



MANUAL

FOR

ELECTION OFFICIALS

2015

(Updated Version)



INDEPENDENT NATIONAL
ELECTORAL COMMISSION

FOREWORD

Training of Election Officials is not only critical, but also central to the conduct of free, fair and credible elections. It is believed that with sound training and good orientation, these officials will ensure that the conduct of elections conforms to international benchmarks that will produce transparent and acceptable outcomes. The right attitude and conduct of Election Officials are pre-requisites to the building of strong democratic institutions that will work for the benefit of all citizens. It therefore takes well-trained Election Officials to ensure that all eligible and duly registered citizens freely cast their ballots and that the results arising from such elections accurately reflect the wishes of the electorate. It goes without saying that in order to meet the expectations of the citizenry, Election Officials must not only be well trained, but also be diligent and committed to their duties. Since Election Officials are mostly seen as the face of elections, they must therefore uphold the highest ethical standards in the discharge of their functions.

This integrated Manual for Election Officials is therefore systematically packaged to help the various categories of Election personnel learn all aspects of polling, to equip them to face Election Day challenges, as well as answer questions that may arise in the process. I therefore, commend this Manual to all Election Officials, as well as other stakeholders in the electoral process and urge them to read and digest the content carefully. It is my hope that both the trainers and trainees will use the knowledge gained to engender credible elections for the consolidation of Nigeria's democracy.

Prof. Attahiru Muhammadu Jega, OFR
Chairman, INEC
January 2015

ACKNOWLEDGEMENTS

An Election Training Manual - no matter the elegance and sophistication of its language, or the quality of its print - can only serve its purpose if it enhances the citizens' freedom of choice at elections, rather than constitute fetters to the people's exercise of their franchise. A good Manual for Election Officials must take cognizance of the shifting paradigms in election administration and management, by modifying the previous edition in anticipation of possible new electoral challenges that may impede the philosophy of one person, one vote. A functional training manual - no matter how perfectly and lucidly worded - will not on its own drive the electoral process, unless its users internalise its content and correctly apply the laid-down principles and procedures. Election Officials therefore, have to display utmost diligence, dexterity, dedication and commitment, in using the manual to achieve the primary purpose of conducting credible and transparent elections.

It goes without saying that, in order to achieve optimum results, the principles outlined in an Election Training Manual must draw from international best practices. The world is now a global village and all humanity are subjects; what affects one affects all. Hence there are international standards to measure whether an election has met acceptable standards or not. The Manual for Election Officials 2015 is, by all standards, an improvement on the 2014 edition in form and content. Credit must therefore, be given to institutions and persons who, in one way or the other, contributed to produce the document. The Commission is indebted to the United Nations Development Programme/Democratic Governance for Development Project II (UNDP/DGD II) as well as the International Foundation for Electoral Systems (IFES), represented by Seray Jah and Eniola Cole, for providing technical support in the production of the manual. We are, especially, grateful to the Hon. Chairman, INEC, Prof. Attahiru M. Jega, OFR and Members of Board of The Electoral Institute (TEI), for their inputs and guidance. We are also indebted to the Chairman of the Commission's Operations Committee, Engr. (Dr) Nuru Yakubu, OON for providing the manuals' committee with useful insights into the Guidelines for the 2015 General Elections. Mention must also be made of the Director-General of the Electoral Institute, Prof. Abubakar Momoh, for his professional guidance throughout the entire production process and for providing effective leadership to the manuals' committee. We also appreciate the support and contribution of Dr Richard Ntui, Administrative Secretary of TEI, as well as members of the Manuals Review Team comprising:

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It is my hope that the purpose for which the document was produced would be achieved.

Dr Ishmael J. Igbani
Chairman, Board of The Electoral Institute
January 2015

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CONTENTS

SUBJECT	PAGE
FOREWORD	1
ACKNOWLEDGEMENTS	2
CONTENTS	4
INTRODUCTION	6
OATH OF AFFIRMATION	7
ABOUT THE ELECTIONS	8
CHAPTER ONE: ELECTION OFFICIALS, STAKEHOLDERS AND MATERIALS	
Section A: ELECTION OFFICIALS	10
Professional Ethics of Election Officials	10
Election Officials and their Duties	10
Tips for Poll Officials on Basic Security in Election Duties	14
Section B: OTHER STAKEHOLDERS	16
Role of Security Agents:	16
Appointment of Polling/Party Agents:	17
Role of Election Observers	18
Role of Accredited Journalists	18
Section C: PREPARING FOR THE POLLS	19
Locating the Polling Unit:	19
Customization of Balloting Instruments:	20
Section D: ELECTION MATERIALS	20
Receiving Non-Sensitive Materials:	20
Checklist of Non-Sensitive Materials:	21
Polling Unit/Voting Point Election Materials Checklist	23
Receiving Sensitive Materials:	26
Checklist for Sensitive Materials:	26
CHAPTER TWO: - ELECTION PROCEDURES	27
Section A: SETTING UP AND ACCREDITATION PROCEDURES	27
Approved New Polling Unit Set-Up:	28
Accreditation and Voting at Appropriate Polling Unit/Voting Point:	30
Accreditation of Voters:	30
Accreditation Procedure:	30
Handling Persons with Disabilities and Internally Displaced Persons	31
Close of Accreditation	34
Section B: OPERATING THE SMART CARD READER	35
Voter Authentication With Card Reader	35
Frequently Ask Questions about the Card Reader	42
Section C: VOTING PROCEDURE	43
Commencement of Voting:	43
Closing of Voting Period:	46
Section D: SORTING, COUNTING OF BALLOTS AND RECORDING OF VOTES	46

Preparing for Ballot oting:	46
Sorting Procedure	47
Counting Procedure:	50
Parking Up:	52
CHAPTER THREE: COLLATION AND DECLARATION OF RESULTS ..	54
Section A: COLLATION AND DECLARATION PROCEDURES ..	54
Collation of Election Results	54
Collation of Election Results at Registration Area/Ward Level ..	54
Collation of Presidential Election Results at LGA Level	55
Collation of Presidential Election Results at State Level	56
Final Collation and Declaration of Presidential Election Results ..	57
Collation of Senatorial District Election Results at LGA/Area Council Level	58
Final Collation and Declaration of Senatorial District Election Results at State Level	58
Collation of Federal Constituency Election Results at LGA/Area Council	59
Final Collation and Declaration of Federal Constituency Results ..	60
Collation of Governorship Election Results at LGA Level	60
Final Collation and Declaration of Governorship Election Results ..	61
Collation and Declaration of State Constituency Election Results with Not more than one LGA (LGA Level)	62
Collation of State Constituency Election Results with more than One LGA (LGA Level)	63
Collation of State Constituency Election Results with Less than One LGA (at State Constituency Level)	63
Section B: E-COLLATION	64
ELECTION COLLATION FLOW CHARTS	66
CHAPTER FOUR: MISCELLANEOUS	67
Section A: CONFLICT PREVENTION AT THE POLLING UNIT ..	67
Possible Causes of Disputes, Consequences, Solutions and Parties Involved:	67
Section B: ELECTORAL OFFENCES AND PENALTIES	70
APPENDIX	78
Section A: GLOSSARY OF TERMS & ACRONYMS.	78
Section B: FORMS & ILLUSTRATIONS	78

INTRODUCTION

The “Manual for Election Officials 2015” spells out the duties of personnel involved in the conduct of elections in Nigeria. Apart from casting vote for the candidate in secret, to protect his/her choice and preference, all other aspects of the elections are conducted in the open, in line with specific procedures.

The 2015 version of the Manual is a remarkable improvement on the previous editions. With the provision of full complement of Poll Officials in all Polling Unit and Voting Points, there is a corresponding increase in the number of Election Officials. This translates to an added responsibility in the area of training. With millions of registered voters warming up for the polls, Nigerians and the international community expect much improvement on previous electoral records. This manual draws from the Revised Guidelines and the various policies and modifications introduced by the Commission, particularly on accreditation and voting procedures as well as creating Voting Points, in Polling Units with more than Seven hundred and fifty (750) registered voters. Other issues contained in the revised manual include sorting, counting and tabulation of ballots; collation and declaration of results; tips on security and conflict prevention at Polling Units as well as electoral offences and their penalties.

Perhaps, the most notable additions in the current manual are the procedures on use of the Smart Card Reader, the issue of Reverse Logistics, care for the Physically Challenged and Handling Internally Displaced Persons. Procedures on these issues were not elaborated or streamlined in the previous manuals because, as at then, there were no articulated or clear-cut Commission policies on them.

This manual is designed to assist Election Officials in understanding the election process and procedures as well as their duties and responsibilities. It would also assist other stakeholders such as Candidates, Political Party Agents, Security Operatives, Election Monitors /Observers as well as Media professionals, to understand and appreciate their roles on Election Day.

The manual will therefore, be useful in training permanent and other Election Personnel as well as guiding all relevant stakeholders in the electoral process on their expected roles and duties.

Prof. Abubakar Momoh
Director-General
The Electoral Institute
January 2015



OATH/AFFIRMATION OF NEUTRALITY FOR ELECTION PERSONNEL

This Oath/Affirmation of Neutrality binds Election Officials to the legal and ethical standards intended to guide their activities during the entire Electoral Process. All Election Officials must adhere to these standards and implement them with common sense and in good faith. The Independent National Electoral Commission (INEC) will sanction Election Officials for violation of the Oath/Affirmation of Neutrality.

FORM EC. 17

OATH/AFFIRMATION OF NEUTRALITY

I,.....
ofdo solemnly
swear/affirm that:

- 1. I will at all times be faithful to the Federal Republic of Nigeria;
- 2. As.....
I will discharge my duties to the best of my ability in accordance with the Constitution of the Federal Republic of Nigeria, the Electoral Act and the Guidelines issued by the Independent National Electoral Commission;
- 3. I will do right to all Candidates and Political Parties according to law without fear or favour, affection or ill will.

So help me God.

Deponent

Sworn to/Affirmed at theHigh Court Registry
This.....day of2015
Signature.....

Before me:

Commissioner for Oaths

ABOUT THE ELECTIONS

The Independent National Electoral Commission (INEC) has released the Time Table and Schedule of Activities for the conduct of Presidential, National Assembly, Governorship and State House of Assembly Elections in 2015. This is because the tenures of office of occupants of the elective positions of President/Vice President of the Federal Republic of Nigeria, Governors/Deputy Governors of States, Members of the National Assembly (i.e. Senators or Members of the House of Representatives) of the Federal Republic of Nigeria, as well as Members of State Houses of Assembly, shall expire on 29th May, 2015. The Commission is mandated by the Constitution of the Federal Republic of Nigeria, 1999 (as amended) to - not earlier than 150 days and not later than thirty (30) days, before the expiration of the terms of the substantive holders of such offices – conduct elections to fill the vacant positions. There are however exceptions in cases of Governorship positions in some states which, by reason of judicial interventions, now have different electoral cycles which may not have 29th May, 2015, as their expiry dates. It is also worthy of note that the tenures of office of the Chairmen and Councilors for the six Area Councils of the Federal Capital Territory, Abuja, do not necessarily run concurrently with those of other National and State elective offices.

1.0 Mandate of the Commission:

The Commission is mandated to conduct Elections into the following Offices and Legislative Houses:

- a) President/Vice President;
- b) Governor/Deputy Governor;
- c) National Assembly (Senate and House of Representatives);
- d) State Houses of Assembly;
- e) Chairmen/Vice-Chairmen of Area Councils (FCT); and
- f) Councilors of Area Councils Legislature (FCT).

2.0 Persons Entitled to Vote:

A person shall be eligible to vote at an election conducted by the Commission if he/she:

- (a) is a registered voter;
- (b) his/her name appears on the Register of Voters;
- (c) presents himself/herself physically (not by proxy) at the Polling Unit he/she was registered; and
- (d) is accredited on presentation of a valid voter card at his/her Polling Unit.

2.1 On Election Day, eligible voters will exercise their right to vote for candidates of their choice. Candidates nominated by their respective political parties to contest the elections shall be elected through a voting system known as the “Re-Modified Open-Secret Ballot System” (REMOBS). In this system, voters thumb/finger-print on the ballot for candidates of their choice in secret and cast their votes in the open. This is a political party-based system as candidates run for elective offices on the platform of political parties.

3.0 Appointment of Presiding Officers/Assistant Presiding Officers:

The Commission shall appoint for each Polling Unit (PU), a Presiding Officer (PO) and three (3)

Assistant Presiding Officers (APOs).

4.0 Method of Voting:

Voting shall be in accordance with the Re-modified Open-Secret Ballot System (REMOBS), with the procedures specified in the Commission's Guidelines, other Regulations and the Election Manual.

5.0 Polling Stations, Polling Units/Voting Points:

- (a) Voting shall take place at Polling Units (PU)/Voting Points (VP), which may be situated within designated Polling Stations (comprising two or more Polling Units/Voting Points).
- (b) Voting Points (VPs) are created at Polling Units, based on a maximum of 750 registered voters in a unit, or as may otherwise be decided by the Commission.
- (c) Where available, Voting Points shall be located within enclosures. Where Voting Points are in open spaces; canopies shall be provided for each voting point and established in accordance with the Polling Unit set-up.
- (d) Where Voting Points have been created, there shall be four (4) Assistant Presiding Officers (APOs) for each Voting Point within the affected polling unit, under the supervision of the Assistant Presiding Officer in charge of Voting Point APO(VP).
- (e) The Presiding Officer may delegate the responsibility of accreditation, preparing and issuing of ballot papers, to the Assistant Presiding Officer in charge of a Voting Point.

CHAPTER ONE

ELECTION OFFICIALS, STAKEHOLDERS AND MATERIALS

Section A: ELECTION OFFICIALS

Every election involves different categories of stakeholders. These range from Election Officials, who directly handle the conduct and supervision of the elections, to the Contestants, accredited Polling or Party Agents, Security Agents, accredited Journalists, Foreign and Domestic Observers as well as the Voters.

1.0 Professional Ethics Of Election Officials

Election Officials have a major role to play in the electoral process. The manner in which they discharge their duties affects the degree of confidence voters will have in the electoral process. Election Officials should be courteous, polite and helpful at all times. Voters should be treated equally and with respect. Unethical and corrupt practices by election officials can incur severe punishment under the law.

Election officials should be guided by the following principles:

- a) Integrity
- b) Impartiality
- c) Transparency
- d) Professionalism
- e) Gender sensitivity
- f) Due consideration and support for the elderly, pregnant women and the physically-challenged.

1.1 Election Officials And Their Duties

Election Officials include personnel of the Commission (both Permanent and Temporary) who directly handle the conduct or supervision of the elections as well as representatives of other stakeholders, such as Security Agencies, Political Parties and Observer Groups, among others. Below is a brief description of their duties:

1.1.1 Resident Electoral Commissioner (REC)

He/She is the head of the Commission in a State; a position which confers on him/her responsibility to oversee the activities of the Commission in that state.

The REC:

- a) Is responsible for the overall conduct and supervision of the Federal and State elections in a state; as well as the Area Council Elections in the FCT.
- b) Takes delivery of all sensitive and non-sensitive materials for the elections from the National Headquarters of the Commission and distributes them to Electoral Officers.
- c) Supervises the recruitment and training of all staff for elections in a State.
- d) Liaises with political parties and other stakeholders to ensure the successful conduct of the elections.

- e) The REC is assisted by the Administrative Secretary (AS).

1.1.2 Electoral Officer (EO).

The EO:

Is the head of the Commission's Office in the Local Government Area (LGA) of a State, or an Area Council (as in the case of the FCT).

- a) Is responsible for conducting and supervising elections in an LGA or Area Council.
- b) Receives election materials from the REC for distribution to Supervisory Presiding Officers (SPOs) for delivery to Presiding Officers (POs) prior to voting; and retrieves same from SPOs after elections.
- c) Assists in training Poll Officials.
- d) Reports any security concern or incident to Security Agents.
- e) Keeps safely (securely) election results, ballot boxes and other election materials returned.
- f) The EO is assisted by three Assistant Electoral Officers (AEOs) – Administration, Operations and Clusters of RAs.

1.1.3 Returning Officer (RO).

The RO:

- a) Collates (tabulates and sums up) the votes cast, announces the scores of Candidates and declares the winner in the election in a particular constituency.
- b) Decides any question arising from or relating to unmarked ballots, rejected ballots, announcement of scores of candidates and the return of a winner.

1.1.4 Collation Officers (COs)

He/She collate and announces the votes scored by candidates at any of the levels of collation.

- a) **Registration Area /Ward CO** – collates and announces results from Polling Units within a Registration Area (RA)/Ward.
- b) **Local Government Area (LGA CO)** – collates and announces results from the various Registration Areas/Wards for the Area Council, State Assembly, Governorship, National Assembly and Presidential Elections (at the LGA level).
- c) **State Constituency CO** – collates and announces results from all the RAs/LGAs within a State Constituency for the State Assembly Election. He shall also be the State Constituency Returning Officer in the State House of Assembly Election.
- d) **Federal Constituency CO**– collates and announces results from LGAs within a Federal Constituency. He/she shall also be the Federal Constituency Returning Officer in the election to the House of Representatives.
- e) **Senatorial District CO** – collates and announces results from LGAs within a Senatorial District. He/she shall also be the Senatorial District Returning Officer in the election to the Senate.

- f) **State CO** – collates and announces results from all LGAs within a State in the Presidential and Governorship Elections. He/she shall also be the Returning Officer in the Governorship Election.
- g) **Chief Electoral Commissioner** – collates and announces the results from all the states of the Federation in the Presidential Election and is the Returning Officer in that election. This shall be the Chairman of INEC or his delegated Representative.

1.1.5 Supervisory Presiding Officer (SPO)

The SPO:

- a) Supervises the conduct of poll in a cluster of Polling Units;
- b) Assists in training Poll Officials under his/her supervision;
- c) Ensures that all sensitive and non-sensitive election materials are available at the designated Polling Units in the right quantity and at the right time;
- d) Regularly visits Polling Units under his/her supervision to address issues during the period of the elections;
- e) Ensures that results of poll for designated Polling Units are delivered to the Collation Officer by Presiding Officers;
- f) Ensures the delivery of the Card Readers to the RA Collation Officer by the Presiding Officer and retrieves it from him/her after collation;
- g) Ensures that all election materials returned to him/her by the Presiding Officers are submitted to the Electoral Officer immediately after election;
- h) Liaises with Security Agents to ensure that order is maintained within the Polling Units under his/her supervision;
- i) Is accountable to the EO in the discharge of his/her duties;
- j) Liaises with Polling Units and Elections Operations Support Centres (EOSC);
- k) Ensures the delivery of the Card Reader to the RACO.

1.1.6 The Polling Team:

For a Polling Unit, there shall be a minimum of four officials comprising:

- a) Presiding Officer;
- b) Assistant Presiding Officer (APO) I (Verification and Statistics/Overseer);
- c) Assistant Presiding Officer (APO) II (Register-Check/Ballot Paper Issuance and Inking);
- d) Assistant Presiding Officer (APO) III (Queue Controller);
- e) For a voting point within a Polling Unit, there shall be four officials: APO I, APO II & APO III working under the supervision of APO (VP).

1.1.7 Presiding Officer (PO)

The PO:

Is in-charge of all activities at the Polling Unit on Election Day including Accreditation, Voting, Sorting, Counting of votes as well as the Announcement of election result (s).

- a) Takes delivery of and inspects all materials and equipment for election from the Supervisory Presiding Officer and ensures their security, particularly the sensitive materials, such as the ballot papers and result forms;

- b) Must be at the Polling Unit early (at least one hour before the official commencement of accreditation) to set up the Polling Unit;
- c) Coordinates activities in the voting points under his supervision;
- d) Conducts voter education ahead of Accreditation and Voting.
- e) Returns all election materials, other than the Result Sheets and the Card Reader, to the SPO for delivery to the EO after elections.
- f) Delivers the completed Result Sheets and Card Reader to the RACO
- g) Reports any security incident to the Security Agents at the Polling Unit and, where necessary, invites the Police or Security Agents to maintain order, keep the peace or arrest any person committing an offence;
- h) Documents adverse incidents, using incident report form and informs the appropriate authority and persons;

1.1.8 Assistant Presiding Officer (APO) I (Verification and Statistics/Overseer)

The APO I:

- a) Works under the supervision of the PO/APO (VP).
- b) Assists with collection of materials from the SPO.
- c) Ensures that voter deposits thumb-printed ballot paper(s) into the appropriate ballot box.
- d) Assists with the return of election materials to the SPO.
- e) Authenticates and verifies the voter using the Card Reader;
- f) Disaggregates statistics such as gender and others using the appropriate form.

1.1.9 Assistant Presiding Officer (APO) II (Register-Check/Ballot Paper Issuance and Inking)

The APO II:

- a) Assists with the collection of election materials from the SPO.
- b) Confirms that voter's details in the PVC are contained in the Register of Voters and ticks the appropriate box by the voter's name before Accreditation and before Voting.
- c) Applies indelible ink on the appropriate finger of the voter before Accreditation and before Voting.
- d) Issues voter with duly endorsed accreditation tag
- e) Issues ballot paper(s) to voters and thereafter ticks the Register of Voters in the box on the right side of the voter's name.
- f) Assists in the preparation and sorting of the ballots
- g) Assists with the return of the election materials to the SPO at the close of poll.

1.1.10 Assistant Presiding Officer (APO) III (Queue Controller)

The APO III:

- a) Ensures orderly queuing of voters
- b) Arranges separate queues for men and women in areas where the mingling of men and women in the same queue is not allowed.

1.1.11 Assistant Presiding Officer Voting Point, APO(VP)

The APO (VP):

- a) Supervises the conduct of all activities during accreditation, voting, sorting and counting within a specified Voting Point (VP).

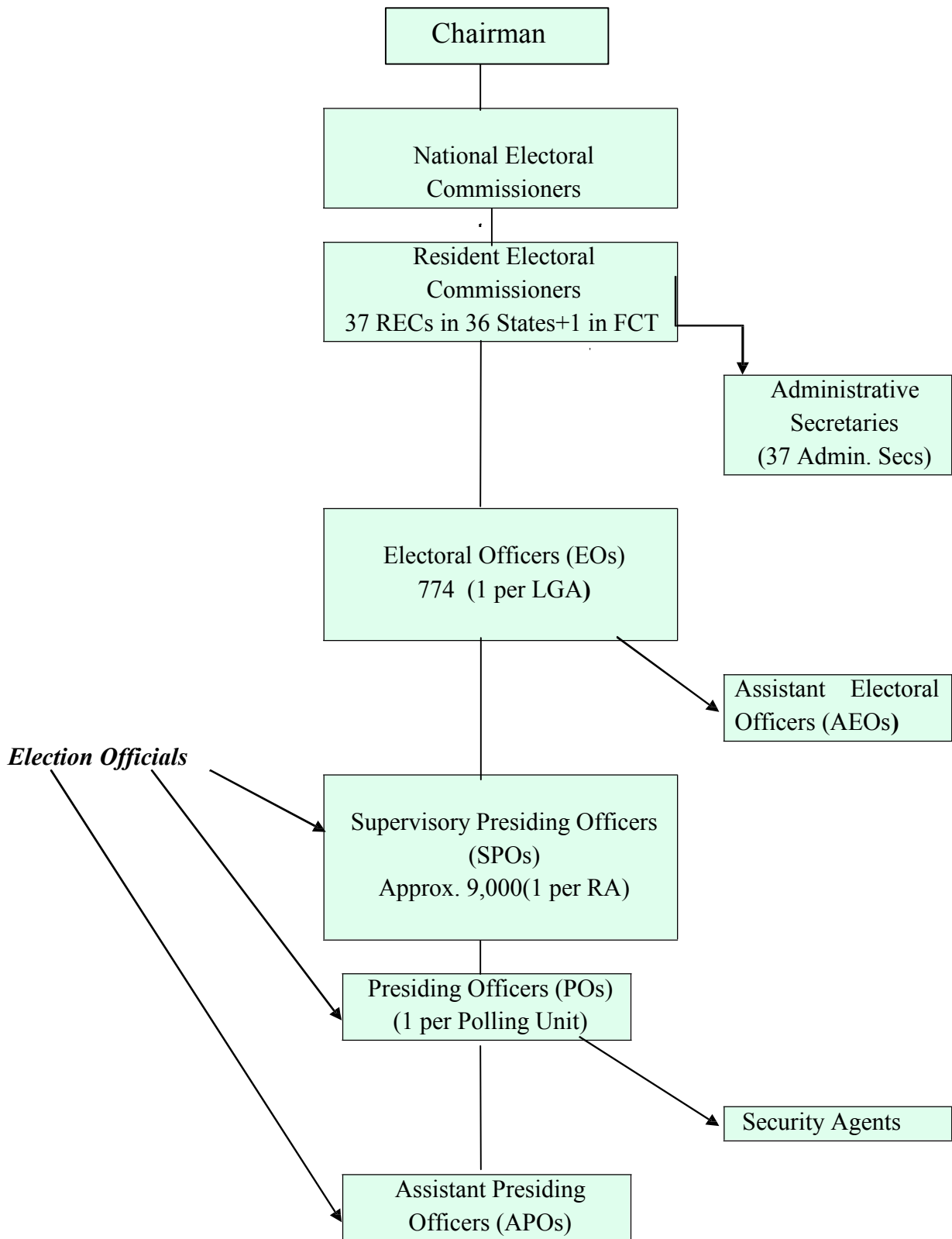
- b) Acts on behalf of the PO at the Voting Point.
- c) Regulates the conduct of voters at the PU/VP.
- d) Decides on all cases reported to him/her by the APO I, APO II and APO III.

1.2 TIPS FOR POLL OFFICIALS ON BASIC SECURITY IN ELECTION DUTIES (BaSED)

- i. Ensure you attend security briefings at the RAC before deployment. This will give you key information and insights about risks and threats in the area you are deployed.
- ii. Before deployment, ensure that you receive the telephone number of a competent official (Security agencies or INEC) to call when in distress. You can also contact the INEC Citizen Contact Centre or the ERM Secretariat.
- iii. Phone numbers of most senior security officers should be programmed into your communication device.
- iv. Collect the contact of the Election Support Centers for your state.
- v. Do not move unless a security escort accompanies you.
- vi. Security officials on election duties are there for your protection. Maintain a cordial relationship with them. If a security official stops you be polite, present your ID if requested and obey security directives.
- vii. Be security conscious at all times. It is important to know the security situation in your area and avoid areas that are identified as officially off limits, considered politically sensitive or where security incidents are known to take place.
- viii. It is important for staff to be aware of their environment e.g. security points, escape points, difficult terrain etc. and culture of the community they are deployed.
- ix. Maintain this awareness of and be sensitive to change. Be aware of individuals who may be acting suspiciously and report such behaviour.
- x. Do not panic. Always assess situations and provide the best response. Try as much as possible to not react in a violent manner and most importantly stay away from situations that could be threatening.
- xi. If you find yourself in the trunk of a car, kick the back tail lights out; stick your arm through the hole and wave.
- xii. Do not hesitate to call attention to yourself if you are in danger: scream, shout, blow the horn of your vehicle.
- xiii. Personal safety is an individual responsibility. The best way to be safe is to avoid trouble in the first place rather than try to remove yourself later.
- xiv. Be sure to gain an understanding of the host community's traditions and beliefs. Respect the culture and customs of the environment in which you work.
- xv. Be sure to behave professionally at all times. Inspire confidence when performing your duties.
- xvi. Never discuss politics or religion; these may incline people to assume bias and possible misuse of office in favour of a candidate.
- xvii. Drivers should have be aware of strange objects while driving especially during convoy movement, some of these objects may be an IED or unexploded ordinance.
- xviii. It is important for all drivers to know alternative routes in case there is a security threat and main roads are not available.
- xix. Ensure you carry with you essential items on your trip e.g. soap, deodorant, clothing, food and money. However be sure not to carry costly items.
- xx. Remember, you are responsible and accountable for your safety and security.

Chart 1.0

Structure of INEC (Permanent and Ad-hoc Staff)



Section B: OTHER STAKEHOLDERS

1.3 Who is allowed access to the Polling Unit/Collation Centre on Polling Day?

The following shall be allowed access to the Polling Unit/Collation Centre on Polling Day:

- i. Security Agents
- ii. Candidates and accredited Polling/Party Agents
- iii. Accredited Domestic and Foreign Observers
- iv. Accredited Journalists
- v. Voters (At Polling Units where they are registered **ONLY**)
- vi. INEC Officials on Election Duty

NOTE:

- a) **The PO, however, has the right to bar any of the above mentioned persons from entering or remaining in the Polling Unit, in an event of such an individual engaging in any conduct considered to be disorderly.**
- b) **A Candidate can represent himself/herself as a Polling/Party Agent in the Polling Unit/Collation Centre as long as no other Polling/Party Agent is accredited for the party at that unit or centre.**

1.3.1 Role of Security Agents

Security agents on Election Duty shall:

- a. provide security at the Polling Units/Polling Stations and Collation Centres to ensure that the Polling Units, counting of ballots, collation and declaration of results are conducted without any disturbance;
- b. take necessary measures to prevent violence or any activity that can threaten to disrupt the elections;
- c. comply with any lawful directive(s) issued by, or under the authority of, INEC;
- d. ensure the safety and security of all Election materials, by escorting and guarding such materials as appropriate;
- e. protect Election Officials at the Polling Stations/Units and Collation Centres, especially in the course of their movement from one point to the other until the process is completed;
- f. arrest, on the instruction of the Presiding Officer, or any other INEC official, any person(s) causing any disturbance, or preventing the smooth conduct of proceedings at Polling Stations/Units as well as at the Collation Centres;
- g. on the instruction of the Presiding Officer, stand at the end of the queue of voters at the Polling Unit, if any, at the official close of Accreditation, to prevent any person from joining the line;
- h. accompany the Presiding Officer to deliver the election results, ballot boxes and other election materials safely to the RA/Ward Collation Centre;
- i. accompany Collation Officers to deliver election results to the Returning Officer and, subsequently, to the Resident Electoral Commissioner, or Electoral Officer, as the case may be, for the handover of election materials and reports.

NOTE:

Security Agents are not allowed to:

- a) interfere with accreditation, voting, counting of the ballots, or the collation and declaration of results.**
- b) handle any election material or, in any way, interfere in the conduct of the polls or counting of ballots.**

1.3.2 Appointment of Polling/Party Agents

A political party sponsoring candidate(s) may, by notice, appoint one person as its Polling Agent for each Polling Unit/Voting Point; one Party Agent for each Collation Centre; and a Representative at each point of distribution of electoral materials in the constituency where it is sponsoring candidate(s) for an election. However, no person shall be qualified to be appointed or serve as a Polling/Party Agent to any political party if, being a person employed in the public service of the Federation or if any State or Local Government or Area Council he/she has not resigned or withdrawn or retired from such employment at least 90 days before the date of the election.

With regard to the Polling/Party Agents, Election Officials shall:

- a) allow each party to be represented by one accredited Polling/Party Agent at a time in Polling Unit/Voting Point and Collation Centre;
- b) inspect and ensure that the letters of appointment/accreditation are duly endorsed by their parties before letting the Polling/Party Agents into the Polling Units, or Collation Centres;
- c) allow the Polling/Party Agents to observe the distribution of election materials, accreditation, voting, sorting and counting of ballots as well as the announcement of results;
- d) commence the election processes even if no Polling/Party Agent is present in the Polling Unit, or Collation Centre;
- e) allow Polling/Party Agents to draw their attention to any observed irregularities;
- f) allow Polling/Party Agents to inform the PO if they believe that a voter is under the age of 18 years, or has committed an offence of impersonation;
- g) allow Polling/Party Agents to countersign the result forms at the Polling Units and the Collation Forms at the Collation Centres;
- h) issue completed, stamped, signed and dated copies of the Statement of Result of Poll Forms and the Collation of Result Forms to Polling/Party Agents present.

NOTE:

- a) The names of the Polling/Party Agents for a Polling Unit/Voting Point should be sent by the EO to each PO before polling begins. Also, a candidate can stand as his/her Polling/Party Agent at any Polling Unit or Collation Centre.**
- b) Polling/Party Agents shall comply with lawful directive issued by or under the authority of the Commission or its officials including directive to leave the Polling Unit or Collation Centre, when and where ever necessary.**

Party Agents are not allowed to:

- a) **interfere with accreditation, voting, counting of the ballots, or the collation and declaration of results.**
- b) **handle any election material or, in any way, interfere in the conduct of the polls or counting of ballots.**
- c) **hold media interviews within the Polling Unit.**

1.3.3 Role of Election Observers

Domestic and Foreign Observers are appointed by their respective organizations and may be accredited by the Commission to observe the Elections. They have the right to observe the entire election process, including the counting of ballots at the Polling Units and the collation and declaration of results at the Collation Centres. Duly accredited Election Accredited Observers who are wearing the Observer badges issued by the Commission for the election are entitled to:

- a) accreditation process, voting, sorting and counting of ballots as well as the collation, announcement and declaration of results; and
- b) invite the attention of an Election Official to any observed irregularities, but shall not, in any way, interfere in the process.

With regard to Election Observers, Election Officials shall:

- i. **check** that all Observers are duly accredited and wear their observer badges while in the Polling Unit.
- ii. **allow** Observers to observe the distribution of election materials, accreditation process, voting, sorting and counting of ballots as well as the collation, announcement and declaration of results.
- iii. **allow** Observers to call their attention to any irregularities, without interfering with the process.

NOTE:

Observers are not allowed to:

- a) **handle election materials or interfere in the conduct of poll or counting of ballots.**
- b) **wear the badge or symbol of any political party.**
- c) **hold media interviews within the Polling Unit**

1.3.4 Role of Accredited Journalists

Accredited Journalists have an important role to play, by reporting objectively on the conduct of the elections. Media professionals may **only** enter the Polling Unit, if this does not disrupt polling. They may interview the Presiding Officer or his/her authorized representative with his/her consent. Such interview shall however be conducted outside the Polling Unit, if activities within the Polling Unit permit this. Accredited Journalists may not film or copy any part of the process which may reveal personal details of any voter.

1.3.5 Accredited Journalists are allowed to:

- a) be in the Polling Unit - from the opening of poll on Polling Day and observe all stages of the polling process - from sealing of the ballot box to closing activities; provided they do

- not compromise the secrecy of the vote;
- b) move around the Polling Unit, as long as their movements do not, in any way, interfere with the process, or obstruct the flow of voters, or the work of Polling Officials;
- c) interview the Presiding Officer or his/her authorized representative with his/her consent;
- d) observe the securing of Election materials for overnight storage and transport.

NOTE:

Accredited Journalists are not allowed to:

- a) **interview a Polling Official, Voter, Observer, Polling Agent, or any Special Guest, inside the Polling Unit during polling;**
- b) **film, photograph or interview any individual within the Polling Zone, without her/his consent;**
- c) **film or photograph any voter marking a ballot, or acquire any pictures, film footage or audio commentary, which records personal details of that voter;**
- d) **film, photograph or copy the Register of Voters, Voter Cards or any**

1.3.6 Media Interviews

During interviews, the Presiding Officer may respond to general factual questions; but may not offer interpretations or opinions on the process. All interviews must take place outside the Polling Unit.

The PO **may** respond to general, factual questions such as:

- a) Polling procedure;
- b) Voter turn-out in the Polling Unit;
- c) Duties as a Polling Official and what training was received; and
- d) INEC Professional Ethics for Election Officials.

The PO **shall not** offer interpretations or opinions, such as:

- a) Giving results on the local, regional or national level;
- b) Comment on expected election outcomes;
- c) Offer commentary on candidates or political parties;
- d) Offer opinions on policy, compliance or speculate on other issues;
- e) Comment on rumours.

Section C: PREPARING FOR THE POLLS.

1.4 Locating the Polling Unit

The Supervisory Presiding Officer (SPO) and the Registration Area (RA) Supervisors shall, at least two days before polling day, visit the location of the Polling Units under their supervision to:

- a) **identify** the most suitable layout for the Polling Units and voting points, and
- b) **make** arrangements for tables and chairs to be used at the Polling Units on Election Day.

1.4.1 Registration Area Centres (RACs)/Super Registration Area Centres (Super RACs)

RACs are designated locations at every Registration Area (RA), where Poll Officials and election materials are camped overnight for easy and timely movement to Polling Units on Polling Day. A Super RAC is a collection of two or more RAs located in a center.

- a) RACs are usually located at public buildings such as schools, town halls and other government-owned buildings within the area which is central, or relatively central within the Registration Area.
- b) RACs/Super RACs are activated with the necessary facilities and the RAC items for use
- c) by Poll Officials.
- d) The Poll Officials shall arrive at the RACs/Super RACs no later than 4pm on the eve of Polling Day, in order to be close to their Polling Units.

1.4.2 The Electoral Operations Support Centre (EOSC)

This is a support centre that serves as an early warning system on the Polling Day process. The centre maintains contact with all Election Officials, monitors timely compliance; harvests and logs reports as well as takes appropriate action(s) on all adverse incidents identified.

On Polling Day, Election Officials, especially Supervisory Presiding Officers (SPOs) and Presiding Officers (POs) would be contacted on their mobile phones to give situation reports on the polling process.

NOTE:

On the Eve of Polling Day, the SPO shall facilitate a refresher training for Poll Officials at the RAC/Super RAC to perfect strategies for a smooth polling process.

1.4.3 Customization of Balloting Instruments

Balloting Instruments may be customized. They include;

- i) Ballot Boxes ----- Unique coding
- ii) Ballot Papers ----- Specific to LGAs
- iii) Result Sheets (EC.8 Series) ---- Specific to PUs, RAs, LGAs and Constituencies

Section D: ELECTION MATERIALS

1.5 Receiving Non-Sensitive Election Materials

Before the commencement of the election, the Presiding Officer (PO) shall:

Step 1: Receive the non-sensitive items from the SPO;

Step 2: Verify to ensure that all materials have been received. The Assistant Presiding Officer (APO) shall assist in doing this (see checklist of Non-Sensitive materials).

Step 3: Record all items received on two (2) copies of Form EC.25B (Electoral Material Receipt Form)

Step 4: Sign the Forms, keep one copy and give the other copy to the SPO.

1.5.1 (CHECKLIST OF NON-SENSITIVE MATERIALS)

Note: The Presiding Officer receives a new set of materials before each election date. Where there is more than one election, appropriate number of Forms and envelopes for each election type shall be issued.

1. Form EC 1A(I) – Tendered Vote List
2. Form EC 17 – Oath Form
3. Form EC 25A – Electoral Material receipt (Booklet)
4. Form EC 25A(I) - Material Return Receipt (Booklet)
5. Form EC 25B – Materials Receipt (Distribution)
6. Form EC 25B(I) – Material Receipt (Reverse Logistics)
7. Form EC 25C – Nomination Form
8. Form EC 25D – Distribution of Sensitive Materials, Attendance Register
9. Accreditation Incident Reporting Form EC.40J
10. Voter Information and Statistics Form EC.40H/EC.40H(1) - (3)
11. Poster EC 30A – Polling Station Poster
12. Poster EC 30A(I) – Polling Unit Information Poster
13. Poster EC 30B – Polling Zone Poster
14. Poster 30C – Voting in Progress Poster
15. Poster EC 30D – Collation Centre Poster
16. Form EC 40A – Ballot Paper Account Form
17. Form EC 40B – Spoilt, Rejected Ballot Paper Form
18. Form EC 40C – Statement of Unused Ballot Paper Form
19. Form EC 40D – Undertaking with Regard to Impersonation Form
20. Form EC 40E – Authority to Remove Person who Misconducts Himself/Herself Form
21. Envelopes EC 50A – For Miscellaneous Election Materials
22. Envelopes EC 50B – For Register of Voters
23. Envelopes EC 50C – For Unused Ballot Papers
24. Envelopes EC 50D – Ballot Paper Account Form
25. Envelopes EC 50E – Envelopes for Counterfoil of Ballot Papers
26. Envelopes – For Tendered Ballot Papers
27. Envelopes EC 50F
28. Envelopes EC 50S
29. Polling Unit Materials Checklist
30. Poster EC 60A – Notice of Election Poster
31. Poster EC 60B – Notice of List of Candidates Poster
32. Poster EC 60C – Notice of Nomination Poster
33. Poster EC 60D – Notice of Poll Poster
34. Poster EC 60E –Notice of Result(s) of Poll(s)
35. Blue Biro
36. Red Biro
37. Micro Drip Dry
38. Marker Pen
39. Cellotape
40. Masking Tape
41. Twine Rope
42. Liquid Gum
43. Presiding Officer Stamp
44. Asst. Presiding Officer Stamp
45. RA Collation Officer Stamp

46. LGA Collation Officer Stamp (Self-inking Stamp)
47. Constituency Collation Officer Stamp
48. Constituency Returning Officer Stamp
49. State Collation Officer Stamp (Self-inking Stamp)
50. Election Bag
51. INEC Sticker – Election Duty
52. Laminated I.D Cards for:
 - i. Presiding Officers
 - ii. Asst. Presiding Officers I
 - iii. Asst. Presiding Officers II
 - iv. Asst. Presiding Officers III
 - v. Asst. Presiding Officers (VP)
 - vi. Supervisory Presiding Officers
 - vii. Reg. Area Collation Officers
 - viii. LGA Collation Officers
 - ix. Constituency Collation Officers
 - x. Constituency Returning Officers
 - xi. State Collation Officer
53. Rechargeable/Solar Power Lamp
54. Indelible Ink – Marker Pen
55. 12-Digit Dual Powered Calculator
56. Seal for Non-Collapsible Ballot Boxes
57. Ballot Box Sticker
58. Scissors
59. Dry Cell Batteries
60. Tamper Evident Envelopes for Result Sheets
61. Tamper Evident Envelopes (For Used Ballot Papers)
62. Political Party Agents ID Cards for:
 - i. Voting Points Level
 - ii. RA Collation Level
 - iii. LGA Collation Level
 - iv. Constituency Collation Level
 - v. National Collation Level
63. Aprons/Vests for:
 - i. Presiding Officers
 - ii. Asst. Presiding Officers I
 - iii. Asst. Presiding Officers II
 - iv. Asst. Presiding Officers III
 - v. Asst. Presiding Officers (VP)
 - vi. Collation Officers
 - a. Ward Collation Vests
 - b. LG Collation Vest
 - c. Constituency Collation Vest
 - vii. Supervisory Presiding Officers
 - viii. State Returning Officers
64. Additional Collapsible Ballot Boxes
65. Drawing/Tack Pins.

1.5.2 POLLING UNIT/VOTING POINT ELECTION MATERIALS CHECKLIST

SN	ITEM	CRITERIA FOR DISTRIBUTION	REMARKS
1	Form EC 1A(I) – Tendered Vote List	Four (4) Copies per PU/VP	To be Returned at Close of Poll
2	Form EC 17 – Oath Form	Two (2) Copies per Poll Official	
3	Form EC 25B – Material Receipt (Distribution)	Five (5) Copies per PU/VP	To be Returned at Close of Poll
4	Form EC 25B(I) – Material Receipt (Reverse Logistics)	Five (5) Copies Per PU/VP	To be Returned at Close of Poll
5	Poster EC 30A – Polling Station Poster	Four (4) Copies Per PU	
6	Poster EC 30A(I) – Polling Unit Information Poster	Two (2) Copies per PU/VP	
7	Poster EC 30B – Polling Zone Poster	Four (4) Copies PU/VP	
8	Poster 30C – Voting in Progress Poster	Two (2) Copies Per PU/VP	
9	Form EC 40A – Ballot Paper Account Form	Two (2) Copies per Ballot Paper Type/ Election (2x3xPU/VP)	6 To be Returned at Close of Poll
10	Form EC 40B – Spoilt, Rejected Ballot Paper Form	Two (2) Copies Per PU/VP	To be Returned at Close of Poll
11	Form EC 40C – Statement of Unused Ballot Paper Form	Two (2) Copies Per PU/VP	To be Returned at Close of Poll
12	Form EC 40D – Undertaking with Regard to Impersonation Form	Five (5) Copies Per PU/VP	To be Returned at Close of Poll
13	Form EC 40E – Authority to Remove Person Who Misconducts Himself/Herself Form	Five (5) Copies Per PU/VP	To be Returned at Close of Poll
14	Envelopes EC 50A – For Miscellaneous Election Materials	Two (2) Copies Per PU/VP	To be Returned at Close of Poll
15	Voter Information and Statistics Forms (PU/VP) a) EC. 40H; to be filled by APO I b) EC. 40H (I); to be filled by PO c) EC. 40H (2); to be filled by RACO d) EC. 40H (3); to be filled by LGACO	One (1) Set Per PU/VP	To be Returned at Close of Poll
16	Accreditation Incident Reporting Form (Form EC. 40J)	One (1) Set Per PU/VP	To be Returned at Close of Poll
17	Envelopes EC 50B – For Register of Voters	One (1) Copy Per PU/VP	To be Returned at Close of Poll
18	Envelopes EC 50C – For Unused Ballot Papers	Three (3) Copies Per PU/VP (One Per Ballot Paper Type)	To be Returned at Close of Poll
19	Envelopes EC 50D – Ballot Paper Account Form	One (1) Copy Per PU/VP	To be Returned at Close of Poll
20	Envelopes EC 50E – Envelopes for Counterfoils of Ballot Papers	Three (3) Copies Per PU/VP (One Per Ballot Paper Type)	To be Returned at Close of Poll

21	Envelopes – For Tendered Ballot Papers	One (1) Copy Per PU/VP		To be Returned at Close of Poll
22	Blue Biro	Two (2) Pieces Per Official Per PU/VP	6/8	
23	Red Biro	Two (2) Copies Per PU/VP		
24	Micro Drip Dry	Four Pieces Per PU/VP		
25	Marker Pen	One (1) Piece per PU/VP		
26	Cellotape	One (1) Piece per PU/VP		
27	Masking Tape	One (1) Piece per PU/VP		
28	Twine Rope	Two Rolls Per		
29	Liquid Gum	One Bottle Per Unit		
30	Presiding Officer Stamp	One Piece Per Unit		
31	Asst. Presiding Officer Stamp	One Piece Per VP		
32	INEC Election Bag	One Piece Per VP		
33	Drawing/Tack Pins	One mini pack per PU/VP		
34	Laminated ID Cards i. Presiding Officers ii. Asst. Preiding Officers I iii. Asst. Presidng officers II iv. Asst. Presiding Officers III v. Asst. Presiding Officers (VP)	One Per Poll Official Per PU/VP		
35	Indelible Ink – Marker Pen	Four (4) Pieces Per PU/VP		
36	Seal for Collapsible Ballot Boxes	Two (2) Pieces Per PU/VP		
37	Seal for Non-Collapsible Ballot Boxes	Eight (8) Pieces Per PU/VP		
38	Ballot Box Sticker	Six (6) Per PU/VP		
39	Scissors	One (1) per PU/VP		
40	Tamper Evident Envelopes for Result Sheets	One Per PU x No. of Elections	3	
41	Tamper Evident Envelopes (For Used Ballot Papers)	Seal – for Non-Collapsible Ballot Boxes	3	
42	Political Party Agents ID Cards For: i. Voting Points Level ii. RA Collation Level iii. LGA Collation Level vi. Constituency Collation Level v. National Collation Level	One Per Party Agent Per PU/VP	28	

43	Aprons/Vests For: i. Presiding Officers ii. Asst. Presiding Officers I iii. Asst. Presiding Officers II iv. Asst. Presiding Officers III v. Asst. Presiding Officers (VP)	One Per Officer	4/5	
	Voting Cubicle	One Per PU/VP		To be Returned at Close of Poll
44	Ballot Boxes	One Per Election Types Per PU/VP		To be Returned at Close of Poll
45	Collapsible Ballot Box – Green Linings			To be Returned at Close of Poll
	Non-Collapsible Ballot Box with Black Lid			To be Returned at Close of Poll
	Non-Collapsible Ballot Box with Red Lid			
46	Form EC 8A (Statement of Result of Poll from Polling Units)	One Per PU Per Election	3	To be Returned at Close of Poll
47	Form EC 8A(VP) (Statement of Result of Poll from Voting Points)	One Per PU Per Election	3	To be Returned at Close of Poll
48	Ballot Papers	Election Type	Based on number of Reg. Voters	To be Returned at Close of Poll
49	Tendered Ballot Papers	Election Type	1% of Reg. Voters	To be Returned at Close of Poll
50	Table & Chairs	Three (3) Tables & Five (5) Chairs per VP		To be Returned at Close of Poll
51	Canopies	One (1) Big Canopy		To be Returned at Close of Poll

1.6 Receiving Sensitive Election Materials

The PO shall:

Step 1: receive sensitive materials for use at the Polling Unit from the SPO at the RAC.

Step 2: record on Form EC.40A the serial number range of the ballot papers and total quantity of ballot papers for each type of election received from the SPO.

Step 3: **check** the materials to ensure they are complete.

1.6.1 Sensitive Materials CHECKLIST

The following is the Checklist of Sensitive Materials that the Presiding Officer will receive on the Polling Day for the:

- Presidential and National Assembly (Senate and House of Representatives) Elections
- Governorship and State House of Assembly Elections.

PRESIDENTIAL AND NATIONAL ASSEMBLY ELECTIONS**FORMS (Statement of Result of Poll)****QUANTITY**

- | | |
|---|-------|
| ☞ Form EC 8A (Presidential) | 1 set |
| ☞ Form EC.8A (I) (Senatorial Election) | 1 set |
| ☞ Form EC.8A (II) (House of Representatives Election) | 1 set |

MATERIALS

- ☞ Ballot papers for Presidential Election
- ☞ Ballot papers for Senatorial Election
- ☞ Ballot papers for House of Representatives Election
- ☞ Tendered ballot papers for Presidential Election
- ☞ Tendered ballot papers for Senatorial Election
- ☞ Tendered ballot papers for House of Representatives Election
- ☞ Card Reader Machine(s)

GOVERNORSHIP AND HOUSE OF ASSEMBLY ELECTIONS**FORMS (Statement of Result of Poll)****QUANTITY**

- | | |
|--|-------|
| ☞ Form EC.8A (Governorship Election) | 1 set |
| ☞ Form EC.8A (1) (House Assembly Election) | 1 set |

MATERIALS

- | | |
|---|-------------------------|
| ☞ Ballot papers for Governorship Election | 1 booklet of 100 leaves |
| ☞ Ballot papers for House Of Assembly Election | 1 booklet of 100 leaves |
| ☞ Tendered ballot papers for Governorship Election | |
| ☞ Tendered ballot papers for House Of Assembly Election | |
| ☞ Card Reader(s) | |

NOTE:

- a) **Ballot papers received by the PO for each election should equal the number of registered voters in the Polling Unit.**
- b) **A set of EC8 series is determined by the number of Political Parties contesting the election.**

CHAPTER TWO

ELECTION PROCEDURES

Section A: SETTING UP AND ACCREDITATION PROCEDURES

2.1 Setting up the Polling Unit

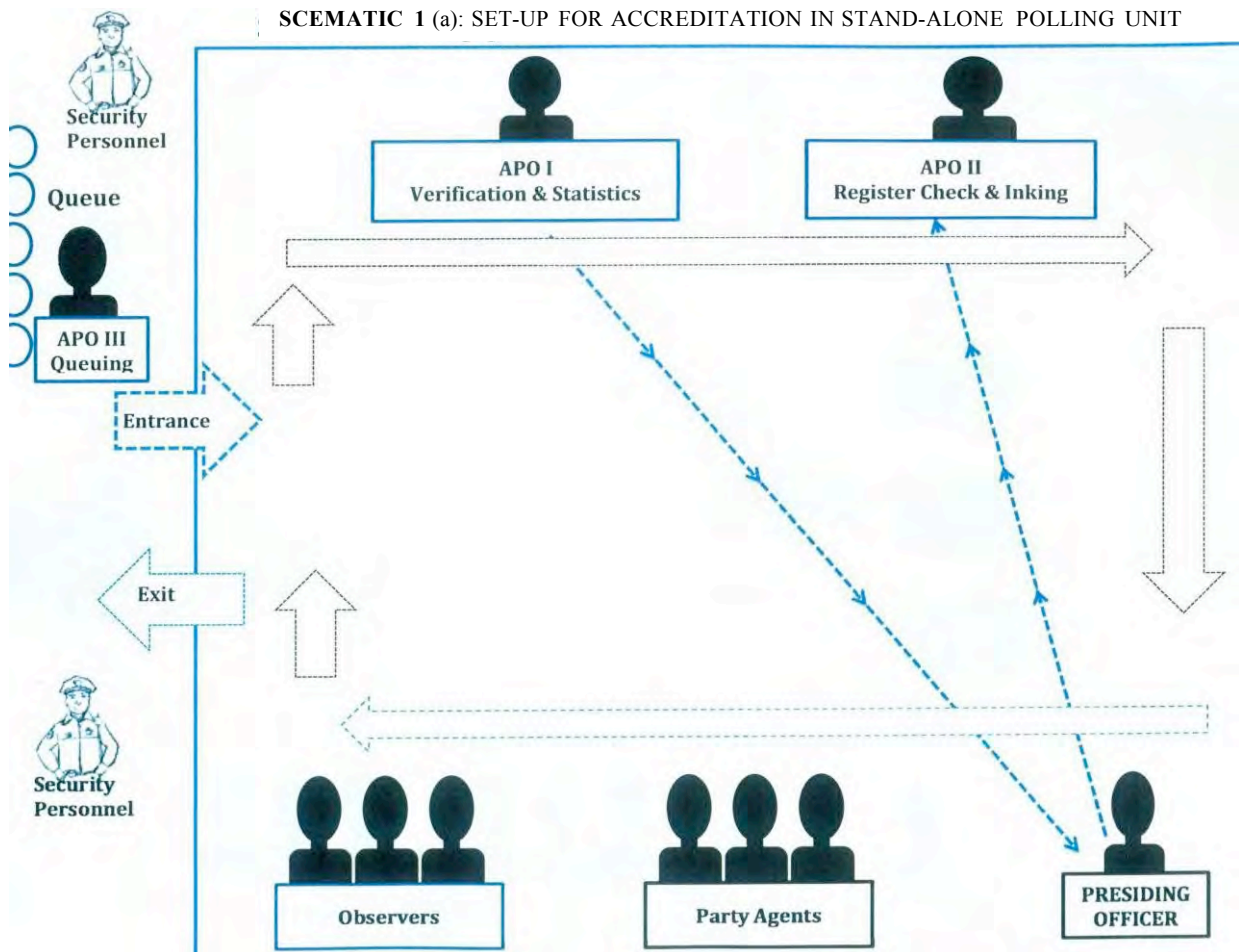
To set up the Polling Unit on Election Day, the PO with his/her polling team shall:

- Step 1:** **remove** all campaign materials, if any, from the Polling Unit.
- Step 2:** **hang** up posters such as: Polling Zone, Polling Unit, Correct Finger-printing and Voting Process Posters, etc.
- Step 3:** **set up** the layout of the PU/VP in accordance with approved layout on Pages 28 and 29
- Step 4:** **arrange** the tables and chairs to facilitate easy access for the voters and in line with the Commission's approved format illustrated in this manual.
- Step 5:** **set up** the voting cubicle in such a way that the voter can mark his/her ballot paper(s) in secret.
- Step 6:** **put** one stamp pad in the voting cubicle for use by the voter to thumb-print the ballot paper(s).
- Step 7:** **place** the Register of voters, indelible ink and biro on Table 1 for use by the Assistant Presiding Officer (APO) II.
- Step 8:** **place** INEC stamp, stamp pad, and biro on Table 2 for use by the PO or APO (VP)
- Step 9:** **check** the Card Readers for operational readiness.
- Step 10:** **allow** the accredited Polling Agents, Observers and Journalists to enter the Polling Unit

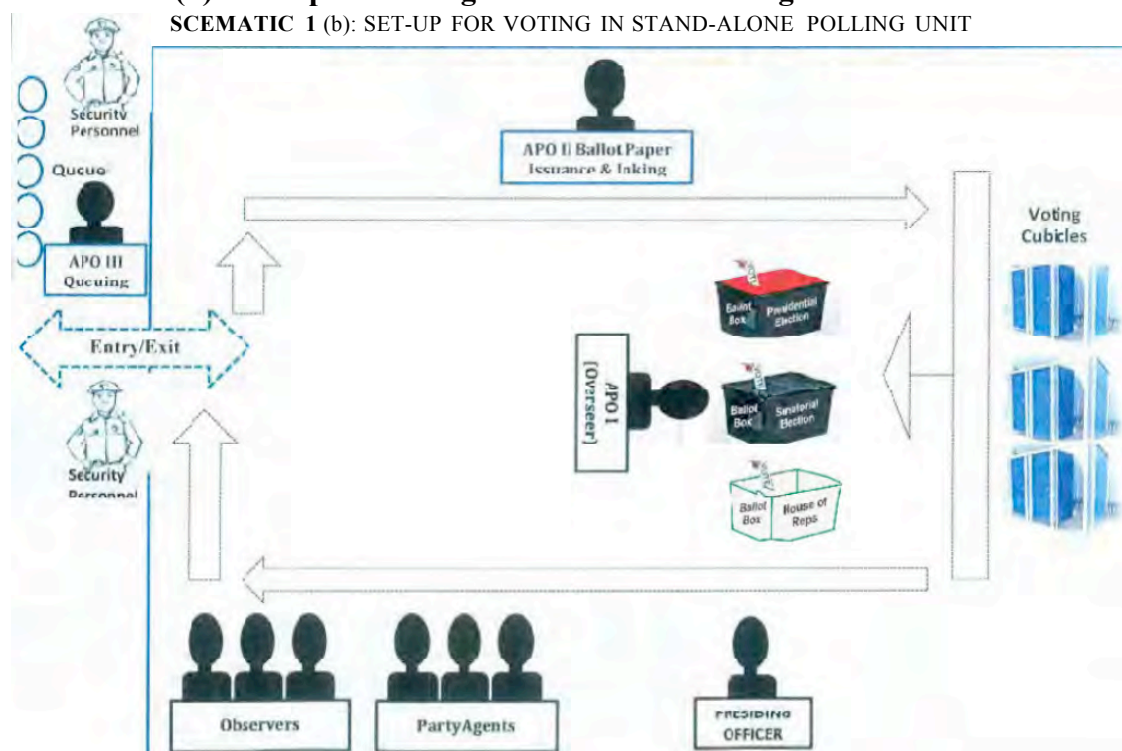
NOTE:

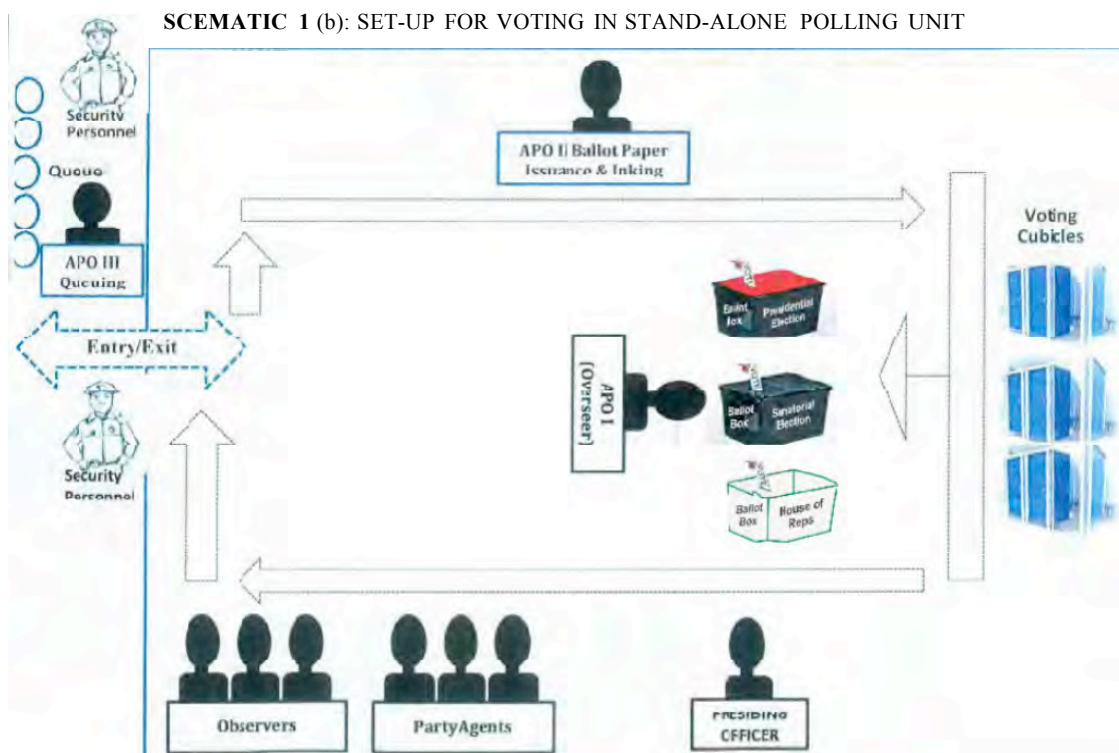
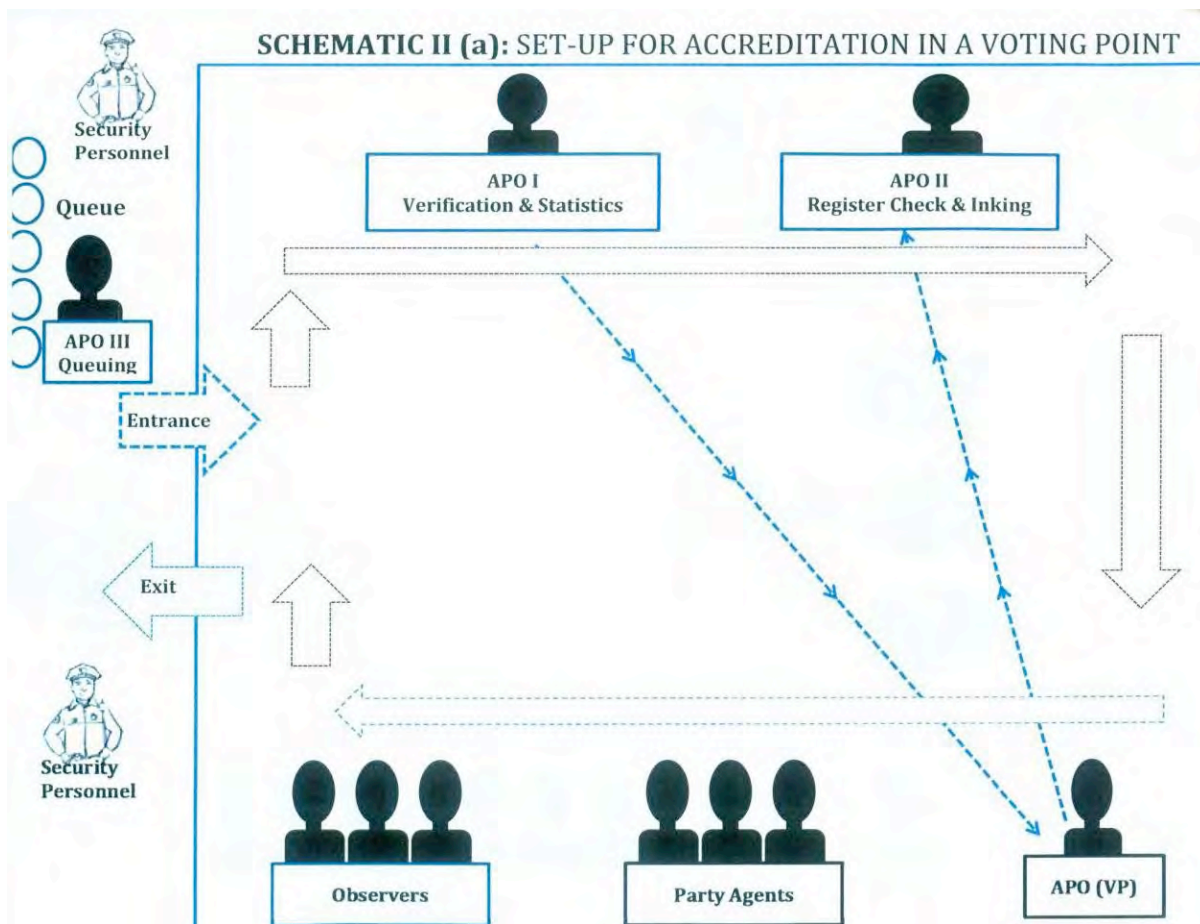
If there are no Polling Agents/Party Agents or Observers present, the Polling Officials shall go ahead with the steps above.

Schematic 1(a): Set-Up for Accreditation in a Stand-Alone Polling Unit



Schematic 1(b): Set-Up for Voting in Stand-Alone Polling Unit





2.2 Accreditation and Voting at Appropriate Polling Unit/Voting Point:

NOTE:

- (a) No person shall be accredited to vote at any Polling Unit/Voting Point other than the one to which he/she is allotted; has his/her name appear on the register of voters; he/she presents his/her permanent voters' card; his/her PVC has been verified by the Card Reader, or as otherwise determined by the Commission and as elaborated in this manual.
- (b) No voter shall cast his/her vote other than by physically being present at the Polling Unit/Voting Point, in the manner prescribed by the Commission and as elaborated in this manual.
- (c) The Presiding Officer shall regulate the admission of voters in to the Polling Unit/Voting Point and shall exclude all other persons; except candidates or their polling agents, other poll and election officials, security personnel, accredited observers and accredited journalists.

2.3 Accreditation of Voters:

Accreditation is a process of ascertaining that a voters' name is in the Register of Voters in a particular Polling Unit, where he/she registered to vote in an election. Accreditation of voters must be carried out before voting commences on Polling Day.

NOTE:

- (a) There shall be separate periods for Accreditation and Voting.
- (b) Accreditation shall commence at 8:00 a.m. and close at 1:00 p.m.; however, all voters who are already on the queue by 1:00 pm shall be accredited.
- (c) The Accreditation process shall comprise of the verification of voters using the Card Reader; cross-checking the voters' names in the Register of Voters as well as inking of the cuticle of the specified finger.

2.4 Accreditation Procedure:

At 8:00 a.m., the Presiding Officer shall:

Step 1: introduce the Poll Officials and Polling Agents present; and explain the Accreditation Procedure.

NOTE:

In explaining the Accreditation Procedure, the Presiding Officer shall call the voters together and state the following in an audible, firm and polite manner:

- a) We are about to commence Accreditation as it is now 8am. We shall close Accreditation at 1pm and commence voting at 1:30pm.
- b) Any registered voter who joins the queue before 1pm would be accredited.
- c) No accreditation, no voting.
- d) If this is not the Polling Unit allotted to you, you are advised to go to the Polling Unit allotted to you.
- e) If your name is not in the Register of Voters and you do not have a Permanent

Voters Card (PVC), you would not be accredited.

- f) If the Card Reader does not read your PVC, you would not be accredited.
- g) Priority would be given to Physically Challenged persons, pregnant women, nursing mothers and the elderly.
- h) Please cooperate with us so that we can all complete this exercise in good time.
- i) Let us now form a queue and remain orderly on the queue as we commence Accreditation.

If there are Voting Points, the Presiding Officer should also inform voters on which Voting Point to go to in accordance with the Register of Voters which would be divided into the required number of Voting Points. E.g. “If your name starts from letters A – G, you would vote at this Voting Point.”

Step 2: allow voters into the Polling Unit/Voting Point in an orderly queue;

NOTE:

- a) separate the queue between men and women, where the culture does not allow the mingling of men and women;
- b) **HANDLING PERSONS WITH DISABILITIES**
The Blind or Incapacitated Voter:
The Presiding Officer shall allow a voter who is blind, or is otherwise unable to distinguish symbols, or who suffers from any other physical disability, to be accompanied into the Polling Unit/Voting Point and be assisted to vote by a person chosen by him/her, other than a poll agent.

Visually impaired registered voters may, where available, use the Assistive Tactile facilities.
- c) **HANDLING INTERNALLY DISPLACED PERSONS (IDPs)**
 - i. **Voting Centres for IDPs:**
Special Voting Centres shall be created, in particular Local Government Areas (LGAs), to cater for Internally Displaced Persons (IDPs). However, the Polling Units/Voting Points as well as the PU/VP set-ups shall be in line with the existing guidelines and as elaborated in this manual (Pages 28 & 29)
 - ii. **Voting and Collation in IDP Centres:**
 - ☐ There shall be distribution of outstanding or yet-to-be collected Permanent Voter Cards (PVCs) at the Voting Centres on election day;
 - ☐ Distribution officials shall be appointed on the basis of two per LGA;
 - ☐ Collation of results shall take place at designated points at the Special Voting Centres;
 - ☐ The final collation and return of a winner will take place at the designated Constituency Collation Centres;
 - ☐ Where the entire Constituency is affected by insurgency, the final collation will take place at a designated centre.

Step 3: declare the Polling Unit open for accreditation;

2.4.1. The voter shall present himself/herself to the APO III (Queue Controller) for the Polling Unit or Voting Point who shall determine that he/she is at the correct Polling Unit or Voting Point and, if satisfied, direct the voter to the APO I (Verification and Statistics).

(a) The APO I shall:

Step 1: request for the PVC from the voter;

Step 2: match the photograph on the PVC to the Voter;

Step 3: read the PVC using the Card Reader to authenticate the PVC as that of the voter and that the Polling Unit details in the PVC correspond with those of that Polling Unit;

NOTE:

Authentication means that the finger prints of the holder match the finger prints read by the Card Reader.

Step 4: request the voter to place the appropriate finger in the place provided on the Card Reader for authentication;

NOTE:

a) **Appropriate finger refers to any of the fingers of the Voter captured by the DDC Machine at Voter Registration. If any of the captured finger prints is read by the Smart Card Reader, then the voter is duly authenticated.**

b) **Where the voter has no fingers but his/her PVC has been read by the Card Reader, he/she shall go through the manual accreditation process.**

Step 5: on verification by the Card Reader, proceed to document the gender of the voter, and indicate where applicable, any physically challenged person, using the Voter Information and Statistics Form.

2.4.2. The verified voter shall then present himself/herself to the APO II (Register Check and Inking), who shall:

Step 1: request for his/her Permanent Voter's Card;

Step 2: check the Register of Voters to confirm that the voter's name, details and Voter Identification Number (VIN) are as contained on the Register of Voters;

Step 3: tick the left side of the name of the voter, if the person's name is on the Register of Voters;

Step 4: apply indelible ink to the cuticle of the specified finger-nail on the left hand and issue him/her with an accreditation tag, bearing the signature of the PO or the APO II as delegated by the PO, date of election and the voter's serial number on the Register of Voters;

i. left thumb in the case of Presidential and National Assembly Elections slated for the 14th February, 2015;

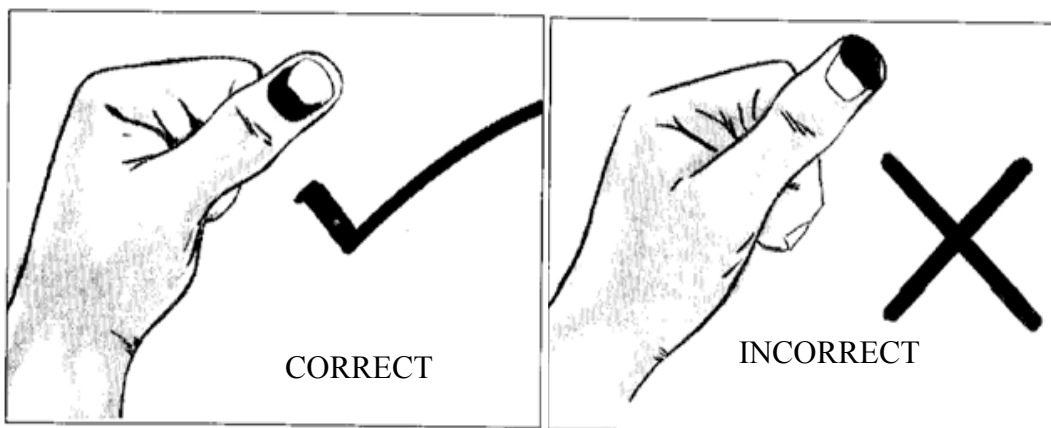
ii. left index finger in the case of Governorship and State Assembly Elections scheduled for the 28th February, 2015.

NOTE:

- a. i) left thumb-nail for Presidential/National Assembly Elections
 - ii) left index finger-nail for Governorship/State Assembly Elections
 - iii) left middle finger-nail for Presidential Run-off Election
 - iv) left ring finger-nail for second Presidential Run-off Election
 - v) left index finger-nail for Governorship Run-off Election
- b. the thumb/finger-nails to be used in subsequent Run-offs shall be as may be prescribed by the Commission
- c. the corresponding right thumb/finger-nails shall be used for the various Elections as it applies to voting

HOW TO APPLY THE INDELIBLE INK

The indelible ink must be applied on the cuticle of the appropriate thumb / finger of the voter's hand according to the type of election



Step 5: advise the voter to be available not later than 1:30p.m. for commencement of voting.

NOTE:

Scenario A: Where the Permanent Voter's Card (PVC) presented by the voter is not for that Polling Unit, the APO I shall:

! politely inform the voter and advise him/her to proceed to the appropriate Polling Unit.

Scenario B: Where the Card Reader reads the PVC, but the voter's finger prints are not authenticated after the second attempt using the Card Reader, the APO I shall refer the voter to the Presiding Officer PO/APO (VP), as the case may be, who shall:

- i. examine and ascertain if the PVC belongs to the voter;
- ii. if satisfied that it belongs to the voter and that the voter had not been previously verified, direct the voter to the APO II for Register of Voters check and inking to continue with other accreditation processes.
- iii. the PO/APO(VP) should take note of all cases where the Card Reader reads the PVC, but fails to verify the finger prints of the Voter, so that at the end of accreditation when comparing the number verified by the Card Reader with the

number checked on the Voters' register, any discrepancy can be taken into account.

iv. file a report of the incidence, using the incidence report form.

Scenario C: Where the Card Reader fails to read the PVC, the APO I shall refer the voter to the Presiding Officer, or APO (VP), as the case may be, who shall:

- i. inform the voter of the problem; that he / she cannot be accredited;
- ii. politely request the voter to leave the Polling Zone and/or hand him/her over to the police where there is resistance or defiance; and
- iii. file a report of the incident using the Incident Report Form;

Scenario D: In the event of sustained malfunction of the Card Reader, the Presiding Officer shall:

- (i) immediately inform the Supervisory Presiding Officer (SPO), The Electoral Officer (EO) and the Electoral Operations Support Centre (EOSC) for replacement;
- (ii) suspend accreditation until a new Card Reader is made available;
- (iii) inform the voters and Polling Agents of the situation; and
- (iv) file a report of the incident using the Incident Report Form;

Scenario E: Where a Card Reader for replacement is not available by 1:00 p.m., the Presiding Officer or APO (VP), as the case may be, shall:

- i. inform the SPO, EO, and EOSC of the situation;
- ii. file a report of the incident; and
- iii. inform the voters and polling agents that accreditation and voting for the affected Polling Unit or Voting Point, shall continue the following day.



Figure 2.0 Sample PVC

NOTE:

Only a valid voter's card shall be acceptable for accreditation and voting.

2.5 Close of Accreditation:

At 1:00 p.m. or whenever accreditation ends, the Presiding Officer shall:

- Step 1:** declare accreditation closed, but ensure that all eligible voters already on the queue by 1.00 p.m. are accredited;

- Step 2:** direct the security agent present to stand behind the last person on the queue to prevent anyone from joining the line;
- Step 3:** obtain the number of voters verified from the Card Reader;
- Step 4:** send the number of voters verified from the Card Reader to the Cloud;
- Step 5:** count the number of accredited voters, in the Register of Voters;
- Step 6:** compare the number verified by the Card Reader with the number checked in the Register of Voters;
- Step 7:** enter the figures into the appropriate Forms EC.8A/EC. 8A (VP) series.

NOTE:

- a) Where the two numbers agree, announce loudly the number of accredited voters and the total number of voters in the Register of Voters for the Polling Unit/Voting Point;
- b) Where a discrepancy occurs between the number of voters verified and the number checked in the Register of Voters, the PO shall:
 - i. take into account any incidents of failed verification and reconcile the numbers;
 - ii. if the discrepancy remains unresolved, take the number as recorded by the Card Reader in addition to any failed verification as the number of accredited voters.

Section B: OPERATING THE SMART CARD READER FOR VOTER AUTHENTICATION

2.6 Voter Authentication with the Card Reader:

In order to make the polling process more transparent and credible, the Commission has introduced the use of Card Readers to enhance accreditation of voters. The Card Reader is used to verify the biometrics of the voter, thereby check-mating all forms of impersonation by voters. With the Card Reader, the INEC Voters’ Authentication System (IVAS) now becomes another innovation in the Nigerian Electoral Process.

NOTE:

- a) The Card Reader is an integral part of collation at the Registration Area (RA) Level
- b) The RACO shall hand over the Card Reader to the EO after collation for custody.

2.6.1 About the IVAS

The acronym IVAS means INEC Voters Authentication System. It is a device which is specially designed for the electronic authentication of voters on Polling Day. It adopts the Dual Core Cortex – A7 CPU with ARM ultra-low power consumption. It has a single core frequency of 1.2GHz and an Android 4.2.2 operating system.

IVAS supports both touch and keyboard input. It is configured to read contactless card and output same on the LCD screen. It protects data by supporting the SAM card.

The **Secure Access Module (SAM)** card is used to enhance the security and cryptography performance on the device. It is used commonly in devices that need to perform secure transactions, such as paying terminals. Physically a SAM can either be a SIM card and plugged into a SAM slot in a reader or a fixed integrated circuit

Fig. 2.1 Sam pie Card Reader



2.6.2 Features of the Smart Card Reader



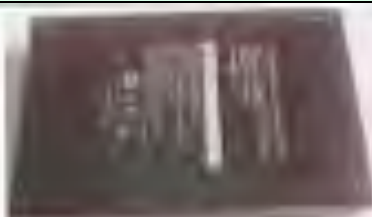

- 1 Fingerprint Window
- 2 Speaker and Indicator
- 3 Display & Touch Pad
- 4 Main key Area (Red Button at bottom right is ON & OFF)
- 5 Card Reading Area
- 6 Battery cover (Rotate the buckle outwards to open)
- 7 Side Key (Same function key on the left and right)
- 8 USB Interface (For charging and data transmission)



Fig. 2.2 Features of the Smart Card Reader

2.6.3 I.V.A.S Accessories

Below are components of a Voter Verification System

Table 2.0 – Components of the I.V.A.S

S/N	ITEM	QTY	DIAGRAM
1	Battery (320mAh)	1 Piece	
2	USB Cable (Mini USB)	1 Piece	

3	Charger (British Standard)	1 Piece	
4	Cleaning Cloth	1 Piece	

2.6.4 Mode of Operating the Card Reader:

- A voter shall present himself at a Polling Unit (PU) with his/her PVC for accreditation;
- APO 1 at the PU shall scan the card and the voter's fingerprint;
- The scanner shall compare both fingerprints, if there is a match, indicates that the bearer of the card owns the card, and the converse if not true;
- The scanner shall store the VIN of the scanned card and the authentication status;
- It takes less than 10 seconds to authenticate a voter;
- The device shall boldly show the total number of authentication at the press of a single button.

2.6.5 Setting up the I.V.A.S (Card Reader):

- Be sure the battery is properly inserted into the battery compartment of the device
- Connect the Mini USB port on the device with a USB cable to the standard USB port on the charger for charging. The red indicator on the card reader will flash slowly during charging. When fully charged, the indicator turns green.
- Insert the SAM card issued into one of the two SAM card holders and ensure good contact between the pin and the probe. The SAM card holder is at the bottom of the battery holder, as in Fig. 3.




Fig. 4



Fig.3 – Inserting the SAM Card

2.6.6 Turning on the Device:

- To turn on/off the device, press and hold the power button  for 3 seconds. Make sure the battery is charged and properly installed before turning on the device. The power button is as shown in Fig. 4.

- b. If the battery is low, the red indicator will flash. In such cases, please charge the battery as soon as possible.

NOTE:
The power button is also pressed whenever the device hibernates during use

2.6.7 The Authentication Screen

When the device is turned on, the Authentication screen in Fig. 5 is displayed where the user is expected to input his/her name and password. There are 2 types of users: The “Admin” and “User”. The various users have different roles on the system. The “Admin” is allowed to setup the device, add/delete a user and provide support as the case may be while the “User” who is the **APO 1 is only allowed to authenticate the PVC by reading it with the device and requesting voters to place their fingerprint on the Fingerprint window to verify ownership of the PVC.**

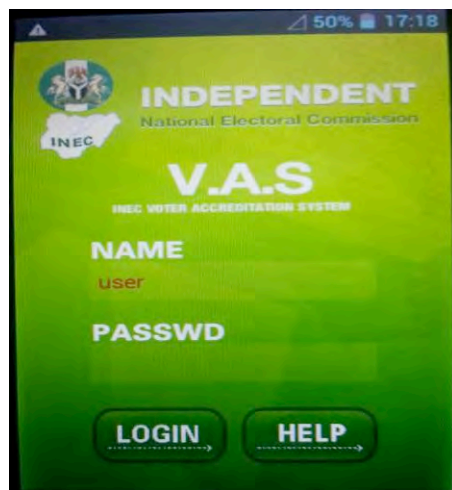


Fig. 5 – Authentication Screen



The Login Button, when clicked allows user login into the system when the right user name and password is supplied.



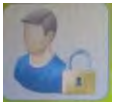
The Help Button, when clicked displays information about the use of the device.

! For first login, the default username is “user” and the password is “123”. This can be changed.

On clicking the LOGIN button, the Dashboard is displayed as seen in

2.6.8 The Dashboard

The Dashboard is where the interface between the User and the Device starts. The Dashboard has the following icons:

- a.  **VERIFICATION** icon is used to verify the authenticity of the Permanent Voter’s Card (PVC) as presented by the voter.

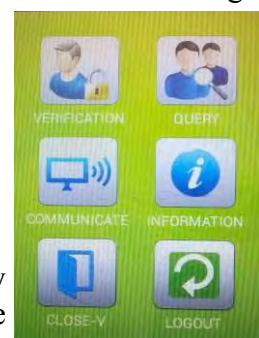



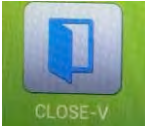



Fig. 6 – Dashboard

- b.  **QUERY** icon is used to query the database to know the number of successful and failed accredited voters in the PU
- c.  **COMMUNICATE** icon is used to know the number of authenticated PVCs to the server at the end of the exercise.
- d.  **INFORMATION** icon shows information about the software on the device.
- e.  **CLOSE-V** icon is used to close the application after accreditation. It displays the total number of voters accredited, including the number of successful and failed accreditation. **This should be clicked only at the close of accreditation.**
- f.  **LOGOUT** icon logs out the user from the device.

2.6.9 The Voter Verification Window

On clicking the “**VERIFICATION**” icon on the Dashboard, the Voter Verification Window as seen in Fig. 7 is displayed. This window is used to authenticate the PVC by placing it under the device

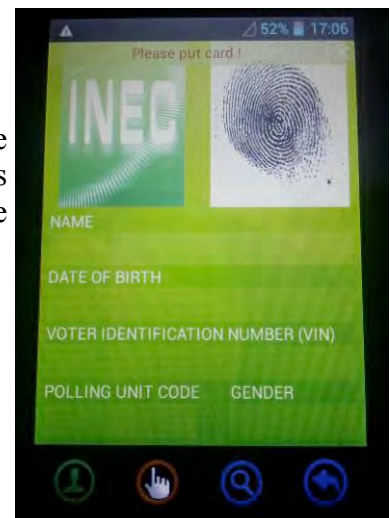






Fig. 7 – Voter Verification

Description of the icons on the Voter Verification Window

- a.  This button is clicked to read the voter’s card (the voter’s card is placed within a distance of 0 – 3cm from the card reading area under the device).

- b.  This button is clicked to open fingerprint scanning interface. This can be activated if the voter's card is successfully read and the PU code is same as the PU code of the device. At this time, the fingerprint scanning interface will show green indicator and the scanned fingerprint will be displayed on the screen. If successful, the device will display the window as seen in Fig. 8, as well as a voice prompt stating that the verification is successful. Otherwise, there will be a voice prompt stating that the accreditation is not successful and the voter is required to repeat the accreditation.

- c.  This button is clicked to enter result inquiry interface

- d.  This button is clicked to return to main interface

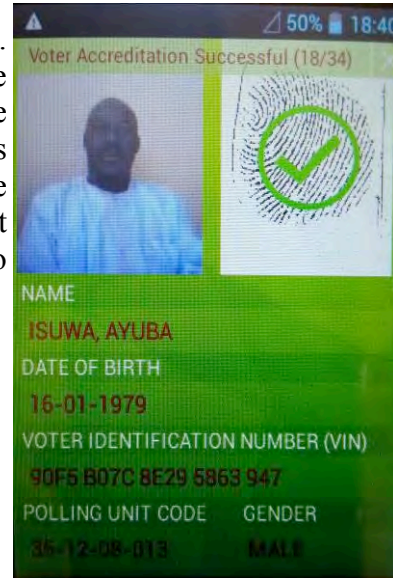


Fig 8 – Successful Voter Authentication

2.6.10 Inquiry of Verification Result.

- In the Result Inquiry interface, the information of the verified Voter's card will be displayed, including VIN and status.
- In the status, "N" stands for successful card reading but failure of fingerprint verification, while "Y" stands for successful card reading and fingerprint verification.
- Data can be filtered by VIN and Status.

NOTE:


Only the Administrator can change the PU setting, system time and date, time to start and end the voting, server IP, server port as well as the election type on the Card Reader, after due authorization by the Electoral Officer (EO) – including when using a reserve Card Reader.

2.6.11 Charging The Smart Card Reader

The device has 320mAh battery which can last for 8 - 10 hours when fully charged. The device hibernates when not in use to save the battery life.. To charge the device, the charger is connected to the USB interface on the bottom of the device as shown in Fig. 9



2.6.12 Turning Off The Device

- ! To turn off the device, press the Power Button  for 3 seconds and select shutdown in the popup menu to turn off the device. During turn on/off, the INEC logo and music will be played on the screen.

2.6.13 Care of the Card Reader Device

Fig. 9 – Charging the Card Reader

- a) Keep the device clean and dry to avoid corrosion of electronic board.
- b) Keep the device away from excessive cold or hot environment
- c) Hitting or shaking the device could damage the circuit board. It should be handled gently.
- d) In event of breakdown, please do not disassemble the device. Shut down and contact the Administrator

NOTE:

- i. **Please take out battery if not in use for more than 1 week**
- ii. **Please do not read more than one card at the same time**
- iii. **If there are other issues not covered by the manual, please contact the Administrator.**

2.6.14 Frequently Asked Questions

a. **Problems with starting up**

- i. Check the battery to be sure it is properly fixed
- ii. Battery might have run down. Charge the device by connecting the charger to the USB port on the device. The red light flickers during the charging process and turns green when fully charged.

b. **Card failed to read**

- i. Ensure that a distance of 0 – 3cm is maintained between the card and the device
- ii. Ensure the SAM card has been inserted into the right slot.
- iii. Contact the Admin to change the start/end time of election in the configuration parameters, if it is wrong.
- iv. The device is probably not configured for the PU on the card. Contact the Administrator to re-configure the device to the PU in use.
- v. The antenna of chip is probably broken.

c. Device unable to recognize fingerprint

- a) Fingerprint scan and comparison can operate only after card reading process.
- b) Wrong fingerprint used.

Section C: VOTING PROCEDURE

NOTE:

no person shall be allowed to vote at any Polling Unit other than where he/she had registered and was accredited.

2.7 Commencement of Voting:

NOTE:

At the point of voting the:

APO I (Verification & Statistics) shall become the APO I (Overseer);

APO II (Register of Voters Check & Inking) becomes APO II (Ballot Paper Issuance & Inking); and

APO III (Queuing) remains APO III (Queuing).

Voting commences at 1:30 pm or whenever accreditation ends.

The Presiding Officer, after setting up the Polling Unit layout in the manner prescribed by the Commission and as illustrated in this manual, shall:

Step 1: explain the voting procedure to the voters;

NOTE:

In explaining the Voting Procedure, the Presiding Officer shall state the following in an audible, firm and polite manner:

- a) **We are about to commence Voting.**
- b) **If you did not register at this Polling Unit and have not been accredited, you would not be allowed to vote.**
- c) **You will be issued with a stamped, signed and dated ballot paper. Please cross-check that the ballot paper given to you is stamped, signed and dated at the back because if any of these is mistakenly omitted, your vote would be rejected and would not count.**
- d) **When casting your vote, make sure that you thumb-print in only one box, that is, the box of your chosen party.**
- e) **A ballot paper folded vertically inward like this (demonstrate) would be given to you. Please fold it in the same manner after thumb-printing and place it in the ballot box. This is to ensure that your thumb-print does not smear on another party and render your vote invalid.**
- f) **Do not write or make any mark apart from your thumb-print on the ballot paper or it would be rendered invalid.**
- g) **Make sure that you cast your ballot paper into the appropriate ballot box after marking your ballot paper, otherwise, your vote would be rendered invalid.**
- h) **Priority would, again, be given to Physically Challenged persons, nursing mothers**

and the elderly who cannot stay long on the queue.

- i) Please cooperate with us so that we can all complete this exercise in good time.
- j) Let us now form a queue and remain orderly as we commence Voting.

NOTE:

a) SPOILT BALLOT PAPERS

If a ballot paper is badly torn by the Issuing Officer (APO II) when detaching it from the ballot booklet, or the ballot paper is by accident mishandled in such a manner that the ballot paper cannot be used for voting, the Issuing Officer shall write the word "Cancelled" on the front of the ballot paper and place it in envelope EC.50A. The APO II shall then issue a fresh ballot paper to the voter.

b) Accidental Destruction of Ballot Paper:

A voter who, by accident, deals with his ballot paper in such a manner that it may not be conveniently used for voting, may deliver it back to the Issuing Officer (APO II) and, if the Issuing Officer is satisfied that the ballot paper is spoilt, he shall issue another ballot paper to the voter, in place of the ballot paper delivered up (returned) and the spoilt ballot paper shall be immediately marked "Cancelled" by the Issuing Officer.

- Step 2:** invite all voters to form a single queue;
- Step 3:** separate the queue between men and women, where the culture does not allow the mingling of men and women;
- Step 4:** request a security agent to stand behind the last person on the queue to prevent any unaccredited person from joining the line;
- Step 5:** open the ballot box and display it in the full view of all persons present at the Polling Unit/Voting Point, to show that the ballot box is empty;
- Step 6:** lock the ballot box with the seal provided and place it in the open and most suitable position within the Polling Unit or Voting Point.
- Step 7:** Place the ballot papers and tendered ballot papers on the table.
- Step 8:** Declare the poll open.
- Step 9:** invite the voters on the queue to approach the APO II in an orderly manner.

2.7.1 On presentation of the PVC by a voter, the APO II shall:

- Step 1:** check the cuticle of the appropriate finger/thumb-nail of the voter to confirm that he/she has been accredited and received the number tag for easy location of voter's name on the Register;
- Step 2:** on being satisfied that the person before him/her has been duly accredited, stamp, sign and date the back of the ballot papers;
- Step 3:** issue the endorsed ballot papers to the voter, tick the Register of Voters in the appropriate box against the voter's name, indicating that he/she has been issued with ballot papers for the elections.



APO II signs, stamps and dates at back of Ballot Paper



APO II hands vertically folded ballot paper to the Voter

NOTE:

- a. **The thumb-printing of the ballot paper(s) by voters must be done in secret and depositing the folded ballot(s) in the ballot box, done in open view of all persons present.**
- b. **Only one voter at a time will be allowed in each compartment of the voting cubicle for thumb-printing the ballot paper(s).**

Step 4: apply indelible ink on the cuticle of the voter's appropriate thumb/finger nail according to the type of election:

- a) right thumb in the case Presidential and National Assembly Elections slated for the 14th February, 2015;
- b) right index finger in the case of Governorship and State Assembly Elections scheduled for the 28th February, 2015;

Step 5: request the voter to proceed to the voting cubicle to thumb-print the ballot papers in secret, in the space provided beside the logo of the party of the voter's choice;

Step 6: advise the voter to fold the ballot papers vertically and proceed to the APO I (Overseer); and

Step 7: the APO I (Overseer) ensures that the voter deposits the thumb-printed ballot papers into the appropriate ballot boxes placed in the open view.

NOTE:

- a) **The red box is for Presidential Election, black box for Senatorial Election and the transparent green-lined box for House of Representatives Election;**
- b) **In the case of the Governorship and State House of Assembly Elections, the red box is for Governorship Election, while the black box is for the State House of Assembly Election.**
- c) **Voters should also be guided by the labels on the ballot boxes, in addition to the colour codes.**

Step 8: after casting his/her ballot, the voter is free to remain within the Polling Station to witness the sorting and counting of votes as well as the announcement of results

provided he/she is orderly.

NOTE:

a) TENDERED BALLOT VOTING PROCESS

If a person claiming to be entitled to vote applies for a ballot paper after some other person has voted in the name given by the claimant, he or she shall, upon satisfactory answers given to questions put to him or her by the APO be entitled to receive a ballot paper in the same manner as any other voter; but the ballot paper *shall be a tendered ballot paper. Note: A Tendered ballot is of different colour from the other ballots.*

In this case, the APO II shall:

Step 1: **Apply** indelible ink to the cuticle of the appropriate finger nail of the Voter.

Step 2: **Return** the voter's card to the voter and direct the voter to the PO.

The Presiding Officer shall:

Step 3: **Write** the name of the Voter and the Voter's number as contained in the Register of Voters on the tendered vote list- Form EC.1A(1).

Step 4: **Write** the name of the Voter and the voter's number as contained in the Register of Voters at the back of the tendered ballot paper.

Step 5: **Stamp, sign and date** the back of the tendered ballot paper.

Step 6: **Issue** the tendered ballot paper to the Voter.

Step 7: **Request** the Voter to vote by thumb-printing the tendered ballot paper.

Step 8: **Request** the Voter to deliver the tendered ballot paper to the PO.

Step 9: **Put** the tendered ballot paper, in view of all present, in envelope provided for tendered ballot papers.

2.7.2 Closing of Voting Period

After every voter on the queue has voted, the Presiding Officer shall declare voting closed.

Section D: SORTING, COUNTING OF BALLOTS AND RECORDING OF VOTES

2.8 After announcing the close of voting the Presiding Officer shall arrange the Polling Unit for sorting and counting of ballots in full view of Polling Agents, Voters and Observers.

2.8.1 Preparing for Ballot Sorting:

In preparing for sorting of the ballots, the Presiding Officer shall prepare “**Party name tags**” for the various parties and for rejected ballots.

Before opening the ballot box, the PO shall:

Step 1: **Cancel** all the unused ballot papers by crossing them on the front of the ballot papers like this: //; and writing the word „**Canceled**“ in between the lines; or where available, use a stamp to stamp „**Canceled**“ on each of the unused ballot

- papers.
- Step 2:** **Count** the unused ballot papers and record the quantity and serial numbers of the unused ballot papers on Form EC.40A.
 - Step 3:** **Put** the unused ballot papers in envelope EC.50A
 - Step 4:** **Count** the counterfoils of the used ballot papers and record the quantity on Form EC.40A.
 - Step 5:** **Put** the counterfoils of the used ballot papers in envelope EC.50F.
 - Step 6:** **Count** any spoilt ballot papers, record the quantity and their serial numbers on Form EC.40C.
 - Step 7:** **Put** the spoilt ballot papers in envelope EC.50A.
 - Step 8:** **Announce** the **SEAL** serial number to verify the seal
 - Step 9:** **Cut** the Seal to unlock the ballot box and empty the content in full view of all persons present.

2.8.2 Sorting Procedure

The PO shall:

























- Step 1:** **For** the Presidential and National Assembly Elections, **sort** the ballots for the three Elections, separating the Presidential, Senatorial and House of Representatives boxes.
- Step 2:** **Starting** with the House of Representatives, **sort** out the ballots into separate piles for **each party and one pile for rejected ballots.**
- Step 3:** **Sort** out the ballot papers by party and thereafter loudly count the votes scored by each party in the presence of the polling agents and observers;
- Step 4:** **Write** the word “REJECTED” in the front of every rejected ballot.
- Step 5:** **Show** all rejected ballots to the Polling Agents and Observers present.
- Step 6:** **Where any objection** against such a rejection is raised by a Candidate or Polling Agent, **write** the words “Rejected but objected to” on the front of the ballot.
- Step 7:** **Count** and **record** the quantity and their serial numbers on Form EC.40B.
- Step 8:** **Put** all rejected ballots in envelope EC.50A
- Step 9:** **Count** and **record** the quantity of tendered ballots on Form EC.40F (Tendered Ballot Statement)
- Step 10:** **Put** all tendered ballots in the envelope provided.

NOTE:

























Follow the same procedure of sorting and counting the ballots in the case of Governorship and State House of Assembly Elections, beginning with the State Assembly Election.

EXAMPLES OF VALID BALLOTS

CHOICE OF VOTER IS CLEAR








Party		Party		Party	
Voters Mark		Voters Mark		Voters Mark	
 ASY Party		 ASY Party		 ASY Party	
 AYZ		 AYZ		 AYZ	
 TQ		 TQ		 TQ	
 STV		 STV		 STV	

CHOICE OF VOTER IS CLEAR






Party		Party		Party	
Voters Mark		Voters Mark		Voters Mark	
 ASY Party		 ASY Party		 ASY Party	
 AYZ		 AYZ		 AYZ	
 TQ		 TQ		 TQ	
 STV		 STV		 STV	

EXAMPLES OF REJECTED BALLOTS

CHOICE OF VOTER IS UNCLEAR

Party		Party	Voters Mark	Party	Voters Mark
ASY Party		 ASY Party		ASY Party	
(3.- AYZ		 (3.- AYZ		(3.- AYZ	
TQ		 TQ		TQ	
 STV		 STV		 STV	

CHOICE OF VOTER IS UNCLEAR

Party		Party	Voters Mark	Party	Voters Mark
ASY Party		ASY Party		ASY Party	
(3.- AYZ		(3.- AYZ	MUSA	(3.- AYZ	
TQ		TQ		TQ	
 STV		 STV		 STV	
More than One Vote Cast		Vote can be Identified		Unmarked ballot	

NOTE:

REJECTED BALLOTS

A ballot shall be rejected if:

- a. The choice of the voter is not clear.
- b. The back of the ballot paper has not been stamped signed and dated by the APO II.
- c. The ballot is without any thumb-print of a Voter.
- d. The ballot contains any writing or mark that identifies the Voter;
- e. The ballot is thumb-printed for a party not contesting the election; or
- f. The ballot paper is dropped in the wrong ballot box.

2.8.3 Counting Procedure

Immediately after sorting of ballots, the PO:

- Step 1:** Loudly **counts** the votes scored by each party;
- Step 2:** **Writes** on a sheet of paper the number of valid votes scored by each party to allow for cross-checking, before recording same on Form EC.8A(1); and
- Step 3:** In order to ascertain the number of used ballot papers, verify the result of the poll by adding the following:
 - a) The number of spoiled ballot papers
 - b) The number of rejected ballots; and
 - c) The number of valid votes scored by parties.

NOTE:

The number of spoiled ballot papers plus the number of rejected ballots plus the number of valid votes scored by parties (a+b+c) should equal to the number of ballot papers used in the Polling Unit. Similarly, the number of used ballot papers plus the number of unused ballot papers should be equal to the number of ballot papers issued to the Polling Unit.

- a) **Where** the sum of the total number of Spoilt, Rejected, valid votes and unused ballot papers, does not equal the total number of ballots received, carry out a thorough check and **recount**.
- b) Where an anomaly exists, the PO shall **inform** those present of the problem, then **enter** the votes scored by each of the political parties and the other information required on Form EC.8A(1) and writes the words "**ANOMALY EXISTS**" across the form.
! Submit a report along with the ballot papers and the Form EC.8A (1) to the RA/Ward Collation Officer.
- c) Where the total votes cast at a Polling Unit exceed the number of registered voters in the Polling Unit, the result of the poll **shall be rendered null and void**. Also, where the number of votes cast exceeds the number accredited, the result of the Polling Unit shall be rendered **null and void**
 - i. Where the result of poll is rendered null and void, the PO shall write the words "**NULL AND VOID**" across the Form EC.8A(1).
 - ii. Where the result of poll is rendered null and void, the PO shall state the nature of the problem and ensure that this is delivered to the RA/Ward CO.

NOTE:

A Polling Agent/Candidate may request a recount. However, such a recount may be done only once.

Step 4: Verify the results according to the prescribed procedure;

Step 5: Enter the scores of the candidates in both words and figures in the appropriate forms EC 8A/EC 8A (VP) series;

2.8.4 Recording of Votes on Form EC.8Aseries

The PO shall:

Step 1: Fill in the names and codes of the Polling Unit, RA/Ward, LGA and State.

Step 2: Record the number of registered voters as contained in the register of voters.

Step 3: Refer to Form EC.40A to record the total number of ballot papers issued to the Polling Unit and the number of unused ballot papers.

NOTE:

In computing the spread factor for Elections to the office of the President, Governor of a State, or Area Council Chairman (in the case of the FCT Council Elections), the Returning Officer shall use the total valid votes cast at the Elections.

Step 4: Refer to Form EC.40B to record the number of rejected ballots and Form EC.40C to record spoilt ballot papers.

Step 5: Record the valid votes scored by each of the political parties in figures and in words in the spaces provided.

Step 6: Add up and record the total valid votes scored by all the parties at the bottom of the Form as well as in the box for item 7 at the top of the Form.

Step 7: Add up the number of spoilt ballot papers, plus the number of rejected ballots, plus the total valid votes to get the number of used ballot papers and record same in the box provided.

Step 8: Write his/her name on the relevant EC. 8A Form, with stamp and date. He shall then sign the Form and request the Polling Agents present to countersign it.

NOTE:

a) Where voting points have been created, the appropriate forms EC 8A (VP) series should be attached to the appropriate polling unit forms EC 8A series.

b) Refusal of any Candidate or Polling Agent to countersign FormEC.8Aseries will not invalidate result of the Poll.

Step 9: Loudly announce the result of the poll at the Polling Unit for the information of those present.

Step 10: Give a duplicate copy of the completed Form EC.8A (1) to each of the Polling Agents and Police or any other Security present at the Polling Unit.

Step 11: Complete the Result Poster Form EC.60E and paste it at a conspicuous place in the Polling Unit

NOTE:

- a. Complete the entire procedure for sorting and counting of ballots as well as filling the poll result Forms and announcing and pasting the result of poll for the House of Representatives Election before doing same for the Senatorial and Presidential Elections.
- b. For the National Assembly Elections, the PO shall use Form EC8A(I) for Senatorial Election and EC.8A (II) for House of Representatives Election.
- c. For the Presidential Election, the PO shall use Form EC8A.

NOTE:

- a) **Over Voting:** Where, the total number of votes cast at a Polling Unit exceeds the number of registered voters in the Polling Unit, the result of the election for that Polling Unit shall be declared null and void. Similarly, where the total number of votes cast at a Polling Unit exceeds the total number of accredited voters, the outcome of the election shall be declared null and void.
- b) **The RA/Ward Collation Officer shall examine the report and reconcile the figures.** Where the figures cannot be reconciled and the RA/Ward Collation Officer is satisfied that it is as a result of malpractice, he/she shall declare such result null and void and make a report to the LGA Collation Officer.
- c) **For Polling Units where election is not held or is cancelled, or the poll is declared null and void** in accordance with these guidelines, the Presiding Officer shall report same in writing to the RA/Ward Collation Officer, explaining the nature of the problem and the Collation Officer shall fill forms EC. 40G, where applicable, i.e., in the case of the former.

2.8.5 Packing Up

Following the completion of recording of the votes on Forms EC.8A and/or EC.8A (1) and (II) and EC.8A (VP), the PO shall:

Step 1: Put the original of Form EC.8A and/or, EC.8A (1) and EC.8A (VP) (Statement of Result of Poll from the Polling Unit) in the tamper-proof envelope(s).

Step 2: Put the following items in the respective envelopes provided:

- i) Register of Voters and tendered vote list (place in Envelope EC.50B)
- ii) Used ballot papers (place in Envelope EC.50V)
- iii) Form EC.40A (Ballot Paper Account and Verification Statement) (place in Envelope EC.50U)

Step 3: Gather the other envelopes containing the following items separated during the sorting process.

- i) Envelope EC.50A: Envelopes containing Unused ballot papers
- ii) Envelope EC.50C: containing Counterfoils of ballot papers
- iii) Tendered ballot papers and Form EC.40F (Tendered Ballot Statement)
- iv) Envelope EC.50A: containing Rejected and spoilt ballot papers, Form EC.40B and Form EC.40C respectively (Statement of rejected ballot and spoilt ballot papers).

Step 4: **Put** the following envelopes in the **ballot box**:

- i) Envelope EC.50F: Envelope(s) containing counterfoils of the used ballot papers.
- ii) Envelope(s) containing the used ballot papers (Envelope EC.50V)

Step 5: **Seal** ballot box with the seals provided.

Step 6: **Put** all the remaining envelopes in the INEC bag:

- i) Tamper-proof envelope containing the original copy of Form EC.8A, EC.8A(1) and/or EC 8A(VP), where applicable.
- ii) Envelope EC.50B containing the register of voters and the Tendered Vote List
- iii) Envelope EC.50D containing Form EC.40A.
- iv) Envelope(s) EC.50A containing unused ballot papers.
- v) Envelope(s) containing tendered ballot papers and Form EC.40F.
- vi) Envelope(s) EC.50A containing rejected and spoilt ballot papers, Forms EC.40B and EC.40C, respectively.
- vii) All extra copies of Form EC.8A, EC.8A (1) and/or EC 8A (VP) and all miscellaneous materials, such as the INEC stamps, indelible ink, stamp pads and biros etc. should be put into the bag.

Step 7: **Proceed** immediately to the RA/Ward Collation Centre and nowhere else, accompanied by the Assistant Presiding Officers (APOs), Polling Agents and Security Agents with the:

- i) INEC Bag
- ii) Ballot box
- iii) Voting cubicle
- iv) Card Reader

Step 8: **Submit** the completed original copies of Form EC.8A and/or EC 8A(1) contained in the tamper-proof envelop and the Card Reader(s) to the RA/Ward CO and all other materials to the SPO.

CHAPTER THREE

COLLATION AND DECLARATION OF RESULTS

Section A: Collation and Declaration Procedures.

3.0 Collation of Election Results:

The collation and declaration of election results shall be done at the following levels depending on the type of election:

- a) Registration Area – RA/Ward (Collation for all elections)
- b) Local Government Area – LGA (Collation for all Elections)
- c) State Constituency (Collation and Declaration of State House of Assembly Elections)
- d) Federal Constituency (Collation and Declaration of House of Representatives Elections)
- e) Senatorial District (Collation and Declaration for Senatorial District Elections)
- f) Governorship (Collation and Declaration for Governorship Elections)
- g) Presidential (Collation and Declaration for Presidential Election)

NOTE:

- a. In determining the Electoral two-third (2/3) requirement for candidates contesting for Executive positions, such as the President, Governor of a State, or Chairman of Council (in case of the FCT), the Returning Officer shall be guided by the approved computation template for calculating the Electoral two-third (2/3) for the constituency.

3.1 Collation at RA/Ward Level:

The Registration Area/Ward Collation Officer (RACO) shall take delivery of the original copies of:

- Step 1:** Forms EC 8A, EC.8A (I), and EC.8A (II) for the Presidential, Senatorial and the House of Representatives Elections, respectively.
- Step 2:** Forms EC.8A and EC.8A (I) for Governorship and the State Houses of Assembly elections, respectively
- Steps 3:** receive the Card Readers from the respective Presiding Officers;
- Step 4:** compare the number of voters verified by the Card Reader with the number of accredited voters and the total votes cast for consistency;
- Step 5:** receive and consider, if any, the reports of anomalies, adverse incidents, and equipment failure from the Presiding Officers including reports of where polls are either cancelled or not held;
- Step 6:** hand over the Card Readers to the Electoral Officer (EO), in tamper-evident envelopes for custody;
- Step 7:** collate the votes entered in Forms EC.8A, EC.8A (I) and EC. 8A (II), for the Presidential, Senatorial and House of Representatives Elections, respectively.
- Step 8:** Forms EC.8A and EC. 8A (I) for Governorship and State Houses of

Assembly Elections, respectively

- Step 9:** add up the polling unit results to get the RA/Ward summary;
- Step 10:** crosscheck the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- Step 11:** enter the votes in both words and figures in the appropriate spaces in Forms EC.8B, EC.8B(I) and EC.8B(II), as the case may be; complete the Forms as required, date and sign same and get the Polling Agents to countersign;
- Step 12:** complete Form EC.40G for Polling Units, where election is cancelled or not held;
- Step 13:** distribute copies of each of the Forms EC.8B, or EC.8B(1) and EC.8B(II), to each Party Agent and the Police; and
- Step 14:** take the original copies of Forms EC.8B, EC.8B (I) and EC.8B (II) together with other materials and equipment and reports (if any) received from Presiding Officers at the election to the LGA Collation Centre.

NOTE:

Collation at RA/Ward Level where Election extends to the following day in some PUs:

Where at a polling unit, accreditation and voting are to continue the following day on account of the non-availability of a required replacement Card reader, the RA/Ward Collation Officer shall:

- i. inform the Party Agent and stakeholder at the collation centre of the situation;
- ii. collate the available results from the unaffected polling units; and
- iii. on conclusion of (ii) above, proceed immediately to the LGA Collation Centre where the results from (ii) above shall be quarantined until the following day, when the RA collation shall resume, including the results of the affected polling units;
- iv. inform the LGA Collation Officer of the situation, who shall then proceed with the Collation of the results of the unaffected RAs/Wards.

NOTE:

Where there is a discrepancy between the verified figure and the total votes cast, the RA/Ward Collation Officer shall:

- i. review the figures against reports from the Polling Unit;
- ii. request explanation(s) from the Presiding Officer concerned on the circumstances of the inconsistency;
- iii. accept the result form if satisfied with the explanation(s); and
- iv. if not satisfied, reject and declare the result null and void, as appropriate and prepare a report for the next level of collation.

3.2 Collation of Presidential Election Results at the LGA Level:

The Local Government/Area Council Collation Officer in charge of the Presidential Election shall:

- Step 1:** take delivery of all the original copies of Forms EC.8B from the Registration Area/Ward Collation Officers, together with other materials and reports, relating to the election, including Form EC.40 (G) (if any);
- Step 2:** collate the results for the Presidential Election, by entering the votes, in the original copies of Form EC.8B, into Form EC.8C, in words and figures;
- Step 3:** add up the RA/Ward results to get the LGA summary.

- Step 4:** cross-check the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- Step 5:** date and sign the Forms and request the Polling Agents to countersign;
- Step 6:** transfer the total number of registered voters of affected Polling Units from Forms EC.40G, into Form EC.40G (I);
- Step 7:** cross-check the entries in the form EC.8C carefully, then announce the votes scored by each party and distribute copies of the form to the Party Agents and the Police.

- Step 8:** complete the Notice of Result of Poll Poster EC. 60E and display it at the Collation Centre;
- Step 9:** take the original copies of Form EC.8C to the Presidential Collation Officer at the State Collation Centre, together with other materials and reports relating to the election, including Form EC.40G(I).

NOTE:

Collation of Presidential Results at the LGA Level:

The Local Government/Area Council Collation Officer in charge of the Presidential Election shall:

- Step 1:** take delivery of all the original copies of Forms EC 8B from the Registration Area/Ward Collation officers together with other materials and reports relating to the election including Form EC 40(G) (if any);
- Step 2:** collate the results for the Presidential election by entering the votes in the original copy of Forms EC 8B into Form EC 8C in words and figures;
- Step 3:** add up the RA/Ward results to get the LGA summary;
- Step 4:** crosscheck the totals with the Electronic Collation Support Secretariat, where available, for computation accuracy;
- Step 5:** date and sign the forms and request the polling agents to countersign;
- Step 6:** transfer the total number of registered voters of affected polling units from Forms EC 40G into Form EC 40G(i);
- Step 7:** cross-check the entries in the Form EC 8C carefully, announce the votes scored by each party and distribute.

3.3 Collation of Presidential Election Results at State Level:

The State Collation Officer for the Presidential Election shall:

- Step 1:** take delivery of the original copies of Form EC.8C from the Local Government Area Collation Officers, together with other materials and reports relating to the election, including Form EC.40G (I);
- Step 2:** transfer the votes scored by each party from Forms EC.8C into Form EC.8D and enter the votes scored in both words and figures, into the spaces provided;
- Step 3:** add up the LGA results to obtain the State summary;
- Step 4:** cross-check the totals with the Electronic Collation Support Secretariat, where

available, for computational accuracy;

- Step 5:** transfer the total number of registered voters of affected Polling Units from Forms EC.40G(1), into Form EC.40G(2), where elections were cancelled or not held, in respect of all the LGAs;
- Step 6:** cross-check the entries in Form EC.8D carefully, and announce loudly the votes scored by each party;
- Step 7:** stamp, sign and date the form and request the Polling Agents to countersign;
- Step 8:** distribute copies of forms EC.8D to party agents and the Police;
- Step 9:** complete the Notice of Result of Poll Poster EC.60E and display it at the Collation Centre;
- Step 10:** take the original copy of Form EC.8D, together with other materials and reports relating to the election, which were returned by the Local Government Area Collation Officers, to the National Collation Centre, in a tamper-evident envelope.

3.4 Final Collation and Declaration of Presidential Election Results:

The Chief Electoral Commissioner (Chairman of INEC), who is the Returning Officer for the Presidential Election shall:-

- Step 1:** take delivery of the original copies of Form EC.8D from the State Collation Officers, together with other materials and reports relating to the election, including Forms EC.40G(2), where applicable;
- Step 2:** collate the votes scored by each party from Forms EC.8D into Form EC.8D(A) and enter the votes scored by each party in both words and figures in the spaces provided;
- Step 3:** add up the State results to obtain the National summary;
- Step 4:** cross-check the totals with the Electronic Collation Support Secretariat for computational accuracy;
- Step 5:** transfer the total number of registered voters of affected Polling Units From Forms EC.40G(2) into Form EC.40G(3);
- Step 6:** cross-check carefully the figures in Form EC.8D(A) and announce loudly the votes scored by each party;
- Step 7:** Sign and date the form, and request the Party Agents to countersign;
- Step 8:** proceed to distribute copies of Forms EC.8D(A) to Party Agents and the Police;
- Step 9:** compare the total number of voters on Form EC.40G(3) with the Margin of Win between the two leading candidates;
- Step 10:** if the Margin of Win is in excess of the figure recorded in Form EC.40G(3), proceed to enter the scores of the Candidates in Form EC.8E for the Declaration of the Presidential Election result;
- Step 11:** complete, carefully, Form EC.8E, sign and date same; and
- Step 12:** declare the result of the Presidential Election and return the Candidate who:
- i. has the majority of valid votes cast at the election; and
 - ii. has not less than one-quarter of the valid votes cast at the election, in each of at least two-third of all the States, in the Federation and the Federal Capital Territory, Abuja;
- Step 13:** distribute copies of Form EC.8E to the Party Agents/Candidates of political

- parties that participated in the election and the Police;
- Step 14:** where the Margin of Win between the two leading Candidates is not in excess of the total number of registered voters of the Polling Units, where the elections were cancelled or not held, decline to make a return until another poll has taken place in the affected Polling Units and the results entered into a new Form EC.8D(A) and, subsequently, recorded into Form EC.8E for Declaration and Return;
- Step 15:** complete and display the Notice of Result of Poll Poster EC 60E at the Presidential Collation Centre.

NOTE:

Uncontested Presidential Election:

Where a Presidential election is uncontested, the Commission shall follow the procedure outlined in Section 133 of the 1999 Constitution of the Federal Republic of Nigeria (as Amended)

3.6 Collation of Senatorial District Election Results at LGA/Area Council Level:

The Local Government/Area Council Collation Officer in charge of Senatorial District Election shall:

- Step 1:** take delivery of all the original copies of Form EC.8B(I) from the Registration Area/Ward Collation Officers, together with other materials and reports relating to the Council level election, including Forms EC.40(G) (if any);
- Step 2:** collate the results for the Senatorial District Election, by entering the votes from Forms EC.8B (I) into Form EC.8C(I), in words and figures in the space provided;
- Step 3:** add up the RA/Ward results to obtain the LGA summary;
- Step 4:** crosscheck the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- Step 5:** date, stamp and sign the forms and request the Polling Agents to countersign;
- Step 6:** transfer the total number of registered voters of affected Polling Units from Forms EC.40G, into form EC.40G (1);
- Step 7:** cross-check the entries in form EC.8C(I), carefully, announce the votes scored by each party and distribute copies of the forms to the Party Agents and the Police;
- Step 8:** complete the Notice of Result of Polls Poster EC.60E and display it at the Collation Centre;
- Step 9:** take the original copies of forms EC.8C(I) to the Senatorial District Collation/Returning Officer, at the Senatorial District Collation Centre, together with other materials and reports relating to the election, including form EC.40G(1).

3.7 Final Collation and Declaration of Senatorial District Election Results at State Level:

The Senatorial District Collation/Returning Officer for the Final Senatorial District Election shall:

- Step 1:** take delivery of the original copies of form EC. 8C(I) from the Local Government Area/Area Council Officers, together with other materials and reports relating to the election, including form EC.40G (1);

- Step 2:** collate the results of the Senatorial District Election, by entering the votes in the original copies of form EC.8C(1), into form EC.8D(1) and enter the votes scored in both words and figures, in the spaces provided;
- Step 3:** add up the LGA results to obtain the Senatorial District summary;
- Step 4:** cross-check the totals with the Electronic Collation Support Secretariat where available, for computational accuracy;
- Step 5:** transfer the total number of registered voters of affected Polling Units from Forms EC.40G(1) into form EC.40G(2);
- Step 6:** cross-check the entries in form EC.8D(I), carefully and announce loudly the votes scored by each party;
- Step 7:** sign and date the form and request the Polling Agents to countersign;
- Step 8:** distribute copies of form EC.8D(I) to Party Agents and the Police;
- Step 9:** where the Margin of Win between the two leading Candidates is not in excess of the total number of registered voters of the Polling Unit(s), where election was cancelled or not held, decline to make a return until another poll has taken place in the affected Polling Unit(s) and the results incorporated into a new Form EC.8D(I) and, subsequently, recorded into form EC.8E(I) for Declaration and Return;
- Step 10:** enter the score of each candidate into the declaration of result Form EC.8E(I) for the Senate and return, as elected, the Candidate who scores the highest number of valid votes cast at the Senatorial District Election;
- Step 11:** distribute copies of Form EC.8E(I) to Party Agents and the Police;
- Step 12:** complete the Notice of Result of Poll Poster EC.60E and display it at the Collation Centre;
- Step 13:** hand over to the Resident Electoral Commissioner, the original copies of Form EC.8D(I) and EC.8E(I), together with other materials relating to the election;

3.8 Collation of Federal Constituency Election Results at LGA/Area Council Level:

The Local Government Council Collation Officer in charge of Federal Constituency (House of Representatives) Elections shall:

- Step 1:** take delivery of all the original copies of form EC.8B(II) from the Registration Area/Ward Collation Officers, together with other materials and reports relating to the election, including forms EC.40(G) (if any);
- Step 2:** collate the results for the Federal Constituency (House of Representatives) Election, by entering the votes in the original copies of form EC. 8C (II), in words and figures, in the space provided;
- Step 3:** add up the RA/Ward results to obtain the LGA summary;
- Step 4:** crosscheck the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- Step 5:** date and sign the forms and request the Polling Agents to countersign;
- Step 6:** transfer the total number of registered voters of affected Polling Units from forms EC.40G into form EC.40G (1);
- Step 7:** cross-check the entries in form EC.8C(II), carefully, announce the valid votes scored by each party and distribute copies of the forms to the Party Agents and the Police;
- Step 8:** complete the Notice of Result of Polls Poster EC.60E and display it at the Collation Centre;

Step 9: take the original copies of form EC.8C(II) to the Federal Constituency (House of Representatives) Collation/Returning Officer at the Federal Constituency Collation Centre, together with other materials and reports relating to the election, including form EC.40G(1).

3.9 Final Collation and Declaration of Federal Constituency Results:

The Federal Constituency (House of Representatives) Collation/Returning Officer for the Federal Constituency Election shall:

Step 1: take delivery of the original copies of form EC.8C(II) from the Local Government Area Collation Officers, together with other materials and reports relating to the Federal Constituency Election, including form EC.40G (1);

Step 2: collate the result of the Federal Constituency (House of Representatives) Election, by entering the votes in the original copies of form EC.8C(ii) into form EC.8D(II) and enter the votes scored, in both words and figures, in the spaces provided;

Step 3: add up the LGA results to obtain the Federal Constituency (House of Representatives) summary;

Step 4: cross-check the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;

Step 5: transfer the total number of registered voters of affected Polling Units from forms EC.40G(1), into form EC.40G(2);

Step 6: cross-check the entries in form EC.8D(II), carefully and announce loudly the votes scored by each party;

Step 7: sign and date the form and request the Polling Agents to countersign;

Step 8: distribute copies of form EC.8D(II) to Party Agents and the Police;

Step 9: where the Margin of Win between the two leading Candidates is not in excess of the total number of registered voters of the Polling Units, where election was cancelled or not held, decline to make a return, until another poll has taken place in the affected Polling Units and the results incorporated into a new form EC.8D(II) and, subsequently, recorded into form EC.8E(II) for Declaration and Return;

Step 10: enter the score of each Candidate into the Declaration of Result Form EC.8E(II) for the Federal Constituency (House of Representatives) and return, as elected, the Candidate who scores the highest number of valid votes cast at the Federal Constituency (House of Representatives) Election;

Step 11: distribute copies of form EC.8E(II) to Party Agents and the Police;

Step 12: complete the Notice of Result of Poll Poster EC.60E and display it at the Collation Centre;

Step 13: hand over to the Resident Electoral Commissioner the original copies of form EC.8D(II) and EC.8E(II), together with other materials relating to the election;

3.10 Collation of Governorship Election Results at LGA Level:

The Local Government Area Collation Officer in charge of Collation of Governorship Election shall:-

Step 1: take delivery of all the original copies of form EC.8B from the Registration Area/Ward Collation Officers, together with other materials and reports relating to the election, including the forms EC.40(G) (if any);

- Step 2:** collate the results for the Governorship Election, by entering the votes in the original form EC.8B into form EC.8C, in words and figures;
- Step 3:** add up the RA/Ward results to get the LGA summary;
- Step 4:** crosscheck the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- Step 5:** date and sign the forms and request the Polling Agents to countersign;
- Step 6:** transfer the total number of registered voters of affected Polling Units from forms EC.40G into form EC.40G (I);
- Step 7:** cross-check the entries in form EC.8C, carefully, announce the votes scored by each party and distribute copies of the form to the Party Agents and the Police;
- Step 8:** complete the Notice of Result of Poll Poster EC.60E and display it at the Collation Centre;
- Step 9:** take the original copy of form EC.8C to the Governorship Collation Officer, at the State Collation Centre, together with other materials and reports relating to the election, including forms EC.40G(1).

3.11 Final Collation and Declaration of Governorship Election Results at State Level:

The State Collation/Returning Officer for the Governorship shall:

- Step 1:** take delivery of the original copies of form EC.8C from the Local Government Area/Area Council Collation Officers, together with other materials and reports relating to the election, including form EC.40G(1);
- Step 2:** transfer the votes scored by each party from forms EC.8C into form EC.8D and enter the votes scored, in both words and figures, in the spaces provided;
- Step 3:** add up the LGA results to obtain the State summary;
- Step 4:** cross-check the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- Step 5:** transfer the total number of registered voters of affected Polling Units from forms EC.40G(1) into form EC.40G(2), where election is cancelled or not held, in respect of all LGAs in the State;
- Step 6:** cross-check the entries in form EC.8D, carefully and announce loudly the votes scored by each party;
- Step 7:** sign and date the form and request the Polling Agents to countersign;
- Step 8:** distribute copies of form EC.8D to Party Agents and the Police;
- Step 9:** compare the total number of voters on form EC.40G(3), with the Margin of Win between the two leading Candidates;
- Step 10:** if the Margin of Win is in excess of the figure recorded in form EC.40G(3), proceed to enter the scores of the Candidates in form EC.8E for the declaration of the Governorship Election result;
- Step 11:** complete, carefully, Form EC.8E, sign and date same; and
- Step 12:** declare the result of the Governorship Election and return the Candidate who;
 - i.** has the majority of valid votes cast at the election; and
 - ii.** has not less than one-quarter of the valid votes cast at the election, in each of at least two-third, of all the LGAs in the State;
- Step 13:** distribute copies of form EC.8E to Party Agents/Candidates of participating political

parties in the election and the Police;

- Step 14:** Where the Margin of Win between the two leading Candidates is not in excess of the total number of registered voters of the Polling Unit(s), where elections were cancelled or not held, decline to make a return until another poll has taken place in the affected Polling Unit(s) and the results incorporated into a new form EC.8D and, subsequently, recorded into form EC.8E for Declaration and Return;
- Step 15:** complete the Notice of Result of Poll Poster EC.60E and display it at the Collation Centre; and
- Step 16:** Hand over to the State Resident Electoral Commissioner the original copy of form EC.8D and the Declaration of Result Form EC.8E, together with other materials pertaining to the election.

NOTE:

Uncontested Governorship Election:

Where a Governorship election is uncontested, the Commission shall follow the procedure outlined in Section 179 of the 1999 Constitution of the Federal Republic of Nigeria (as Amended) Election.

3.12 Collation and Declaration of State Constituency Election Results with not more than one LGA at LGA Level:

The LGA Collation Officer in charge of State Constituency (House of Assembly) Election shall:-

- Step 1:** take delivery of the original copies of form EC.8B(I) from RA/Ward Collation Officers, together with other materials and reports relating to the election, including form EC.40G(I), where applicable;
- Step 2:** collate the results for the State Constituency (State House of Assembly) Election, by entering the votes in the original copies of form EC.8A(I) into form EC.8B(I), in words and figures, in the space provided;
- Step 3:** add up the RA/Ward results to obtain the LGA summary;
- Step 4:** date and sign the forms and request the Party Agents to countersign ;
- Step 5:** cross-check the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- Step 6:** Transfer the total number of registered voters of affected Polling Units from forms EC.40G into Form EC.40G(1);
- Step 7:** cross-check the entries in form EC.8C(I), carefully, announce the votes scored by each party and distribute copies of the form to the Party Agents and the Police.;
- Step 8:** enter the score of each Candidate into form EC.8E(I) for the State Constituency (State House of Assembly) and return, as elected, the Candidate who scores the highest number of valid votes cast at the State Constituency (State House of Assembly) election;
- Step 9:** distribute copies of Form EC.8E(I) to Party Agents and the Police;
- Step 10:** where the Margin of Win between the two leading Candidates is not in excess of the total number of registered voters of the Polling Unit(s), where elections was cancelled or not held, decline to make a return until another poll has taken place in the affected Polling Unit(s) and the results incorporated into the new Form EC.8C(I) and, subsequently, recorded into form EC.8E(I) for Declaration and Return;

- Step 11:** complete the Notice of Result of Polls Poster EC.60E and display it at the LGA Collation Centre;
- Step 12:** take the original copies of form EC.8C(I) to the State Constituency (State House of Assembly) Collation/Returning Officer at the State Constituency Collation Centre, together with other materials and reports relating to the election, including form EC.40G(1).

3.13 Collation of State Constituency Election Results with more than one LGA at LGA Level:

The State Constituency (State House of Assembly) Collation/Returning Officer for the State Constituency (State House of Assembly) Election, comprising more than one LGA shall:

- Step 1:** take delivery of the original copies of forms EC.8C(I) from the LGA Collation Officers, together with materials and reports relating to the election, including forms EC.40G(1), where applicable;
- Step 2:** collate the results of the State Constituency (State House of Assembly) Election, by entering the votes in the original copies of form EC.8C(I) into form EC.8D(I) and enter the votes scored, in both words and figures, in the spaces provided;
- Step 3:** add up the LGA results to obtain the State Constituency summary;
- Step 4:** cross-check the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- Step 5:** transfer the total number of registered voters of affected Polling Units from forms EC.40G (1) into form EC.40G (2);
- Step 6:** cross-check the entries in Form EC.8D(I), carefully and announce loudly the valid votes scored by each party;
- Step 7:** sign and date the form and request the Polling Agents to countersign;
- Step 8:** distribute copies of Forms EC.8D(I) to Party Agents and the Police;
- Step 9:** enter the score of each Candidate into form EC.8E(I) for the State Constituency (State House of Assembly) and return, as elected, the Candidate who scores the highest number of valid votes cast at the State Constituency (State House of Assembly) Election;
- Step 10:** distribute copies of Form EC.8E(I) to Party Agents and the Police;
- Step 11:** where the Margin of Win between the two leading candidates is not in excess of the total number of registered voters of the Polling Unit(s), where elections were cancelled or not held, decline to make a return until another poll has taken place in the affected Polling Unit(s) and the results incorporated into the new form EC.8D(I) and, subsequently, recorded into Form EC.8E(I) for Declaration and Return;
- Step 12:** complete the Notice of Result of Poll Poster EC.60E and display it at the State Constituency Collation Centre;
- Step 13:** hand over to the Electoral Officer the original copies of form EC.8D(I) and form EC.8E(I), together with other materials relating to the election.

3.14 Collation of State Constituency Election Results with less than One LGA at State Constituency Level:

The State Constituency (State House of Assembly) Collation/Returning Officer for the State Constituency (State House of Assembly) Election comprising less than one LGA shall:-

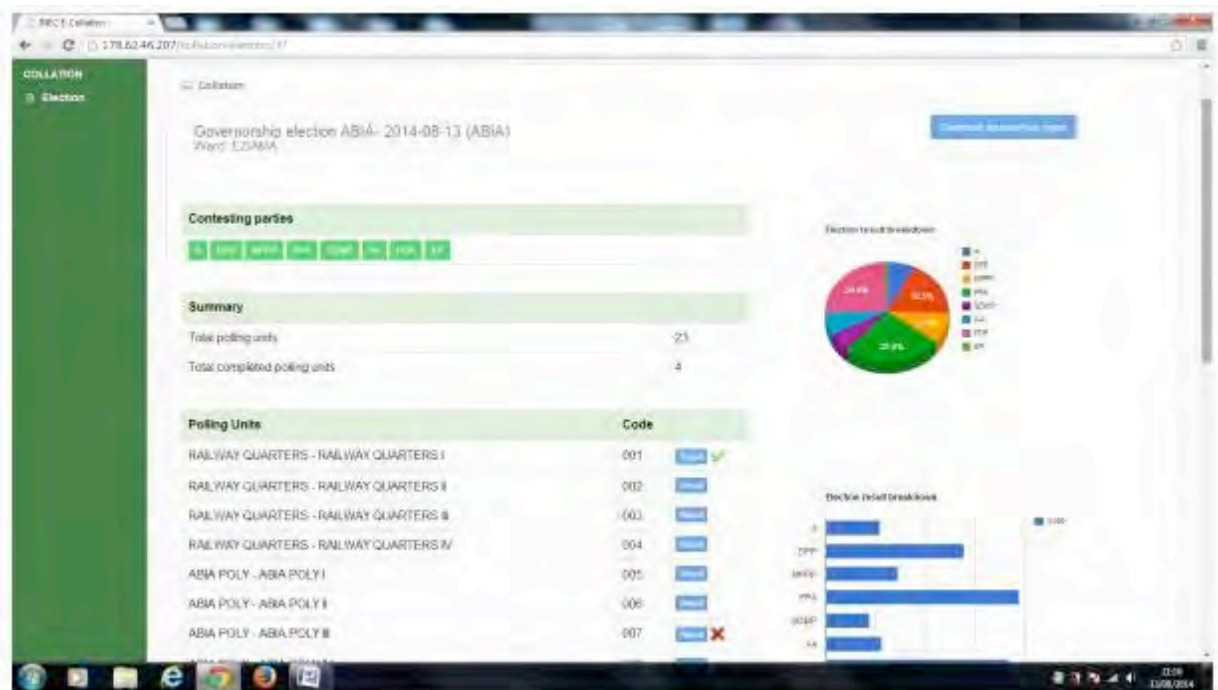
- Step 1:** take delivery of the original copies of forms EC.8B(I) from the RA/Ward Collation Officers, together with other State materials and reports relating to the election, including Constituency form EC.40G(1);
- Step 2:** collate the results of the State Constituency (State House of Assembly) Election, by entering the votes in the original copies of form EC.8B(I) into form EC.8C(I) and enter the votes scored, in both words and figures, in the spaces provided.
- Step 3:** add up the RA/Ward results to obtain the State Constituency (State House of Assembly) summary;
- Step 4:** crosscheck the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- Step 5:** transfer the total number of registered voters of affected Polling Units from form EC.40G into form EC.40G (1);
- Step 6:** cross-check the entries in form EC.8C(I), carefully and announce loudly the votes scored by each party;
- Step 7:** sign and date the form and request the Polling Agents to countersign;
- Step 8:** distribute copies of form EC.8C(I) to Party Agents and the Police;
- Step 9:** enter the score of each Candidate into form EC. 8E (I) for the State Constituency (State House of Assembly) and return, as elected, the Candidate who scores the highest number of valid votes cast at the State Constituency (State House of Assembly) Election;
- Step 10:** distribute copies of form EC.8E(I) to Party Agents and the Police;
- Step 11:** where the Margin of Win between the two leading Candidates is not in excess of the total number of registered voters of the Polling Unit(s), where elections were cancelled or not held, decline to make a return until another poll has taken place in the affected Polling Unit(s) and the results incorporated into the new form EC.8C(I) and, subsequently, recorded into form EC.8E(I) for Declaration and Return;
- Step 12:** complete the Notice of Result of Poll Poster EC.60E and display it at the State Constituency Collation Centre;
- Step 13:** hand over to the Electoral Officer the original copies of form EC.8C(I) and form EC.8E(I), together with other materials pertaining to the election.

Section B: E-COLLATION.

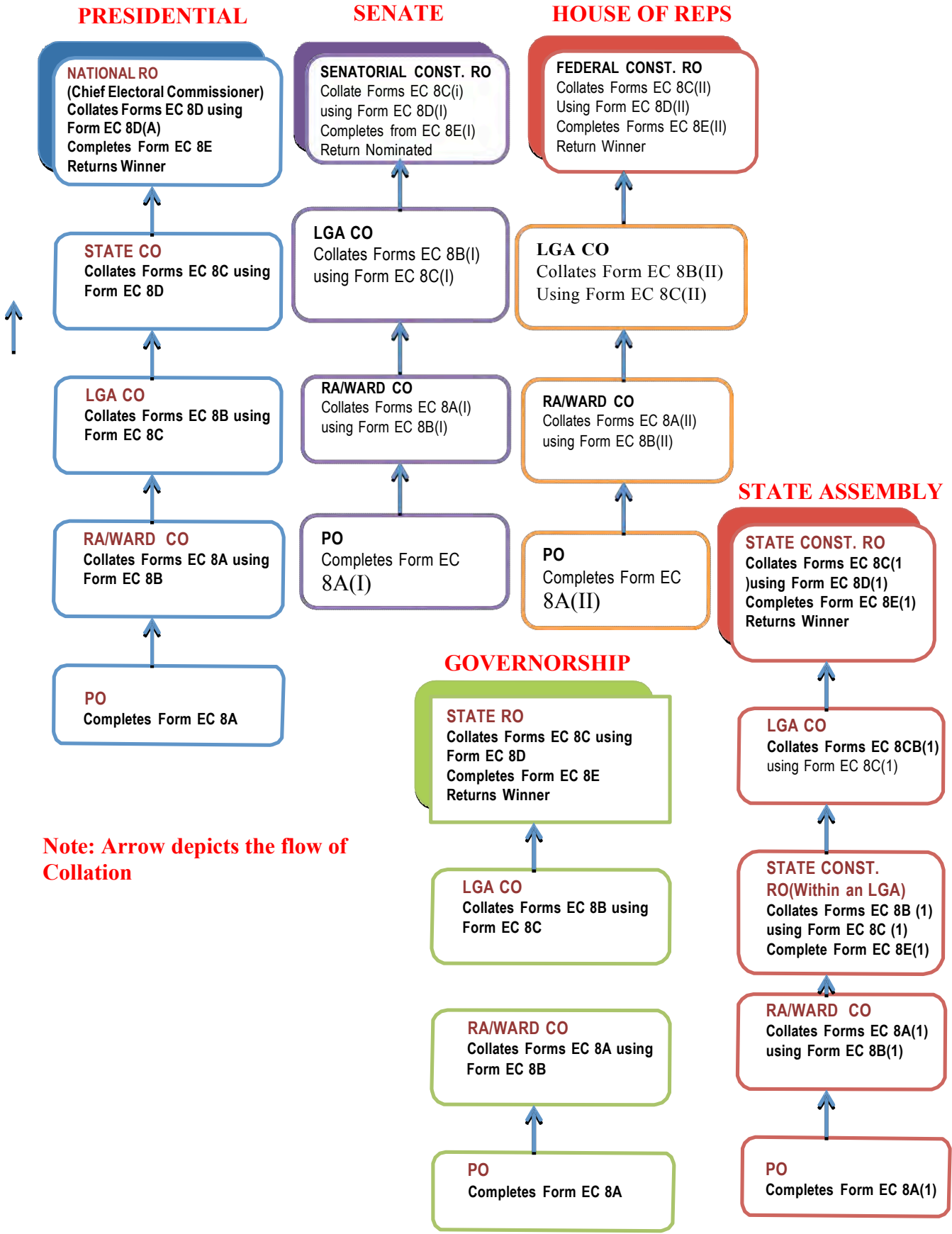
3.15. USING THE E-COLLATION SYSTEM



- a. Log into e-collation system with username and password,
- b. Select election types.
- c. Select election date.
- d. Select the delimitation parameters based on the following
 - i. Select the State
 - ii. Select the LGA
 - iii. Select the Ward
 - iv. Select the PU
- e. The Election Dashboard appears



- i. Showing election selected
 - ii. Other summaries of voter's list
 - iii. And the Contesting parties
- f. Enter PU Results form
 - i. Either through the online form-> click save
 - ii. Or through spreadsheet ->click uploads(after downloading the template)
 - iii. Enter Party Scores into the Result form.
 - iv. Publish the result after confirmation
 - g. Once you are done, log out.



ELECTION COLLATION FLOW CHARTS

CHAPTER FOUR

MISCELLANEOUS

SECTION A: CONFLICT PREVENTION AT THE POLLING UNIT/VOTING POINT

Conflict at Election may manifest in a number of ways. Often it occurs during registration, candidate selection process, or election campaign on Election Day at the Polling Units as well as during collation and declaration of results. In this chapter we shall concentrate on conflict at the Polling Unit.

The following tables indicate the types of conflict that may arise at the Polling Unit. The tables are intended to assist the Presiding Officer and other Election Officials to anticipate some potential conflict areas and prevent them.

Election Officials can prevent election conflict by strict adherence to the procedure as contained in this manual. Election officials should ensure that the environment at the Polling Unit remains peaceful and that election process proceeds in an orderly manner.

Attempts should be made by Poll Officials to prevent conflict degenerating into violence. Poll Officials need to be courageous in performing their duties even in difficult circumstances. Security agents should be used when necessary, and Poll Officials should avoid putting themselves in danger on Election Day(Refer to professional ethics).

Table 4.1 Possible Causes of Disputes, Consequences, Solutions and Parties Involved.

Possible Causes of Disputes	Parties Involved	Possible Consequences	Possible Solutions
Electoral Materials			
Delay in arrival of election materials on election day	Polling Agents/ Voters	Polling Unit not opening at an appropriate time	<ul style="list-style-type: none">☐ Explain situation to all present.☐ Contact the SPO or INEC to obtain the materials.
Inadequate election materials e.g. ballot papers etc.	Polling Agents / Voters	Voting is interrupted when ballots are exhausted.	<ul style="list-style-type: none">☐ Check materials when issued to ensure you have sufficient ballot papers (equal to the number of registered voters)

Election materials are stolen/snatched		Voting can be disrupted or discontinued.	<ul style="list-style-type: none"> ☐ Involve the Security Agents. ☐ Inform INEC
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Voting and Voters

Voters complain about delays and long queues.	Polling Agents/ Voters	Voters disrupt polling.	<ul style="list-style-type: none"> ☐ Listen carefully to the voters. ☐ Review set-up to see if process can be speeded up. ☐ Explain to voters that all eligible voters in the queue will be accredited and all accredited voters in the queue before voting commences will be allowed to vote. ☐ Advise the security agents to be aware of their responsibilities.
Election Officials are accused of improper conduct.	Election Officials Polling Agents/ Voters Observers	Disruption of voting.	<ul style="list-style-type: none"> ☐ Listen carefully to the accusations ☐ Investigate – refer to the list of election offences contained in this manual. ☐ If the accusations are not valid, explain that proper procedures have been followed – referring to this manual as necessary guide ☐ If the accusations are valid remove the offending official and contact INEC.
Voter's name does not appear in the voters' register but the voter has a voter's card	Voters	Disruption of voting	<ul style="list-style-type: none"> ☐ Check that the voter is at the Polling Unit where he/she registered. If not, send voter to proper Polling Unit. ☐ If voter's name is not on register, he/she cannot vote and must be politely sent away.
Voter has no voter's card	Voters	Disruption of voting	<ul style="list-style-type: none"> ☐ Explain politely that the voter shall not be allowed to vote.

Polling Agents and Parties

Campaigning is conducted in or near the Polling Unit.	Parties Candidates	Disruption of voting	<ul style="list-style-type: none"> ☐ Investigate - refer to the list of offences contained in this manual. ☐ Request the Security Agent to act and/or contact the Police. ☐ Call the attention of the persons campaigning to the fact that the law prohibits it.
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Polling agents interfere with the voting process	Polling Agents/ Voters	People are unable to mark their ballot papers in secret.	<ul style="list-style-type: none"> ☐ Remind the Polling Agents of their role. ☐ If necessary, request the security agent to remove the offending people from the Polling Unit.
Polling Agents do not appear to be properly informed of their role.	Polling Agents	Interference in the process Disruption of voting	<ul style="list-style-type: none"> ☐ Educate the Polling Agents about their role. ☐ Inform them of Election Day procedure.
Security Agents			
Security agents are accused of favouring a particular party and/or interfering with the voting process and/or acting with undue force.	Security Agents Polling Agents Voters	Interference in the process Disruption of voting	<ul style="list-style-type: none"> ☐ Investigate to determine validity of accusation. ☐ If accusation is valid, the PO should contact INEC for assistance.
Counting process Polling Agents and voters complain about the length of time needed to sort and count the ballots.	Polling Agents Voters	Further delay of the counting process Disruption of, the counting process.	<ul style="list-style-type: none"> ☐ Organize the polling unit To allow the orderly sorting and counting of ballots. ☐ Explain the process to those present. ☐ Announce the results and distribute the results forms as soon as counting is completed and verified.
Problems with rejected ballots.	Polling Agents	Disruption of the counting process. Polling agents do not accept the results.	<ul style="list-style-type: none"> ☐ Using the manual as necessary, explain to the agents criteria for rejecting a ballot and their right to object.

Problems with the tabulation of results.	Polling Agents	Disruption of, the counting process. Polling Agents do not accept the results.	<ul style="list-style-type: none"> ☐ Check to ensure the correct recording of the number of ballot papers issued to the polling unit, as well as used and unused ballot papers. ☐ Explain the process to agents and voters present ☐ If problem still exists with the calculation, submit a report to the RA (Ward) Collation Officer.
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Section: B ELECTORAL OFFENCES AND PENALTIES

S/N	APPLICABLE PROVISIONS OF THE ELECTORAL ACT 2010 (AS AMENDED)	OFFENCES	SANCTIONS	PERPETRATORS
1.	Section 12(2)	S.12(2) –Registering in more than one registration centre or registering more than once in the same registration centre.-	S.12 (3) - Fine not exceeding N100,000.00 or an imprisonment term not exceeding one year or both.	Registered Voters.
2.	Section 16	S.16 (2) - Holding more than one valid voter’s card.	S.16 (3) - Fine not exceeding N100,000.00 or an imprisonment term not exceeding one year or both. -	Registered Voters.
3.	Section 18	S.18 (3) - Issuing a duplicate voter’s card to any voter on polling day or less than 30 days before polling day.	S.18 (4) - Fine not exceeding N200,000.00 or imprisonment not exceeding two years or both.	Resident Electoral Commissioner/Electoral Officers.
4.	Section 23	S.23 (a) & (b) - Unlawful possession, selling or offering to sell, buying or offering to buy voters cards.	S.23(c) - Fine not exceeding N500,000.00 or imprisonment not exceeding two years or both.	Any person.

5(a).	Section 24	S.24(1) - Making any false or misleading statement or withholding any information without just cause during the process of registration.	S.24(1)(f) - Fine not exceeding N 100, 000.00 or imprisonment not exceeding one year or both.	Registered Voters.
5(b)	Section 24	S.24 (2) - Preventing a person from registering as a voter.	S.24 (2) (b) –Fine not exceeding N 500, 000.00 or imprisonment not exceeding 5 years.	Any person.
6.	Section 31	Submitting a name of a candidate who is not qualified for election and any candidate who willfully presents false documents.	S.31(8) –Maximum Fine of N500, 000.00	Political Parties.
7.	Section 32	S.32 (2) - Double nomination.	S.32 (3) – Fine of N100,000.00 or imprisonment for 3 months or both.	Political Parties.
8.	Section 59	S. 59(1) - Impersonating another in obtaining a ballot paper.	S.59 (4) - Shall be arrested and prosecuted for an offence of impersonation under the Law applicable in the State.	Registered Voters/Any person.
9.	Section 77	S.77(1) - State Resident Electoral Commissioner (REC) who willfully fails to provide certified true copies of any electoral document within 7days of application by any political party .	S.77 (2) - Fine of N2, 000, 000.000 or imprisonment for a term not exceeding 12 months, or both.	Resident Electoral Commissioner in a State.
10.	Section 81	Employing any individual for the purpose of hindering the electoral process in any way contrary to Section	S.81 (1) - Fine of: (i)N500, 000.00 for first time offenders; (ii) N700, 000. 00 for subsequent	Political Parties and Registered Voters.

		227 of the Constitution of the Federal Republic of Nigeria 1999 (as amended) and the Electoral Act 2010 (as amended).	offences. (iii)N50, 000.00 for everyday offence continues. S.81 (2) - Aiding or Abetting; fine of N500, 000.00 or an imprisonment term of 3 years or both.	
11.	Section 86	S. 86 (2) - Failure to provide any information or clarification on their activities once requested by the Commission.	S.86 (4) - Fine of N500, 000.00	Political Parties.
12.	Section 88	S.88 (1) Holding, retaining, processing any funds, or other assets remitted to it, from outside Nigeria.	S.88(1)(a) - Fine not less than N500, 000.00	Political Parties.
13.	Section 91	S.91 - Exceeding the limitation on election expenses.	S.91(10) - Fine of ; i) N1, 000, 000.00 or an imprisonment term of 12 months or both (Presidential). ii) N800, 000.00 or imprisonment term of 9 months or both (Governorship). iii) N600, 000.00 or imprisonment term for 6 months or both (Senatorial). iv) N500, 000.00 or imprisonment for 5 months or both (House of Representatives). v) N300, 000.00 or imprisonment term for 3 months or both (State House of Assembly). vi) N300, 000.00 or imprisonment term for 3 months or both (Chairmanship). vii) N100, 000.00 or imprisonment for a term or 1 month or both (Councillorship).	Political Parties/ Candidates; and any other person.
14.	Section 92	S. 92 - i) Submitting audited financial statements signed by the	S. 92 (4) - i) Fine of N1, 000, 000.00 and N200, 000.00 per day until it is submitted to the	Political Parties.

		Party's Chairman and Party's Auditor accompanied by a sworn affidavit, within 6 months of an election.	Commission.	
		iii) Incurring election expenses beyond the limit stipulated by the statutory provisions.	S.92 (7) - ii) Fine of N1, 000, 000.00 and forfeiture to the Commission of the amount by which the expenses exceed the limit set by the Commission.	
15.	Section 94	S.94 (1) - Possession of a weapon at a rally.	S.94 (2) - Fine of N2, 000, 000.00 or an imprisonment term of 2 years or both.	Any person.
16.	Sec. 95	S.95 –Running a campaign in any derogatory manner.	S.95(7)(b) - Political Party: Fine of N2, 000, 000.00 in the first instance and N1, 000, 000.00 for subsequent offences. S.95(7)(a): Fine of N1, 000, 000.00 or an imprisonment term of 12 months. S.95 (8) - Aiding or abetting: Fine of N500, 000.00 or an imprisonment term of 3 years or both.	Political Parties/Any person. Any person/Individual.
17.	Section 96	S.96 (1) - Directly or indirectly using force or violence during a political campaign.	S.96 (2) (a)- Fine of N1, 000, 000.00 or imprisonment for a term of 12months. S.96 (2) (b) - Fine of N2, 000, 000.00 in the first instance, and N500, 000.00 for any subsequent offence.	Political Parties/Any individual/ Group of persons.
18.	Section 99	S.99(1) - Campaigning through any persons earlier than 90 days before the polling day and campaigning less than 24hours before polling day.	S.99 (2) - Fine of N500, 000.00	Political Parties/Any person acting on behalf of a political party.
19.	Sec. 100	S.100 – Public Electronic/Print Media shall; i) Allocate media time/coverage equally to all campaigning candidates and parties. ii) not act in a detrimental manner to any campaigning candidate or party.	S.100 (6) - Fine of N500, 000.00 in the first instance and to a maximum fine of N1, 000, 000.00 for subsequent conviction.	Public Electronic /Print Media

20.	Section 101	S.101 (1) – Print/Electronic Medium shall not carry on a campaign of any form outside the time prescribed by this Act.	S.101 (3) - Fine of N500, 000.0 or an imprisonment term of 12 months. S.101(3) - Body corporate: Fine of N1, 000, 000.00	Print/Electronic Medium /Any person(s)/ principal officer(s) of the corporate body involved.
21.	Section 102	S.102 - Campaigning based on religious, tribal or sectional reasons for the purpose of promoting or opposing a candidate or a party by a person or party.	S.102 - Fine of N1, 000, 000.00 or imprisonment for a term of 12 months or both.	Political Party candidates/Any person(s)/Any Association.
22	Section 117	S.117(1) - a) Destroying, Mutilating, Defacing, removing or making any alteration in any notice or document for Registration; (b) Knowingly gives false information or makes a false statement as regards any application for registration of a person’s name; or any objection to the retention of the name of a person in the register of voters; (c) Registering or registered in more than one registration centre; (d) Knowingly publishes a statement or report with a view to prevent a qualified persons from registering as a voter; (e) Making any false statement which is to be recorded, registered, prepared, published or kept for the purpose of registration. (f) Impedes or obstructs a registration officer or a revision officer in the performance of his duties. (g) Without proper authority wears the identification of a Registration officer or Assistant Registration officer or wearing any other identification purporting to be the identification of a Registration officer or Assistant Registration officer. (h) Forging of a registration card; or (i) Carrying out registration or revision of voters at a centre or place not designated by the Commission.	S.117 1)(i) - Fine of N1, 000, 000.00 or an imprisonment term of 12 months or both.	Any person /Permanent and Ad-hoc staff of INEC.

3.	Sec. 118	<p>S.118(1) - i) Forging, destroying, defacing, providing false information, giving without authority any electoral document or willfully removing, displacing or providing any electoral document including ballot boxes without authorization.</p> <p>ii) Printing, manufacturing or holding in possession ballot papers without authority.</p>	<p>S.118(2) - i) Imprisonment term of 2 years.</p> <p>S.118 (4) - ii) Fine of N50, 000, 000.00 or an imprisonment term of not less than 10 years or both.</p>	<p>Registered Voters/ Permanent and Ad-hoc staff of INEC / Party Agents.</p> <p>Any person/INEC approved contractors.</p>
24.	Section 119	S.119(a) – Disorderly behavior at political meetings to prevent the holding of the meeting or having in possession an offensive weapon or missile.	S.119 (b) - Fine of N500, 000.00 or face imprisonment for 12 months or both.	Any person.
25.	Section 120	S.120 (1) - Using a voter’s card in a fraudulent and improper manner or in any other way apart from the purpose of legally voting by the registered voter.	S.120 (1)(d) - Fine of N1, 000, 000.00 or imprisonment for 12 months or both.	Any person.
26.	Section 121	S.121(1) –Using government or public corporations vehicle in a manner other than for the purpose of emergency of an electoral officer or for transporting those entitled to such vehicle.	S.121 (2) - Fine of N500, 000.00 or imprisonment of 6 months or both.	Any person.
27.	Section 122	S.122 (1) - Counseling, inciting, aiding and abetting or votes when not qualified to vote or impersonates another for the purpose of voting.	S.122 (2) - Fine of N500, 000.00 or imprisonment for 12 months or both.	Any person.
28.	Section 123	<p>S.123 (1) - i) Electoral Officer who without any lawful excuse breaches or fails to carry out a duty in the manner prescribed.</p> <p>ii) Announcing or publishing an election result knowing same to be false.</p> <p>iii) Delivering, providing or causing the delivery of a false certificate of return knowing same to be false to any person or media outlet.</p>	<p>S.123 (2) - i) Fine of N500, 000.00 or 12 months or both.</p> <p>S.123 (4) -ii) Imprisonment term of 36 months.</p> <p>S.123(6) - iii) Imprisonment term of 3 years.</p>	Electoral Officers.

29.	Section 124	S.124 (1) - Directly, indirectly or through a proxy conspires, bribes or aids and abets any party to procure the return of a candidate to any elected office.	S.124 (4) - Fine of N500, 000.00 or imprisonment for 12 months or both.	Registered Voter/ Electoral officer; or Any person
30.	Section 125	S.125 - Breaching the secrecy in voting.	S.125(4) - Fine of N100, 000.00 or imprisonment for 6 months or both.	Registered Voter/ Electoral Officer/ Party Agent.
31.	Section 126	S.126(1) - Counseling, inducing or procuring a person not qualified to vote to take part in the voting exercise and any person who misleads the public before or during an election by falsely publishing the withdrawal of a candidate at an election.	S.126 (1)(c) - Fine of N100, 000.00.	Registered Voter/ Party Agent/ Electoral officer.
32.	Section 127	S.127(1) - Knowingly vote, attempt to vote in a constituency by a person where his/her name is not on the Register of Voters or knowingly brings or presents a voter's card belonging to another at a polling unit during election.	S.127 (2) - Fine of N100, 000.00 or an imprisonment term of 6 months or both.	Registered Voter; or Any person
33.	Sec. 128	S.128 - Inciting others to act in a disorderly manner.	S.128 - Fine of N500, 000.00 or imprisonment for 12 months or both.	Any person.
34.	Section 129	S.129(1) - Within 300 meters of the polling unit on election day solicits, canvases, persuades, campaigns, promotes any candidate, snatch or destroy electoral materials, blares siren convenes, holds or attends a meeting(unless prescribed by the Commission).	S.129 (3) - Fine N100, 000.00 or imprisonment for 6 months. S.129 (4) - Destroying or snatching any election material shall attract imprisonment for a period of 24 months.	Any person.
35.	Section 130	S. 130 – Giving or providing or paying money to or for any person to corruptly influence that person to vote or refrain from voting.	S.130(c) - Fine of N100, 000.00 or imprisonment for 12 months or both.	Any person.

36.	Section 131	S.131 - Directly, indirectly or by proxy threatens, uses violence, inflicts injury, abducts, restrains, impedes, uses duress on another to hinder him/her from voting or contesting in an election and preventing political aspirants from free use of the media, mobilization or campaigning.	S.131 (d) - Fine of N1, 000, 000.00 or imprisonment for 3 years.	Registered Voter/Electoral Officers/Party Agents; or any person.
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APPENDIX

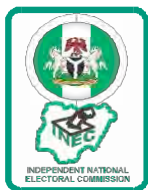
SECTION A: GLOSSARY OF TERMS/ACRONYMS

Terms & Acronyms	Definition
Accreditation	The process of verifying the eligibility of a prospective voter before voting commences.
Assistant Presiding Officer (APO)	An Official who assists the Presiding Officer in a Polling Unit on election day and is in charge of a Voting Unit/Voting Point assigned to him/her
Ballot box	A transparent box in which voters drop their ballots.
Ballot paper	A paper on which a voter thumb-prints his/her choice of candidate at an election.
By-Election	An election to replace a Member of the Legislature occasioned by death, resignation or recall.
Check-list	An inventory of items required for voting in an election.
Clusters	A number of Polling Units located in an area for easy management.
Collation	Tabulation or summation of votes cast at an election.
Collation Centre	A designated place where election results are summed up for each candidate.
Collation Officer (CO)	An Election Official who receives election results for tabulation and summation.
Constituency	A geographical area represented by an elected person
Election	The act of choosing one candidate out of many through secret ballot.
Election Official	An Officer of the Commission, or designated by the Commission and charged with the conduct and supervision of an election.
Electoral Officer (EO)	A staff of the Commission who heads the Commission's office at the Local Government Area or Area Council level
Electoral Operation Support Centre (EOSC)	This is a support centre that serves as an early warning system in Election Day process. The centre maintains contact with all Election Officials, monitors timelines compliance and identifies adverse incidence in order to provides necessary support.

General Elections	Elections conducted in the Federation at large for Federal and State Elective positions.
I.V.A.S	INEC Voters Authentication System
Local Government Area	The third tier of government in the Federation.
Party Agent	A representative of a political party at a Collation Centre.
Poll	The process of voting at an election.
Polling Agent	Any person appointed by a political party to represent it at a Polling Unit to observe the conduct of elections.
Polling Unit	A designated location where registered voters cast their votes on election day.
Poll Official	Any officer of the Commission engaged in the conduct of polling at an election.
Presiding Officer (PO)	A Poll Official in charge of the conduct of elections in a Polling Unit on election day and oversees the Voting Points under his polling unit.
Register of Voters	The list of persons eligible and registered to vote at an election.
Registration Area (RA)	A defined geographical area covering a number of Polling Units.
Rejected Ballot	An improperly cast ballot at an election.
Resident Electoral Commissioner (REC)	An election official who is in charge of all elections in a State.
Returning Officer (RO)	An election official who collates and declares the results of an election and returns the winner of the election.
Run-off Election	An election conducted when the first election failed to produce a clear winner for the position of President and Governor.
Smart Card Reader	An Electronic Device used to verify the biometrics and photograph of a Voter, during accreditation
Spoiled Ballot Paper	A torn or damaged ballot paper that cannot be used for voting.

Supervisory Presiding Officer (SPO)	A Poll Official who supervises the conduct of an election in a cluster of Polling Units.
Tendered ballot	A vote cast by a voter who's right to vote has been used by another voter.
Tendered Vote List	A record of the names and registration numbers of persons who vote in an election using the tendered ballot paper.
Voter Identification Number (VIN)	A unique number assigned to a voter on registration.
Voting Point (VP)	An extension of a Polling Unit to manage crowd at the Polling Unit

SECTION B: FORMS AND ILLUSTRATIONS



FORM EC. 25 B

ELECTORAL MATERIAL RECEIPT

STATE.....	Code.....
LGA.....	Code.....
Reg. Area	Code.....
Polling Unit-Unit.....	Code.....

I, of.....
(address)

.....
Duly appointed as:.....

For.....
(Registration/Polling Unit)

Have received the following materials and equipment from:

Name:

Address:.....

Designation:.....

(Eg: Task Force/Supervisory Presiding Officer/Electoral Officer/Resident Electoral Commissioner)

SN	Item	Quantity	Remarks
1		1	
2		2	
3		3	
4		4	

Name of Collector:.....

Signature of Collector.....

Date.....



FORM EC. 40 C

STATEMENT OF UNUSED AND SPOILT BALLOT PAPERS

Polling Unit ----- **Code**
Registration Area (Ward) ----- **Code**
Local Government Area ----- **Code**
STATE ----- **Code**
 (A) Type of Election-----
 (B) Date of Election-----
 (C) Quantity of Spoilt Ballot Papers-----
 (D) Quantity of Rejected Ballots-----

SERIAL NUMBERS OF			
	UNUSED BALLOT PAPER(S)		SPOILT BALLOTS
1		1	
2		2	
3		3	
4		4	
Total		Total	

GRAND TOTAL.....

I ----- hereby certify the information contained in this Form.

Name of Presiding Officer

Stamp / Signature of presiding Officer

Date



FORM EC 40D

UNDERTAKING WITH REGARDS TO IMPERSONATION

STATE.....

CONSTITUENCY.....

POLLING UNIT CODE.....

I,

(Full Names)

of.....

(Address)

Polling Agent for:

.....

(Names of Candidates and Political Parties)

hereby declare that I have reasonable cause to believe that the person applying for a ballot paper in the name of:

.....

(Name given by the applicant)

whose number on the register of voter:.....

has committed n offence of impersonation and I undertake to substantiate the charge in a court of law

DATED this.....Day of.....2013

.....

Signature of Polling Agent

**Signed by the above named
Polling Agent in my presence**

.....

Name & Signature of Presiding Officer



FORM EC. 40E

AUTHORITY TO REMOVE PERSONS MISCONDUCTING THEMSELVES

STATE.....

.....
CONSTITUENCY.....

.....
NAME OF POLLING UNIT CODE.....CODE:

I.....

(Full Name of the Presiding Officer)

Presiding Officer in Charge of this Polling Unit, hereby authorize you

.....

(Name of Person authorized)

To remove from Polling Unit any person whose removal I order on the grounds that he has mis-conducted him/herself or has failed to obey any lawful order by me.

DATED this.....Day of.....2013

.....

Signature of Presiding Officer



FORM EC. 1A (1)

TENDERED VOTE LIST

--	--	--

Polling Unit ----- **Code**

Registration Area (Ward) ----- **Code**

Local Government Area ----- **Code**

State ----- **Code**

--	--

--	--

--	--

S/N	VOTER'S CARD No.	SURNAME	OTHER NAMES	MIDDLE INITIAL

I ----- hereby certify the information contained in this Form.

Name of Presiding Officer

Stamp/ Signature of Presiding Officer

Date



INDEPENDENT NATIONAL ELECTORAL COMMISSION
STATEMENT OF RESULT OF POLL FROM POLLING UNITS
ELECTION TO THE OFFICE OF GOVERNOR

FORM EC8A

Polling Unit.....
 Code Registration
 Area/Ward..... Code Local
 Government Area..... Code
 State.....

Code
1. Number of Voters on the Register
2. Number of Accredited Voters
3. Number of Voters in the Queue before Voting Commences
4. Number of Ballot Papers Issued to the Polling Unit
5. Number of Unused Ballot Papers
6. Number of Spoiled Ballot Papers
7. Number of Rejected Ballots
8. Number of Total Valid Voters (Sum of Valid votes cast for all Parties)

9. Total Number of Used Ballot Papers (sum of #6 + #7 + #8 above)				
S/N	PARTY	IN FIGURES	VOTES SCORED IN WORD	NAME/SIGNATURE OF PARTY AGENTS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

TOTAL VALID VOTES Record Total Valid Votes under #8 above

I,.....(Name of Presiding Officer) hereby certify that the information contained in this Form is a true and accurate account of votes cast in this Polling Unit and that the election was CONTESTED/NOT CONTESTED.

Stamp/Signature of Presiding Officer..... Date.....



FORM EC 8A (VP)

| SERIAL No. OF FORM |

STATEMENT OF RESULT OF POLL FROM POLLING STATIONS
(HOUSE OF REPRESENTATIVES)

INDEPENDENT NATIONAL ELECTORAL COMMISSION
STATEMENT OF RESULT OF POLL FROM POLLING UNITS
ELECTION TO THE SENATE

Elf

Voting Point.....

Code Registration

Area/Ward..... Code Local

Government Area..... Code

State/FCT.....
Code
1. Number of Voters on the Register
2. Number of Accredited Voters
3. Number of Voters in the Queue before Voting Commences
4. Number of Ballot Papers Issued to the Polling Unit
5. Number of Unused Ballot Papers
6. Number of Spoiled Ballot Papers
7. Number of Rejected Ballots
8. Number of Total Valid Voters (Sum of Valid votes cast for all Parties)
9. Total Number of Used Ballot Papers (sum of #6 + #7 + #8 above)

S/N	PARTY	VOTES SCORED		NAME/SIGNATURE OF PARTY AGENTS
		IN FIGURES	IN WORD	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL VALID VOTES		Record		

I,.....(Name of Asst. Presiding Officer/Poll Clerk) hereby certify that the information contained in this Form is; a true and accurate account of votes cast in this Polling Unit and that the election was CONTESTED/NOT CONTESTED.

Stamp/Signature of Presiding Officer

Date



**INDEPENDENT NATIONAL ELECTORAL COMMISSION
TENDERED BALLOT STATEMENT**

Polling Unit-----**Code**
Registration Area (Ward)----- **Code**
Local Government Area -----**Code**
State -----**Code**

Complete sections 1 and 2 below if two elections are being held at the same time.
 If one Election is being held, complete Section 1 only.

Section 1: Type of Election -----

Part A: Fill out before the Opening of the Poll

1 Serial Numbers of Ballots Papers Issued to the Polling Unit..... to

2 Quantity of Tendered Ballot Papers Issued to the Polling Unit

Part B: Fill at the Close of Poll

3. Serial Numbers of Unused Tendered Ballot Papers: to

4. Quantity of Unused Tendered Ballot Papers

5. Quantity of Used Tendered Ballot Papers

6. Total Number of Unused + Used Tendered Ballot Papers
 (add #4 + #5 above) (Should equal the Quantity of Tendered Ballot Papers Issued to the Polling Unit – see Part A, #2)

Section 2: Type of Election -----

Part A: Fill out before the Opening of the Poll

1 Serial Numbers of Ballots Papers Issued to the Polling Unit to

2 Quantity of Tendered Ballot Papers Issued to the Polling Unit

Part B: Fill at the Close of Poll

3. Serial Numbers of Unused Tendered Ballot Papers to

4. Quantity of Unused Tendered Ballot Papers

5. Quantity of Used Tendered Ballot Papers

6. Total Number of Unused + Used Tendered Ballot Papers
 (add #4 + #5 above) (Should equal the Quantity of Tendered Ballot Papers Issued to the Polling Unit – see Part A, #2)

I ----- hereby certify the information contained in this Form.
Name of Presiding Officer

Stamp / Signature of presiding Officer



FORM EC. 40A

BALLOT PAPER ACCOUNT AND VERIFICATION STATEMENT

SERIAL No. OF

Polling Unit -----Code
Registration Area (Ward)-----Code
Local Government Area -----Code
State -----Code

Complete sections 1,2 and 3 bellow if two or more elections are being held at the same time. If one Election is being held, complete Section 1 only.

Section 1: Type of Election -----

Part A: Fill out before the Opening of the Poll

- Serial Numbers of ballots papers Issued to the Polling Unit..... to
- Quantity of ballot papers Issued to the Polling Unit

Part B: Fill at the Close of Poll

- Serial Numbers of Unused ballot Papers to
- Quantity of Unused Ballot Papers
- Quantity of Used Ballot Papers
- Total Number of Unused + Used Ballot papers (add #4 + #5 above) (Should equal the Quantity of ballot Papers Issued to the Polling Unit – see Part A, #2)

Section 2: Type of Election -----

Part A: Fill out before the Opening of the Poll

- Serial Numbers of ballots papers Issued to the Polling Unit to
- Quantity of ballot papers Issued to the Polling Unit

Part B: Fill at the Close of Poll

- Serial Numbers of Unused ballot Papers to
- Quantity of Unused Ballot Papers
- Quantity of Used Ballot Papers
- Total Number of Unused + Used Ballot papers (add #4 + #5 above) (Should equal the Quantity of ballot Papers Issued to the Polling Unit – see Part A, #2)

I ----- hereby certify the information contained in this Form.

Name of Presiding Officer

Stamp / Signature of presiding Officer

Date



FORM EC. 40G (1)

**INDEPENDENT NATIONAL ELECTORAL COMMISSION
SUMMARY OF REGISTERED VOTERS OF PUs (ELECTION NOT HELD/CANCELED)**

ELECTION TO THE _____

COLLATION AT LGA LEVEL

STATE _____ CODE _____ LGA _____ CODE _____

S/NO	REGISTRATION AREAS (WARDS)			NO OF REGISTERED VOTERS <i>(For the Affected Polling Units)</i>
	NAME	CODE	NO OF POLLING UNITS AFFECTED	
TOTAL				

NAME OF COLLATION OFFICER _____

SIGNATURE/DATE _____

STAMP _____



INDEPENDENT NATIONAL ELECTORAL COMMISSION
SUMMARY OF REGISTERED VOTERS OF PUs (ELECTION NOT HELD/CANCELED)

ELECTION TO THE _____

COLLATION AT CONSTITUENCY LEVEL

STATE _____ CODE _____

CONSTITUENCY _____ CODE _____

S/NO	LGAS			NO OF REGISTERED VOTERS <i>(For the Affected Polling Units)</i>
	NAME	CODE	NO OF POLLING UNITS AFFECTED	
TOTAL				

NAME OF COLLATION OFFICER _____

SIGNATURE/DATE _____

STAMP _____

***SAMPLE COPY OF
ELECTRONIC VOTERS' REGISTER

FEDERAL REPUBLIC OF NIGERJA
Valid Registrants



StMe= 17 - IIIAWA
DalGovt. Nu: u -
stratlon .. HIMI
PDRIO!!!kll: - 2 - DAM--Sot.DMI - -

Time Printed: MM.11e et:oli:Uuu
btoll<ords: 1170

329 R VIN IOFS III.DZ RIZ9 59S1252
NAME I<tts,Abdul<.lftm
OCCUPATION shing

LIIR

R vjbj -111DZ.FB29 tzl4123

322
B

8

330 GENDER lolale AGE 10

MASS PRE GHA R R R
0-f!}-QJ DDD

NAME ---_Muhd.
OCCUPATION ishing
IUie

MASS PRE GHA R R R
DQJDDDD

VIN IOP.i 8102R1211 53031580

NAME
OCCUPATION
GENDER AGE 18 ...

MASS PRE GHA R R R

OOOOOOO

AGE 113

MASS PRE GHA R R R
DQJODDD

NAMEHo

R VIN OCCUPATION IOFS III.bZ RID t7.aiDOI

MASS PRE GHA R R R
[J--1!]-f!] DDO

MASS PRE GHA R R R
O-£lr-HDC O

NAME IOFS 81DZFB29M75S7&
Inspector<Nu1N, You
OCCUPATION CMI S.CIVNI
GENDER - AGE 50

MASS PRE GHA R R R
DDDDDD

R VIN sun R129 5702 075

NAMEUmaru

GENDER - AGE 50

MASS PRE GHA R R R
O.QJ9DDu

PRE

332

LIIR

NAME IO.FSB1DZFH286e8Zii82
OCCUPATION
GENDER Ma6e AGE **

MASS PRE GHA R R R
D.Q)f1l D [J 1

NAME Il:lh,Hssan

R VIN Alder R129 570611118

GENDER - I4GC M

MASS PRE OW. R R R
0-YJDODD

IORI8102 FB29 51153 162

NAME Ral>iu
OCCUPATION Trilling
GENDEROE 20

NASS PRE GHA R R R
DBi:!!00D


R VIN IOFS I1D2 FB29 M97 2A9
NAME lehok, M.vnu
OCCUPATION Fenning Fbhl"III
GENICR — AGE

HASS PRE GHA R R R
0 0 0 0



AGE 1e
HASS PRE GHA R R R
D-0-0!000

321 L R VIN 90F5 B1D2 FB29 6052 554
NAME Ibrahim, Maladu AGE U
OCCUPATION Farming/Fishing
HASS PRE GHA R R R
GENDER D-0-f!J D O O



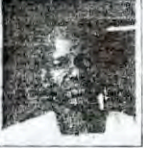
L R
HASS PRE GHA R R R
DB D O D D



L R
GENDER



323 L R



L R



324 L R VIN 90F5 B1D2 FB29 6304 025
NAME Ibrahim, Aliyu
OCCUPATION Business
GENDER Male




325 L R
GENDER Male



L R




326 L R VIN 90F5 B1D2 FB29 6575 073
NAME Iddo, Muhd.
OCCUPATION House Wife
GENDER Female AGE 40
NASS PRE GHA R R R



334 L R VIN NAME




327 L R VIN 90F5 B04C 6D29 6747 357
NAME Idris, Shehu
OCCUPATION Student
GENDER Male
NASS PRE GHA



335 L R



328 L R VIN 90F5 B04C 6D29 6821 294
NAME Idris, Barba
OCCUPATION Student
GENDER Male



336 L R VIN 90F5 B1D2 FB29 6231 956
NAME Isiyaku, Sani
OCCUPATION Business
GENDER Male AGE 40





INDEPENDENT NATIONAL ELECTORAL COMMISSION

Accreditation Incident Report Form (Polling Unit)

Type of Election.....

Date of Election.....

Constituency

Code

State

Code

LGA

Code.....

Reg. Area

Code

Name of PU

Code

Total No. of Registrars

S'N	Incident Description	Details of the Voter		Time
		Name (Surname first)	VIN No. (Last 5 digits)	

--	--	--	--	--

Name of APO(VP)

Signature.....

Date.....

Name of Presiding Officer

Signature

Date