**COUNTING AGENT CHECKLIST**

Election dated

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Constituency | **P** | No | Name of constituency | **N** | No | Name of constituency |
| Polling Centre | / | No | Name of school/hall | Stream | | Room number |
| Name of Candidate | **Parliament** or **State** delete as appropriate | | |  | | |
| Name | | | | | |
| Counting Agent | Name | | | | | |
| Station Master & phone |  | | | | | |

Checklist before arrival for counting

|  |  |  |
| --- | --- | --- |
|  | Requirement  *(italics are not regulatory)* | Remarks |
|  | **Before arrival** | |
|  | *Dress up conservatively and comfortably. Plain clothes with neutral colours & no wordings (not even in support of NGO), keeping in mind temperature (usually only ceiling fans available) and religious sensitivities (no sandals; Men: collared short/T-shirt, long pants; Ladies: dressed modestly; no skirt above knees, sleeveless)* |  |
|  | *Arrive at the designated meeting point as instructed by Station Master (usually at pondok panas) with*   * *IC* * *Handphone charged and sufficient credits; smartphones should have sufficient data plan/quota* * *Small torchlight (handphone light may not be enough)* * *Additional IC size photo* * *Spare pens, paper & calculator* |  |
|  | *Collect the following from station master*   * *Red Form A, Oath of Secrecy* * *White Appointment Letter authorizing you as CA* * *SPR tag – check colour code & authorization (PA, CA or BA)* * *PACA kit* |  |
|  | *Enter voting stream when allowed by PO and show*   * *IC* * *Red Form A, Oath of Secrecy* * *White Appointment Letter authorizing you as CA* * *SPR tag*   *Be polite but firm. Refer to the Act & Regulations as advice to PO but not arrogant or judgemental* |  |
|  | *Go to toilet before entering the room as you cannot leave once counting starts. For backup ask PA2 to stay outside until counting start.* |  |

Checklist before commencement of counting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Requirement  *(italics are not regulatory)* | Section No | Completed | Remarks |
|  | Handover items from PA2 | | | |
|  | Form 13 copied | | CA sign & time |  |
|  | Any Protest Letters | | CA sign & time |  |
|  | Any verbal agreement with PO | | CA sign & time |  |
|  | Any warning issued by PO to PA | | CA sign & time |  |
|  | Any warning issued by PO to clerks | | CA sign & time |  |
|  | Any unusual voting | | CA sign & time |  |
|  | Any complaint by voters | | CA sign & time |  |
|  | Any non-compliance/unusual behaviour by PO, clerk or the other PA | | CA sign & time |  |
|  | **Facilities** | | | |
|  | Not more than one CA per candidate *(note: not party)*  *If counting takes place simultaneously, there must be one CA for each count, each with his own Appointment Letter. If the counting takes place consecutively, normally only one CA is allowed at a time, who must hold Appointment Letter signed by both candidates.* | Reg 25 (1A) | CA sign & time |  |
|  | Only PO, clerks, CA allowed in room | Reg 25 (2) | CA sign & time |  |
|  | *Sit in room in full view of ballot boxes & package. If asked to leave room to rearrange for counting, make sure doors are open & you can view ballot boxes & package. If door closes, bang on door to be let in until they reopen* | |  | |
|  | *If PO closes room for dinner/prayers, ensure door is locked but windows open for you to watch the ballot box* | |  | |
|  | **Ballot Box opening** | | CA sign & time |  |
|  | *Ensure there is no break in the tape & signatures before opening ballot box.* |  |
|  | PO to open ballot box and compare no of ballot papers with total in Form 13. *Ensure no ballot papers spread out too far, fall on floor, or taken away.* | Reg 25 (3) |
|  | *Clerk will count the number of votes in the ballot box. Keep your own count and ensure the total is same as Form 13. Update Form 757.* | | CA sign & time |  |
|  | *If number of ballot papers less than Form 13, it is acceptable.* If number of ballot papers > Form 13,   1. Recount all Ballot Papers 2. PO to open packet with unused & cancelled Ballot Papers & re-fill Form 13 in CA presence 3. PO to set aside all Ballot Papers without valid Stream stamp in presence of CA 4. Inspect every Ballot Paper and recombine with counterfoil to identify Ballot Papers not from the same book  * All unused Ballot Papers, Spoilt Ballot Papers, Counterfoils, etc to go back into packet with security tape signed by PO & CA | 3rd Sch | CA sign & time |  |
|  | Total no of ballot papers in ballot box | |  | |
|  | Total no of ballot papers according to Form 13 (must not be less than in ballot box) | |  | |
|  | Arrival time | |  | |
|  | Entry into Polling Stream | |  | |

PO – Presiding Officer for the Stream/Room or Ketua Tempat Mengundi (KTM)

Reg – Regulation No of Elections (Conduct of Elections) Regulations 1981 or (Peraturan Pilihan Raya (Penjalanan) 1981)

3rd Sch – Third Schedule to the Regulations

Guidance for Counting Agent

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Section No | Irregularities Noted |
|  | **Invalid votes** | | |
|  | Not stamped with Stamp of Stream or initialed by PO | Reg 25 (7)(a) |  |
|  | Votes given for more than one candidate | Reg 25 (7)(b) |  |
|  | Something is written or marked by which the voter can be identified | Reg 25 (7)(c) |  |
|  | Not marked or marked in place other than correct place (as long as intention is unclear) | Reg 25 (7)(d) (8) |  |
|  | Not clearly indicate intention of voter | Reg 25 (7)(e) |  |
|  | Before rejecting, PO must show to CA and consider views but PO decision is final | Reg 25 (9) (10) |  |
|  | **Counting procedures** | | |
|  | *Get a seat in the middle so that you have better view of ballot papers when shown to all CAs before sorting into candidates’ baskets. Clerk will call aloud the party voted. Maintain your own count of the votes.* | |  |
|  | *To expedite sorting, ballot papers where intention/validity not obvious to be placed in ‘Doubtful’ basket. All ballot papers in ‘Doubtful’ basket must be relooked at before sorting into candidates’ baskets.* | |  |
|  | *After sorting, ballot papers in each candidate’s basket will be counted aloud and sorted into groups of ten. Make sure there are ten in each group and ballot papers are secured down. If they fall off table or got mixed up, ask for recount of that group of ten.* | |  |
|  | *The groups of ten will be added up for the final count. Clerk should call them out aloud.* | |  |
|  | *If you have any issue, put up your hand and speak only to PO, not clerk. If PO does not accept your objection, consider issuing a objection letter. Otherwise, or if PO refuses to accept objection letter, note down the details & time.* | |  |
|  | **Requirements imposed on all SPR workers and Candidate agents** | | |
|  | Only those who have taken oath of secrecy may see numbers on ballot papers | Reg 25 (5) |  |

Vote count summary

|  |  |  |
| --- | --- | --- |
| Candidate | Vote count | Doubtful vote recounted |
| Your candidate |  |  |
| Other candidate No 1 |  |  |
| Other candidate No 2 |  |  |
| Doubtful votes |  |  |

Checklist after completion of counting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Requirement  *(italics are not regulatory)* | Section No | Completed | Remarks |
|  | PO to inform CA total number of votes for each candidate | Reg 25 (12)(a) | PA sign & time |  |
|  | *Text result to Station Master as soon as practical. If there is a problem, inform Station Master* | | CA sign & time |  |
|  | PO prepares & certify sufficient copies of Form 14; CA to sign; PO to issue one copy of Form 14 to each CA.  *Ensure sequence of candidates is the same as on ballot paper. Ensure the numbers are the same as what you got and less than Form 13.*  *If PO does not give you Form 14, refer PO to Reg (12)(b) and Slide 42 PO Training Deck 3* | Reg 25 (12)(b) | PA sign & time |  |
|  | CA can ask for only one recount if the difference is 4% or less. Recount does not involve rejected/spoilt ballot papers. PO can order recount at anytime or any number of times.  *Consider before asking for recount – can you get more votes after a recount?* | Reg 25 (13)(14) | PA sign & time |  |
|  | PO to put all valid & rejected ballot papers into a packet & affix with tape. PO & CA to sign tape. PO to put Form 13 into envelope with tape. | Reg 25A (1) (a) (b) | PA sign & time |  |
|  | PO to put packet into ballot box & affix with tape. PO & CA to sign tape. | Reg 25A (2) | PA sign & time |  |
|  | PO to handover ballot box, envelope with Form 13 & envelope with Form 14 to RO *usually through the PO1*.  *Ensure these are all completed before anyone takes a break.* | Reg 25A (3) | PA sign & time |  |
|  | If counting cannot start or complete, PO to inform CA & RO. If ballot box not opened, PO to pass ballot box & From 13 to RO or Police. If opened, PO to put everything back in the ballot box in presence of CA, affix with tape (PO & CA to sign) & hand to RO | Reg 25B (1)(2)(3) | PA sign & time |  |
|  | *Hand over the PACA kit with electoral roll to Station Master.* | | PA sign & tim |  |
|  | **Postal voting** | | | |
|  | In postal voting, the same procedure above applies, with ARO being the PO and Form 15 used instead of Form 14. | Reg 25C |  | |
|  | *At all times, you must be in full view of ballot boxes & package. If asked to leave room to rearrange for counting or prayers, make sure doors are open & you can view ballot boxes & package. If door closes, bang on door to be let in until they reopen* | |  | |
|  | Ballot papers counting | | | |
|  | Time sorting commenced | |  | |
|  | Time sorting completed | |  | |
|  | Time counting commenced | |  | |
|  | Time counting completed | |  | |
|  | Time forms filled up | |  | |
|  | Time envelopes & packets sealed | |  | |
|  | Time Presiding Officer left | |  | |
|  | Signed By Counting Agent | |  | |

RO – Returning Officer for the whole constituency or Pegawai Pengurus