



2020 Myanmar General Elections

Checklist Guide for Electoral Officers

Township and Ward/Village Tract Sub-Commissions



အမည်	အမှတ်ပြု	အထိမ်းအမှတ် နံပါတ် နံပါတ် (အမှတ်ပြု နံပါတ်)	ဇွဲနယ်	ဂုဏ်ကျေး	ထွဲ
ဆေးကုသရေးအဖွဲ့ အဖွဲ့ဝင်များ (ဝါးကုတ်အဖွဲ့နှင့် လက်ခံပေးရန် များ)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
နံရံကော်ရံအဖွဲ့ ဝင်များ လက်ခံပေးရန် (ပုံစံအတိုင်း စာရွက်)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ဆေးပြင်ဆင်မှု အဖွဲ့ဝင်များ (ဆေးပစ္စည်း)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ဆေးကုသရေး အဖွဲ့ဝင်များ (ပုံစံအတိုင်း စာရွက်)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ပေးအပ်မှု (အမှတ်ပြု နံပါတ်) အမှတ်ပြု နံပါတ်			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
လျှောက်ထားမှု စာရွက်			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Union Election Commission

2020 Myanmar General Elections

Checklist Guide for Electoral Officers



Contents

1. Introduction: About this Handbook	1
2. Election Timeline	1
3. Polling and Counting Materials	1
3.1. Materials Required for Polling and Counting	2
3.1.1. List of Polling & Counting Materials	3
3.1.2. List of Official Forms for Polling & Counting	8
3.2. Handling Sensitive Polling and Counting Material for Election Day	21
3.3. Handling Non-Sensitive Polling and Counting Material for Election Day	24
4. Checklists for Advance Voting Procedures	25
4.1. Out of Country Voting	25
4.1.1. Out of Country Voting Procedures Checklist	26
4.2. Inside Constituency Advance Voting	34
4.2.1. Inside Constituency Advance Voting Procedures Checklist	37
4.3. Outside Constituency Advance Voting	44
4.3.1. Outside Constituency Advance Voting Procedures Checklist	45
5. Counting and Receiving Results at Township Sub-Commission	52
5.1. Closing Outside Constituency Advance Voting at the Township sub-commission	52

5.2. Counting Outside Constituency Advance Votes at the Township Sub-Commission	53
5.2.1. Checklist: Counting Pyithu, Amyotha, and Region/State Hluttaws	53
5.2.2. Checklist: Counting Ethnic Affairs	56
5.2.3. Ballot Formality – Sample Valid and Invalid Outside Constituency Advance Votes	57
5.3. Intake of sensitive materials and results at Townships Sub-Commissions	61
5.3.1. Checklist: Township Sub-Commission Intake for Form 16 and 16-A and Form 18 and 18-A	62
5.3.2. Materials the Polling Station Officer returns to Township Sub-Commission after Election Day	64
5.4. Aggregating the Results – Completing Forms 19 and 19-A	65
5.5. Aggregation and Announcing Results at National Level	66
Appendix 1 - Worksheet: Record of ballot box seals	67

1. Introduction: About this Handbook

This Checklist Guide for Electoral Officers has been developed as a training guide for sub-commissions at the level of Township, Ward or Village Tract to help them conduct Myanmar's 2020 Multi-Party General Elections. Information in this Checklist Guide is based on the UEC Working Guidelines for Township sub-commissions, the UEC Working Guidelines for Ward/Village Tract sub-commissions, the Union Election Commission Law, and relevant by-laws, and the UEC Polling Manual. This Checklist Guide should also be read in conjunction with the UEC Advance Voting Manual.

2. Election Timeline

To keep track of the most important steps in preparing, organising, and implementing Myanmar's 2020 Multi-Party General Elections, it is helpful to keep an overview of activities and their deadlines, as well as most important dates. This will assist Electoral Officers to:

- ensure relevant steps/procedures are implemented in a timely manner
- ensure all Township and Ward/Village Tract sub-commissions adhere to the same timeline and procedures, wherever possible
- ensure each Township and Ward/Village Tract sub-commission has an easy to use checklist/guide to track activities as needed.

3. Polling and Counting Materials

Polling and counting materials for the election are either **sensitive** or **non-sensitive**.

- **Sensitive materials** are essential to the conduct of the election and they must be secured and accounted for at all times by an election official (e.g. ballots). Not only are these materials essential for the election, but (a) if they are not properly managed, their integrity can be compromised, and/or they can be used for fraudulent purposes and (b) shortages cannot easily be resolved through substitution.

- **Non-sensitive materials** are required for the election but are not essential and alternative items may be substituted in the event of a shortage (e.g. baskets, pens).

Furthermore, Township sub-commissions, Ward/Village Tract sub-commissions, and Polling Stations have different duties, so they have different materials requirements.

3.1. Materials Required for Polling and Counting

The tables below identify:

- the materials and forms that:
 - ◆ need to be provided to Township sub-commissions to administer advance voting, to count Out of Country and Outside Constituency Votes, and to aggregate results
 - ◆ need to be provided to Ward/Village Tract sub-commissions to help administer all types of advance voting and to deliver Inside Constituency Advance Voting
 - ◆ need to be provided to Polling Teams to administer ordinary voting, to count Inside Constituency Advance Votes, and to count ordinary votes
- which materials and forms are classified as sensitive materials

All materials and official paperwork are initially delivered to Township sub-commissions, who in turn deliver relevant materials to Ward/Village Tract sub-commissions, who in turn deliver materials to their respective Polling Teams.





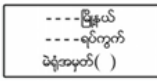
Note



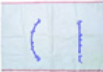





The purpose of the tables below is to show which materials and forms the UEC needs to send to Township sub-commissions, Ward/Village Tract sub-commissions, and Polling Teams to prepare for, and administer, polling and counting.






3.1.1. List of Polling & Counting Materials

The list of polling and counting materials includes the items below.

No.	Item	Image	Sensitive?	Issued to, for use by		
				Township?	Ward/ Village?	Polling Team?
1.	Ballot Paper Booklets (Ballot papers & counterfoil)		✓	✓	✓	✓
2.	Security Seals (4 per ballot box)		✓	✓	✓	✓
3.	Voting Stamps (To mark ballot papers)		✓		✓	✓
4.	Ballot Boxes (Polling and/or Advance)		✓	✓	✓ (Advance Ballot Box)	✓
5.	Indelible Ink Pot (To ink voters' fingers after voting and prevent multiple voting)		✓			✓

No.	Item	Image	Sensitive?	Issued to, for use by		
				Township?	Ward/ Village?	Polling Team?
6.	Envelopes for Advance Voting (To put each advance ballot paper in after voter has cast vote)		✓	✓	✓	
7.	Ink Pads (For voters to sign via thumbprint)			✓	✓	✓
8.	Bamboo Sticks / String / Paint / Tape (To mark queue area and social distance markers)				✓	✓
9.	UEC Stamp and Sealing Wax (Seal tamper evident bags)			✓	✓	✓
10.	Polling Station Number					✓





No.	Item	Image	Sensitive?	Issued to, for use by		
				Township?	Ward/ Village?	Polling Team?
11.	Pens (Black and Blue only)			✓	✓	✓
12.	Candle and Lighter			✓	✓	✓
13.	Tamper Evident Bags			✓		✓
14.	Lanyards and ID Cards (To identify UEC polling officials)				✓	✓
15.	Ruler (To tear the ballot paper from the counterfoil)			✓	✓	✓
16.	Baskets (To sort and count the ballot papers)			✓		✓
17.	Voting Screens				✓	✓
18.	Tally Paper Sheet			✓		✓


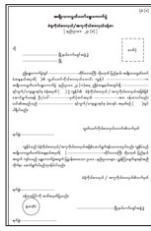

No.	Item	Image	Sensitive?	Issued to, for use by		
				Township?	Ward/ Village?	Polling Team?
19.	LED Lamp (Ensure battery charged for E-Day). Photo for illustrative purposes only.					✓
20.	Tape Measure (To set up polling station in an accessible manner)				✓	✓
21.	Stapler and Rubber Bands			✓		✓
22.	Knife and Scissors			✓		✓
23.	Paper and Pencils (To aid communication with disabilities in need of assistance)			✓	✓	✓

No.	Item	Image	Sensitive?	Issued to, for use by		
				Township?	Ward/ Village?	Polling Team?
24.	Materials to Mitigate Risks of COVID-19 Transmission	List of Personal Protective Equipment and other materials to be provided closer to Election Day.			✓	✓




3.1.2. List of Official Forms for Polling & Counting




The list of official forms and paperwork for polling and counting includes the items below.

No.	Item	Image	Sensitive?	Issued to, for use by			Embassy?
				Township?	Ward/ Village?	Polling Team?	
1.	Form 1 Voter List – Hluttaw Elections		✓	✓	✓	✓	
2.	Form 1-A (Voter List – Ethnic Affairs)		✓	✓	✓	✓	
3.	Form 1-1 (Voter List – Record of approved Outside Constituency Advance Voters)		✓	✓	✓		
4.	Form 1-2 (Voter List – Record of approved Military Outside Constituency Advance Voters)		✓	✓	✓		

No.	Item	Image	Sensitive?	Issued to, for use by			
				Township?	Ward/Village?	Polling Team?	Embassy?
5.	Form 1-3 (Voter List – Record of approved Out of Country Advance Voters)		✓	✓	✓		
6.	Form 8 (Appointment Letter for polling station agents/ assistant agents)				✓	Note ¹	
7.	Form 8-A (Cancellation Form for appointment as polling station agents/ assistant agents)				✓		




¹ Ward/Village Tract sub-commissions are responsible for ensuring that Form 8 is duly completed and signed by the candidate, agent, and Ward/Village Tract sub-commission. On Election Day, each agent must present their signed Form 8 to the Polling Station Officer, who then signs Form 8 anywhere.

No.	Item	Image	Sensitive?	Issued to, for use by			
				Township?	Ward/ Village?	Polling Team?	Embassy?
8.	Form 11 (Record of Ballot Papers Before Start of Polling – Hluttaw Elections)		✓			✓	
9.	Form 11-A (Ballot Papers and Envelopes Distributed to Ward/Village Tract by Township sub- commission)		✓	✓	✓		
10.	Form 11-B (Ballot papers and Envelopes distributed to Polling Team by Ward/ Village Tract)		✓		✓	✓	

No.	Item	Image	Sensitive?	Issued to, for use by			Embassy?
				Township?	Ward/Village?	Polling Team?	
11.	Appendix B Working Guidelines for Ward and Village Tract Sub-commission. Ballot paper booklets issued to Polling Station (From the Ward and Village Tract Working Guideline)		✓		✓	✓	
12.	Form 12 (Summary of Corrections to Voter List)		✓		Note ²	✓	
13.	Form 13 (Voters who have Cast an Inside Constituency Advance Vote)		✓		✓	✓ ³	





² Ward/Village Tract sub-commission may also use Form 12 to record corrections to the Voter List that arise during Inside Constituency Advance Voting. Cross out the 'Polling Station Officer' signature block and replace with 'Ward/Village Tract sub-commission' signature block.

³ Ward/Village Tract completes Form 13. Polling Station Officer: signs Form 13 on receipt from Ward/Village Tract sub-commission, displays Form 13 at polling station, and uses Form 13 to place a secondary mark on Forms 1 and 1-A identifying Inside Constituency Advance Voters. Polling Station Officer.

No.	Item	Image	Sensitive?	Issued to, for use by			Embassy?
				Township?	Ward/Village?	Polling Team?	
14.	Form 14 (Objected to Voters)		✓		Note ⁴	✓	
15.	Form 15 (Application for inclusion on the Outside Constituency Advance Voter's List. Completed by Voter)		✓	✓	✓		
16.	Form 16 (Votes Received by each Candidate - Hluttaw Elections)		✓	Note ⁵		✓	

⁴ Ward/Village Tract sub-commission may also use Form 14 to record voters who are objected to during Inside Constituency Advance Voting. Cross out the 'Polling Station Officer' signature block and replace with 'Ward/Village Tract sub-commission' signature block.




⁵ Township sub-commissions receive completed Form 16s from Polling Station Officers and uses the data in Form 16 to aggregate results. Township does not enter data into Form 16.




No.	Item	Image	Sensitive?	Issued to, for use by			
				Township?	Ward/Village?	Polling Team?	Embassy?
17.	Form 16-A (Votes received by each Ethnic Affairs candidate at Region/State Hluttaw)		✓	Note ⁶		✓	
18.	Form 16-1 (List of Unused Ballot Papers)		✓	Note ⁷	Note ⁸	✓	
19.	Form 17 (Invalid Votes – Each Hluttaw)		✓			✓	
20.	Form 17-A (Invalid Votes – Ethnic Affairs Representative at Polling Station)		✓			✓	




⁶ Township sub-commissions receive completed Form 16-As from Polling Station Officers and uses the data in Form 16-A to aggregate results. Township does not enter data into Form 16-A.

⁷ Township sub-commission may also use Form 16-1 to record Unused Ballot Papers for Out of Country and Outside Constituency Advance Voting. Cross out the 'Polling Station Officer' signature block and replace with 'Township sub-commission' signature block.

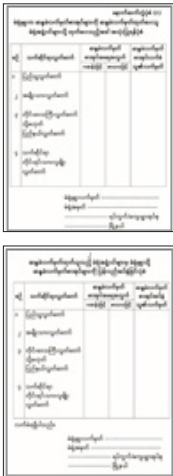
⁸ Ward/Village Tract sub-commission may also use Form 16-1 to record Unused Ballot Papers for Inside Constituency Advance Voting. Cross out the 'Polling Station Officer' signature block and replace with 'Ward/Village Tract sub-commission' signature block.




No.	Item	Image	Sensitive?	Issued to, for use by			
				Township?	Ward/ Village?	Polling Team?	Embassy?
21.	Form 17-A (Invalid Advance Votes – Out of Constituency – Amyotha & Pyithu Hluttaw - Township)		✓	✓			
22.	Form 17-B (Invalid Advance Votes – Out of Constituency – Region/State - Township)		✓	✓			
23.	Form 17-C (Invalid Advance Votes – Out of Constituency – Ethnic Affairs - Township)		✓	✓			




No.	Item	Image	Sensitive?	Issued to, for use by			
				Township?	Ward/ Village?	Polling Team?	Embassy?
24.	Form 18 (Votes Received per Candidate – Outside Constituency Advance Voting - Hluttaws)		✓	✓			
25.	Form 18-A (Votes Received per Candidate – Outside Constituency Advance Voting – Ethnic Affairs Representative)		✓	✓			
26.	Form 18-1 (No. of Envelopes containing Out of Country/ Outside Constituency Advance Votes)		✓	✓			

No.	Item	Image	Sensitive?	Issued to, for use by			Embassy?
				Township?	Ward/ Village?	Polling Team?	
27.	Form 19 (Votes Re- ceived per Candidate - Hluttaws)		✓	✓			
28.	Form 19-A (Votes Re- ceived per Candidate - Ethnic Affairs)		✓	✓			
29.	Form 19-B (Votes Re- ceived per Candidate - Hluttaws If there are more than one districts in the respective Amyotha Constituency)		✓				

No.	Item	Image	Sensitive?	Issued to, for use by			
				Township?	Ward/ Village?	Polling Team?	Embassy?
30.	<p>Appendix B (Polling Station Officer issues Voting Rolls to Voter List Checkers) (Working Guidelines for the Polling Booth Officer, Deputy Polling Booth Officer and Polling Booth Team Members)</p>		✓			✓	

No.	Item	Image	Sensitive?	Issued to, for use by			
				Township?	Ward/ Village?	Polling Team?	Embassy?
31.	<p>Appendix C (Ballot Papers Distributed to Ballot Paper Issuers, and Unused Ballot Papers re-returned to the Polling Station Officer) (Working Guidelines for the Polling Booth Officer, Deputy Polling Booth Officer and Polling Booth Team Members)</p>		✓			✓	

No.	Item	Image	Sensitive?	Issued to, for use by			
				Township?	Ward/ Village?	Polling Team?	Embassy?
32.	Appendix D (Polling Station Incident Reporting) ((Working Guidelines for the Polling Booth Officer, Deputy Polling Booth Officer and Polling Booth Team Members))		✓			✓	
33.	OCV Appendix A (List of voters that requested Form 15)						✓
34.	OCV Appendix B (List of voters acknowledging receipt of ballot paper)						✓

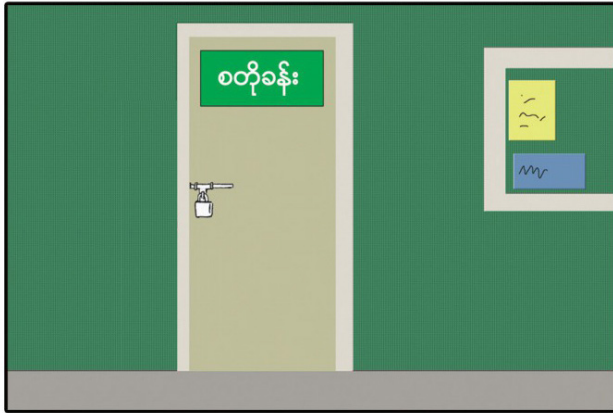
No.	Item	Image	Sensitive?	Issued to, for use by			
				Township?	Ward/Village?	Polling Team?	Embassy?
35.	OCV Appendix C (Record of number of voters and number used advanced voting envelopes)						✓
36.	UEC Working Guidelines			✓			
37.	UEC Polling Manual			✓	✓	✓	

Note

- **BLACK** – a single form is used for all elections (no variations)
- **PURPLE** – a form has one variation per Hluttaw election (i.e. 3 variations, same form number)
- **GREEN** – a form has one variation per Ethnic Affairs election (as many variations as there are Ethnic Affairs elections at a given polling place)
- **BLUE** – a form has one variation per Hluttaw. There is no separate form number or variation of the same form number for Ethnic Affairs. Ethnic Affairs is recorded on the Region/State variation of this form (i.e. 3 or more variations, same form number).
- **ORANGE** – a form has one variation for Pyithu and one variation for Amyotha only
- **GREY** – a form has one variation for Region/State Hluttaw (excluding Ethnic Affairs)

3.2. Handling Sensitive Polling and Counting Material for Election Day

All sensitive polling and counting material will be delivered to the Township sub-commissions by UEC.



		Township	Ward/ Village	Polling Team
Before Election Day				
1.	On receipt of material from UEC, store material securely in a locked room, in a locked room in a police station, or alternatively in a secured bank storage facility. If materials are stored in a police station or bank, the room must only be accessed in the presence of a UEC official. Sort, check, and pack materials required for each polling station, using the supplied ballot boxes to store the materials for shipping.	✓		

		Township	Ward/ Village	Polling Team
2.	Prepare shipment of sensitive materials for the Ward/Village Tract sub-commission, based on the number of polling stations and registered voters for each Ward/Village Tract. Ballot papers will be shipped in packets of 50.	✓		
3.	Deliver the material to Ward/Village Tract Sub-commission and check that the quantity is correct. Sign Form 11-A for handover of Ballot Papers to Ward/Village Tract sub-commission and keep a copy of all forms.	✓	✓	
4.	Store the material securely at Ward/Village Tract sub-commissions.		✓	
5.	Before 6am on Election Day, collect the sensitive material for the polling station. Use a separate Form 11-B for handover of Ballot Papers for each polling station.		✓	✓
6.	Sign and keep a copy of Form 11-B handover of Ballot Papers.		✓	✓
During and After Election Day (after polling and counting at polling stations)				
7.	After the election, deliver sensitive materials to the Township sub-commission. Remain at the Township sub-commission until released by them.		✓	✓

		Township	Ward/ Village	Polling Team
8.	Upon delivery to the Township sub-commission, check the completeness of the package of sensitive items.	✓		
9.	If there is an inaccuracy, request that the Polling Station Officer and Ward/Village Tract sub-commission resolve the situation.	✓	✓	✓
10.	Verify that the extra-large TEBs are correctly labelled with Polling Station Name, Polling Station Number, and Ward/Village Tract and that the seals are not broken.	✓		
11.	Move the TEBs to the storage room for storage.	✓		
12.	If there is missing material, proceed systematically according to the Working Guidelines.	✓		
13.	Once all material has been retrieved, and result forms have been processed, release the Polling Station Officer and Ward/Village Tract sub-commission representative.	✓		

Note

Handling of Result Forms (16) and (16-A) are described in section 5.3 of this Checklist Guide

Confirm that the correct ballots and quantities have been delivered to the Township. Report any shortages or damaged ballot shipments to the relevant sub-commission immediately.

See section 5.3 for more information on Intake Procedures.

3.3. Handling Non-Sensitive Polling and Counting Material for Election Day

Region/State sub-commissions will deliver non-sensitive polling and counting material to Township sub-commissions.

		Township	Ward/ Village	Polling Team
Before Election Day				
1.	Upon receipt, review the shipments and report immediately to the relevant Region/State sub-commission if material is missing or damaged.	✓		
2.	Prepare and arrange transportation to ensure that all Ward/Village Tract sub-commissions receive all non-sensitive materials prior to Election Day.	✓		
3.	Before 6am on Election Day, collect all material for the respective polling station from Ward/Village Tract sub-commission.			✓
During and After Election Day (after polling and counting at polling stations)				
4.	Any re-useable, non-sensitive materials are to be returned by the Deputy Polling Station Officer to the Ward/Village Tract sub-commission for storage after the counting process is finished.		✓	✓

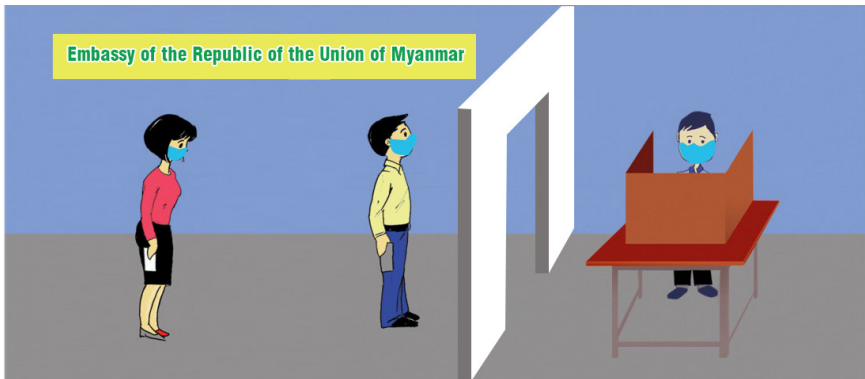
4. Checklists for Advance Voting Procedures

4.1. Out of Country Voting

Out of Country Voting is available for the following eligible voters and members of their households who are on the voter list:

1. diplomats of the Union of Myanmar that are assigned to embassies, offices of permanent representatives, consulates and other people assigned to carry out the duties of the said offices;
2. delegates and civil service personnel who are assigned by the government to carry out their duties outside of the country;
3. persons outside the country and working at an international organization or a department of a foreign government;
4. private business people who are out of the country with the permission of the government;*
5. state scholars who are out of the country with the permission of the government;
6. other persons who are outside the country with the permission of the government.

* The Commission and Sub-commissions concerned shall make measures so that persons who are in the country but out of the constituency concerned and persons who are abroad with the permission of Government may exercise full right to vote in an election in accordance with the Election Law, Rules and Directives.



4.1.1. Out of Country Voting Procedures Checklist

		Township	Ward/ Village	Embassy/ UEC HQ/ MoFA
Before Advance Voting Election Period				
1.	Provide Form 15 to Ministry of Foreign Affairs (MoFA) before announcement of Election Day			✓ UEC
2.	After the election has been announced, Form 15 is made available to voters who can request it from their respective embassies or download it from UEC website			✓ UEC Embassy
3.	Advise voters when completed Form 15 is due to the embassy (between 13 to 16 weeks before Election Day)			✓ Embassy
4.	Receive completed Form 15s from voters (by approx. 13 weeks before Election Day)			✓ Embassy
5.	Send completed Form 15s to Foreign Ministry (by approx. 12 weeks before Election Day)			✓ Embassy
6.	Send completed Form 15s to UEC HQ (approx. 11 weeks before Election Day)			✓ MoFA
7.	Provide completed Form 15s to Township sub-commissions (approx. 10 weeks before Election Day)			✓ UEC

		Township	Ward/ Village	Embassy/ UEC HQ/ MoFA
8.	Forward Form 15s to relevant Ward/Village Tract sub-commission (approx. 10 weeks before Election Day)	✓		
9.	Scrutinise Form 15s against Forms 1 and 1A to verify if OCV applicants are on voter lists. If OCV applicant is not on the voter list, inform Township.		✓	
10.	Accept Form 15 of the voters who are away from the constituency outside of the country with the permission of the government and record these on Form 1-3. Make three (3) copies of Form 1-3 (approx. 9 weeks before Election Day).		✓	
11.	Display (2) copy of Form 1-3 at Ward/Village Tract sub-commission and send two copies (2) to Township (approx. 9 weeks before Election Day)		✓	
12.	Underline with red ink the names of the accepted OCV voters on Form 1 to identify them.		✓	

	Township	Ward/ Village	Embassy/ UEC HQ/ MoFA
<p>13. After announcement of Hluttaw candidates, prepare OCV advance ballot papers and advance voting envelopes.</p> <p>Important: for validity, on the back of each advance ballot paper, the Township sub-commission stamp, and the name and signature of the responsible issuer, must appear. The Township sub-commission stamp must also be placed on the corresponding counterfoil. The front signature block for the Polling Station Officer is to be left blank. The envelopes are to have written on them the candidate names, constituency, name of Ward/Village Tract, and polling station number. Send advance ballot papers and advance voting envelopes to UEC HQ (approx. 8 weeks before Election Day)</p>	<p>✓</p>		

		Township	Ward/ Village	Embassy/ UEC HQ/ MoFA
14.	UEC to send advance ballot papers and advance voting envelopes to MoFA. MoFA to send these to embassies (approx. 7 weeks before Election Day). Embassies to download OCV Appendices A, B, and C, and Form 16-1 from UEC website.			<p style="text-align: center;">✓</p> <p style="text-align: center;">UEC MoFA</p>
During Advance Voting Election Period				
15.	<p>Conduct OCV at respective embassies (approx. 6 to 1.5 weeks before Election Day) Important: Voters are to mark their ballot papers in secret with a single tick (✓) to vote for a candidate of their choosing. Remind voters not to mark their ballot paper in a way that could identify the voter. Voters are to place their marked ballot papers into the respective advance voting envelopes.</p> <p>Voters should sign OCV Appendix B acknowledging that they received a ballot paper. Embassies are to complete OCV Appendices A, B, and C, and Form 16-1.</p> <p>Note: No ink will be used for advance voting</p> <p>Note: The polling staff at the embassies should <u>not</u> sign the signature block on the front of the ballot papers.</p>			<p style="text-align: center;">✓</p> <p style="text-align: center;">Embassy MoFA</p>

		Township	Ward/ Village	Embassy/ UEC HQ/ MoFA
16.	Identify secure storage location to store (a) the received sealed TEBs containing the advance voting envelopes and (b) the Outside Constituency/OCV Advance Voting ballot box at Township office (approx. 3 weeks before Election Day)	✓		
17.	Put into a TEB: the sealed advance voting envelopes (containing marked ballot papers), unused ballot papers, unused advance voting envelopes, completed OCV Appendices A, B, and C, and completed Form 16-1, and seal the TEB. Send the TEB to MoFA. MoFA to send to UEC.			✓ Embassy MoFA
18.	Sort and forward the advance voting envelopes to the relevant Township sub-commissions (approx. 4 to 0.5 weeks before Election Day).			✓ UEC

		Township	Ward/ Village	Embassy/ UEC HQ/ MoFA
19.	Receive TEBs containing advance voting envelopes. At a time determined by Township, in the presence of witnesses, seal the Outside Constituency/OCV Advance Voting ballot box using security seals, and record the seals in the worksheet at Appendix 1. Open the TEBs, write a receipt number and the time and date received on each advance voting envelope, and fill in Form 18-1. Put the advance voting envelopes into the sealed Outside Constituency/OCV Advance Voting ballot box. Do not open the envelopes at this time.	✓		
20.	Keep the advance voting envelopes in the sealed ballot box in the office.	✓		
After Advance Voting Election Period				
21.	At 4pm on Election Day finish receiving Out of Country advance voting envelopes. Envelopes received after 4pm on Election Day cannot be accepted.	✓		


		Township	Ward/ Village	Embassy/ UEC HQ/ MoFA
22.	See Section 5.1 for information on procedures associated with closing the advance voting election period and preparing to start the count.	✓		

Note

Important: Advance votes received by the Township sub-commission after 4pm on Election Day will not be counted.





Township sub-commission stamp, and the name and signature of the responsible issuer, must appear on the back and counterfoil of the ballot paper. The front signature block for the Polling Station Officer is to be left blank.

၂၀၂၀ပြည့်နှစ် အထွေထွေရွေးကောက်ပွဲ ပြည်သူ့လွှတ်တော် သစ်သီးတိုင်းခေါင်ကြီး ဧညာဝင်းမြို့နယ်မဲဆန္ဒနယ်

၁။ မဲရုံတွင်မဲပေးလျှင် သို့မဟုတ် ရုပ်ကွက်/ကွက်ရှုထုတ်မှု ကြိုတင်မဲဖြစ်လျှင် မဲပေးလိုသော ကိုယ်စားလှယ်လောင်း၏ အမည်တည့်တည့် ဘေးဘက်ရှိ လေးထောင့်အကွက်ထဲတွင် "အမှန်" အမှတ်အသားပါသော  တံဆိပ်တုံးဖြင့် ရိုက်နှိပ်ပေးပါ။

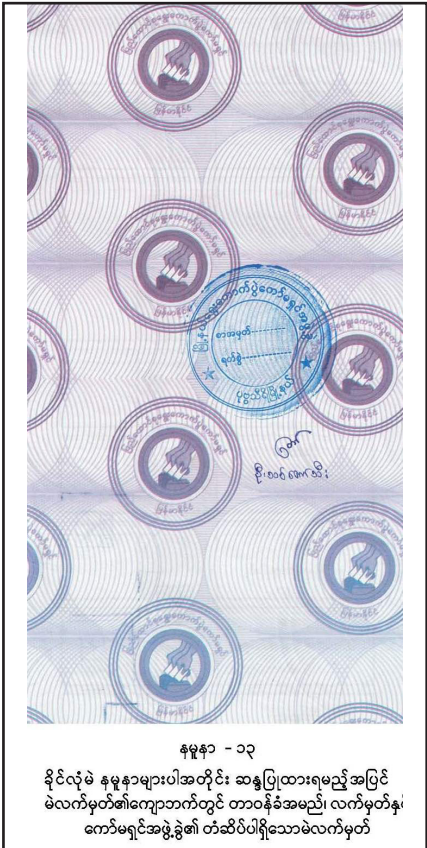
၂။ မြို့နယ်ကြိုတင်မဲဖြစ်လျှင် မဲပေးလိုသော ကိုယ်စားလှယ်လောင်း၏ အမည်တည့်တည့် ဘေးဘက်ရှိ လေးထောင့်အကွက်ထဲတွင် ဘောလီပင်ဖြင့် အမှတ်အသား "၂" ဖြစ်ပေးပါ။

၃။ ကိုယ်စားလှယ်လောင်း တစ်ဦးထက်ပို၍ မဲမပေးရပါ။

ဦးငှက်ပျောသီး		
ခေါ်စေ့သီး		
ဦးပန်းသီး		

မဲရုံမှူးလက်မှတ်၊ -----
အမည်၊ -----

နမူနာ - ၁



4.2. Inside Constituency Advance Voting

Inside Constituency Advance Voting is available to the following categories of eligible voters who are on the voter list and are who are unable to come to their polling station in person, although they are residing inside their constituency:

1. people who have to travel out of their constituency on Election Day (documentary evidence of the need to travel must be submitted) (By-laws s.51(a))
2. people who have contracted leprosy (By-laws s.51(b)(i))
3. people who are seriously ill (By-laws 51.b.i)
4. women who have given birth at home (By-laws 51(b)(i))
5. elderly people (By-laws 51(b)(i))
6. people with disabilities (By-laws 51(b)(i))
7. detainees who are imprisoned in a police custody or in prison (which is within the constituency of their enrolment) (By-laws 51(b)(iii))
8. patients under medical treatment as an in-patient in hospital (which is within the constituency of their enrolment) (By-laws 51(b)(iv))
9. members of different levels of the UEC, Polling Station Members, Military Personnel, Members of Myanmar Police Force and Civil Services (By-laws 51(c))

Advance voting for people in categories 1-8 of the above list will be open at Ward/Village Tract sub-commission offices on the two (2) days immediately before Election Day. Inside constituency advance voters who cannot attend their Ward/Village Tract sub-commission office, will be visited by an Inside Constituency Advance Voting Team during the two (2) days immediately before Election Day. Observers and agents may accompany the Advance Voting teams.

The UEC will make an announcement specifying when advance voting for people in category 9 of the above list will be open at Ward/Village Tract

sub-commission offices. As an example, in 2015, inside constituency advance voting for public servants was open from 8am-6pm at Ward/ Village Tract sub-commissions 10 days before Election Day until 2 days before Election Day.

Observers and agents may observe inside constituency advance voting.



ပုံစံ (၁)

လွှတ်တော်ရွေးကောက်ပွဲမဲဆန္ဒရှင်စာရင်း
 ခုနစ်၊လွှတ်တော်မဲဆန္ဒနယ် မဲဆန္ဒရှင်စာရင်း
 (နည်းဥပဒေ ၄)



..... တိုင်ပင်ဆေးကြမ်း သို့မဟုတ် ပြည်နယ် လွှတ်တော်မဲဆန္ဒနယ်အမှတ်() မှီရဲအမှတ် (၁) (အ.လ.က-၁) အလယ်ပုံ
 ရုပ်ကွက်ကျေးရွာအုပ်စု

မဲဆန္ဒရှင်မိခင် (၃၁) ဦး -
 ကျား (၁၆) ဦး - မ (၁၅) ဦး

မြို့နယ်အမည် -

စဉ်	ဆန္ဒပေးပိုင်ခွင့်ရှိသူ အမည်	ကျား/မ	မွေးသက္ကရာဇ်	မှတ်ပုံတင်အမှတ်	အဘအမည်	အမိအမည်	နေရပ်လိပ်စာ	ထိုးမြင်လက်မှတ် သို့မဟုတ် လက်ဝဲလက်မ လက်ခွေ
၁	ဒေါ်စံဝယ်	မ	၁၇-၁၁-၁၉၈၈	၈/၈၀၈၇(နိုင်)၂၁၃၇၄၀	ဦးခင်မောင်သန်း	ဒေါ်ကြည်ဝင်း	မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၃၇	
၂	ဦးထွန်းထွန်း	ကျား	၁၁-၀၆-၁၉၈၆		ဦးခင်မောင်သန်း	ဒေါ်ကြည်ဝင်း	မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၃၇	
၃	ဒေါ်မြလှိုင်	မ					မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၃၇	
၄	ဦးသီဟ	ကျား					မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၃၇	
၅	ဒေါ်ဖြူဖြူ	မ	၂၉-၀၉-၁၉၉၃	၈/၈၀၈၇(နိုင်)၂၁၃၇၅၈	ဦးကြီးမောင်	ဒေါ်ခင်သန်း	မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၃၉	
၆	ဦးထွေး	ကျား	၀၉-၁၁-၁၉၉၅	၈/၈၀၈၇(နိုင်)၂၁၃၇၅၁	ဦးအောင်အောင်	ဒေါ်လှစိုင်း	မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၄၀	
၇	ဒေါ်မြင့်မြင့်	မ	၁၄-၁၂-၁၉၉၂	၈/၈၀၈၇(နိုင်)၂၁၃၇၅၁	ဦးအောင်သန်း	ဒေါ်ခင်မြင့်	မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၄၀	
၈	ဦးစံလင်း	ကျား	၀၇-၁၁-၁၉၈၁	၈/၈၀၈၇(နိုင်)၂၁၇၀၀၀	ဦးထွန်းလှိုင်	ဒေါ်စန်းကြည်	မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၄၁	
၉	ဒေါ်စန်းကြည်	မ	၁၈-၀၈-၁၉၉၂	၈/၈၀၈၇(နိုင်)၂၀၀၀၈၄	ဦးထွန်းဝင်း	ဒေါ်လှလှ	မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၄၁	
၁၀	ဦးသန်းအောင်	ကျား	၁၈-၀၅-၁၉၆၁	၈/၈၀၈၇(နိုင်)၂၀၄၁၀၈	ဦးမင်း	ဒေါ်မယ်ရင်	မရ-၀၁၊ အလယ်ပုံကျေးရွာ၊ ၀၄၂	

Underline in red pen the names of the Advance Voters on the Form 1 and (Form 1-A) to identify them

4.2.1. Inside Constituency Advance Voting Procedures Checklist

		Township	Ward/ Village	Polling Station
Before Advance Voting Election Period				
1.	Receive requests for Inside Constituency Advance Voting (up to approx. 2 week before Election Day)		✓	
2.	Confirm requests for Inside Constituency Advance Voting. Mark Form 1 to identify voters who have cast an Inside Constituency Advance Vote by underlining their names in red pen on Forms 1 (and 1-A if applicable) (approx. 1.5 weeks before Election Day)		✓	
3.	Identify secure storage locations for Inside Constituency Advance Ballot Boxes (one per polling station for which people have requested Inside Constituency Advance Voting) (approx. 1.5 weeks before Election Day)		✓	
4.	Set up a polling station within the Ward/Village Tract sub-commission office for Inside Constituency Advance Voting		✓	

		Township	Ward/ Village	Polling Station
5.	<p>Prepare advance ballot papers and advance voting envelopes.</p> <p>Important: for validity, on the back of each advance ballot paper, the Ward/Village Tract sub-commission stamp, and the name and signature of the responsible issuer, must appear. The front signature block for the Polling Station Officer is to be left blank.</p> <p>The envelopes are to have written on them the candidate names, constituency, name of Ward/Village Tract, and polling station number.</p>		✓	
During Advance Voting Election Period				
6.	<p>At 6am on the morning that the Advance Voting Election Period starts, demonstrate the Inside Constituency Advance ballot boxes for each polling station are empty and affix 4 seals to secure each lid. Record seals in a copy of the worksheet at Appendix 1. Provide a copy of the relevant worksheet Appendix 1. to the Polling Team when handing over ballot box on Election Day. Ensure the slot in the lid of the Inside Constituency Advance Ballot Box is large enough to insert an Advance Voting Envelope containing a ballot paper but is not too large.</p>		✓	


		Township	Ward/ Village	Polling Station
7.	Complete Appendix B of Working Guidelines for Ward and Village Tract Sub-commission and hand over ballot papers to the sub-commission members conducting the advance vote. On the back of each ballot paper, there will be the seal of the respective sub-commission, and the name and signature of the advance ballot paper issuer.		✓	
8.	Where voters come to the Ward/Village Tract sub-commission office to cast their Inside Constituency Advance vote in person, the sub-commission members conducting advance voting will confirm the voter has been marked on Form 1 as an advance voter [Proceed to 10]		✓	
9.	Where a voter is unable to attend the Ward/Village tract sub-commission office, sub-commission members conducting advance voting visit voters according to the schedule. ⁹ For each voter visited, the team will check the Voter Lists to confirm the voter has been marked as an advance voter. [Proceed to 10]		✓	

⁹ Ward/Village Tract sub-commission members will visit voters unable to attend the Ward/Village Tract sub-commission office or the polling station during the two (2) days immediately before Election Day. During this period, voting is not available at the Ward/Village Tract sub-commission office.

		Township	Ward/ Village	Polling Station
10.	Issue the voter a ballot paper for the Pyithu Hluttaw election by writing the voter's name, Voter List Serial Number, Polling Station, Name of Ward/Village, and "ballot booklet serial number / ballot paper number" (e.g. 3/15 = ballot paper no. 15 from ballot booklet no. 3) on the counterfoil of the ballot paper. DO NOT write on the ballot paper, only on the counterfoil.		✓	
11.	Instructs voter to sign/thumbprint the counterfoil. Assists voters signing by thumbprint to clean ink from their hand.		✓	
12.	Separate the ballot paper from the counterfoil along the perforation and hand over to voter. The voter will mark one candidate on the ballot using a stamp , and then place the ballot in the respective Advance Voting Envelope and then in the sealed ballot box. Remind voters not to mark their ballot paper in a way that could identify the voter.		✓	
13.	The preceding steps (9-12) are repeated for the Amyotha Hluttaw, the Region/State Hluttaw and, if applicable, the Ethnic Affairs Region/State election.		✓	



		Township	Ward/ Village	Polling Station
	Note: No ink will be used for advance voting			
14.	Add names of Inside Constituency Advance Voters who have cast their votes to four copies of Form 13 (to be completed progressively throughout Advance Voting Election period).		✓	
After Advance Voting Election Period				
15.	After visiting voters unable to attend the Ward/Village Tract sub-commission office, return the ballot box, voter lists and unused ballot papers to the Ward/Village Tract sub-commission for safe storage.		✓	
16.	Complete Form 16-1 (Unused Ballot Papers).		✓	
17.	Before 6am on Election Day, deliver the Inside Constituency Advance Voting ballot box to the respective Polling Station Officer along with all relevant forms and unused ballot papers.		✓	✓

**၂၀၂၀ ပြည်နှစ် အထွေထွေရွေးကောက်ပွဲ
ပြည်သူ့လွှဲတံဆိပ်
သင်္ကေတတိုင်းစာရင်းအကျဉ်း
စာအုပ်သီးဖြန့်ဖြူးပေးရေးစာရင်း**

၁။ မဲရုံတွင်မဲပေးလျှင် သို့မဟုတ် ရုပ်ကွက်/ရက်စွဲအရပ်ရပ် ငြိတင်မဲပြုစဉ်တွင် မဲပေး
လိုသော ကိုယ်စားလှယ်လောင်း၏ အမည်တည်တံ့စွာ ဝေးကွက်ရှိ
လေးစောင့်အကွက်ထဲတွင် "အမှန်" အမှတ်အသားပါသော 

၂။ ဖြန့်ဖြူးငြိတင်မဲပြုစဉ်တွင် မဲပေးလိုသော ကိုယ်စားလှယ်လောင်း၏ အမည်
တည်တံ့စွာ ဝေးကွက်ရှိ လေးစောင့်အကွက်ထဲတွင် ဝေးကွက်မရှိပြန်
အမှတ်အသား "✗" ဖြန့်ဖြူးပေးပါ။

၃။ ကိုယ်စားလှယ်လောင်း တစ်ဦးတည်းရှိ မဲပေးရပါ။

ဦးစွာစာရင်း		
ဆီမဲရင်း		
ဦးစွာစာရင်း		

မဲရုံစာရင်းစာရင်း -----
အမည် -----

ပုံစံ (၅)
- မဲရုံစာရင်းစာရင်းစာရင်းစာရင်း

On the back of each advance ballot paper, the Ward/Village Tract sub-commission stamp, and the name and signature of the responsible issuer, must appear. The front signature block for the Polling Station Officer is to be left blank.

The envelopes are to have written on them the candidate names, constituency, name of Ward/Village Tract, and polling station number.

Dos for Inside Constituency Advance Sub-Commission Team Members

- Treat voters with respect and accommodate their condition/infirmity, whatever it is.
- Remain impartial and professional at all times.
- Accommodate observers and agents/assistants who wish to observe advance voting, but protect the privacy of the voter first and foremost and ensure secrecy of vote at all times.
- Make sure that observers, when entering the house of a voter, previously ask for permission and treat the voter with outmost respect.
- Allow sufficient time to visit voters and allow them to vote - some infirm voters may require more time and explanation before casting their votes.
- If a voter asks you for whom they should vote instruct them that it is their right to vote for whomever they wish and you cannot provide advice.
- Always work as a pair and inform the Ward/Village Tract sub-commission Chairman of your travel plans.

Don'ts for Inside Constituency Advance Sub-Commission Team Members

- Do not enter a person's house unless invited.
- Do not be biased.
- Do not undermine the secrecy of the vote.

Note

Follow COVID-19 Safe Protocols: ensure social distances of 6 feet are maintained between people, and follow UEC directions

4.3. Outside Constituency Advance Voting

Outside constituency advance voting is available to the following categories of eligible voters who are on the voter list, and are outside their constituency of enrolment.

1. Military Personnel, Members of Myanmar Police Force and members of their household who are living with them (By-laws s.54 (a))
2. Students who are out of their constituency (e.g. at university and college) (By-laws s.54(b))
3. Trainees who are out of their constituency (By-laws s.54(c))
4. Other voters who are out of their constituency (By-laws s.54(d))
5. Detainees who are out of their constituency in a Police Detention Centre or Prison (By-laws s.54(e))
6. Patients in hospitals (By-laws s.54(f))
7. Persons who are outside the country with the permission of the Union Government (By-laws s.54(g)) See Section 4.1 for Out of Country Advance Voting

Based on the number of completed Form 15s returned and the number of names of military personnel and their families, the Township sub-commission will send advance ballots and envelopes to the respective head of department of the institution, or the Commander of the military unit.

Note

Form 15 and other UEC forms can be photocopied or downloaded from the UEC website <http://uec.gov.mm>

4.3.1. Outside Constituency Advance Voting Procedures Checklist

		Township	Ward/ Village	Institution, Military Unit etc.
Before Advance Voting Election Period				
1.	After the election has been announced, respective department heads ask Township sub-commission for Form 15s, which they will distribute to their students, trainees, detainees, in-patients etc. and advise voters when completed Form 15 is due back to the department head. (approx. 11 weeks before Election Day)			✓
2.	Request a list of names of military personnel and their family members living with them from the relevant Military Unit Officer. (approx. 11 weeks before Election Day)	✓	✓	
3.	After Out of Constituency Advance voters have completed Form 15 and submitted it to department heads by the due date, send completed Form 15s to Township sub-commission. (by approx. 10 weeks before Election Day)			✓

		Township	Ward/ Village	Institution, Military Unit etc.
4.	Receive completed Form 15s from department heads. (by approx. 10 weeks before Election Day)	✓		
5.	Forward received Form 15s to Ward/Village Tract sub-commission. (approx. 9 weeks before Election Day)	✓		
6.	Military Unit Officers send lists of names of military personnel and their family members living with them to the Township sub-commission. (by approx. 9 weeks before Election Day)			✓
7.	Send list of names of military personnel and their families to Ward/Village Tract sub-commissions to complete Form 1-2. (approx. 9 weeks before Election Day)	✓		
8.	Strike the names of military Outside Constituency Advance Voters from Form 1 and complete Form 1-2. (approx. 8 weeks before Election Day)		✓	
9.	Accept Form 15s via Form 1-1. (approx. 8 weeks before Election Day)		✓	

	Township	Ward/ Village	Institution, Military Unit etc.
<p>10. Underline in red pen the names of the accepted Outside Constituency Advance Voters on Form 1 to identify them.</p>		✓	
<p>11. Display one (1) copy of each respective voter list Form 1-1, 1-2, and 1-3 at Ward/Village Tract sub-commission. Send two (2) copies to the Township sub-commission. (approx. 6 weeks before Election Day)</p>		✓	
<p>12. Prepare Outside Constituency Advance Voting ballot papers and advance voting envelopes. Important: for validity, on the back of each advance ballot paper, the Township sub-commission stamp, and the name and signature of the responsible issuer, must appear. The Township sub-commission stamp must also be placed on the corresponding counterfoil. The front signature block for the Polling Station Officer is to be left blank. (approx. 5 weeks before Election Day)</p>	✓		

		Township	Ward/ Village	Institution, Military Unit etc.
13.	Dispatch Outside Constituency Advance Voting ballot papers and envelopes (approx. 4 weeks before Election Day). Confirm that the ballot papers and envelopes have been sent to the correct Township. If they have not, the sub-commission will make all reasonable efforts to redeliver them to the correct Township sub-commission. The envelopes will have the candidate names, constituency, name of Ward/Village Tract, and polling station number.	✓		
14.	Identify secure storage location to store (a) the received sealed TEBs containing the advance voting envelopes and (b) the Outside Constituency/OCV Advance Voting ballot box at Township office. (approx. 3 weeks before Election Day)	✓		
During Advance Voting Election Period				
15.	Conduct Outside Constituency Advance Voting. (approx. 2.5 to 4 weeks before Election Day)			✓

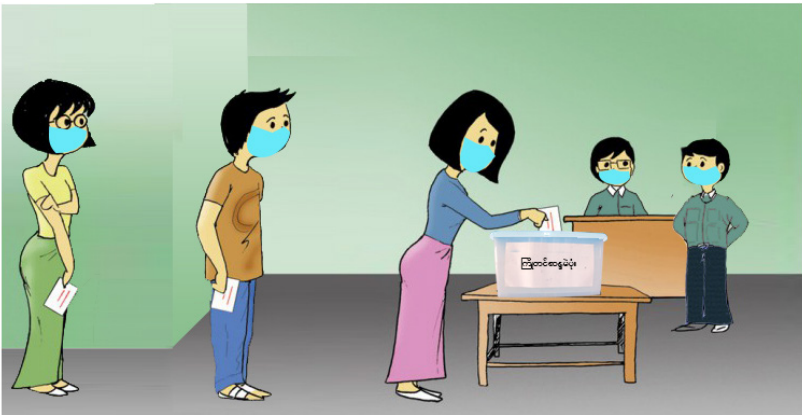
		Township	Ward/ Village	Institution, Military Unit etc.
16.	Provide voters with the correct ballots and envelopes for their constituency.	✓		✓
17.	Voters are to mark in secret one candidate of their choosing on the ballot, using a pen to mark their choice with a tick (✓). Remind voters not to mark their ballot paper in a way that could identify the voter.			✓
18.	Ensure voters place their marked ballot papers individually into the respective Advance Voting Envelopes. Remark: Voter names must not be written on the envelopes. Note: No ink will be used for advance voting			✓
19.	At the conclusion of Outside Constituency Advance Voting for a particular institution/military unit, sort the all Advance Voting Envelopes containing marked ballot papers into Township sub-commission batches. Place each Township sub-commission batch of envelopes into a tamper evident bag and seal it.			✓

		Township	Ward/ Village	Institution, Military Unit etc.
20.	Forward the tamper evident bags containing Advance Voting Envelopes in which marked ballots are inside, to Township sub-commissions. (by approx. 1 week before Election Day)			✓
21.	Receive TEBs containing advance voting envelopes. At a time determined by Township, in the presence of witnesses, seal the Outside Constituency/OCV Advance Voting ballot box using security seals, and record the seals in the worksheet at Appendix 1. Open the TEBs, write a receipt number and the time and date received on each advance voting envelope, and fill in Form 18-1. Put the advance voting envelopes into the sealed Outside Constituency/OCV Advance Voting ballot box. Do not open the envelopes at this time.	✓		
After Advance Voting Election Period				
22.	At 4pm on Election Day finish receiving Outside Constituency advance voting envelopes. Envelopes received after 4pm on Election Day cannot be accepted.	✓		

		Township	Ward/ Village	Institution, Military Unit etc.
23.	See Section 5.1 for information on procedures associated with closing the advance voting election period and preparing to start the count.	✓		

Note

The back of each outside constituency advance ballot paper issued must bear the stamp of the relevant sub-commission and the name and signature of the UEC official who issued the ballot paper. Advance votes received by the Township sub-commission after 4pm on Election Day will not be counted.



5. Counting and Receiving Results at Township Sub-Commission

5.1. Closing Outside Constituency Advance Voting at the Township sub-commission

Activity		Tick Here
Before 4pm on Election Day		
1.	The Township sub-commission will verify that all Outside Constituency Advance and Out of Country Advance ballot envelopes have been deposited in the Outside Constituency/OCV Advance Voting ballot box and recorded on Form 18-1.	✓
At 4pm on Election Day		
2.	The Chairman of the Township sub-commission shall announce the end of Advance Voting to all present.	✓
3.	The Chairman will ask the Secretary to tally the number of Outside Constituency and Out of Country advance votes received as recorded on Form 18-1, and enter the total votes in Form 18 and 18-A for each of the elections.	✓

Note

Election observers and agents may observe the closing of advance voting and the counting of advance votes.

5.2. Counting Outside Constituency Advance Votes at the Township Sub-Commission

After 4pm, the Township Sub-commission will prepare to open the Outside Constituency Advance Voting ballot boxes to count the ballots. These ballot boxes contain the Out of Country Voting and Outside of Constituency Advance ballots.

5.2.1. Checklist: Counting Pyithu, Amyotha, and Region/State

	Activity	Tick Here
1.	Ensure that accredited domestic and international observers as well as candidate agents are allowed to observe the counting process.	✓
2.	Place tables for the count. Prepare the office as necessary for the count.	✓
3.	Place the tally board close to the counting table to record the votes.	✓
4.	Unused ballot papers that were previously signed by the Township sub-commission officer must be cancelled by crossing from top to bottom. Unused ballot papers should be recorded on Form 16-1.	✓
5.	Appoint at least four (4) candidate agents, four (4) witnesses and four (4) sub-commission representatives to witness the counting process.	✓
6.	Start counting in the following order: Pyithu Hluttaw, Amyotha Hluttaw, Region/State Hluttaw, then Ethnic Affairs. (note: see next Checklist for Ethnic Affairs)	✓
7.	Post on the tally board a separate Tally Sheet for each candidate and a separate Tally Sheet for invalid votes.	✓
8.	Prepare the number of baskets for collecting the counted votes.	✓

	Activity	Tick Here
9.	Check that the ballot boxes are sealed and confirm the seals have remained intact, initialling the worksheet at Appendix 1.	✓
10.	Open the ballot box in front of the witnesses and observers. An absence of agents or observers should not delay the start of the count. Sort envelopes by Hluttaw and by Constituency.	✓
11.	<p>Starting with Pyithu Hluttaw (then Amyotha, then Region/State, then Ethnic Affairs), sub-commission members open the envelopes, remove the ballots and determine whether they are valid or invalid (see 5.2.3 for information on determining ballot validity). The information for invalid ballots shall be recorded in Forms 17-A for Pyithu and Amyotha and 17-B for Region/State. The numbers of valid votes and the total number of invalid ballots should be entered into Form 18, at lines 3 and 4 respectively.</p> <p>Note: See section 5.2.3 for examples of Valid and Invalid Advance Votes</p>	✓
12.	A sub-commission member will inspect each valid ballot, and announce for whom the voter voted, displaying it briefly for witnesses, and placing the ballot in the appropriate basket.	✓
13.	Count the number of valid votes for each candidate into bundles of 10, securing each bundle with a rubber band.	✓
14.	Add the number of valid votes to the Tally Sheet. Ensure that each candidate has a separate Tally Sheet.	✓

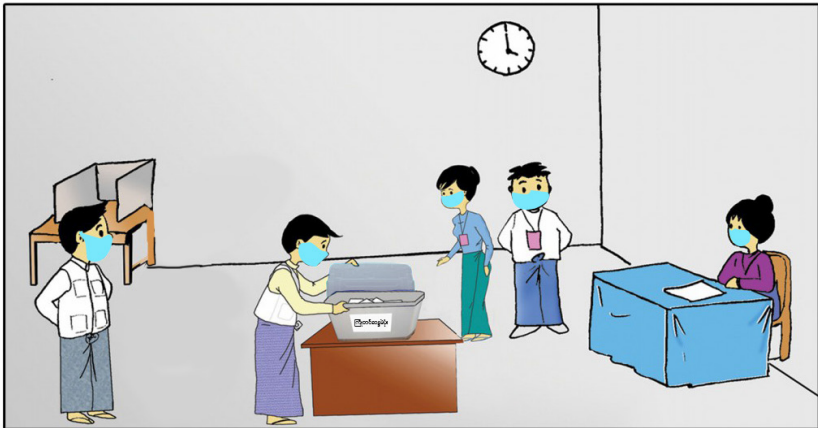
Activity		Tick Here
15.	Enter the valid votes for each candidate in Form 18 in numbers and words.	✓
16.	When all vote totals are entered, Form 18 should be signed by the sub-commission members, agents, and at least four witnesses.	✓
17.	Repeat the above steps (11-16) for the Amyotha Hluttaw and Region/State Hluttaw elections.	✓

Note

To be valid, on the back of each Advance ballot paper, the following must appear: the name and signature of the responsible issuer, a stamp of the relevant sub-commissions seal, and the Commission's accreditation mark (i.e. logo/watermark)

5.2.2. Checklist: Counting Ethnic Affairs

Activity		Tick Here
1.	Before counting to determine the valid ballots, they shall be divided by ethnicity in their respective ballot boxes. Then sort the ballot papers between valid and invalid.	✓
2.	Each ethnic election will be counted separately and a separate Form 18-A will be completed.	✓
3.	Record invalid advance ethnic ballots using Form 17-C.	✓



5.2.3. Ballot Formality – Sample Valid and Invalid Outside Constituency Advance Votes

When determining ballot validity, a primary consideration is whether **the intent of the voter** is clear. For example, ballots ticked more than once for the same candidate, or ballots ticked on the name of the candidate, that meet the remaining validity criteria (including the stamp and signature of responsible issuer on back), shall be considered valid.

The front of advance voting ballot papers are not signed by a Polling Station Officer. The front signature block is to be left blank. However, if the front signature block has been signed inadvertently, and the back of the ballot paper has been signed and stamped correctly, the ballot paper is valid provided the other validity criteria are met.

Outside of the Constituency Valid Advance Votes include ballot papers that are:

(Votes marked with a tick (✓) by pen)

- bearing the name and signature of Township issuer (on the back)
- bearing a Township sub-commission stamp (on the back)
- marked with the Commission’s accreditation mark (i.e.logo/watermark on back)
- ticked on the allocated area for only one candidate
- ticked on the allocated area for only one candidate, but the tick is pointing in different directions (E.g. see valid advance voting samples no. 10)
- ticked only once but on the respective candidate's name or party/logo
- ticked only for one candidate but only a few parts of the tick are the allocated area and the rest are outside of the area (E.g. see valid advance voting samples no. 6)
- ticked for only one candidate more than one time and the intent of the voter is clear that he/she voted for that candidate (E.g. see valid advance voting samples no. 9 and 12).)

Outside of the Constituency Invalid include ballot papers that:

(Votes marked with a tick (✓) by pen)

- do not bear a Township sub-commission's official seal (stamp on the back)
- do not have the name and signature of the Township sub-commission issuer (on the back)
- do not have a mark confirmed by the Commission (i.e. logo/watermark on back)
- although they are ticked on the allocated area, the tick cover two candidates evenly
- are ticked completely outside the allocated area, respective candidate's name or party logo
- are torn or damaged
- do not have any tick
- are ticked for more than one candidate either on the allocated area or candidate names or party logos
- have a mark that makes a voter be known (see invalid advance sample no. 4)
- are ticked more than once and it is clear that the voter has voted for two candidates see invalid advance sample 9)
- are deemed to be fraudulent by the Commission

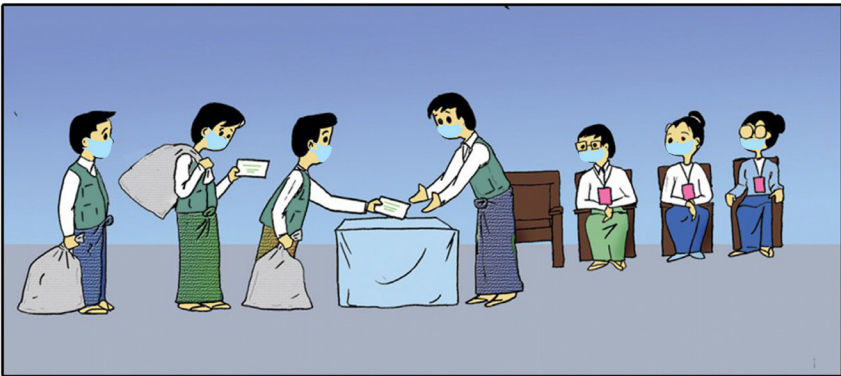
Note

Marks from the printing process do not make a ballot paper invalid

5.3. Intake of sensitive materials and results at Township Sub-Commissions

Results will be received at the Township sub-commission from Polling Station Officers who will deliver one (1) copy of the results forms (16) and (16-A), together with the TEBs containing all sensitive materials. The total number of votes for each Hluttaw representative candidate is aggregated from the copies of the Form 16s and Form 16-As sent from the respective polling stations and the Form 18s and Form 18-As from the advance voting out of the constituency.

Upon receipt, the Township sub-commission intake team should check the Forms for accuracy.



5.3.1. Checklist: Township Sub-Commission Intake for Form 16 and 16-A and Form 18 and 18-A

Activity		Tick Here
1.	Prepare a Township room to receive the result forms and sensitive materials on Election Night. Ensure the space is large enough to conduct all operations in an organised, transparent manner to accommodate the participation of observers and agents/assistants.	✓
2.	Prepare a secure storage room in the Intake Hall, which can be locked to store all sensitive materials.	✓
3.	Open the envelope containing the result forms and confirm that: <ul style="list-style-type: none"> ▪ All forms are present ▪ Polling station name is correct ▪ Hluttaw Constituency number is correct ▪ Township is correct ▪ Region/State is correct ▪ Ward/Village Tract name is correct ▪ Polling station name is correct ▪ All numbers are clearly legible ▪ All form fields are completed ▪ Candidates on the form match the candidates for the election/constituency, and ▪ Forms contain all signatures. 	✓
4.	Ensure Forms 16 and 16-A are signed by Polling Station Officers and witnesses.	✓
5.	Ensure all names of candidates on Forms 16 and Form 16-A are correct.	✓

Activity		Tick Here
6.	Check that all fields on Forms 16 and 16-A filled out correctly.	✓
7.	Calculate if the total final number in Forms 16 and 16-A are correct, check for mathematical errors, if necessary.	✓
8.	If there is an inaccuracy in Forms 16 and/or 16-A the Polling Station Officer and Ward/Village Tract sub-commission will resolve the situation before they are released by the Township sub-commission. Remember that observers and agents/assistant can observe the process.	✓
9.	Confirm Forms 18 and 18-A are signed.	✓
10.	Confirm the names of all candidates on Forms 18 and 18-A are correct.	✓
11.	Confirm all fields on Forms 18 and 18-A are filled out correctly.	✓
12.	Confirm the total final numbers in Forms 18 and 18-A are correct, check for mathematical errors.	✓
13.	Confirm that the following have been filled in correctly on Forms 18 and 18-A: Region/ State Hluttaw Constituency No. () Township (Name).	✓
14.	When all results forms for the respective polling station are checked, the Polling Station Officer can leave.	✓
15.	When all results forms for the respective Ward/Village tract are accounted for, the Ward/Village Tract sub-commission Chairman can leave.	✓

5.3.2. Materials the Polling Station Officer returns to Township Sub-Commission after Election Day

Results Envelope	Results Forms 16 and 16-A
Sealed, extra-large Tamper Evident Bags: Pyithu and Amyotha	Ballots (used, unused and spoiled) Completed Forms (11, 12, 13, 14, 17 and 17-A) Appendices B, C and D Voter Lists (Forms 1 and 1-A)
Sealed, extra-large Tamper Evident Bag: Region/State and Ethnic Affairs (if applicable)	Ballots (used, unused and spoiled) Completed Forms (11, 12, 13, 14, 17 and 17-A) Appendices B, C and D Voter Lists (Forms 1 and 1-A)
Unused sensitive equipment	UEC Ballot Stamps Unused ink Unused ballot box seals

Note: Forms 11, 13 and 14 do not have to be in the TEB, but they do need to be returned to Township.

5.4. Aggregating the Results – Completing Forms 19 and 19-A

Result totals are compiled at the Township office with Form 19 and 19-A (and Form 19-B if applicable) in front of interested observers, witnesses, candidates and agents, who, along with members of the sub-commission, can sign the completed Form 19 and 19-A (and Form 19-B if applicable) to verify its authenticity. If there are no agents/assistants present to sign the applicable form, the form remains valid.

After the results forms (Forms 16, 16-A, 18 and 18-A) have been checked for accuracy:

- one (1) copy will be used for aggregating the results
- one (1) copy will be set aside for delivery to the district sub-commission along with the aggregate results Form 19 and 19-A
- one (1) copy should be made for archiving.

One copy of Form 19 and one copy of 19-A is sent to the respective District sub-commission, Self-administered Division, or Self-administered Zone sub-commission. A second copy of Form 19 and 19-A is archived, and a third copy is posted at the Township sub-commission office for public viewing.

Note

For Ethnic Hluttaw representative candidates, results aggregation is done in the same manner as above, using Forms 16-A, 18-A and 19-A.

Observers, Agents, and Candidates are free to observe and record the tabulation process and photograph the results sheets - however, they should not use their phones in the tabulation room or disrupt the process in any way.

5.5. Announcing Results

The Township sub-commission will not announce the results of the election. Once all results have been delivered and the UEC approved, District or Region/State Sub-commission level can announce official results.



Appendix 1 - Worksheet: Record of ballot box seals

Township						
Ward/Village Tract						
Fill out as many rows as the respective sub-commission is responsible for (Ward/Village Tract will have more ballot boxes than Township)						
	Inside or Outside Constituency Advance?	No. Seal 1	No. Seal 2	No. Seal 3	No. Seal 4	Before count. Initial to confirm seals intact
Box 1: Used for:						
Box 2: Used for:						
Box 3: Used for:						
Box 4: Used for:						
Box 4: Used for:						

Box 5: Used for:									
Box 6: Used for:									
Open of poll	Inside or Outside Constituency Advance?	No. Seal 1	No. Seal 2	No. Seal 3	No. Seal 4	Before count. Initial to confirm seals intact			
Box 7: Used for:									
Box 8: Used for:									
Box 9: Used for:									
Box 10: Used for:									
Box 11: Used for:									

Box 12: Used for:						
Responsible Officer (Township or Ward/Village Tract)		I verify that this is a true record of the sealed ballot boxes Name: Position: Signature Date:				
Witness		Signature Date:				

