

# Postal vote opening process Combined

# 1

**Open the postal voters ballot box**

Count and record the number of covering envelopes (envelope B)

Open the covering envelopes (envelope B) and remove the postal voting statement and ballot paper envelope (envelope A)

**Not all parts of the postal vote returned?  
Or placed in the correct envelope?**

Provisionally reject and add to these lists as appropriate:

- the list of ballot paper numbers for ballot papers received without valid postal voting statements
- the list of ballot paper numbers for postal voting statements received without ballot papers

See Stage 4.

# 2

**Verify the personal identifiers on the postal vote statements**

Separate the ballot paper envelopes from the postal vote statements and keep both in order

Use the verification system to determine those postal vote statements that are missing a date of birth or signature or where either do not match. Adjudicate those manually and reject where either are not included or you are not satisfied that it is valid.

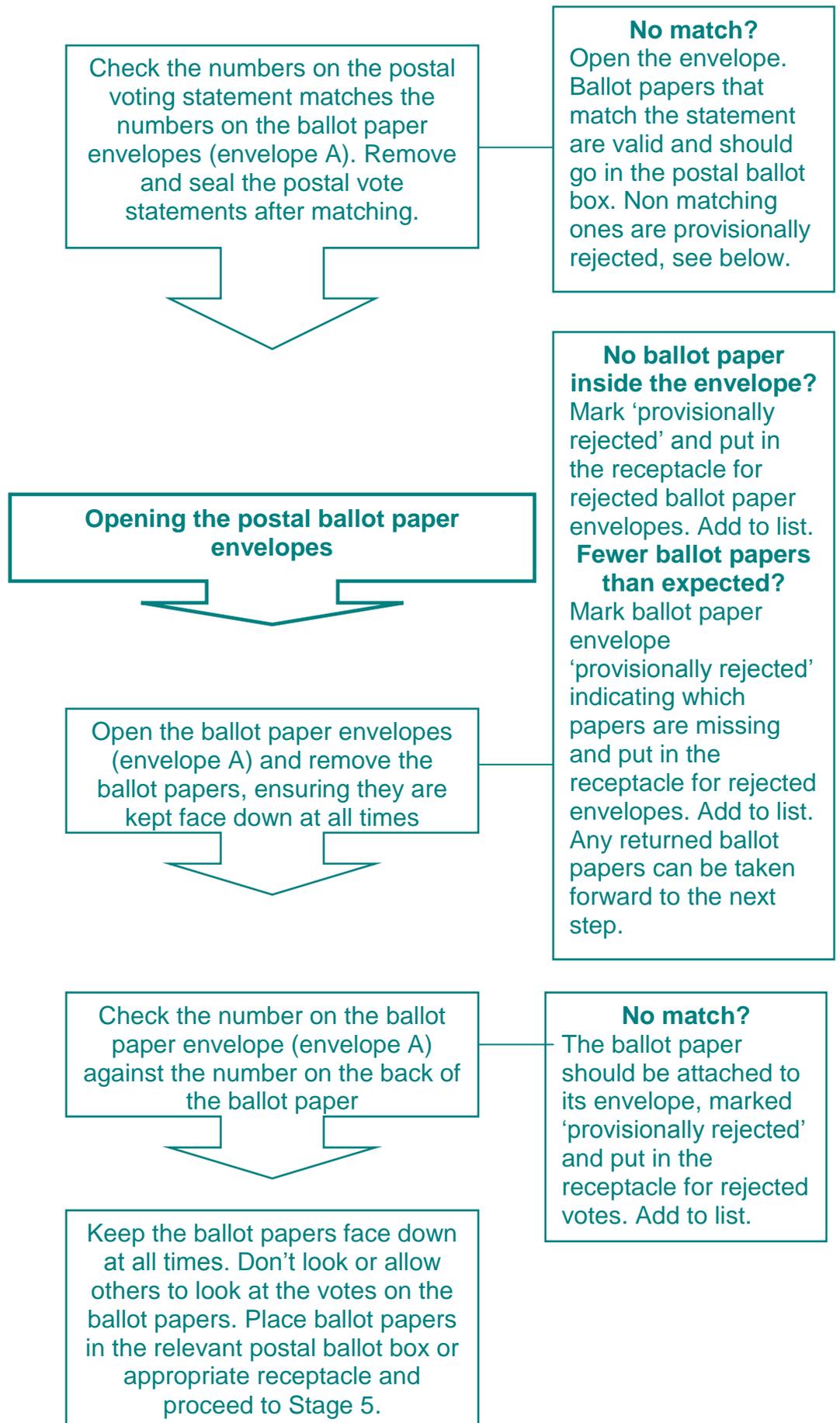
Invalid postal voting statements are rejected\*. The statements and envelopes are marked 'rejected' and placed in a receptacle for rejected votes

Postal voters with a waiver only need to complete their date of birth

**Continued...**

\* If there is an objection to a rejection, the postal voting statement should be marked 'rejection objected to'. Accredited observers and representatives of the Commission cannot make objections.

# 3



Continued...

4

**Matching up separated documents**

Check the two rejection lists (see stage 1) against all ballot papers/postal voting statements that have been returned separately from their corresponding postal voting statement/ballot paper, and if possible, match up. Record this on the lists.

The two lists must be taken to the final opening of postal votes to carry out any final matching

Place the ballot papers that are no longer to be treated as provisionally rejected in the relevant postal ballot box or appropriate receptacle and place the postal voting statement in the appropriate receptacle.

5

**Sealing the postal ballot box**

Count and record the total number of ballot papers for each contest, keeping the ballot papers face down at all times

The actual votes are not counted at this stage

Place the ballot papers in the relevant postal ballot box, which must be sealed at the end of each opening session and stored securely