Used for filing an objection against the

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	inclusion of a name in the PRV	inclusion of another person's names and other details in the PRV. This form must be signed and dated by the applicant.
Form EC.3A	Notification of Death of a person whose name appears in the Register of Voters	Used for notification of death of a person whose names and other details appear in the Register of Voters. This form must be signed and dated by the applicant.
Form EC.17	Oath/affirmation of Neutrality	Completed and signed by all Registration Officials on appointment.
Form EC.20A	Registration Centre Poster	Used to illustrate the layout/procedures at the registration centre
Form EC.20B	Registration Zone Poster	
Form EC.25A		
Form EC.25B		
Form EC.TF.01	Transfer of Registration	
Form ECR.01	Notice of Rejection	
Form ECR.02	Records of Rejected Applicants	
Form EC.60E	Notice of Hearings of claims and objections.	

Upon receiving the above equipment, materials and forms at the registration centre, the Registration Officials shall verify that all items are included, and sign for Form EC.25 induplicate as receipts for the items. They must retain a copy of Form EC.25 and submit the original form to their immediate supervisors.

3.2 Preparing the Registration Venue

This section will help Registration Officials prepare the registration venues to ensure that the voter registration exercise is executed effectively.

3.2.2 Things to do During the Voter Registration Exercise

3.2.2.1 Daily Opening of the Voter Registration Centres

Step 1 **MUST** arrive earlier than 9:00a.m. at the centre with the briefcase containing either the Laptop or DDC equipment and all other materials, forms and equipment necessary for the registration exercise.

- Step 2** Before unpacking the equipment and materials, one must ensure the centre is neat and clean and that the tables and chairs are arranged in the prescribed manner.
- Step 3** Should unpack all the materials and equipment and arrange them in their respective places/tables.
- Step 4** Should assemble DDC equipment or the Laptop and accessories on the first table in readiness for registration, and ensure that the power to the equipment is switched on.
- Step 5** Should arrange Forms EC.1A and other relevant forms on the together with the writing materials, container containing the indelible ink and the semi-ink pad.
- Step 6** Should always open the registration venue at 9:00a.m daily.

3.2.2.2 Daily Closure of the Voter Registration Centre

The ARO ensures that all persons waiting to register at 4:00p.m are registered before closing the registration centre for the day. Persons who arrives registration centre after 4:00p.m are to be requested to return the next day. At the close of the centre at the prescribed time, the Registration Officials shall:

- Step 1** Crosscheck to ensure that the particulars of registrants captured in the DDC device are entered on Form EC.1A.
- Step 2** Store all used and unused forms, materials and equipment in their respective envelops/bags/cases provided for use the following day.
- Step 3** Store the Laptop or the DDc equipment in their respective encasing in the briefcase for use the following day.

Note: The DDC charger should be left charging overnight (for at least 8 hours) to reduce incidences of power failure during the day.

3.2.2.3 Closing Procedures on the Last Day of Voter Registration

On the last day of voter registration, which shall be not later than 120days before a general election, as required by law, the EO or ARO shall:

- Step 1** Print copies of the PRV for the registration centre
- Step 2** Make available at least 2 copies of the PRV for purposes of public scrutiny during display of the PRV.
- Step 3** Complete and sign Form EC.1B.
- Step 4** Complete the required information on the batching envelopes.
- Step 5** Store the Laptop or DDC device and other accessories in their respective briefcases.
- Step 6** Put all completed Forms EC.1A, EC 1B, in the appropriate batching envelopes supplied, and seal it.
- Step 7** Put the backup device used for storing information for the registration venue in its respective package.
- Step 8** Complete the following information on each batching envelope:
 - State
 - LGA
 - Registration Area
 - Registration Venue.
- Step 9** Put the batching envelopes containing the forms and all other materials (stamp, inkpad, etc) in the INEC bag supplied.

MODULE 4: REGISTRATION PROCEDURES

(OPERATING THE DDC SYSTEMS FOR REGISTRATION OF VOTERS)

Objectives:

After you have read this Module you should be able to:

- Identify and be familiar with the features and components of the three different DDC systems for voter registration.
- Understand how to assemble and dismantle the DDC systems.
- Handle and operate the DDC systems for voter registration.
- Carry out the registration of voters using the DDC systems.

4.1 Overview of DDC System for Voter Registration

All the DDC equipment (Laptop or the DDC device) for voter registration come with pre-installed voter registration software. Using any equipment, the Registration Officials should be able to:

- Enter voter's locality and polling unit
- Register voters'
 - biographical data (details)
- Capture voters':
 - passport size photographs
 - thumbprints (both left and right thumbprints).
- Print:
 - temporary voters' cards.
 - the PRV
- Make changes/corrections to voters' details in the PRV.
- Update and maintain the Register of Voters.

The Module is divided into 2 sections. The first section provides procedures for registering voters using the different DDC equipment for voter registration. These are:

- Section 4.2: Image Technology DDC System;
- Section 4.3: BE.UNIK DDC System;
- Section 4.4: IDL DDC System;
- Section 4.5: Laptop

Section 2 is on the actual steps to be followed during the registration exercise.

The procedures explained under this section should be adhered to by all Registration Officials in registering voters. Depending on the DDC equipment supplied, follow the registration procedures using the appropriate sub-section of the Module to register voters.

4.2 Image Technology DDC System

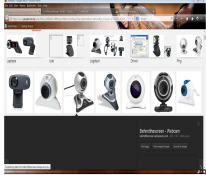
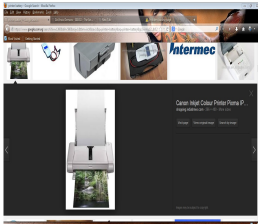
4.2.1 Features and Components

The Image Technology DDC system for voter registration consists of the following features and components, all packaged in a comfortable and elegant briefcase.

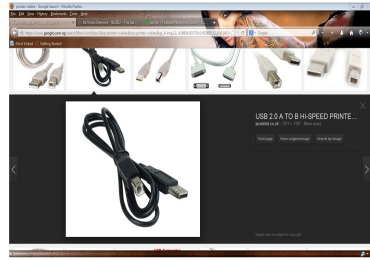
[IMAGE OF DDC]

4.2.1.1 Main Components of the System

The Main components of the Image Technology DDC system for voter registration consist of the following:

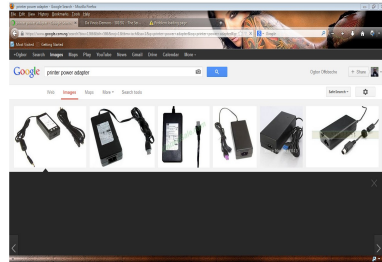
Component	Illustration	Features	Use
Webcam			Used for taking passport-sized photographs of registrants. It is encased in the back right hand side of the briefcase.
ST4e(The DDC Unit)			Used for the direct data capture of registrants. It is encased in the front right-hand side of the briefcase. The Stylus Pen is attached to the ST4e.
Printer			Used for printing the TVCs and PRV. It is encased in the middle forefront of the briefcase.

Printer Cable



Used for connecting the printer to the ST4e via the Battery Pack/USB Hub. It is encased in the extreme front left side of the briefcase.

Printer Power Adapter

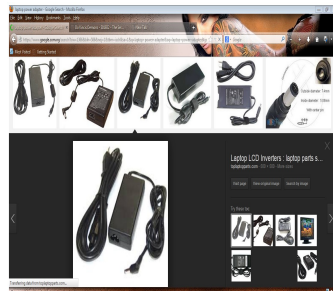


Used for connecting the printer directly to a power supply. It is encased in the front left side of the briefcase behind the printer cable

ST4e Cable

Used for connecting the ST4e to the printer via the Battery Pack/USB Hub. It is encased in the middle left side of the briefcase.

ST4e Power Adapter



Used for connecting power directly to the ST4e. It is encased in the back left side of the briefcase behind the printer cable.

Battery Pack/USB Hub

Used for distributing power to the DDC equipment. It is encased in the back left inner side of the briefcase.

Keyboard



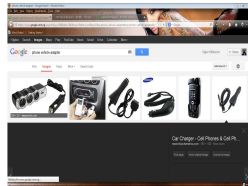
Used for manually entering information into the ST4e. It is encased on the top of the Printer in the front middle side of the briefcase.

Printer Battery/ Charger



It is encased at the middle back side of the briefcase.

ST4e Vehicle Charger



Used for connecting power to the ST4e from a motor vehicle.

ST4e Active sync Y-cable

A backup for power supply to the ST4e

Printer-Vehic le Charger

Used to connect power to the printer from a motor vehicle.

4.2.2. Setting up the DDC System for Voter Registration

The Registration Officials ***MUST*** ensure that all the above components of the DDC equipment are encased in the briefcase. Any missing component ***MUST*** be reported ***AS SOON AS POSSIBLE*** for quick action. The Registration Official ***MUST*** also report to his/her superiors if the DDC system cannot be initiated.

Once all components have been verified, the Registration Official will set up the DDC equipment using the following procedures:

- Step 1** Carefully remove all the components from their respective encasing in the briefcase and place them on the table.
- Step 2** Place the Battery Pack/USB Hub in position where connectivity to it is accessible. Where applicable, connect the Pack/USB Hub to a power outlet to allow continuous flow of power to the DDC equipment.
- Step 3** Connect the cable attached to the Battery Pack/USB Hub to the ST4e.
- Step 4** Mount the webcam on the top edge of the open briefcase and connect the webcam cable on the back left side of the Battery Pack/USB Hub.
- Step 5** Connect the keyboard cable on the back middle side of the Battery Pack/USB Hub.
- Step 6** Connect the printer's cable on the back right side of the Battery Pack/USB Hub.

The following illustrates how the DDC equipment should be assembled:

[ILLUSTRATION/ IMAGE]

Step 7 **Press** the **ON** button on the ST4e to activate it.

Step 8 **Press** the **ON** button on the Printer to establish connection to the ST4e.

The DDC equipment is now ready for use and the assembled setup should resemble as follows

[IMAGE]

4.2.3 Initiating the DDC System for Voter Registration

Once the DDC equipment is initiated, the following **Start Up** window will be displayed on the **DDC** device screen.

[IMAGE]

Step 1 **Tap ONCE** on the **INEC logo** on the screen.

The following window will be displayed on the DDC device screen.

[IMAGE]

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- Step 2** Using the Stylus Pen, **Tap** on the **Year** field and using the Stylus Pen **Tap** on the Up/Down Scroll Button to select the appropriate year. Or using the Stylus pen **Tap** on the screen to move backward and forward and **Select** the correct year.
- Step 3** To choose the correct Month, **Tap** on the Left Scroll Button to select the appropriate month.
- Step 4** To choose the correct day, **Tap** on the appropriate number to select the correct day.
- Step 5** To choose the correct time, **Tap** on the Hour field and using the keyboard, **Type** in the appropriate number. **Repeat** the same procedure for Minutes and Seconds.
- Step 6** **Tap** the Apply Button followed by the OK Button.

The following window will be displayed on the DDC device screen. This window prompts the user to provide username and password for authentication, and to begin operating the DDC system for voter registration.

[IMAGE]

- Step 7** To enter the username, use the Stylus Pen to **Tap** on the User Name field and use the keyboard, to **Type** in the username.
- Step 8** To enter the password, use the Stylus Pen to **Tap** on the password field and use the keyboard to **Type** in the password (**minimum of six characters**).

The window will resemble the following:

[IMAGE]

Note: The password will appear as stars.

Step 9 **Tap** on the Login Button.

Note: if the wrong Username and/or Password has been keyed in, the system will display an error on the screen. The screen will prompt you to type the correct Username and Password again, repeat Steps 7-9

4.2.4 Completing the Delimitation Selection Fields

Once the User has been successfully logged into the operative system, the following window will be displayed on the DDC device screen.

[IMAGE]

The window allows the user to enter the delimitation fields for the particular registration centre. Selection for each field appearing on the window above is done using the following procedures:

- Step 1** For the entry field **State**, **Tap** on Down Arrow Button on the right side of the field. A list of 36 states and the FCT will appear. **Tap** on the correct State name and move to the next entry.
- Step 2** For the entry field **LGA (Local Government Area)**, **Tap** on the Down Arrow Button on the right side of the field. A list of the names of the LGA in the particular state will appear. **Tap** on the correct LGA name and move to the next entry.
- Step 3** For the entry field **RA (Registration Area)**, **Tap** on the Down Arrow Button on the right side of the field. A list of the names of the Registration Areas in the particular LGA will appear. **Tap** on the correct RA name and move to the next entry.
- Step 4** For the entry field **PU (Polling Unit)**, **Tap** on the Down Arrow Button on the right side of the field. A list of the names of the polling units in the particular RA will appear. **Tap** on the correct PU name.

Note: *It is very important for the Registration Official to confirm the entries first before accepting the information selected. If the Registration Official realizes he/she has made a mistake, Tapping the Return Button will take him/her back to the beginning of screen to make corrections on the fields.*

Step 5 If all the entries are correct, **Tap** on OK Button to accept the information entered.

4.2.5 Initiating the DDC System Main Menu

After Tapping the OK Button, the window showing the five main modules of the DDC operative system for voter registration will be displayed as follows:

[IMAGE]

Other registration sub-components and functions of the DDC system for registration include the following:

Photo Used to capture and record a facial image of the registrant.

Biometric Used to capture and record a registrant's thumbprint image.

Enrol Once all data fields pertaining to the registrant have been filled, tapping on **Enrol** Button will confirm the registrant's enrolment status.

- Clear** Used to reset entry fields.
- Print** This feature will only be enabled when the voter's data has been enrolled into the system.
- Return** Returns to system main menu.
- Step 1** Using the Stylus Pen **Tap** on the Logoff Button to exit the window and return to the Main Menu Window.

4.2.6 Entering Voters' Information and Details

4.2.6.1 Enrolment Process

This is the first step for registration and prerequisite field for other modules.

- Step 1** Using the Stylus Pen **Tap** on enrolment button on the Main Menu screen;

The following window will be displayed on the DDC device screen. The window allows the registration official to begin to enroll the registrant's details into the DDC device.

[IMAGE]

Note: The VIN will automatically appear.

After the registration official has ascertained the eligibility of the registrant he / she should.

Step 2 Ask the registrant for his/her first name; using the Stylus Pen **Tap** on the name field, and using the keyboard **Type** the name of the registrant.

Step 3 Ask the registrant for his/her initials [or other names] and using the Stylus Pen **Tap** on the initial field and using the keyboard **Type** the registrant initial (**this field is optional**).

Step 4 Ask the registrant for his/her surname, and using the Stylus Pen **Tap** on Name field, using the keyboard **Type** the registrants surname.

Step 5 Ask the registrant for his/her date of birth, and using the Stylus Pen **Tap** on the DOB field, and using the keyboard and **Type** registrant's date of birth beginning with day, followed by the month of the year. Alternatively, using the Stylus Pen, **Tap** on the Download Arrow Button on the right side of the DOB box to display the calendar. Select the registrant's date of birth by **Tapping** on the correct date.

Note: *For a registrant who is not sure of his/her date of birth but knows how old he/she is, Tap on the Age field, and using the keyboard, manually Type the age. (The year part of the DOB will automatically calculated, while the day and month under the DOB will adopt the current day month values.*

Step 6 Using the Stylus Pen **Tap** on the gender field, and using the keyboard Type the gender (sex – either Male or Female) of the registrant. Alternatively, **Tap** on the download Arrow Button on the right side of the gender field to display the gender options – Male or female. **Tap** on the correct gender.

Step 7 using the Stylus Pen **Tap** on the RegType field, and using the keyboard, **Type** either New (for new applicants), Transfer (for applicants wishing to transfer elsewhere) or Change (for applicants wishing to make changes to their registration details). Alternatively, **Tap** on Downward Arrow Button on the right side of the RegType field to display the RegType Options – New, Transfer, Change. Using the Stylus Pen **Tap** the correct RegType.

Step 8 Ask the registrant for his/her occupation using the Stylus Pen **Tap** on the OCP field, and using the keyboard **Type** the occupation of the registrant. Alternatively, **Tap** on the Download Arrow Button on

the right side of the OCP field to display the OCP Options. Using the Stylus Pen, **Tap** the registrant's correct occupation.

Step 9 Ask the registrants for his/her National Identification number/card and using the Stylus Pen **Tap** on the National OD No. field, and using the keyboard **Type** the National ID No. (**This field is optional**).

Step 10 Ask the registrant for his/her physical or postal address using the Stylus Pen **Tap** the address of the registrant. (**This field allows of maximum of 43 characters**).

Once all fields have been completed, the screen should appear similar to the following:

[IMAGE]

4.2.6.2 Taking the Registrant's Passport-Size Photograph

Step 1 **Tap** on the photo button showing on the DDC device screen.

The following window will be displayed.

[IMAGE]

Step 2 Ask the registrant to face the Webcam. Adjust the Webcam accordingly to get the facial image of the registrant on the DDC device screen.

Note: *The registrant's facial image should appear on the DDC device screen.*

Step 3 Using the Stylus Pen **Tap** on the Take Photo button on the screen to activate the Webcam and to take the registrant's passport photograph.

[IMAGE]

Note: *If the image is not clear, use the Stylus Pen Tap on the Retake Photo Button to take the registrant's photograph again.*

Step 4 When a clear image of the registrant appears on the screen **Tap** the OK Button.

The Main Menu window will be displayed on the DDC device screen.

4.2.6.3 Capturing the Registrant's Thumbprints (Biometrics)

Step 1 On the Main Menu window, **Tap** the Biometrics Button.

The following window will be displayed on the DDC device screen.

[IMAGE]

When the system is ready it will prompt the user to take action. Follow the instructions appearing on the DDC screen.

[IMAGE]

Step 2 Using the Stylus Pen **Tap** on the Enrol Left Button.

The following instruction will appear on the DDC device screen.

[IMAGE]

Step 3 Ask the registrant to place his/her left thumb on the screen.

Step 4 Using the Stylus Pen **Tap** on the Enrol Left Button on the screen prompt the DDC system to capture the thumbprint of the registrant.

The following instructions will appear on the DDC screen.

[IMAGE]

Step 5 when the prompt to remove thumb appears, ask the registrant to remove his/her thumb from the screen of the device.

The following screen will be displayed if the fingerprint has been successfully captured.

[IMAGE]

Wait for the system to ask for the registrant's right thumb.

Step 6 When the system asks for the right thumb, ask the registrant to place his/her right thumb on the screen.

Step 7 **Tap** on the Enroll Right Button on the screen to capture the right thumbprint of the registrant.

Step 8 Ask the registrant to remove his/her thumb from the screen when the system prompts to do so.

If the fingerprinting has been successfully captured, the following screen will be displayed.

[IMAGE]

Step 9 After both the left and right thumbprints have been captured using the Stylus Pen **Tap** the Return to the Main Menu window.

Step 10 To save all, **Tap** the Enrol Button and **Tap** the OK Button.

The following will be displayed DDC device screen to show that the enrolment has been successful.

[IMAGE]

4.2.7 Issuance of the Temporary Voter's Card (TVC)

4.2.7.1 Printing the TVC

The last part of the voter registration procedure is to print out the temporary voter's card.

Step 1 **Tap** on the Print Button in the Main Menu window and follow the instruction thereafter.

The following screen will be displayed stating that printing is in progress and the system is connecting itself to the printer.

[IMAGE]

The printed voter's card will resemble the illustration below:

[IMAGE]

The voter's card will consist of the following information, the voter's:

- passport sized photograph;
- identification number (VIN);
- names, sex, age or date of birth;
- delimitation details (State, LGA, RA, PU);
- a barcode (which when the card is folded should appear on the backside of the voter's card).

Note: To cancel printing at any time, or for any reason, the Stylus Pen to Tap the Cancel Button

4.2.8 Laminating the Temporary Voter's Card

Step 1 Remove the printed card from the printer and fold the card in the middle.

Note: *Make sure that the barcode appears at the backside of the card and the voter's photograph and other details should be in front when folded.*

To laminate the printed card, the registration official should:

Step 2 Peel the translucent part of the transparent pouch for the voter's card.

Step 3 Place the folded card onto the opened pouch. Remove the white paper from the translucent pouch.

[IMAGE]

Step 4 Seal the card by pressing the translucent cover over the card to laminate the voter's card.

Step 5 Issue the voter with his/her temporary voter's card and direct him/her to AROII.

4.2.9 Management, Report and Voter Search

4.2.9.1 Management

The management module consists of the following components and functions:

Storage Management For organizing the storage of information of voters after registration.

Power Management For viewing the set alerts that will inform the user on the remaining level of power left to power up the ST4e.

Data Backup for creating a backup copy of the information in the event of loss of power or damage to the unit.

4.2.9.2 Report

Has similar functions to the printing of the voter registration card and enables the Registration Officials to print registration information for reporting purposes.

4.2.9.3 Voter Search

This enables the Registration Official to retrieve information concerning a voter from the data storage in the ST4e by searching using VIN or Surname of the voter.

Note: The daily data backup for the registration venue should be done at the end of each day.

4.3 BE.UNIK DDC System for Voter Registration

4.3.1 Features and Components of the BE.UNIK DDC System

4.3.1.1 Illustrative Features and Components of the BE.UNIK DDC System

[IMAGE OF DDC EQUIPMENT]

4.3.1.2 Description of Features and Components of the BE.UNIK DDC System

Component	Use
Briefcase	The casing used to store and carry the DDC equipment
Batteries and Chargers	The equipment used for charging the DDC device. They encased in the back right hand side of the briefcase.
Camera	The device used for taking passport photographs. It is encased in the middle right side of the briefcase.

Data Unit	Used for entering and storing data. It is encased in central forefront of the briefcase.
Flexible Keyboard	Used for manually keying in data into the DDC device. It is encased on the front right side of the briefcase.
Printer	Used for printing voters' card and reports related to voters. It is encased in the front left side of the briefcase.
Plastic Pouches	Used for laminating the TVCs. They are encased in the middle left side of the briefcase.
Printer Paper Roller	Used for printing the TVCs, PRV and other reports relating to the registration. It is encased in the back left side of the briefcase.

The key component of the DDC system is the Data Unit. It is the device used to capture the details of registrants at the registration centre.

[IMAGE OF DATA UNIT]

4.3.2 Concepts of BE.UNIK DDC System for Voter Registration

4.3.2.1 The Identity Profile

The identity profile of a registered voter using the DDC system is composed of the following information:

Voter's Personal Details

- First Name
- Middle Name
- Surname
- Gender
- Date of Birth
- Occupation Code
- Picture of the person's face
- Fingerprint

Delimitation Selention

- State logical number
- LGA logical number
- RA logical number
- PU logical number

Note: This information is saved into an “identity profile” which can be stored in the database and in a 2D barcode on a voter card slip. A barcode stores a single profile, while a database stores many profiles, which can be accessed remotely through a wireless network connection or stored on the unit itself.

4.3.3 Initiating the Voter Registration application

All the tasks are performed with the help of the DDC unit screen. The DDC unit screen displays:

- buttons the Registration Official should Tap on the Stylus Pen that accompanies the DDC unit;
- instructions to guide the Registration Officials to operate the DDC unit;
- results of the requests.

Note: Tapping once on a button using the Stylus Pen triggers the application related to that menu.

Once the DDC unit is switched on, the Main Menu window appears on the DDC device. To begin initiating the application, the Registration Official should:

Step 1 Using the Stylus Pen, **Tap** the Windows Logo Button on the screen.

Step 2 **Tap** on **Programmes** (see arrow on the left).

This will open a Sub-Menu that lists the applications installed on the DDC unit (see arrow on the right).

[IMAGE]

Step 3 Using the Stylus Pen, **Tap** on the INEC Voter Registration transaction (see arrow on the right) to start the application on the DDC unit.

Once the application is running, the following window will be displayed on the DDC unit screen.

[IMAGE]

This window allows for the selection of State, LGA, RA and Polling Unit from a pre-populated delimitation structure. Information entered or selected in this window will be used for all voters registered at the registration venue.

Note: The Registration Official can go back to this window via the Main Menu window and using the Stylus Pen, Tap on the PU Selection Button.

Step 4 Using the Stylus Pen, Tap the OK Button to display the Main Menu window.

The Main Menu is composed of Buttons that start key tasks. These are:

- **Registration** Starts the process of getting a registrant's identity data, fingerprints and picture, to record it in the BE.U Mobile Unit and on a voter card.
- **Authentication**
 - Reads the 2D barcode on the voter's card
 - Shows identity information;
 - Scans his/her thumbprints;
 - Starts voter verification.
- **PU Selection** Delimitation/PU Selection allows for selection of voter locality and polling unit.
- **Voter Registration** Allows the display and edition of voter identity profiles present on the DDC unit.
- **Exit** Leaves the application.

4.3.4 Voter Registration Procedures

4.3.4.1 Entering the Registrant's Details

Registering a voter creates an identity profile that describes the voter's identity used to create the voter's card and to verify his/her identity at the polling station during elections.

Step 1: Using the Stylus Pen, **Tap** on the Registration Button from the Main Menu Window.

[IMAGE]

The following windows will appear on the DDC unit screen.

[IMAGE]

Note: *The screen displays consecutively two windows that are used to enter the registrant's details.*

- Step 2** Ask the registrant for his/her First Name and, **Tap** on the First Name field, then using the keyboard, **Type** the registrant's name.
- Step 3** Ask the registrant for his/her initials or other names and, **Tap** on the initials field, then using the keyboard, **Type** the registrant's initials. **(This field is not compulsory).**
- Step 4** Ask the registrant for his/her surname and, **Tap** on the Last name field, then using the keyboard, **Type** the registrant's last name.
- Step 5** **Tap** on the VIN field. **The VIN will be automatically generated.**
- Step 6** Ask the registrant for his/her Date of Birth and, **Tap** on the birthday, then using the keyboard, **Type** the Date of Birth, beginning with the day, month and year. Alternatively, **Tap** on the Download Arrow Button on the right side of the BirthDay field to display the calendar. Select the registrant's Date of Birth by **Tapping** on the correct date.

Note: *if the registrant does not know his/her exact date of birth, skip the BirthDay field and Type the approximate age of the registrant on the Age field.*

- Step 7** **Tap** on the Gender field and enter the gender of the registrant in the Gender field. Alternatively, **Tap** on the Download Arrow Button on the right side of the Gender box to display the Gender Options – Male or Female. Select the registrant's gender (sex) by **Tapping** on the correct gender.
- Step 8** Ask the registrant for his/her occupation, **Tap** on the Occupation field, then **Tap** on the Downward Arrow button on the right side of the Occupation box to display the Occupation Options. Select the registrant's occupation by **Tapping** on the correct code.
- Step 9** Ask the registrant for his/her National Identification Number and, **Tap** on the National ID field, then using the keyboard, **Type** in the National ID No. **(This is optional).**

Step 10 **Tap once** on the Address button

This will take you to the Address field on the second screen on the right side.

Note: if the Registration Official Taps the Cancel Button, information entered on the first (left) window will be deleted and the DDC unit will return to the Main Menu Window.

Step 11 Using the keyboard, **Type** the address of the registrant in the Address field.

Step 12 **Tap** on the City field, and using the keyboard, **Type** the name of the City.

Step 13 **Tap** on the Registration field, and using the keyboard **Type** either New (for applicants registering for the first time), Transfer (for applicants wishing to transfer from the registration centre) or change (for applicants wishing to make changes to their registration details). Alternatively, **Tap** on the Downward arrow Button on the right side of the Registration field to display the Registration Options Menu – New, transfer, Change. Using the Stylus pen, **Tap** to select the correct Registration type.

Note: If the Registration Official Taps the Cancel Button, information entered on both windows will be deleted and the DDC unit will return to the Main menu Window.

4.3.3.2 Taking the Registrant's Photograph

Step 1 **Tap** on Photo button to start the Photo capture process.

Step 2 Aim the camera towards the registrant and make certain that his/her face is displayed inside the four white squares on the display screen (see arrows) of the DDC unit. Also make sure the registrant is not too far or too near.

[IMAGE]

Step 3 Press the F10 Function Key on the keyboard to take the picture.

Note: *If the picture is not clear or does not appear on the DDC unit screen, press the F9 function key to take the picture again.*

Step 4 Tap on the Bio Data Button.

This will take you to the thumbprints Capture Window, which will allow the Registration Official to take the registrant's thumbprint.

4.3.3.3 Taking the Registrant's Thumbprints

Step 1 Follow the instructions displayed on the screen to scan the registrant's right thumbprint.

Note: *the registrant MUST put his/her thumb on the fingerprint sensor displayed on the DDC unit screen.*

Once a good thumbprint is acquired, the Print Card Button will be enabled.

4.3.4 Printing the Temporary Voter's Card

Step 1 Tap on the Print Card Button displayed on the DDC unit screen.

The following window will be displayed.

[IMAGE]

The printed Voter's Card will resemble the illustration below.

[IMAGE]

4.3.6 Laminating the Temporary Voter's Card

Step 1 Remove the printed card from the printer and fold the card in the middle.

Note: *Make sure that the barcode appears at the backside of the card and voter's photograph and other details should be in front when folded.*

To laminate the printed card, the registration officer should:

Step 2 Peel the translucent part of the transparent pouch of the voter's card.

Step 3 Place the folded card into the opened pouch. Remove the white from the translucent pouch.

[IMAGE]

- Step 4** Seal the card by pressing the translucent cover over the card to laminate the voter's card.
- Step 5** Issue the voter with his/her temporary voter's card and direct him/her to ARO II.

4.3.7 Printing the PRV

[IMAGE]

4.4 IDL DDC SYSTEM FOR VOTER REGISTRATION

4.4.1 Getting Started

When the DDC equipment is switched on, it will automatically request the Registration Official to log in to enable him/her gain access to the operative system. To access the operative system, the Registration Official should:

- Step 1** Scan his/her right thumbprint on the thumbprint screen of the DDC device.

This prompts the Registration Official's ID number to be retrieved and for him/her to access the operative system. If the Registration Official is identified by the

system, the following window will be displayed on the DDC device screen. The window allows the Registration Official to set the current date on the DDC device.

[IMAGE]

- Step 2** Using the Stylus Pen, **Set** the current date on the DDC device. Alternatively **Tap** on the Up/Down Arrow Button next to the Year to select the current year.
- Step 3** **Tap** on the Up/Down Arrow Button next to the Month to select the current month.
- Step 4** **Tap** on the appropriate number to select the current day of the month.

[IMAGE]

Step 5 **Tap** on the Up/Down Arrows to select the current time.

[IMAGE]

Step 6 **Tap** on the Apply Button to accept the date and time on the DDC device.

4.4.2 Initiating the DDC Device

Note: The Device Initialization transaction can only be performed by an ADMINISTRATOR who will be the EO. This transaction will allow the EO to set the initialization parameters for the device.

To initialize the DDC operative system, the EO should:

Step 1 **Tap** on the Function Button.

A list of options will be dropped down as shown below.

[IMAGE]

Step 2 **Tap** once on the Initialization function.

The following window will be displayed on the DDC device screen.

[IMAGE]

Step 3 Using the keyboard **Type** the appropriate information in each of the fields displayed on the DDC device.

Step 4 **Tap** on the OK Button on the screen.

If the initialization is successful, the following window will be displayed and device initialization will now be set, and the Registration Official can start entering voter's details into .the DDC device

[IMAGE]

Step 5 **Tap** on the User Administration

The window with the following fields: State, LGA, RA, PU will be displayed on the DDC device screen.

4.4.3 Setting the Delimitation Selection

The Registration Official should:

Step 6 **Tap** on each field and, using the keyboard, **Type** the appropriate information. That is, the name of the State, LGA, RA, PU. (**The information will be preloaded on the handheld DDC device**).

Step 7 Confirm the information entered by Tapping on the Enter Button.

The DDC will display the About Window.

4.4.4 Entering Registrant's Details

To begin entering information for each registrant, the Registration Official shall do the following:

Step 1 **Tap** on the Function Button.

The following window will be displayed on the DDC device screen.

[IMAGE]

Step 2 **Tap** on Voter Registration Transaction

The following window will be displayed on the DDC device screen.

[IMAGE]

Step 3 Using the Stylus Pen, **Tap** on Start Button to start activating the voter registration transaction

The following window will be displayed. The window allows the Registration Official to take the thumbprint insignia of the registrant.

[IMAGE]

4.4.4.1 Capturing the Registrant's Thumbprints

Step 4 Ask the registrant to place his/her left thumb (*indicated by the black arrow*) on the finger reader.

A green tick will appear when the insignia of the thumb is successfully captured.

Step 5 Ask the registrant to place his/her right thumb (*indicated by the black arrow*) on the finger reader.

Again, a green tick will appear when the insignia of the thumb is successfully captured. After both fingerprints have been successfully captured, the following window will be displayed, and two green lights appear above the thumbprints, and the OK Button will be activated.

[IMAGE]

Step 6 **Tap** on the OK Button to store the thumbprints.

The photo window will appear on the screen of the DDC device.

4.4.4.2 Taking the Registrant's Photograph

Step 1 **Tap** on the Snap Shot Button to take the passport size photo of registrant.

Note: *The camera will focus automatically and the photograph will be taken when the Snap Shot Button is selected.*

Once the photograph has been taken, the Snap Shot Button will change to a Redo Button. The Redo Button allows the Registration Official to repeat the photograph session if the photograph is not clear. To retake the photograph, **Tap** on the Redo Button.

[IMAGE]

Step 2 When the photograph appears clear on the screen, **Tap** on the OK Button.

The following window will be displayed on the DDC device screen. This window allows the Registration Official to enter the registrant's details.

Note: *The VIN number is automatically selected by the DDC operative system.*

[IMAGE]

4.4.4.3 Entering Registrant's Details

The above screen allows the Registration Official to enter the registrant's details into the DDC device.

- Step 1** Ask the registrant for his/her first name, and **Tap** on the First Name field, then using the keyboard, **Type** in the first name.
- Step 2** Ask the registrant for his/her (*if any*), **Tap** on the initial field, then using the keyboard, **Type** in the initials.
- Step 3** Ask the registrant for his/her age, **Tap** on the Age field, then using the keyboard, **Type** in the age.
- Step 4** Ask the registrant's surname, and **Tap** on the Surname field, then using the keyboard, **Type** in the surname.
- Step 5** **Tap** on the Gender field and then on the Drop-down button next to the field to display the Male and Female options, **Tap** on the appropriate gender of the registrant.
- Step 6** **Tap** on the Date of Birth field, then using the keyboard, **Type** the date (dd), month (mm) and (yyyy).
- Step 7** Ask the registrant for his/her occupation, and **Tap** on the Occupation Code field, then **Tap** on the Drop-down Button next to the field to display the options. **Tap** on the appropriate code.
- Step 8** Ask the registrant for his/her National ID number (*this is optional*), and **Tap** on the National ID field, then using the keyboard to **Type** in the registrant's ID number.
- Step 9** Ask the registrant for his/her physical address, and **Tap** on the Address field, then using the keyboard, **Type** in the address.
- Step 10** **Tap** on the RegType field and then on the Drop-down Button next to the field to display the options. **Tap** on the appropriate selection for type of registration **N**(ew), **T**(ransfer) or **C**(hange).
- Step 11** Ascertain with the registrant that the information entered is correct before **Tapping** on the ON Button to accept the information.

The following window will be displayed on the DDC device screen.

[IMAGE]

Tapping on the Start Button allows the Registration Official to register the next registrant.

4.4.5 Printing the Temporary Voter's Card

The temporary voter's card will now be printed. After the card has been printed, wait for a few minutes to allow the system write the voter's details in the database.

[IMAGE]

- Step 1** Cut the A4 paper (which consists of 2 x voter's card) in two
- Step 2** Place the paper card into the printer feeder as indicated below.

[IMAGE]

Printing will be done on the back of the card

4.4.6 Laminating the Temporary Voter's Card

Step 1 Remove the printed card from the printer and fold the card in the middle.

Note: *Make sure that the barcode appears at the backside of the card and the voter's photograph and other details should be in front when folded.*

Step 2 Peel the translucent part of the transparent pouch for the voter's card.

Step 3 Place the folded card onto the opened pouch. Remove the white paper from the translucent pouch.

[IMAGE]

Step 4 Seal the card by pressing the translucent cover over the card to laminate the voter's card.

Step 5 Issue the voter with his/her temporary voter's card and direct him/her to ARO II.

4.5 General Procedures

4.5.1 Printing the Preliminary Register of Voters

Note: *The printing of the PRV should be done at the end of the registration exercise for the particular registration venue.*

Step 1 Make sure that the printer has A4 paper in the printer feed.

Step 2 In the About Screen, **Tap** on Function and Drop-down options will appear as shown below.

Step 3 Click **Print Voter's Roll** transaction and the following window will appear.

[IMAGE]

4.5.2 Daily Backup of Data Collected

4.5.3 Replacing the Print Cartridge

After removing a print cartridge from its package, replace a new one right away using the following steps:

Step 1 Remove the new print cartridge from its package and then pull the coloured tab to remove the protective film from the cartridge.

[IMAGE]

Step 2 With the printer turned on, open the front access cover. Wait for the cartridge to stop moving.

[IMAGE]

Step 3 Lift the print cartridge latch open and gently remove the print cartridge from its cradle compartment.

[IMAGE]

- Step 4** Insert the new print cartridge into its cradle compartment at the same angle at which you removed the old print cartridge. Check the number on the latch against the number on the print cartridge to make sure you are inserting the correct print cartridge.

[IMAGE]

- Step 5** Close the print cartridge latch. If the cartridge is inserted correctly, closing the latch gently pushes the cartridge into its cradle compartment. Press the latch to make sure it is seated flat on the cartridge.

[IMAGE]

- Step 6** Close the front access cover.

- Step 7** Wait for the carriage to complete the print cartridge initialization routine and return to the Home position at the left side of the printer before using the printer.

Note: *Do not open the front access cover until the print cartridge initialization is complete.*

4.5.4 Cleaning Cartridges Manually

Poor contact between the print cartridge and the print cartridge cradles can affect the quality of the printout. When this occurs, try cleaning the electrical contacts on the print cartridges and print cartridge cradles, using the following steps.

- Step 1** Remove the print cartridge from the printer. (Follow the procedure for replacing the print cartridges).

[IMAGE]

Step 2 Clean the electrical contacts on the print cartridge cradle with a dry cotton swab.

[IMAGE]

Step 3 Carefully clean the electrical contacts on the print cartridge with a soft, dry, lint-free cloth.

[IMAGE]

Step 4 Reinstall the print cartridges.

[IMAGE]

4.6 The Actual Registration Procedures

4.6.1 Stage One of the Registration Procedures

Upon arrival of the applicant at the registration centre, the EO or the ARO I shall:

Step 1 Welcome the applicant and enquire about his/her citizenship status and eligibility to register as a voter.

Note: *If the EO/ARO is in doubt about the eligibility requirements of the registrant, the ARO shall demand to see any evidence in support of the registrant's eligibility, such as birth or baptismal certificate, national passport or identity card, driver's license, or any other document that will prove the identity, age and nationality of the registrant. If the registrant does not produce or show any such evidence, the EO/ARO may use his/her discretion to either register him/her or not.*

When the EO/ARO is satisfied that the applicant meets the eligibility requirement to register as a voter, he/she shall:

Step 3 Record the names, gender, occupation and address of the registrant in the DDC device.

Step 4 Take and record passport size photograph of the registrant in the DDC device.

Step 5 Take and record the left thumbprint first followed by the right thumbprint of the registrant in the DDC device (**DO NOT CAPTURE ANY OTHER FINGERPRINTS THAN THE THUMBPRINTS**).

Step 6 Print out the TVC for the registrant.

Step 7 Laminate the TVC

Step 8 Issue the registrant with the voter's card and direct him/her to ARO II.

At the end of each day of registration, the EO or ARO will make a daily backup of the data recorded at the centre in the prescribed manner. At the end of the registration period for that particular registration centre, the EO/ARO will print out the PRV for display public scrutiny.

4.6.2 Stage Two of the Registration Procedure (Filling in Form EC.1A)

As a backup, the names and other details of all registrants will be recorded manually. Once the names and other details of the registrants has been captured in the DDC device and the registrant have been issued with the temporary voter's card, he/she will be directed to the ARO II, who shall enter his/her details manually using Form EC.1A.

In this respect, the ARO II shall:

- Step 9** Enter the name and code of the Registration Area, Registration Centre/Unit, Local Government Area and State where the registration is taking place.
- Step 10** Enter the names and other details of the registrant.
- Step 11** Apply indelible ink on the registrant's right thumb and ask the registrant to **mark** his/her right thumbprint on the appropriate section of form Form EC.1A.
- Step 12** Request the voter to leave the registration centre.

4.6.3 Exception to Regular Registration Procedure

4.6.3.1 Persons with Disabilities

With regard to registrants with disabilities or registrants who cannot read or write, the EO/ARO may assist the prospective registrants to complete the registration procedures on request.

MODULE 5: DISPLAY OF THE PRELIMINARY VOTERS' REGISTER

Objectives:

Once you have completed reading this module, you should be able to:

- Display the PRV.
- Be familiar with the materials and equipment and process for making claims and objections.
- Differentiate between a Claim and an Objection.

5.1 The Display of the PRV

5.1.1 What is the Display of the PRV?

This is the process by which the PRVs compiled during the period of voter registration are produced and exhibited for public scrutiny. After the compilation of the names, photographs, thumbprints and other details of eligible voters at the registration centres, the PRV will be produced and displayed for public scrutiny at designated venues. The officers responsible for the display of the PRV shall include the EOs and the AROs.

5.1.2 Why is the Display of PRV Important?

During the display of the PRV, voters will check whether they are duly registered to vote or need to contact the EO to request for amendments to their details as they appear in the PRV. In addition, the display of the PRV allows people to make claims to and objections against the inclusion or omission of names in the register.

The display of the PRV therefore enables the public to:

- check and verify whether they are duly registered to vote;
- check and verify whether their names, photograph and other details appear correctly in the PRV;
- file any complaint in relation to any necessary correction required of a name or details incorrectly entered in the PRV;
- file any complaint, claim or objection in relation to the names omitted or included in the PRV.

At the end of the display period, the EO effects, if any, changes and corrections received during the display and proceeds to produce a current, accurate and complete Supplementary Voters List (SVL).

5.1.3 Persons Allowed to Scrutinize the PRV

During the display, members of the public shall be allowed to inspect the PRV free of charge. Persons entitled to scrutinize the PRV include the following:

- registered voters and other members of the public

5.1.4 Where Will the Display of the PRV Take Place?

The display of the PRV will be at designated display centres at the LGA or Ward levels. The display centres will use the same unique identification names and codes as the corresponding registration centres. However, after the expiry period of the display of the PRV, members of the public may scrutinize the PRV at the Local Government Area (LGA) office of INEC in which the registration centres they registered as voters are located.

5.1.5 The Period of the Display of the PRV

5.1.5.1 The Display Period

The Display of the PRV shall take at dates to be made public by the Commission. The PRV shall be displayed for a period of not less than 5 days and not more than 14 days.

5.1.5.2 Hours for the Display of the PRV

The PRV shall be displayed between 8:00a.m and 5:00p.m daily including Saturdays and Sundays as well as public holidays, throughout the stipulated period.

5.2 Preparation for Opening And Closing The Display Centre

5.2.1 Preparations Prior to the Display Exercise

5.2.1.1 Receiving Display Materials and Equipment

The EOs responsible for the display exercise ***MUST*** ensure that they have received and distributed to the display centres all the materials, equipment and forms for the display a day before the PRV is put up for public scrutiny. They ***MUST*** report any shortages or missing materials, or forms to their RECs ***AS SOON AS POSSIBLE.***, who must also be notified early enough to replenish supply before the centre runs out of the necessary materials for its operation.

Note: The EO is at all times, the sole custodian of the PRVs for his/her LGA although this responsibility could be delegated to the AROs but not to any other person or authority.

5.2.1.2 Checklist of Materials, Equipment and Forms for Display Exercise

5.2.1.2.1 Material and Equipment

Materials	Quantity
Biro	4
INEC Bag/Material Case	1
Plastic Bag	1
Batching Envelopes	2
Tables	2
Chairs	2
Glue	1
File Folder	1

5.2.1.2.2 Forms

5.2.2 Notice of Display of the PRV

The EOs shall be responsible for the display exercise in their LGAs or Wards. They shall verify receipt of the above items by signing two copies of Form EC.25 and retaining a copy. Prior to the dates announced for the display of the PRV, the EO shall:

- Step 1** Produce the PRVs for his/her LGA or Wards. The PRVs shall include additions under continuous registration such as new registrations, corrections, transfers and deletions from the Register and any other changes.
- Step 2** Place a notice stating the venues, dates and hours where and when the PRVs shall be displayed for public scrutiny.
- Step 3** arrange for coordinate and distribution of all the resources (including manpower) necessary for the display to the designated display centre prior to the display period.

5.2.3 Daily Procedures During the Display

5.2.3.1 Daily Opening Procedures

On the first day of the display, the Registration Officials shall arrive early enough before 8:00a.m and do the following before opening the display centre to the public.

- Step 1** Arrange the centre to allow easy movement by the public.
- Step 2** Paste the display posters at convenient places at the centre.
- Step 3** Paste each page of one copy of the PRV on the cardboard provided for that purpose.
- Step 4** Hang the pages of the PRV on the cardboard provided for that purpose.
- Step 5** Place the second copy of the PRV in the file folder on the table.
- Step 6** Arrange all forms to be used so that they can be easily issued to persons making claims and objections.
- Step 7** Label the five envelopes as follows:
- Envelop 1:PRV
 - Envelop 2:EC.2
 - Envelop 3:EC.3
 - Envelop 4: Notices of Claims of Omissions
 - Envelop 4: Notices of Claims of Objections

Step 8 Indicate on each envelop the name of the:

- State
- LGA
- Registration Area (RA)
- Display Centre

Step 9: Ensure everything is in order and that the Security Agents are in their respective positions.

Step 10 Open the venue at 8:00a.m

The display centre should resemble the illustration below:

[ILLUSTRATION]

Note: *The display centre should be arranged to ensure accessibility and easy flow of movement by the public, registered voters, accredited party agents and observers.*

Step 11 Show Party Agents and Observers, if any, the location reserved for them.

Step 12: Ensure orderliness by requesting the public to form a queue to view the PRV one by one.

5.2.3.2 Daily Closing Procedures

The Registration Official must ensure that all persons who visit the display centre before or by 5:00p.m are allowed to scrutinize the PRV, and make claims or objections, if any. Persons who arrive after 5:00p.m are to be requested to return the next day. After the closure of the venue at the prescribed time, the Registration Official shall:

Step 1 Complete the Daily Accounting Form and allow Party Agents present to sign the completed form.

Step 2 Store all completed forms used during the day in their respective envelopes.

Step 3 Store all unused forms in their respective envelopes and secure them for use the next day.

Step 4 Store the PRV and other materials, and secure them for use the next day.

5.2.3.3 Procedures to be followed on the Last Day of the Display

At the end of the display period and after closure of the display centre on the last day of the display period, the Registration Official shall:

Step 1 Complete the Daily Accounting Form

Step 2 Complete (if he/she has received filed claims) two copies of Form EC.2 (Notice of Claims of Omissions), listing the names of the claimants who have notified him/her of the omissions of their names, photographs and/or other details on the PRV.

Step 3 Complete (if he/she has received filed objections) two copies of Form EC.3 (Notice of Objections), listing the names of the persons making

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MODULE 6: HANDLING CLAIMS AND OBJECTIONS

Objections:

After reading this module, you should be able to:

- Understand the processes and procedures for hearing and determination of Claims and Objections.
- Be able to correct voter's detail, where necessary and upon request.

6.1 Hearing and Determination of Claims and Objections

6.1.2 What is Hearing and Determination of Claims and Objections?

This is the process by which Claims and Objections filed during the display are heard and determined. The EO shall publish a notice stating:

- When and where the hearing and determination of Claims and Objections shall take place.
- The names and addresses of all persons who filed Claims and Objections.
- The names of those persons whose inclusion to the PRV has been objected to, and requesting they attend the hearing sessions.

6.1.3 Who Hears and Determines Claims and Objections

The hearing and determination of the Claims and Objections shall be done by Revision/Update Officers (REVOs) appointed by INEC.

6.1.4 Persons Allowed at the Hearing and Determination of Claims

During this period, members of the public shall be allowed to attend the hearing sessions, including accredited political party agents, observers and the media. Persons who ***must*** attend the sessions include the following:

- The EO and the REVO, and his/her assistants (if any);
- Persons who filed the Claims and Objections;
- Persons whose inclusions to the PRV have been objected to.

6.1.5 Where will the Hearing and Determination of Claims and Objections

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6.2.1.2 Forms

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The REVO shall receive the following forms from the EO before commencement of the hearing and determination of Claims and Objections.

Form Type	Description of Form	Use
Form EC.25	Material Receipt	Used for acknowledging receipt of the materials, equipment and forms received by the EEO. This form is completed and signed by EO
Form EC.2	Claims for Corrections of Voter's Particulars	
Form EC.3	Objection to Inclusion of Name	
Form EC.3A	Notification of Death	
Form EC.17	Oath/Affirmation	
Form EC.21	Hearing Poster	Poster
Form EC.60E	Notice for Hearing and Determination of Claims and Objections	Used for notifying the public when and where hearings on the PVR will take place.
The PRV		The list containing names, passport-size photographs and other details of persons registered as voters.

6.2.2 Notice for Hearing and Determinations of Claims and Objections

Before commencing the hearing and determination of claims and objections, the REVO shall:

Step 1 Place a notice stating the following details:

- i. day, time and place where claims and objections will be heard;
- ii. names of persons who made claims and objections;
- iii. names of persons against whom objections have been made;
- iv. request for persons mentioned in (ii) and (iii) to attend the hearing sessions.

6.3 Procedures during the Hearing and Determination of Claims and Objections

6.3.1 Daily Opening Procedures

The REVO shall arrive early enough before 8:00a.m and do the following before he/she commences hearing and determination of Claims and Objections:

- Step 1** Set up the venue and hang up the hearing posters at the venue.
- Step 2** Complete the notice of hearing claims and objections and post the notice at the hearing centre.
- Step 3** Arrange the lists, forms and other materials to be used on the table where he/she will be seated.

The hearing venue should look like the illustration below:

[IMAGE]

6.3.2 Daily Closing Procedures

6.3.3 Closing Procedures on the Last Day of the Hearing and Determination

6.4 Procedures for Hearing and Determination of Claims

6.4.1 Where the Claimant is Present

Where the claimant is present, the REVO shall :

- Step 1** Ask the claimant to produce his/her TVC to ascertain if the person is a registered voter at the registration venue where the claim was filed.
- Step 2** Review Form EC.2 that was completed by the claimant, during the display of the PRV, to confirm the information provided on the Form by the Claimant.
- Step 3** Make reference to the PRV from the registration venue where the claim was filed.
- Step 4** After reviewing the information presented, either accept or reject the claim, indicating briefly the reasons thereof and inform the claimant of his/her decision.
- Step 5** Note his/her decision on Form EC.2 in the Section “For Official Use Only”.

If the claim is accepted by the REVO, he/she shall:

- Step 6** If the claim relates to incorrect information; manually correct the claimant’s details using Form EC.1D. If the claim relates to omission of the claimant’s details in the PRV, manually insert the claimant’s details using Form EC.1C
- Step 7** Retrieve the TVC of the voter and inform the claimant about the date, time and place appointed for him/her to have his/her registration details corrected and be issued with new TVC.
- Step 8** Write at the right hand corner of Form EC.2 the words “Claim Allowed” with his/her signature and date

6.4.2 Where the Claimant is not present

Where the claimant is not present, the REVO shall:

- Step 1** Review Form EC.2 that was completed by the claimant, during the display of the PRV, to confirm all the necessary information is provided.

- Step 2** Make reference to the PRV from the registration venue where the claim was filed.
- Step 3** After reviewing the information presented, either accept or reject the claim, indicating briefly the reasons thereof and inform the claimant of his/her decision.
- Step 4** Note his/her decision on Form EC.2 in the Section “For Official Use Only”.

If the claim is accepted by the REVO, he/she shall follow Steps 6 to 8 above.

Note: If the Claimant is dissatisfied by the decision of the REVO, he/she may, within 7 days appeal to the REC whose decision shall be final.

6.5 Procedures for Hearing and Determination of Objections

6.5.1 Where both the Objector and the Person being objected are Present

Where both person making the objection and the person being objected are present, the REVO shall:

- Step 1** Review Form EC.3 that was completed by the person objecting the inclusion of another in the PRV, during the display of the PRV, to confirm all the necessary information is provided.
- Step 2** Make reference to the PRV from the registration venue where the objection was filed.
- Step 3** Request the person being objected to present his/her TVC to ascertain the person was registered at the registration venue.
- Step 4** Review the reasons for objection with the person making the objection and the person objected to and request both parties to present additional evidence to substantiate their claims.
- Step 5** If the evidence is provided by the person being objected to, write the evidence presented on the back of Form EC.3.
- Step 6** After reviewing the information presented by both parties, either accepts or rejects the claim, indicating briefly the reasons thereof and informs both parties of his/her decision.
- Step 7** Note his/her decision on Form EC.3 in the Section “For Official Use Only”.

If the objection is accepted by the REVO, he/she shall:

CONTINUOUS VOTER REGISTRATION GUIDE

- Step 8** Cancel the name and other details of the person being objected to from the PRV and retain the TVC
- Step 9** Write at the right hand corner of Form EC.3 the words “Objection Allowed” with his/her signature and date.

If the objection is not accepted by the REVO, he/she shall:

- Step 10** Return the TVC back to the person whose registration as a voter was objected to.
- Step 11** Write at the right hand corner of Form EC.3 the words “Objection Disallowed” with his/her signature and date.
- Step 12** Initial all approved alterations and put his/her signature at the end of each page of the PRV.

Note: If either party is dissatisfied by the decision of the REVO, the party aggrieved may, within 7days, appeal to the REC whose decision shall be final.

APPENDICES

Appendix I: FREQUENTLY ASKED QUESTIONS

QUESTION 1A:

The Prospective Registrant does not look 18 years old?

ANSWER 1A:

AROs must ask the Prospective Registrant to provide evidence that he or she has reached the required age for Registration. This could be done by presenting a driver's license, passport, birth certificate, or any other recognized identification such as a Photo ID card. A certificate from the local traditional ruler would also suffice.

QUESTION 2A:

What if the Registration Official suspects that the Prospective Registrant is not a Citizen?

ANSWER 2A:

The Prospective Registrant must prove that he/she is a Nigerian citizen, which can be done by presenting a Nigerian passport or birth certificate.

QUESTION 3A

What If The Prospective Registrant Does Not Know his/her Age, Or Date Of Birth?

ANSWER 3A:

If it is evident that the Prospective Registrant is above 18 years old, the ARO should ask questions as to establish an estimated age of the person. Questions such as, "Was the person born before Nigeria obtained independence?"

QUESTION 4A

We are running short of Registration Forms, or any other necessary material or equipment to fulfill our duties in the Registration Centre, and the SARO has not been visiting the Centre. Who do we contact?

ANSWER 4A:

Before you run out of Forms, or any other essential material, you must contact your Electoral Officer in the Local Government Area. The EO will provide you the requested material.

QUESTION 5A:

I accidentally made a mistake on the EC.1A Form and cannot correct it. How do I handle this?

ANSWER 5A

It is absolutely essential that the particulars of the registrant be recorded accurately on Form **EC.1A**. Therefore, should a mistake be made that cannot be rectified on the same line/column of Form **EC.1A**, the ARO must neatly cross out and enter such information on the next column.

2. QUESTIONS FREQUENTLY ASKED BY PROSPECTIVE REGISTRANTS

QUESTION 1B:

I want to register in my village, but cannot go back to register. Can I register now and transfer later?

ANSWER 1B

Yes you can. If you are eligible to register in both LGAs, then you can request for a transfer at "a later date by applying to the REC or Electoral Officer in LGA, where you want to transfer to using Form **EC.TF.01**.

QUESTION 2B:

I'm 17 years old now, but will be 18 by the time of the Local Government elections. Can I register?

ANSWER 2B:

No, you cannot, because according to Electoral Law, only people that are 18 years of age at the time of Registration are allowed to register for the poll.

QUESTION 2C:

My wife is in hospital (or has travelled), and cannot register during the period. Can I register for her?

ANSWER 2C:

No, because persons who are eligible to register are only allowed to register in person. No registration by proxy.

QUESTION 2D:

If I lose my Voter's Card, can I get a new one?

ANSWER 2D:

Yes, by approaching the Electoral Officer responsible for your LGA not less than seven (7) days before Election Day. If satisfied that the original Voter's Card is indeed lost, defaced or in any other unusable state, the EO will issue a new Card that is clearly marked "Duplicate".

Appendix II

Part VIII

ELECTORAL OFFENCES

(Excerpts from the Electoral Act 2006)

124. Any person who:
- a. without authority, destroys, mutilates, defaces or removes or makes any alteration in any notice or document required for the purpose of registration under this Act,
 - b. Knowingly gives false information or makes a false statement with reference to any application for registration of his name or with reference to any objection to the retention of the name of a person in the Register of Voters,
 - c. Presents himself to be or does any act whereby he is by whatever name or description howsoever, included in the register of voters for a constituency in which he is not entitled to be registered or causes himself to be registered in more than one registration or revision centre,
 - d. Publishes any statement or report, which he knows to be false or does not believe to be true so as to prevent persons who are qualified to register from registering as voters,
 - e. makes in any record, register or document which he is required to prepare, publish or keep for the purpose of registration, any entry or statement which he knows to be false or does not believe to be true,
 - f. impedes or obstructs a Registration Official or a Revision Officer in the performance of his duties,
 - g. without proper authority, wears the identification of a registration officer or assistant Registration Official or wears any other identification purporting to be the identification of a registration official or assistant registration official,
 - h. forges a registration card,
 - i. carries out registration or revision of voters at a centre or place not designated by the Commission commits an offence and liable on conviction to a maximum fine of ₦100,000 or to 12months imprisonment or to both..
125. (1) A person who:
- a) forges any nomination paper
 - b) willfully defaces or destroys any nomination paper,
 - c) delivers to an electoral officer any nomination paper knowing it to be forged,
 - d) signs a nomination paper as a candidate in more than one constituency at the same election,

- e) forges any ballot paper or official mark on any ballot paper or any certificate of return,
- f) willfully destroys any ballot paper or official mark on any ballot paper of any certificate of return'
- g) without authority gives a ballot paper to any person,
- h) willfully places in any ballot box any unauthorized paper,
- i) willfully removes from a polling station any ballot paper whether or not the ballot paper was issued to him in that polling station,
- j) without authority destroys or in any other manner interferes with a ballot box or its contents or any ballot paper then in use or likely to be used for the purpose of an election,
- k) signs a nomination paper consenting to be a candidate at an election knowing that he is ineligible to be a candidate at that election'

(2) A person who commits an offence under subsection (1) of this section is liable on conviction to a maximum fine of ₦200,000 or to imprisonment for 2 years or both.

(3) A person who:

- a) without proper authority prints a ballot paper or what purports to be or is capable of being used as a ballot paper at an election.
- b) being authorized by the Commission to print ballot papers, prints more than the number or quantity the Commission authorized.
- c) without authority, is found in the possession of a ballot paper when he is not in the process of voting and at a time when the election for which the ballot paper is intended is not yet completed,
- d) manufactures, constructs, imports into Nigeria, has in possession, supplies to any election officer or uses for the purpose of an election, or causes to be manufactured, constructed or imported into Nigeria, supplies to any election officer for official use for the purpose of any election, any Ballot Box including any compartment, appliance, device or mechanism on or by which a ballot paper may or could be secretly placed or stored in, having been deposited during polling may be secretly diverted, misplaced or manipulated, commits an offence.

(4) A person who commits an offence under subsection (3) of this section is liable on conviction to a maximum fine of ₦5,000,000 and imprisonment for 5 years or to both.

(5) An attempt to commit any offence under this section shall be punishable in the same manner as the offence itself.

126. Any person, who at any political meeting held after the date for an election has been announced:

- a) acts or incites another to act in a disorderly manner for the purpose of preventing the transaction of the business for which the meeting was convened, or

- b) has in his possession an offensive weapon or missiles, commits an offence and is liable on conviction to a maximum fine of ₦100,000 or imprisonment for 12 months or both.

127. Any person who:

- a) being entitled to voter's card, gives it to some other person for use at an election other than an officer appointed and acting in the course of his duty under this Act.
- b) Not being an officer acting in the course of his duty under this Act, receives any voter's card in the name of some other person or persons for use at an election uses it fraudulently,
- c) Without lawful excuse has in his possession more than one Voter's Card, or
- d) Buys, sells, procures or deals, with a voter's card otherwise than as provided in this Act.

commits an offence and is liable on conviction to a maximum fine of ₦100,000 or imprisonment for 12 months or both.

128. (1) No person shall provide for the purpose of any other person to a Registration Official or to a polling station any government vehicle or boat belonging to a public corporation, except in respect of a person who is ordinarily entitled to use such vehicle or boat and in emergency in respect of an electoral officer.

(2) Any person who contravenes the provisions of this section shall be guilty of an offence and liable on conviction to a maximum fine of ₦50,000 or imprisonment for six months or both.

129. (1) Any person who:

- a) Applies under this Act to be included in any list of voters in the name of some other person, whether such name is that of a person living or dead or of fictitious person.
- b) Having once to his knowledge been properly included in a list of voters under this Act as a voter entitled to vote at any election, applies, except as authorized by this Act, to be included in any other list of voters prepared for any Constituency as a voter at an election,
- c) Applies for a Ballot Paper in the name of some other person, whether such name is that of a person living or dead or of fictitious person,
- d) Having voted once at an election applies at the same election for another ballot paper,
- e) Votes or attempts to vote at an election knowing that he is not qualified to vote at the election, or
- f) Induces or procures any other person to vote at an election knowing that such other person is not qualified to vote at an election, commits an offence and is liable on conviction to a maximum fine of ₦100,000 or imprisonment for 12 months or both.

(2) Any person who commits the offence of impersonation or who aids, abets, counsels or procures the commission of that offence, commits an offence and is liable on conviction to a maximum fine of ₦100,000 or imprisonment for 12 months or both.

(3) No person charged with the offence of impersonation shall be convicted except on the evidence of at least two witnesses.

130. (1) Any officer appointed for the purposes of this Act, who without lawful excuse does any act or omits to act in breach of his official duty commits an offence and is liable on conviction to a maximum fine of ₦100,000 or imprisonment for 12 months or both.

(2) Any Polling Officer who fails to report promptly at his polling station on an election day without lawful excuse, commits an offence of dereliction of duty and on conviction is liable to a maximum fine of ₦100, 000 or imprisonment for 12 months or both.

(3) Any Polling Officer who fails to discharge his lawful duties at his polling station without lawful excuse offence, commits an offence of dereliction of duties and on conviction is liable to a maximum fine of ₦100,000 or imprisonment for 12 months or both.

(4) Any person who announces or publishes an election result knowing same to be false or which is at variance with the signed certificate of return commits an offence and is liable on conviction to 36 months imprisonment.

(5) Any Returning Officer or Collation Officer who delivers or causes to be delivered a false certificate of return knowing same to be false to the Commission or a State Independent Electoral Commission, commits an offence and is liable on conviction to a maximum imprisonment for 3 years without an option of fine.

(6) Any person who delivers or causes to be delivered a false Certificate of Return knowing same to be false to any news media commits an offence and is liable on conviction to imprisonment for three (3) years.

131. (1) Any person who:

- a) directly or indirectly by himself or by any other person on his behalf, gives, lends or agrees to give or lend, or offers, promises,
- b) promises to procure or to endeavor to procure, any money or valuable consideration to or for any voter, to or for any person on behalf of any voter, or to or for any other person, in order to induce any voter, to refrain from voting, or corruptly does any such act on account of such voter having voted or refrained from voting, at any election,
- c) directly or indirectly by himself or by any other person on his behalf, corruptly makes any gift, loan, offer, promise, procurement or agreement to or for any person, in order to induce such person to procure or to endeavor to procure the return of any person as a member of a Legislative House or to an elective office or the vote of any voter at any election upon or in consequence of any gift, loan, offer, promise, procurement or agreement, corruptly procure, or engages or promises or endeavours to procure, the return of any person as a member of a Legislative House or an elective office or the vote of any voter at any election.
- d) Upon or in consequence of any gift, loan, offer, promise, procurement or agreement corruptly procures, or engages or promises or endeavors to procure, the return of the person as a member of a Legislative House or to an elective office or the vote of any voter at any election.

- e) Advances or pays or causes to be paid any money to or for the use of any other person, with the intent that such money or any part thereof shall be expended in bribery at any election, or who knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or in part expended in bribery at any election;
- f) After any election directly, or indirectly, by himself, or by any other person on his behalf receives any money or valuable consideration on account of any person having voted or refrained from voting, or having induced any other person to vote or refrain from voting or having induced any candidate to refrain from canvassing for votes for himself at any such election, commits an offence and is liable on conviction to a maximum fine of ₦100,000 or 12 months imprisonment or both.

(2) A voter commits an offence of bribery who before or during an election directly or indirectly by himself or by any other person on his behalf, receives, agrees or contracts for any money, gift, loan, or valuable consideration, office, place or employment, for himself, or for any other person, for voting or agreeing to vote or for refraining or agreeing to refrain from voting at any such election.

(3) Nothing in this section shall extend or apply to money paid or agreed to be paid for or on account of any lawful expenses bona fide incurred at or concerning any election.

(4) Any person who commits the offence of bribery is liable on conviction to a maximum fine of ₦100, 000 or imprisonment for 12 months or both.

(5) Any person who conspires, aids or abets with any other person to commit any of the offences under this part of this Act shall be guilty of the same offences and punishment thereto.

(6) For the purposes of this Act, a candidate shall be deemed to have committed an offence if it was committed with his knowledge and consent or the knowledge and consent of a person who is acting under the general or special authority of the candidate with reference to the election.

132. (1) Every person in attendance at a polling station including every officer charged with the conduct of an election and his or her assistants and every polling agent and candidate in attendance at a polling station or at the collation centre, as the case may be, shall maintain and aid in maintaining the secrecy of the voting.

(2) No person in attendance at a polling booth under this section shall, except for some purpose authorized by law, communicate to any person information as to the name or number on the register of any voter who has or has not voted at the place of voting.

(3) No person shall:

- a) interfere with a voter casting his vote, or by any other means obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that place is about to vote for or has voted for; or
- b) communicate at any time to any other person information obtained in a polling station as to the candidate to whom a voter is about to vote or has voted for.

(4) Any person acting contrary to the provisions of this section commits an offence and is liable upon conviction to a maximum fine of ₦50, 000 or to imprisonment for 6months or both.

133. Any person who:

- a) votes at an election or induces or procures any person to vote at an election, knowing that he or such person is prohibited from voting thereat; or
- b) before or during an election, publishes any statement of the withdrawal of a candidate at such election knowing it to be false or reckless as to its truth or falsity; or
- c) before or during an election publishes any statement as to the personal character or conduct of a candidate calculated to prejudice the chance of election of the candidate or to promote or procure the election of another candidate and such statement is false and was published without reasonable grounds for belief by the person publishing it that the statement was true, commits an offence and is liable on conviction to a maximum fine of ₦50,000 or imprisonment for a term of 6 months or both.

134. (1) Any person who knowingly votes or attempts to vote in a Constituency in respect of which his name is not on the register of voters commits an offence and is liable on conviction to a maximum fine of ₦50,000 or imprisonment for a term of 6 months or both.

(2) Any person who knowingly brings into a polling station during an election a voter's card issued to another person commits an offence and is liable on conviction to a maximum fine of ₦50, 000 or to imprisonment for 6 months or both.

135. Any person who at an election acts or incites others to act in a disorderly manner commits an offence and is liable on conviction to a maximum fine of ₦100, 000 or imprisonment for a term of 12 months or both.

136. (1) No person shall on the date on which an election is held do any of the following acts or things in the polling station or within a distance of 300 metres of the polling station-

- a) canvass for votes;
- b) solicit for the vote of any voter;
- c) persuade any voter not to vote for any particular candidate;
- d) persuade any voter not to vote at an election;
- e) shout slogans concerning the election;
- f) be in possession of any offensive weapon or wear any dress or have any facial or other decoration, which in any event is calculated to intimidate voters;
- g) exhibit, wear or tender any notice, symbol, photograph or party card referring to the election;
- h) use any vehicle bearing the colour or symbols of a political party by any means whatsoever;
- i) loiter without lawful excuse after voting or after being refused to vote;

- j) snatch or destroy any election materials; and
- k) blare siren.

(2) No person shall in the vicinity of the polling unit or collation centre on the day of which an election is held:

- a) convene, hold or attend any public meeting during the hours of polls as may be prescribed by the Commission;
- b) unless appointed under this Act, to make official announcements, operate any megaphone, amplifier or public address apparatus;
- c) wear or carry any badge, poster, banner, flag or symbol relating to a political party or to the election.

(3) A person who contravenes any of the provisions of this section commits an offence and is liable on conviction to a fine of ₦50,000 or imprisonment for 6 months for every such offence.

(4) Any person who snatches or destroys any election materials commits an offence and is liable on conviction to 12 months imprisonment.

137. A person who:

- a) Corruptly by himself or by any other person at any time after the date of an election has been announced, directly or indirectly gives, provides or pays money to or for any person for the purposes of corruptly influencing that person or any other person to vote or refrain from voting at such election, or on account of such person or any other person having voted or refrained from voting at such election; or
- b) Being a voter, corruptly accepts or takes money or any other inducement during any of the periods stated in paragraph (a) of this section commits an offence and is liable on conviction to a fine of ₦100, 000 or 12 months imprisonment or both.

138. A person who:

- a) directly or indirectly by himself or by any other person on his behalf, makes use of or threatens to make use of any force, violence or restraint;
- b) inflicts or threatens to inflict by himself or by any other person, any minor or serious injury, damage, harm or loss on or against a person in order to induce or compel that person to vote or refrain from voting, or on account of such person having voted or refrained from voting, or
- c) by abduction, duress, or fraudulent device or contrivance, impedes or prevents the free use of the vote by a voter or thereby compels, induces, or prevails on a voter to give or refrain from giving his vote,
- d) by preventing any political aspirants from free use of the media, designated vehicles, mobilization of political support and campaign at an election, commits the offence of undue influence and is liable on conviction to a fine of ₦100,000 or imprisonment for 3 years.

139. the offences referred to in this Act shall apply to recall of a member of a Legislative House and a member of Local Government Council.

-END-