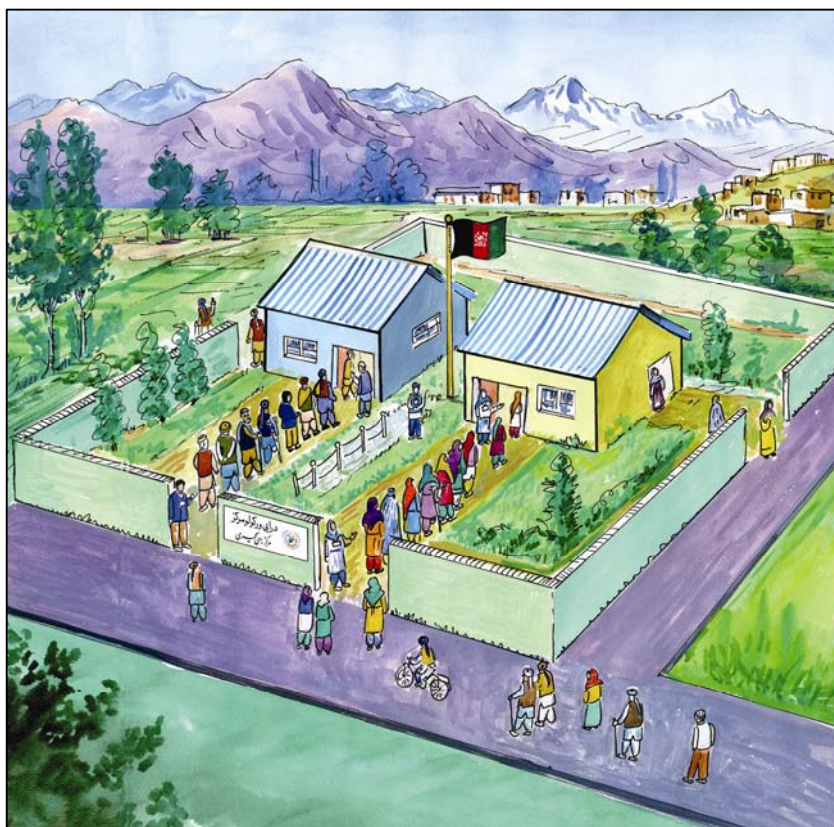




MANUAL FOR POLLING



WOLESI JIRGA & PROVINCIAL COUNCIL ELECTIONS

Afghanistan 2005

Welcome Letter

Dear Electoral Colleagues,

We welcome you to the Afghanistan *Wolesi Jirga* and Provincial Council Elections 2005. We are especially pleased that you will be participating in organizing these elections scheduled for 18 September, 2005.

Your function as an electoral official is a critical one, as you will be responsible for ensuring that the elections conform to international standards, resulting in a process that is credible and accepted, transparent and inclusive. Your effort will play a major role in building democratic institutions that benefit all Afghan citizens. It will be your role to ensure that all eligible voters have the ability to cast their ballot, and that the election results will accurately reflect the wishes of the Afghan people. To many Afghans, you will be the face of these elections, and we are counting on you to uphold the highest standards of this operation.

This guidebook is intended to help you learn all the necessary aspects of polling and enable you to solve problems and answer any questions that arise throughout the process.

We cordially welcome your presence in this election and thank you for your important contribution to the strong progress of the entire election process, ensuring that we meet the highest of international standards.

**Peter Erben
Chief Electoral Officer
JEMB Secretariat**

Table of Contents

PART I – GENERAL INFORMATION

1.	<i>Code of Conduct for Electoral Officials</i>	4
2.	<i>About the Election</i>	5
3.	<i>Polling Centers and Stations.....</i>	6
4.	<i>Polling Officials</i>	7
5.	<i>Persons Allowed to Enter the Station.....</i>	9
6.	<i>Station Management.....</i>	13
7.	<i>Polling Materials.....</i>	14
8.	<i>Before Polling Begins.....</i>	16

PART II – POLLING PROCEDURES

9.	<i>Seven Steps of Polling.....</i>	21
10.	<i>Dealing with Multiple Ballot Boxes.....</i>	29
11.	<i>Closing the Poll.....</i>	29
12.	<i>After Closing the Poll.....</i>	30
13.	<i>Objections.....</i>	35
14.	<i>Complaints.....</i>	36

PART III – ANNEXES

Annex 1	<i>PO - 1 Polling Return Form.....</i>	39
Annex 2	<i>PO - 2 Polling Worksheet</i>	40
Annex 3	<i>PO - 3 List of Voters.....</i>	41
Annex 4	<i>Polling Materials Box Item List.....</i>	42
Annex 5	<i>Electoral Offences.....</i>	43
Annex 6	<i>Assisted Voting.....</i>	44
Annex 7	<i>Numbers.....</i>	45

1. Code of Conduct for Electoral Officials



This Code of Conduct comes from the Presidential Decree on the Electoral Law. The legal and ethical standards described in the Code are intended to guide the activities of Electoral Officials during the entire Electoral Process from beginning to end, including candidate nomination, registration political campaigning, polling, and counting. All Election Officials must obey these standards and implement them with common sense and good faith. Please be aware that the Election Complaints Commission can sanction Electoral Officials for any violations of the Code of Conduct.

Electoral Officials:

1. Shall comply with the Constitution, all electoral laws, and all other laws of Afghanistan, including regulations, instructions, and procedures issued by the JEMB and the JEMB Secretariat and shall implement them in an impartial, non-partisan and politically neutral manner;
2. Shall, to the best of their ability, ensure everyone's fundamental rights of freedom of opinion and expression, association, assembly, and movement at all stages of the electoral process;
3. Shall treat voters, candidates, members of the press or media, and all others in a respectful, impartial, and politically neutral manner;
4. Shall not indicate on clothing or by action, attitude, or speech, support for any political party or candidate;
5. Shall behave honestly and transparently with regard to their duties and decisions by cooperating to the extent allowed by law with Observers, Agents, Voters, Candidates, and members of the press or media;
6. Shall not use or attempt to use their position for personal gain, and shall not accept gifts, money, or any other personal benefits from anyone other than the JEMB or the JEMB Secretariat;
7. Shall declare any private interests relating to and conflicting with their JEMB duties to the JEMB and shall take all actions necessary to resolve those conflicts in a way compatible with their duties;
8. Shall respect the secrecy of the ballot;
9. Shall protect the privacy of any personal or otherwise confidential information;
10. Shall treat all persons with honor and respect, keeping in mind their gender, religion, belief, age, disability, and regardless of their social origin or personal status.
11. Shall attend all training sessions and familiarize themselves with all relevant procedures provided by the JEMB Secretariat prior to the start of duties.

I have read, understand, and will abide by the above Code of Conduct:

Signed in _____ on _____, 2005 by

Name of Electoral Official

Signature of Electoral Official

2. About the Election

On 18 September 2005, Afghans living throughout Afghanistan will be given the chance to vote in the *Wolesi Jirga* and Provincial Council elections. Following the Presidential Election in 2004, this constitutes a further important step in the establishment of a fully representative government for Afghanistan as specified in the Bonn Agreement, by holding direct elections to create government bodies at both national and provincial levels.

Constituencies for both elections are at provincial level, with the number of seats for each province determined according to the size of the population. In addition to this, women have been allocated 68 of the 249 *Wolesi Jirga* seats and 124 of the Provincial Council seats. Likewise, ten *Wolesi Jirga* seats have been reserved for representatives of the Kuchi (nomad) constituency. The Kuchi constituency can vote only for the *Wolesi Jirga* election.

Members of the *Wolesi Jirga* and Provincial Councils will be elected through a system known as 'SNTV', or Single Non-Transferable Vote. In this system, voters select one candidate on the ballot. The candidates with the most votes in the constituency fill the available seats. This is not a party-based system as each candidate de facto runs as an individual. However, parties will be encouraged to support candidates, although party affiliation will not appear on the ballot.

The *Wolesi Jirga* is the Lower House of the National Assembly, the legislative branch of the Afghanistan Government. Representatives to the *Wolesi Jirga* are directly elected by the people of Afghanistan. Following a successful election, the *Meshrano Jirga*, or Upper House of the National Assembly, will be established, with members indirectly elected or appointed.

The creation of Provincial Councils through direct election is a significant move in the formation of a local government structure. The final step in the fulfilment of objectives in the Bonn Agreement in the creation of government for Afghanistan will be the establishment of District Councils through direct election. District Council elections have been postponed and will not be held in 2005, primarily because there is no agreement on the number and boundaries of districts in Afghanistan. The National Assembly will determine when district elections will be held.

Qualification for Voting

In order to cast a ballot on Election Day, an eligible voter must:

- ❖ Be voter registered in Afghanistan.
- ❖ Present a valid Voter Registration Card issued in Afghanistan.
- ❖ Vote in person in the same province listed on her/his Voter Registration Card.
- ❖ Kuchi's voting for the *Wolesi Jirga* Kuchi election can vote in any province, but must be voter registered as a Kuchi.

During voter registration, every successful applicant receives a Voter Registration Card with an 8 or 9-digit serial number. The Voter Registration Card contains the year the card was issued (2003-2004 or 2005), the voter's personal details and photo.

Note: It is not mandatory for a woman to have her photo on the Voter Registration Card. Instead, "Applicant Declines Photograph" will be written in place of her photo.

Polling Hours

Polling Stations will be open for polling on 18 September 2005 from 07:00 - 16:00 hrs. Polling Officials are required to arrive to the Polling Center and Polling Station no later than 06:00 hrs in order to make the required preparations.

3. Polling Centers and Stations

- A Polling Center is a facility where one or more Polling Stations are located. This may be a building, part of a building, or outdoors.
- A Polling Station is a specific location within the Polling Center where polling is conducted. This may be a room or a designated area.
- Separate Polling Stations will be established for men, for women, and Kuchi Stations for the Kuchi constituency.
- Each Polling Station will have a 9-digit Polling Station Code indicating the Province, District, Polling Center and Polling Station numbers.

The Polling Station Code will be used to label the Station's Materials Box, Polling Kit, Polling Station Journal and forms.

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Province code

District code

Polling Centre code

Polling Station code

4. Polling Officials

Polling is conducted by teams of Polling Officials, who undertake various roles to facilitate polling as outlined below. Polling Center Managers will supervise Polling Stations to assist teams as necessary, including:

- ✓ Answering technical questions.
- ✓ Delivering and collecting materials.
- ✓ Monitoring processes within the Polling Stations.
- ✓ Managing any security or emergency situations that arise.

Chain of Command

- Each team of Polling Officials will be supervised by Polling Station Chairperson.
- The Chairperson will report to the Polling Center Manager.
- The Chairperson will update Polling Officials on issues relating to the operation and functioning of the facility.

All Polling Officials Must:

- ✓ Behave impartially at all times, according to the JEMB Code of Conduct for Electoral Officials. Impartial behavior is essential for a free and fair electoral process.
- ✓ Ensure that procedures are followed, and that information provided is accurate and correct.
- ✓ Wear their Official Badge while at work. The Polling Center Manager and Polling Station Queue Controllers must also wear their JEMBS blue vest.
- ✓ Arrive at the Polling Station at 06:00 hrs to set up the Station and complete all closing tasks and packing before leaving the Station.
- ✓ Ensure security of sensitive materials and adhere closely to data protection and storage procedures.
- ✓ Serve voters diligently and courteously.
- ✓ Be prepared to undertake other team roles as assigned by the Chairperson.

The Polling Team

A team of 5 officials will conduct polling activities in each Station:

- ❑ Chairperson
- ❑ Queue Controller
- ❑ Identification and Inking Officer
- ❑ Ballot Issuer
- ❑ Ballot Box Controller

Duties of the Chairperson

The Chairperson is responsible for the operation of the Polling Station and the supervision of all activities within the Station. The Chairperson:

1. Takes overall responsibility for maintaining order inside the Station.
2. Supervises the work of the team of Polling Officials.
3. Ensures the team's adherence to all polling procedures and any procedural instructions given by the Center Manager.
4. Ensures that all staff are wearing their Official Badges.

5. Takes responsibility for accounting for all ballots issued to the Station, and completes correctly all forms for the Station.
6. Takes responsibility for opening and closing the Station at the appropriate hour, and ensures all preparation and closing activities are completed properly.
7. Ensures flow of Observers, Agents, Media and Special Guests into the Station to prevent overcrowding.
8. Monitors presence of Observers, Agents, Media and Special Guests, listens to their concerns, and resolves issues when possible.
9. Conducts Objection Interviews with voters to resolve issues.
10. Ensures the Station has the required materials for polling activities, and notifies the Center Manager if additional supplies are required.
11. Safeguards all materials and adheres to procedures for the packing of sensitive materials after the close of the poll.
12. Records in the Polling Journal all incidents and events having a bearing on polling activities within the Station and promptly brings these to the attention of the Center Manager as appropriate.
13. Reports opening and closing times and station statistics to the Center Manager.

Duties of the Queue Controller

1. Keeps persons in an orderly queue outside the Station entrance.
2. Ensures that voters have their Voter Registration Card and informs them to bring it if they have forgotten it.
3. Checks each voter's hand for ink and for the punch in the lower left-hand corner of the Voter Registration Card to ensure that nobody who has already voted is allowed in the Station (unless s/he is assisting a disabled voter).
4. Assists elderly, pregnant and disabled voters as necessary.
5. Checks that Observers, Agents, Media and Special Guests have their badges and supporting photo identification.
6. Marks the end of the queue at 16:00 hrs.

Duties of the Identification and Inking Officer

1. Checks the province name on the Voter Registration Card to verify the voter is in the correct province.
2. Examines the Voter Registration Card to ensure the photo is of the same person.
3. Checks the voter's fingers for ink and informs the Chairperson if the person is already inked.
4. Cleans and inks the voter's right index finger.
5. Records the Voter Registration Card number on the List of Voters.
6. Punches the Voter Registration Card in the lower left-hand corner.

Duties of the Ballot Issuer

1. Ensures the voter's fingers are inked and that their Voter Registration Card is punched.
2. Detaches ballots from the ballot pad along the perforation.
3. Shows the voter how to mark the ballot.
4. Instructs the voter to deposit the ballots in the correct ballot boxes.
5. Pre-folds one ballot for each election.
6. Stamps the blank back-page of each ballot once.
7. Issues the voter one ballot for each election. (Note: Registered Kuchi's will be given only one *Wolesi Jirga* Kuchi ballot).
8. Keeps track of spoiled and discarded envelopes according to material storage procedures.

Duties of the Ballot Box Controller

1. Is responsible for safeguarding the ballot boxes during polling.
2. Verifies that ballots are stamped with the ballot validating stamp.
3. Verifies that the voter that has no more than one ballot per election (Note: one *Wolesi Jirga* Kuchi ballot only for members of the Kuchi constituency).
4. Directs the voter to cast her/his vote in the correct ballot box.
5. Directs the voter to exit the Station after casting the ballot or ballots.

Duties of the Polling Center Manager

1. Supervises Polling Center Management staff.
2. Supervises activities in the Stations.
3. Delivers materials to the Station Chairperson.
4. Verifies that packing procedures have been followed at the close of polls.
5. Verifies that polling forms have been completed properly at the close of polls.
6. Takes custody of Station materials for transfer to the Count Center at the close of polls.
7. Responds to emergency situations as required.
8. Responds to technical questions.

Others Actors Involved in Polling Activities

Center Managers will assist the Polling Teams as necessary. This includes answering technical questions and monitoring activities at polling locations to ensure smooth running of the polling process.

Security Officials will be present outside every Center at all times to ensure a safe environment to conduct polling activities.

5. Persons Permitted to Enter the Station

Persons Authorized Entry

In addition to Polling Officials, JEMBS Staff, voters, and those assisting disabled voters, the following persons are authorized to be present at the Polling Station and observe polling activities. All persons must display their official badges at all times while in the Station and must carry supporting photo identification. Only women are allowed access to female Stations.

- Election staff from UNOPS, UNAMA, and UNDP
- Accredited Agents
- Accredited Domestic Observers
- Accredited International Observers
- Accredited Media personnel
- Accredited Special Guests
- Interpreters of International Observers, Media, and Special Guests
- Security Officials (only when called upon to restore order)

Note: Persons who are assisting disabled voters do not have to present supporting photo identification.

Role of Observers and Agents Representatives

Election Observers and Agents have an important role in providing accountability in the electoral process. Observers are members of accredited impartial domestic or international organizations. Agents are accredited members of a political party or are representatives of independent candidates.

Observers and Agents are allowed to:

- ❑ Be in the Station from opening time on Election Day and observe all stages of the polling process from the sealing of the ballot boxes to closing activities, provided they do not compromise the secrecy of the vote.
- ❑ Observe polling activities, provided that they do not compromise the confidentiality of voter data.
- ❑ Move around the Station, as long as her/his movements do not interfere with, or obstruct, the flow of voting or the work of Polling Officials.
- ❑ Observe the completion of the Station forms and make their own copy of the information recorded on the polling forms.
- ❑ Observe the securing of materials for transport.
- ❑ Raise any concerns with the Chairperson and note these down on a new page in the Polling Journal.
- ❑ File a written complaint with the Electoral Complaints Commission (ECC).

Observers and Agents are not allowed to:

- ❑ Interfere with or obstruct the functions of Polling Officials.
- ❑ Record Voter Registration Card Serial Numbers or any other information which would infringe on the privacy of voters.
- ❑ Handle any polling materials in the Station.
- ❑ Observe a voter marking a ballot.
- ❑ Speak directly with voters or those assisting voters in the Station.
- ❑ Campaign for an election candidate in any way. This includes displaying a symbol of any election candidate or political party or bringing campaign information into the Center or Station.

Additionally, an Agent has the right to object a person's entitlement to vote.

An Observer does **not** have the right to object.

Responding to Concerns

Observers and Agents can raise concerns to the Chairperson. Any concerns must be recorded in the Polling Journal. The Chairperson will resolve these concerns wherever possible. Additionally, Observers, Agents, and anyone else with an interest in the electoral process may file a complaint with the ECC, if they feel processes are not being duly followed.

During Polling, Agents may also raise an Objection to the Chairperson regarding a person's entitlement to vote (please see Section 13 for additional information).

Role of Media Representatives

Media representatives have an important role in reporting to the public on the conduct of the elections.

Accredited Media representatives may only enter the Station if this does not disrupt polling. They may interview the Center Manager or Chairperson as the representative of the team of Polling Officials with her/his consent, but outside the Station, if

activities within the Station permit this. Media representatives may not film or copy any part of the process which may reveal personal details.

Media Representatives **are allowed** to:

- ❑ Be in the Station from opening time on Election 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.
- ❑ Move around the Station, as long as her/his movements do not interfere with, or obstruct, the flow of voters or the work of Polling Officials.
- ❑ Interview a Chairperson, voter, Observer, Agent or Special Guest, if the person agrees to this, outside the Station.
- ❑ Observe the securing of materials for overnight storage and transport.

Media Representatives are **not allowed** to:

- ❑ Interview a Polling Official, voter, Observer, Agent or Special Guest inside the Station during Polling.
- ❑ Film, photograph or interview any individual without her/his consent.
- ❑ Film or photograph voters marking a ballot, or acquire any pictures, film footage or audio commentary which records personal details.
- ❑ Film, photograph or copy the List of Voters, Voter Registration Cards or any other document which would infringe on the privacy of voters.
- ❑ Handle any polling materials in the Station.

Media Interviews

During interviews, the Chairperson may respond to general factual questions, but may not offer interpretations or opinions. All interviews must take place outside the Station. The Chairperson may respond to the following:

- ✓ Polling procedures.
- ✓ Voter turnout in the Station.
- ✓ Duties as a Polling Official and what training was received.
- ✓ JEMB Code of Conduct for Electoral Officials.

Chairpersons may **not** offer interpretations or opinions, such as:

- ✓ Giving results on the local, regional or national level.
- ✓ Comment on expected election outcomes.
- ✓ Offer commentary about candidates, political parties, or the *Wolesi Jirga* or Provincial Council elections.
- ✓ Offer opinions on policy, compliance or speculate on other issues.
- ✓ Comment on rumors.

Permitting Entry

The Chairperson is responsible for permitting access to the Station. The number of persons present within the Station at any time is at the discretion of the Chairperson.

There should be no more than two Observers, Agents, or Media representatives from the same entity allowed in the Station at the same time. If there are too many individuals present at any time, and overcrowding is affecting polling activities, the Chairperson will establish a rotating schedule to provide equal access.

When Observers, Agents, Media and Special Guests arrive at the Station, the Queue Controller will direct them to the Chairperson. It is the Chairperson's responsibility to check her/his badge and supporting photo identification. The Chairperson cannot permit access if the name on the badge does not match the supporting photo identification.

The Chairperson must then note in the Polling Journal the person's name, time of visit to the Station, and badge number.

Badges

د افغانستان د ۱۳۸۴ کال ټاکنې / انتخابات افغانستان ۱۳۸۴	
Afghanistan Elections 2005	
کورنی کتونکی مشاهد داخلی Domestic Observer	دانتخاباتو د تنظیم کړه دفتر دفتر مشترک تنظیم انتخابات Joint Electoral Management Body
د موسسې نوم / اسم موسسه : : Organisation د کتونکي نوم / اسم مشاهد : : Name of Observer د پېژندنې د نښان شمېره / شماره نشان مشخصه : : Badge Number	

د افغانستان د ۱۳۸۴ کال ټاکنې / انتخابات افغانستان ۱۳۸۴	
Afghanistan Elections 2005	
ژباړن ترجمان Interpreter	دانتخاباتو د تنظیم کړه دفتر دفتر مشترک تنظیم انتخابات Joint Electoral Management Body
د موسسې نوم / اسم موسسه : : Organisation د ژباړن نوم / اسم مترجم : : Name of Interpreter د پېژندنې د نښان شمېره / شماره نشان مشخصه : : Badge Number	

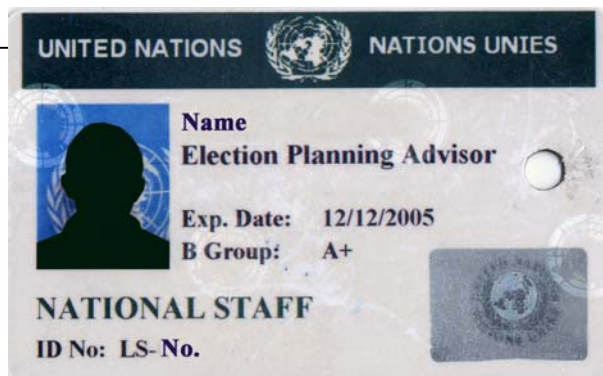
د افغانستان د ۱۳۸۴ کال ټاکنې / انتخابات افغانستان ۱۳۸۴	
Afghanistan Elections 2005	
خاص میلمه مهمان خاص Special Guest	دانتخاباتو د تنظیم کړه دفتر دفتر مشترک تنظیم انتخابات Joint Electoral Management Body
د خاص میلمه کتگوري / کتگوري مهمان خاص : : Special Guest Category نوم / اسم : : Name د پېژندنې د نښان شمېره / شماره نشان مشخصه : : Badge Number <input type="checkbox"/> مرستندويه پرسونل / پرسونل کمکی Support Staff <input type="checkbox"/> Close Protection / ضرورت به محافظین	

مهمه یادونه: د پېژندنې دا نشان یوازې هغه وخت د اعتبار وړ دی چې د تاییدوونکې عکس لرونکې پېژند پاتې سره یو ځای وړاندې شي تذکر مهم: این نشان مشخصه در صورتی مدار اعتبار میباشد که همراه با کارت هویت عکس دار تایید کننده ارائه گردد Important Reminder : This Badge is only valid when presented with supporting photo identification	
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د افغانستان د ۱۳۸۴ کال ټاکنې / انتخابات افغانستان ۱۳۸۴	
Afghanistan Elections 2005	
استازی نماینده Agent	دانتخاباتو د تنظیم کړه دفتر دفتر مشترک تنظیم انتخابات Joint Electoral Management Body
گوند یا کاندید / حزب یا کاندید : : Party or Candidate د استازي نوم / اسم نماینده : : Name of Agent د پېژندنې د نښان شمېره / شماره نشان مشخصه : : Badge Number	

د افغانستان د ۱۳۸۴ کال ټاکنې / انتخابات افغانستان ۱۳۸۴	
Afghanistan Elections 2005	
نړیوال کتونکی مشاهد بین المللی International Observer	دانتخاباتو د تنظیم کړه دفتر دفتر مشترک تنظیم انتخابات Joint Electoral Management Body
د موسسې نوم / اسم موسسه : : Organisation د کتونکي نوم / اسم مشاهد : : Name of Observer د پېژندنې د نښان شمېره / شماره نشان مشخصه : : Badge Number	

د افغانستان د ۱۳۸۴ کال ټاکنې / انتخابات افغانستان ۱۳۸۴	
Afghanistan Elections 2005	
خبري رسنۍ رسانه های خبری Media	دانتخاباتو د تنظیم کړه دفتر دفتر مشترک تنظیم انتخابات Joint Electoral Management Body
د خبري رسنيو سازمان / سازمان رسانه های خبری : : Media Organization د خبري رسنيو غړی نوم / اسم عضو رسانه های خبری : : Name of Media Member د پېژندنې د نښان شمېره / شماره نشان مشخصه : : Badge Number	



Election staff displaying a UN badge from UNOPS, UNAMA or UNDP are allowed access to the Polling Center or Station.

6. Station Management

Breaks and Lunch

Polling Stations will remain open during lunch. Polling Officials may take turns to have a half-hour break for lunch and 10-15 minutes for prayer. The Chairperson will arrange a schedule for this to ensure that a minimum of four Polling Officials are present at all times. If leaving the Station for any reason, the Chairperson must appoint a deputy to act as Chairperson in her/his absence.

Ensuring Security

An appropriate level of security will be provided to each Center. The role of Security Officials is to provide security to the electoral process, including security of voters, Polling Officials and polling materials.

The Chairperson and Center Manager are responsible for keeping order in the Polling Station and Center. Security Officials will remain outside the Center unless their presence is needed inside, in an emergency situation. They may enter the Center if invited by the Chairperson or Center Manager to restore order. They will leave the Center as soon as the situation is under control.

Security Officials will assist in keeping order outside the Polling Center, regulate the situation inside the Center if requested, and remove from a Polling Station, at the request of the Chairperson, a person who behaves in a threatening or aggressive manner or fails to comply with the instructions of the Chairperson. Security Officials will also be responsible for conducting physical searches of persons at key access points ensuring that a secure environment is maintained throughout.

In case of disturbances, emergencies or other incidents, the Chairperson will notify the Center Manager at the first available opportunity. However, Security Officials will have the primary authority to decide on critical security issues.

Security Officials are not to interfere with or seek to influence the polling process in any way.

Suspension of Polling

The Center Manager may order suspension of polling within a Station or the Center if either is threatened by riot, violence, storm, flood or any other occurrence that would render polling impossible. Only the Center Manager can order the suspension of polling in part of, or throughout, the entire Center.

If polling is suspended, the Center Manager must contact the JEMBS Provincial Office at the first available opportunity. The Center Manager will communicate decisions to Center and Station staff.

The Chairperson must also attempt to secure polling materials and ensure that persons being processed leave the Station. The Center Manager will inform the Chairperson of any further action as necessary.

In the event of a suspension of polling, the Chairperson will take the following steps when possible:

- ❑ Close the Station and ask everyone but Polling Officials to leave the premises.
- ❑ If time allows, follow the normal closing procedures. If there is not enough time to secure all materials, the booklet of forms, ballot pads and full ballot boxes take priority.
- ❑ Record the time and reason(s) for the early closure of the polling facility in the Polling Journal.
- ❑ If instructed, pack polling materials in preparation for transfer.

7. Polling Materials

Prior to the opening of polls, the Center Manager will receive all materials necessary for polling from JEMBS Officials (see Annex 4)

- ❑ Ballots for the *Wolesi Jirga* and Provincial Council elections:
 - *Wolesi Jirga* ballots are Blue (*Wolesi Jirga* Kuchi ballots are Blue with a Purple band).
 - Provincial Council ballots are Yellow.

Ballots will arrive in pads of 100. The Station will receive 600 or 800 ballots, which should be a sufficient amount for all Stations.



Non-Sensitive Materials

1. Ballot Boxes
2. Voting Screens
3. Voter Registration Card Punch
4. Ballot Marking Pens
5. Seals
6. Signs and labels required to undertake election activities
7. Stationary

Sensitive Materials

The following are sensitive materials and must be safeguarded at all times:

1. *P01 - Polling Return Form* (after completed)
2. *P02 - Polling Worksheet* (after completed)
3. *P03 - List of Voters* (after it is in use)
4. Station Journal (after it is in use)
5. Ballot papers (blank, discarded, spoiled and used)
6. Voter Marking Ink
7. Ballot Validating Stamp
8. Cancelled Registration Cards
9. *ECC-01 Complaints Form* (after completed)

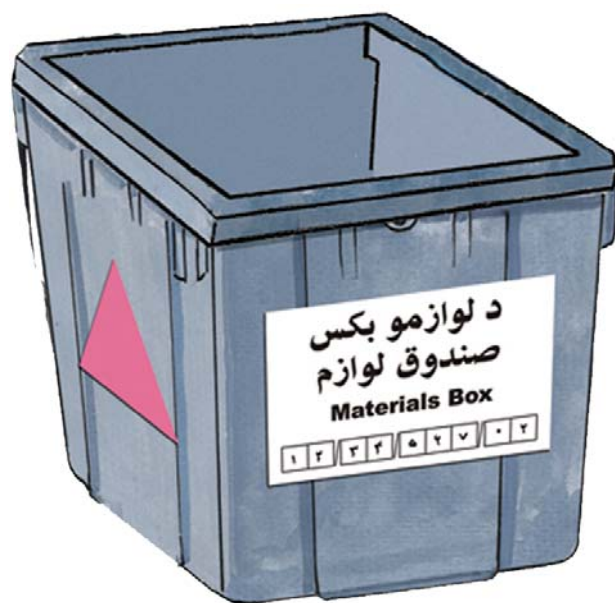
Forms for Polling

Form	When used	Description
P01 – Polling Return Form	By the Center Manager after polling	Final check of the details referenced on the P02. Signed by both Center Manager and Chairperson.
P02 – Polling Worksheet (Booklet of Forms)	By the Chairperson before and after polling	Used to keep a record of ballots received, unused ballots, spoiled ballots, discarded ballots, the number of entries on the List of Voters, seal numbers used, and important remarks.
P03 – List of Voters (Booklet of Forms)	By the Identification and Inking Officer during Polling	List of Voter Registration Card Serial Numbers of voters who were processed at the Station.

Preparation and Use of the Polling Journal

Each Chairperson will have a Polling Journal. The Chairperson should affix the preprinted Polling Journal label indicating the Polling Station Code. The Polling Station Code should be copied exactly as it appears on the materials box. The Journal will be used to record:

- Station opening and closing time.
- Objections to voter entitlement raised by Agents.
- Details of all Objection Interviews.
- Station statistics.
- Attendance of Observers, Agents, Media and Special Guests.
- Attendance of persons assisting disabled voters.
- Any other noteworthy events having a bearing on Station activities All emergency incidents.

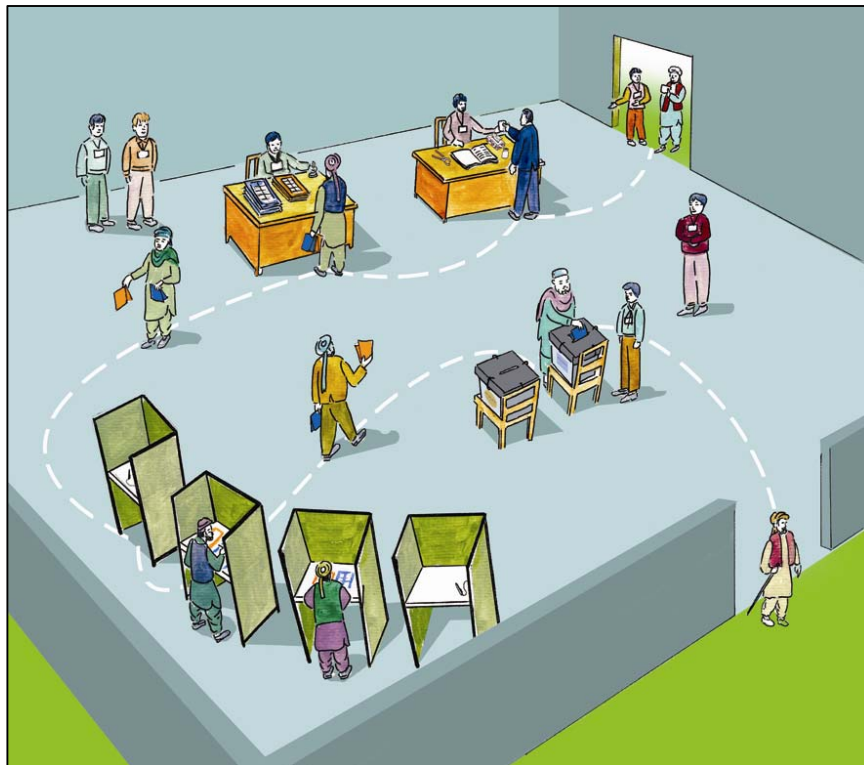


۱ ۲ / ۳ ۴ / ۵ ۶ ۷ / ۰ ۲



1. Team Sets up the Station

- Polling Officials must lay out the Polling Station in a way that ensures:
 - All furniture and materials are organized to facilitate the orderly flow of voters.
 - All preprinted and handwritten signs are placed where necessary.
 - Voting screens are placed to guarantee voter privacy.
 - Ballot pens are placed in voting screens and fastened with string so they cannot be removed.
 - One ballot box for each election is placed in the center of the room, away from desks and clearly visible to all present.
 - Desks are in place for the Identification and Inking Officer and the Ballot Issuer.



2. Chairperson Checks and Distributes Materials

- The Chairperson checks all materials and supplies against the Polling Materials Box Item List (see Annex 4, page 42) to ensure all items are included and reports deficiencies to the Center Manager.

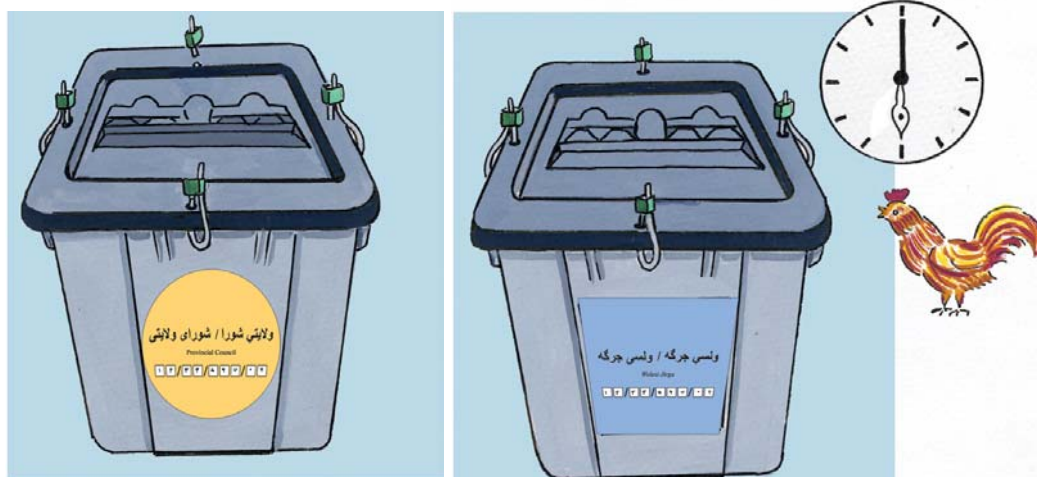
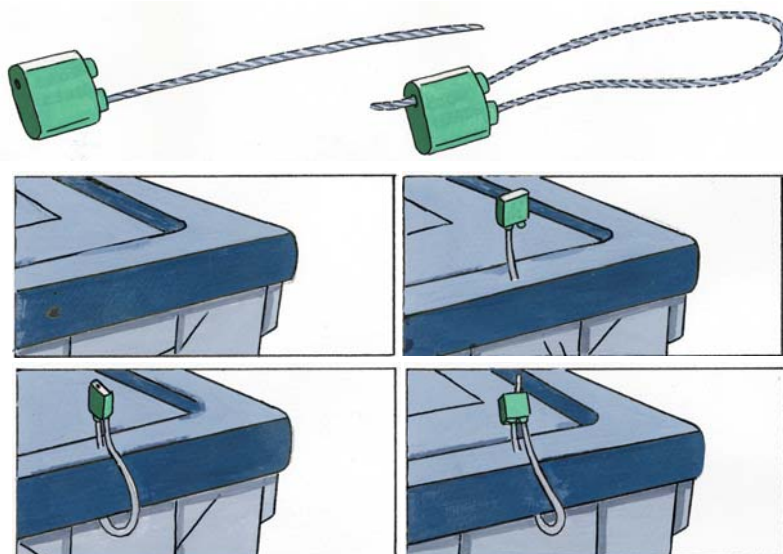
3. Team Undertakes Procedural Review

- ❑ The Chairperson reminds Polling Officials about their responsibilities at the Station and clarifies any questions on procedures.
- ❑ The Chairperson reiterates main points of the JEMB Code of Conduct for Electoral Officials.

4. Ballot Box is Sealed

Just before the start of polling:


- ❑ Observers, Agents, Media and Special Guests, if present, are invited into the Station.
- ❑ The Chairperson shows the ballot boxes to Observers, Agents, Media and Special Guests.
- ❑ The Chairperson fixes four seals tightly on each side of the ballot boxes, and records the seal numbers on *P02 - Polling Worksheet*.




Starting the P02 - Polling Worksheet

Before opening the poll, the Chairperson will start the *P02 - Polling Worksheet*:

- Enter the Polling Station code in the spaces provided (number 1). Remember the Polling Station Code must be the same as how it appears on the materials box.
- Tick box M/F/K indicating the type of Station as appropriate (question 2).
- Enter the Province Name where the Station is located (number 3).
- Enter the District Name where the Station is located (number 4).
- Enter the number of Provincial Council election ballots received at the Station (number 5, Yellow column).
- Enter the number of *Wolesi Jirga* election ballots received at the Station (number 5, Blue column).
- Enter the side seal numbers of the ballot boxes for the Provincial Council election (number 10, Yellow column).
- Enter the side seal numbers of the ballot boxes for the *Wolesi Jirga* election (number 10, Blue column).
- Note: Later in the day, if additional ballots are received, or are transferred to another Station, the Chairperson will make a note in the Station Journal and on *P02 - Polling Worksheet* in the Remarks section (number 12).



د ۱۳۸۴ کال د ولسي جرگې او ولايتي شورا ټاکنې
انتخابات ولسي جرگه و شورا های ولايتي سال ۱۳۸۴
د رايي اچونې د ځای د کاري پاڼې P02 فورمه
فورمه P02 - ورق اجراءات محل رای گیری
Polling Worksheet - Form P02



۴. د ولسوالۍ نوم
نام ولسوالی
نام ولسوالی

۳. د ولایت نوم
نام ولایت
نام ولایت

۲. / ۲
Male / نارینه/مذکر
Female / ښځینه/مونث
Kuchi / کوچي/کچی

۱. د رايي اچونې د ځای کوډ
کوډ محل رای گیری
1. Polling Station Code

۱ ۲ / ۳ ۴ / ۵ ۶ ۷ / ۰ ۳

۵. د تر لاسه شويو رای پاڼو شمیر / تعداد اوراق رایدهی دریافت شده
5. Number of ballots received

۶. د ناستفاده شويو رای پاڼو شمیر / تعداد اوراق رایدهی استفاده نشده
6. Number of unused ballots

۷. د ضایع شويو رای پاڼو شمیر / تعداد اوراق رایدهی ضایع شده
7. Number of spoiled ballots

۸. د ایسته شويو رای پاڼو شمیر / تعداد اوراق رای دهی دور انداخته شده
8. Number of discarded ballots

۹. د رایه اچونکو د لست څخه د ثبت شويو کارتونو شمیر / تعداد کارت های درج شده از لست رای دهندگان
9. Number of entries on the List of Voters

۱۰. د رای پاڼو د صندوق د څنگ او سر د مهر شمیرې
شماره های مهر قسمت فوقانی و جانبی صندوق رایدهی
10. Ballot Box side and top Seal Numbers

۱۱. د توکو د صندوق د مهر شمیرې
شماره های مهر صندوق لوازم
11. Materials Box Seal Numbers

۱۲. کتنې / ملاحظات / 12. Remarks

۱۳. د رايي اچونې د ځای د رئیس نوم او لاسلیک / اسم وامضای رئیس محل رای گیری
13. Name and signature of Polling Station Chairperson

Opening the Poll

The Station will open at 7:00 hours. There must be a minimum of four Polling Officials present including the Chairperson to open the Station. If there are not four Polling Officials present (including the Chairperson), the Center Manager must be notified.

When the Station is opened:

- ⇒ The time of opening will be noted in the Station Journal.
- ⇒ Persons will wait outside the door in a queue while eligible Polling Officials have the opportunity to vote and go to their duty stations.
- ⇒ Persons may enter the Station once the above is completed.

9. Seven Steps of Polling

STEP 1: QUEUE CONTROL

The Queue Controller:

- ⇒ Takes position at the Station entrance and keeps persons in an orderly line outside the Station.



- ⇒ Ensures persons while waiting in the queue are as comfortable as possible.
- ⇒ If any disabled or elderly people or pregnant women join the queue, politely asks the other voters to let her/him pass to the front of the line.
- ⇒ Greets and checks that each voter meets the two criteria for entry into the Station:
 - 1) Ensures s/he has a valid Voter Registration Card. If the person has forgotten this s/he must go back to get it. The voter will not be allowed into the station without a valid Voter Registration Card.
 - 2) S/he has not been inked with voter marking ink. If the person has already been inked, s/he will be informed that s/he may not enter the Polling Station, unless s/he is there to assist a disabled voter.

Assisted Voting Reminder

Disabled or blind voters requiring assistance may enter the Station accompanied by a companion. Alternatively, assistance may be requested from the Chairperson. No companion can assist more than two voters with the exception of the Chairperson.

- ⇒ Allows persons into the Station one by one, and controls flow to prevent overcrowding.
- ⇒ The Chairperson may assist the Queue Controller in refusing entry if necessary.

Permitting Entry to Observers, Agents, Media and Special Guests

In the case of Observers, Agents, Media, and Special Guests, it is the Chairperson's responsibility to:

- Check her/his Accreditation Badge.
- Check her/his supporting photo identification to verify that it corresponds with the name written on the badge.

STEP 2: IDENTIFICATION



The Identification and Inking Officer:

- ⇒ Examines the Voter Registration Card to ensure that the photograph is of the same person.
- ⇒ Checks the Voter Registration Card to ensure s/he is voting in the correct Province. If the Province name is not correct, then s/he will be instructed s/he can only vote in the Province listed on the Voter Registration Card.

Important Reminders – Checking Voter Registration Cards

Kuchi's

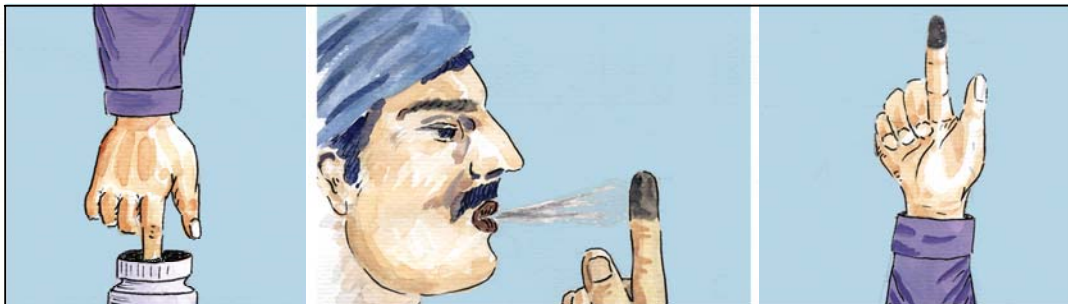
- ✓ Kuchi's voting for the Kuchi constituency must have the Kuchi tick on her/his card.
- ✓ Kuchi voters can only vote in stations reserved for Kuchis.
- ✓ If a Kuchi is in the wrong Station, then s/he should be instructed to go to the nearest Kuchi Station.

Women

- ✓ Voter Registration Cards for some women will not contain a photo but will instead have "Applicant Declines Photograph" written in place of a photo.

- ⇒ Checks the Voter Registration Card to ensure that it hasn't already been hole-punched in the lower left-hand corner.
- ⇒ Checks the voter's fingers for ink.

STEP 3. INKING



The Identification and Inking Officer:

- ⇒ Cleans her/his right index finger with a tissue:
 - If the voter has no index finger, the Identification and Inking Officer cleans the next available finger on that hand.
 - If the voter has no right hand, the Identification and Inking Officer moves to the left hand.
 - If a voter refuses to have their hand inked, the Identification and Inking Officer must explain that no one may vote without being inked. If the voter still refuses, s/he will not be allowed to vote and will be escorted out of the Polling Station by the Chairperson.
- ⇒ Dips the voter's right index finger into the bottle. The ink should cover the entire fingernail down to the first knuckle.
- ⇒ The voter must let the ink dry in the air for 30 seconds.

STEP 4. RECORDING AND PUNCHING



- ⇒ The Identification and Inking Officer will record her/his Voter Registration Serial Card Number on the List of Voters while the voter waits for the ink to dry.
- ⇒ The Identification and Inking Officer punches the Voter Registration Card in the lower left-hand corner (note: the photo is located in the lower right-hand corner) along the dotted line reserved for village and subvillage details. Care should be taken not to punch through any information written on the Voter Registration Card.
- ⇒ The voter is directed to the Ballot Issuer.

د ۱۳۸۴ کال د ولسي جرگې او ولایتي شورا ټاکنې
د رایې اچوونکو لست - P03 فورمه
انتخابات ولسي جرگه و شورا های ولایتي سال ۱۳۸۴
فورمه P03 - لست رای دهندگان
Wolesi Jirga and Provincial Council Elections 2005
List of Voters - Form P03

۴. د ولسوالۍ نوم
نام ولسوالی
4. District Name

د/م

۳. د ولایت نوم
نام ولایت
3. Province Name

کندهار

۲. ٢/٢
نارینه/مذکر /
Female /
Kuchi / کوچی /
کوچی/مونت

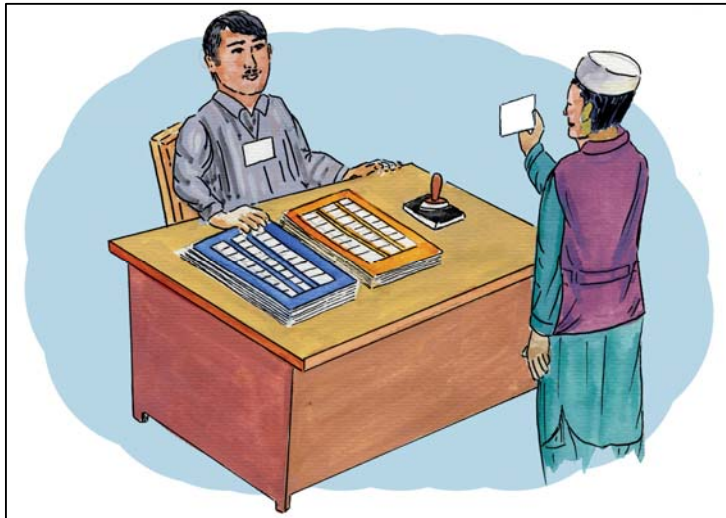
☒ Male
☐ Female
☐ Kuchi

۱. د رایې اچونې ځای کد
کود محل رای گیری
1. Polling Station Code

۱۲/۳۴/۵۶۷/۰۳

د نوم لیکنې د کارت شمېره شماره کارت ثبت نام رای دهندگان Voter Registration Card Number	کته شماره No.	د نوم لیکنې د کارت شمېره شماره کارت ثبت نام رای دهندگان Voter Registration Card Number	کته شماره No.
02147917	۲۶	99021093	۱
07429178	۲۷	07408167	۲
04070717	۲۸	07408381	۳
02866382	۲۹	08201492	۴
06424592	۳۰	03956500	۵
04073358	۳۱	06607600	۶
02147063	۳۲	03956193	۷
08201446	۳۳	00383500	۸
00383142	۳۴	07429050	۹
06606990	۳۵	04935050	۱۰
09167000	۳۶	08201211	۱۱
06474982	۳۷	06606498	۱۲
08201311	۳۸	04070823	۱۳
03956219	۳۹	06474787	۱۴
04073128	۴۰	02866442	۱۵
07429436	۴۱	04935452	۱۶
09166814	۴۲	07408458	۱۷
04070700	۴۳	08248000	۱۸
02866487	۴۴	03956440	۱۹
07408176	۴۵	04935202	۲۰
0038633 S.R.	۴۶	04935027	۲۱
07429123	۴۷	04073128 S.R.	۲۲
04070547	۴۸	08201056	۲۳
02147758	۴۹	06606887	۲۴
04166922	۵۰	09166975	۲۵

STEP 5. BALLOT ISSUE



The Ballot Issuer:

- ⇒ Checks that the voter's right index finger is inked and the Voter Registration Card is punched in the lower left-hand corner. If not, the voter will be redirected to the Identification and Inking Officer.
- ⇒ Starting from the right-hand side of the ballot pad, detaches one ballot for each election along the perforated line.
- ⇒ Instructs the voter how to mark the ballot.
- ⇒ Shows the voter the appropriate ballot box in which to deposit each ballot.
- ⇒ Folds the ballots and stamps with the ballot validating stamp on the blank back-side of both ballots.
- ⇒ Issues the ballots to the voter. Informs the voter that if s/he makes a mistake on either or both of the ballots, s/he may return the ballots to the Ballot Issuer in exchange for a new ballot.
- ⇒ Directs the voter to go behind the voting screen and mark the ballots in private.

Note: In the event that a voter wishes to take a ballot for only one election, the unwanted ballot is treated as "Discarded."

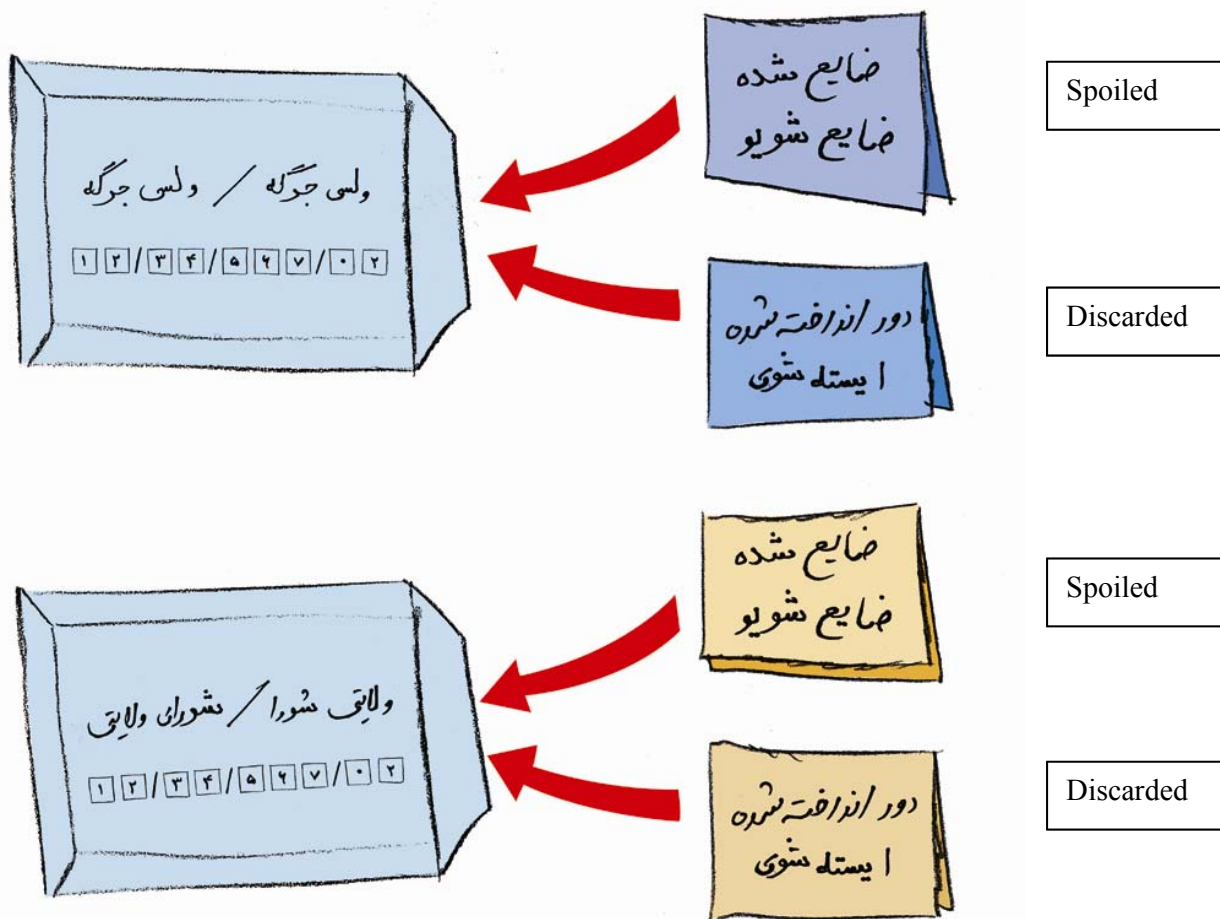
Spoiled and Discarded Ballots

The Chairperson will prepare two envelopes: one for spoiled and discarded *Wolesi Jirga* ballots and one for spoiled and discarded Provincial Council ballots. If a voter or Polling Official damages or makes a mistake on a ballot, the Chairperson will **Spoil** the ballot and replace it with a new one in the following way:

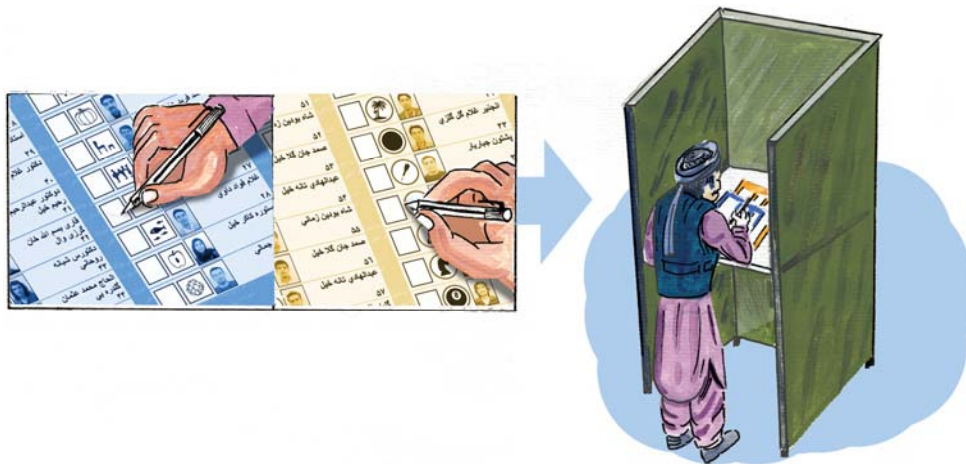
- Write "Spoiled" in large letters across the blank back-side of the spoiled ballot.
- Put the spoiled ballot in the envelope provided for spoiled and discarded ballots for the appropriate election.

A **Discarded** ballot is one that a voter chooses not to accept from the ballot issuer or is one that a voter misplaces or throws away. A Discarded ballot must be given to the Chairperson who will:

- Write "Discarded" in large letters across the blank back-side of the discarded ballot.
- Put the discarded ballot in the envelope provided for spoiled and discarded ballots for the appropriate election.



STEP 6. BALLOT MARKING



The Voter:

- ⇒ Goes behind the voting screen and unfolds each ballot.
- ⇒ Privately ticks his/her choice on each ballot.
- ⇒ Refolds the ballots so that only the blank back-side can be seen.
- ⇒ Leaves the voting screen to go to the ballot box area.

SECURITY OF THE VOTE

- Each voter must mark her/his ballot in secrecy.
- Except in cases of assistance, only one voter should be behind the voting screen at any one time.
- A voter must vote in person. Nobody can vote on her/his behalf.

STEP 7. CASTING THE BALLOT



The Ballot Box Controller:

- ⇒ Admits the voter to the ballot box area. Only one voter at a time is allowed in the ballot box area.
- ⇒ Verifies that each ballot has been stamped.
- ⇒ Makes sure the voter has no more than one ballot for each election.
- ⇒ Directs the voter to deposit the ballots in the correct ballot boxes:
 - *Wolesi Jirga* ballots are deposited in the *Wolesi Jirga* ballot box with the Blue label.
 - Yellow Provincial Council ballots are placed in the Provincial Council ballot box with the Yellow label.
- ⇒ Instructs the voter to exit the Station. All Polling Officials should watch to ensure that nobody leaves a Station with a ballot or any polling materials in her/his possession.



10. Dealing with Multiple Ballot Boxes

Each Station will be issued 1 to 3 ballot boxes for the *Wolesi Jirga* election and 1 to 3 ballot boxes for the Provincial Council election. Kuchi Stations will be issued 2 ballot boxes for the *Wolesi Jirga* Kuchi election.

Ballots will be placed in the appropriate ballot box until it is full. When the ballot box is full, the Chairperson:

- ✓ Seals the top slot and records the seal number on *P02 - Polling Worksheet*.
- ✓ Displays the next empty ballot box for the appropriate election.
- ✓ Seals the empty ballot box on four sides and records the seal numbers on *P02 - Polling Worksheet*.
- ✓ Allows the next voter to cast the appropriate ballot in the ballot box.
- ✓ Displays the full ballot box next to the ballot box currently in use.

11. Closing the Poll

The Center and Stations close at 16:00 hours. Voters standing in the Center or Station queues will be permitted to vote, but those arriving after 16:00 hours will not be permitted to join the queue.

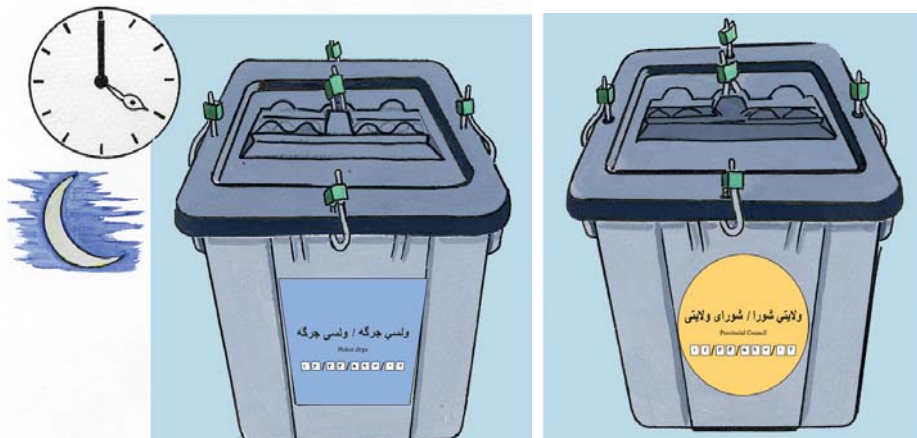
A Polling Official or member of Center Management staff must stand at the end of the queue to ensure that no one else joins the queue.

Polling continues until all those in the queue have been processed. The Chairperson must note the Station closing time in the Station Journal.

Sealing the Ballot Box

The Chairperson will seal the top slot of the Ballot Boxes immediately after the last voter has voted. The Chairperson will record the top seal number on *P02 - Polling Worksheet*.

This marks the closing of the poll.




12. After Closing the Poll

The Chairperson will complete *P02- Polling Worksheet*.


Guidelines for Completion of *P02 - Polling Worksheet*

After closing the poll, Chairperson will complete the *P02 - Polling Worksheet*. Remember: numbers 1-5 were completed at the opening of the poll. Starting with number 6:

- Count the number of unused Provincial Council election ballots at the Station (number 6, Yellow column).
- Count the number of unused *Wolesi Jirga* election ballots at the Station (number 6, Blue column).
- Count the number of spoiled Provincial Council election ballots at the Station (number 7, Yellow column).
- Count the number of spoiled *Wolesi Jirga* election ballots at the Station (number 7, Blue column).
- Count the number of discarded Provincial Council election ballots at the Station (number 8, Yellow column).
- Count the number of discarded *Wolesi Jirga* election ballots at the Station (number 8, Blue column).
- Enter the number of entries on the List of Voters (number 9).
- Enter the top seal numbers of the ballot boxes for the Provincial Council election (number 10, Yellow column).
- Enter the top seal numbers of the ballot boxes for the *Wolesi Jirga* election (number 10, Blue column).
- Enter materials box seal numbers (number 11).
- Enter remarks as necessary (number 12).
- Write name and signature (number 13).



د ۱۳۸۴ کال د ولسي جرگې او ولایتي شورا ټاکنې
انتخابات ولسي جرگه و شورا های ولایتي سال ۱۳۸۴
د رایي اچونې د ځای د کاري پاڼې P02 فورمه
فورمه P02 - ورق اجراء محل رای گیری
Polling Worksheet - Form P02



۴. د ولسوالۍ نوم
نام ولسوالی
4. District Name

دلمن

۳. د ولایت نوم
نام ولایت
3. Province Name

کنړه

۲. ۲ / ۲
نارینه/مذکر / Male
ښځینه/مونث / Female
کوچي/کوچي / Kuchi


☒ ☐ ☐

۱. د رایي اچونې د ځای کوډ
کوډ محل رای گیری
1. Polling Station Code

۱ ۲ ۳ ۴ ۵ ۶ ۷ ۰ ۲

ولسي جرگه / ولسي جرگه
Wolesi Jirga

ولایتي شورا / شورای ولایتي
Provincial Council



۸۰۰	۸۰۰	۵. د تر لاسه شويو رای پانو شمیر / تعداد اوراق رایدهی دریافت شده 5. Number of ballots received
۹۰	۸۸	۶. د ناستفاده شويو رای پانو شمیر / تعداد اوراق رایدهی استفاده نائده 6. Number of unused ballots
۳۰	۵	۷. د ضایع شويو رای پانو شمیر / تعداد اوراق رایدهی ضایع شده 7. Number of spoiled ballots
۱	۰	۸. د ایسته شويو رای پانو شمیر / تعداد اوراق رای دهی دورانداخته شده 8. Number of discarded ballots

۹. د رای اچونکو د لست څخه د ثبت شويو کارتونو شمیر / تعداد کارت های درج شده از لست رای دهندگان
9. Number of entries on the List of Voters

۷۰۷

۱۲۳۴۵۶	۱۲۳۴۵۸	۳۴۵۶۰۲	۳۴۵۶۰۳
۱۲۳۴۵۷	۱۲۳۴۵۹	۳۴۵۶۰۲	۳۴۵۶۰۴
۳۴۵۶۱۰		۳۴۵۶۱۱	
۱۲۳۴۶۰	۱۲۳۴۶۱	۱۲۳۴۶۴	۱۲۳۴۶۵
۱۲۳۴۶۲	۱۲۳۴۶۳	۱۲۳۴۶۶	۱۲۳۴۶۷
۱۲۳۴۶۹		۱۲۳۴۶۸	
۳۴۵۶۱۲	۳۴۵۶۱۳	۳۴۵۶۱۷	۳۴۵۶۱۸
۳۴۵۶۱۴	۳۴۵۶۱۵	۳۴۵۶۱۹	۳۴۵۶۲۰
۳۴۵۶۲۲		۳۴۵۶۲۱	

۱۰. د رای پاتود صندوق د څنگ او سر د مهر شمیرې
شماره های مهر قسمت فوقانی و جاتی صندوق رایدهی
10. Ballot Box side and top Seal Numbers

صندوق ۱
Box 1

صندوق ۲
Box 2

صندوق ۳
Box 3

۳۴۵۶۲۳	۳۴۵۶۲۴
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۱۱. د توکو د صندوق د مهر شمیرې
شماره های مهر صندوق لوازم
11. Materials Box Seal Numbers

۱۲. کتنې / ملاحظات / Remarks

۱۳. د رایي اچونې د ځای د رئیس نوم او لاسلیک / اسم و امضای رئیس محل رای گیری
13. Name and signature of Polling Station Chairperson

محمد الهیرواق

After completing *P02 - Polling Worksheet*, the Chairperson:

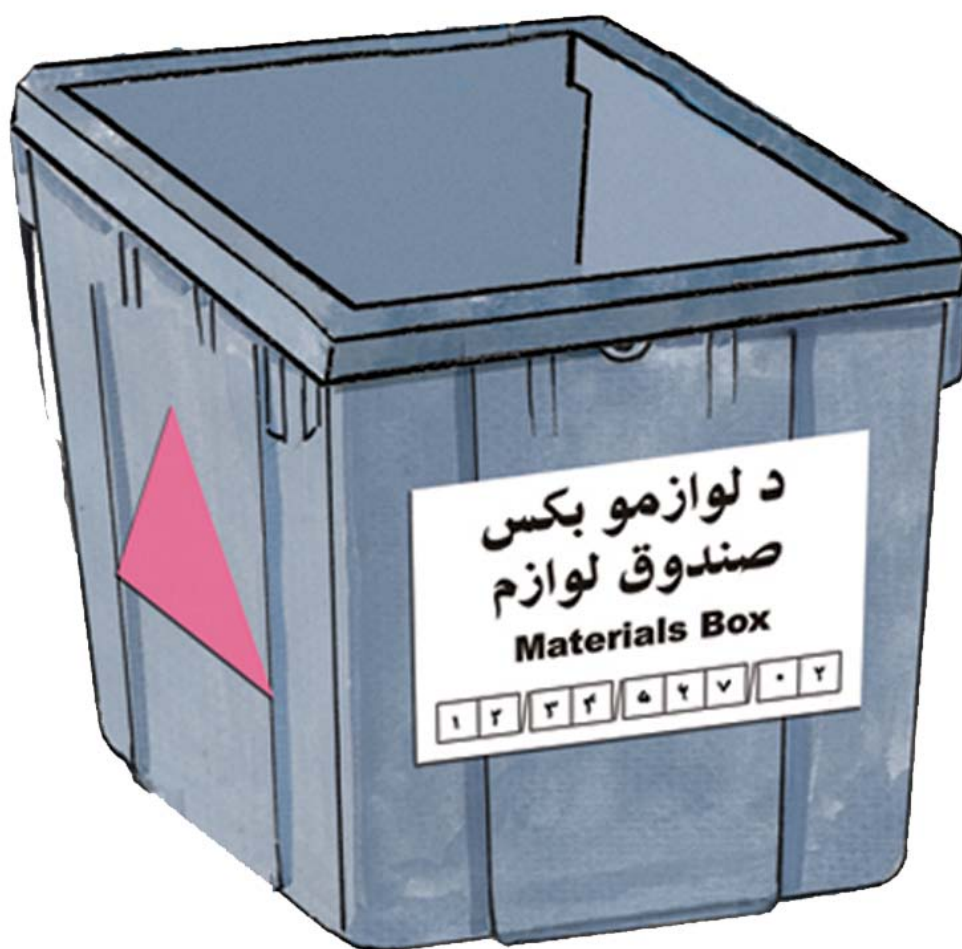
- ✓ Packs Station materials into the materials box, making sure to include:
 - Unused ballots and ballot pads
 - Ballot Stubs
 - Ballot Validating Stamp
 - Voter Marking Ink
 - Station Journal
 - Envelopes for spoiled ballots and discarded ballots
 - Envelope for cancelled cards
 - All other Station materials



The Chairperson must then wait for the Center Manager to arrive. The Center Manager:

- ✓ Checks the contents of the materials box.
- ✓ Checks that *P02 - Polling Worksheet* is completed properly.
- ✓ Takes two seals out of the materials box and records the seal numbers on *P01 - Polling Return Form* and *P02 - Polling Worksheet*.
- ✓ Completes *P01 - Polling Return Form* from the *P02 - Polling Worksheet*.
- ✓ Places the booklet of forms (which include *P02 - Polling Worksheet* and *P03 - List of Voters*) into the materials box.
- ✓ Seals the materials box and records the seal numbers on *P01 - Polling Return Form*.

After the above is completed the Chairperson and the Center Manager will both sign *P01 - Polling Return Form*.





د ۱۳۸۴ کال د ولسي جرگې او ولايتي شورا ټاکنې
انتخابات ولسي جرگه و شورا های ولايتي سال ۱۳۸۴
د رایي اچونې د خای د راپور P01 فورمه
فورمه P01 - گزارش محل رای گیری
Polling Return - Form P01



۱. د رایي اچونې د خای کوډ کوډ محل رای گیری 1. Polling Station Code	۲. ۲ / نارینه/مذکر / Male / ښځینه/مونث / Female / کوچي/کوچی / Kuchi	۳. د ولایت نوم نام ولایت 3. Province Name	۴. د ولسوالۍ نوم نام ولسوالۍ 4. District Name
۱۲ / ۲۴ / ۵۹۷ / ۰۲	<input checked="" type="checkbox"/> Male / <input type="checkbox"/> Female / <input type="checkbox"/> Kuchi	کندهار	دامن
ولایتي شورا / شورای ولایت Provincial Council			
ولسي جرگه / ولسي جرگه Wolesi Jirga			
۵. د تر لاسه شويو رای پاتو شمیر / تعداد اوراق رایدهی دریافت شده 5. Number of ballots received	۸۰۰	۸۰۰	۸۰۰
۶. د ناستفاده شويو رای پاتو شمیر / تعداد اوراق رایدهی استفاده نشده 6. Number of unused ballots	۸۸	۹۰	۹۰
۷. د ضایع شويو رای پاتو شمیر / تعداد اوراق رایدهی ضایع شده 7. Number of spoiled ballots	۵	۳	۳
۸. د ایسته شويو رای پاتو شمیر / تعداد اوراق رای دهی دور انداخته شده 8. Number of discarded ballots	.	۱	۱
۹. د رایه اچوونکو د لست څخه د ثبت شويو کارتونو شمیر / تعداد کارت های درج شده از لست رای دهندگان 9. Number of entries on the List of Voters			
۷۰۷			
۱۰. د رای پاتو صندوق د څنگ او سر د مهر شمیرې شماره های مهر قسمت فوقانی و جانبی صندوق رایدهی 10. Ballot Box side and top Seal Numbers	صندوق ۱ Box1	صندوق ۲ Box2	صندوق ۳ Box3
123456 123458 345601 345603	123457 123459 345602 345604	345610 345611	123460 123461 123464 123465
123462 123463 123466 123467	123469 123468	345612 645613 345617 345618	345614 345615 345619 345620
345622 345621			
۱۱. د توکو د صندوق د مهر شمیرې شماره های مهر صندوق لوازم 11. Materials Box Seal Numbers	345623 345624		
۱۲. کتنې / ملاحظات / 12. Remarks			
۱۳. د رایي اچونې د خای د رئیس نوم او لاسلیک / اسم و امضای رئیس محل رای گیری 13. Name and signature of Polling Station Chairperson			
۱۴. د رایي اچونې د مرکز د مدیر نوم او لاسلیک / اسم و امضای مدیر مرکز رای گیری 14. Name and signature of Polling Center Manager			
یوازي د شمیرني په مرکز کی د کارولو لپاره / تنها در مرکز شمارش قابل استفاده میباشد Only for use at the Count Center			
۱۵. د رای پاتو په صندوقونو کی د پیدا شويو رای پاتو شمیر تعداد اوراق رای دهی دریافت شده در صندوق های رای دهی 15. Number of ballots found in the Ballot Boxes			
۱۶. تطبیق / تطبیق 16. Reconciliation			
۱۷. کتنې / ملاحظات / 17. Remarks			
۱۸. د شمیرني د مرکز کارکوونکي نوم او لاسلیک / اسم و امضای کارمند مرکز شمارش 18. Name and signature of Count Center Official			

The Center Manager:

- ✓ Deposits *P01 - Polling Return Form* and any complaint forms received in the Return and Complaint Forms Envelope (which is labeled with the Polling Station Code).



- ✓ Takes custody of all materials collected, which includes:
 - Sealed ballot boxes
 - Sealed materials box
 - Voting screens
 - Return and Complaint Forms Envelopes (including *P01 - Polling Return Forms* and any Complaint Forms)
- ✓ Deposits the Return and Complaint Forms Envelopes of each Polling Station in the plastic Return and Complaint Forms Bag labeled with the Polling Center Code.

After completing these steps for each Station in the Center, the Center Manager will seal the Return and Complaint Forms Bag and will begin transfer of polling materials to the Count Center.

13. Objections

An Objection can be raised about a person's entitlement to vote if it is believed that s/he is not eligible. Objections can only be raised by Agents before the person is issued a ballot. An Agent can raise an Objection only if s/he believes the person:

- Is not Afghan.
- Is not of age (at least 18 years old by Election Day).

Objection Interview

Proper Interview Conduct for Chairpersons

- The Chairperson will maintain the highest level of neutrality and impartiality otherwise s/he may be in breach of the JEMBS Code of Conduct for Electoral Officials.
- If the Chairperson is unsure how to decide a case, the person in question should always be given the benefit of the doubt.

If an Objection is raised, the person will be referred to the Chairperson, who will conduct an Objection Interview to determine whether s/he is eligible to vote. The Objection Interview must be witnessed by the Center Manager or by the Identification and Inking Officer if the Center Manager is not available.

The Objection Interview should be conducted in a way so that it does not attract attention or disrupt polling activities. A decision must be made on site. The Chairperson's decision is final.

The Objection Interview can be observed but not heard by Observers, Agents, Media or Special Guests. They do not have the right to intervene or question the person. However, they may request interview information from the Chairperson. The Chairperson may outline the interview process, but may not disclose any personal data.

The Chairperson will examine the person's Voter Registration Card and will ask questions to determine whether the person is Afghan and at least 18 years of age. Basic questions are as follows:

1. Are you Afghan?
2. Are you at least 18 years of age?

If the person answers "No" to Questions 1 or 2 (or provides other answers to questions that lead the Chairperson to believe that s/he is not Afghan or at least 18 years of age), s/he is not eligible to vote. The Chairperson, in the presence of the witness (either the Center Manager or the Identification and Inking Officer) will:

- Contact Security Officials if believed necessary and wait for them to arrive.
- Explain to the person that s/he is not eligible to vote and instruct her/him to hand over the Voter Registration Card.

The person will be escorted out of the Station by the Center Manager and by Security Officials, if present. After the person has exited the Station, the Chairperson must note the following in the Polling Station Journal:

- ✓ Date and time of the Objection Interview.
 - ✓ Name of person and her/his Voter Registration Card Serial Number.
 - ✓ Badge number of Agent raising the Objection.
 - ✓ Name of the Center Manager or Identification and Inking Officer who acted as a witness.
 - ✓ Reason for the Objection Interview, per the reasons listed above.
 - ✓ Information gathered.
 - ✓ The Objection Interview outcome.
- Check the List of Voters to see if the Voter Registration Card Serial Number was recorded. If so, strike a line through the appropriate record and initial next to this.
 - Cut the lower right-hand corner of the Voter Registration Card and place it in the envelope labeled with the Polling Station Code for cancelled cards.

What if the Chairperson decides that the person is entitled to vote?

If the Chairperson decides that the person is eligible to vote, s/he will be referred back to the Identification and Inking Officer for completion of the polling process. The person will not have to wait in the queue again, but will be serviced as soon as the Identification and Inking Officer is available.

14. Complaints

Complaints and the ECC

The Electoral Complaints Commission (ECC) is the independent body established to adjudicate all complaints regarding the electoral process.

Any person who has a legitimate interest in the electoral process and who claims that there has been a violation of electoral laws and/or procedures can file a complaint to the ECC. This means that any registered voters, candidates and party agents, amongst others, can file complaints. The ECC may also take cases on its own initiative.

During Polling and all other electoral processes, if someone believes there has been a violation of the law or procedures, s/he may file a complaint. This includes:

- ✓ Where processes and procedures have not been correctly followed.
- ✓ Where there is a breach of the JEMBS Code of Conduct for Electoral Officials.
- ✓ Where a person has been refused service by JEMBS Officials.

Complaints may be filed when a person believes that JEMBS Officials or Observers, Agents, Media and Special Guests have not duly followed established procedures. A complaint can be filed by anyone who has an interest in the electoral process. This will be determined by the ECC. The Polling Station will therefore accept a complaint from anyone who wishes to file one.

When and Where to File a Complaint

- A complaint can be filed throughout Election Day and throughout the entire electoral process.
- Complaints must be filed within five days from when the occurrence in question took place.
- Complaints can be submitted at all JEMBS offices including JEMBS Headquarters in Kabul and ECC Headquarters in Kabul.
- Complaints relating to polling may also be submitted at a Polling Station, for delivery to the ECC Headquarters in Kabul.
- If a complainant feels that filing the complaint at the local level would prevent a fair hearing or create a security risk, a complaint can be placed in the ECC mailbox at any JEMBS Provincial Office, or sent directly to the ECC Headquarters in Kabul.

How to File a Complaint

- Complaints should be submitted on *Form ECC 01 - Complaint Form* whenever possible. However, complaints received in other written formats will also be accepted. These should include all information as requested on *Form ECC 01 - Complaint Form*.
- *Form ECC 01 - Complaint Form* will be available at all Polling Stations.
- *Form ECC 01 - Complaint Form* must be completed in Dari, Pashto or English and submitted at any of the locations indicated above.
- The complainant may complete and submit the form confidentially. However, Chairperson may assist in completing *Form ECC 01 - Complaint Form*, if requested.



د انتخاباتي شکایتونو کمېسیون
کمیسیون شکایات انتخاباتي
Electoral Complaints Commission



A-	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	د ثبت شمېره نمبر ثبت	یوازي درسمي کاروني لپاره صرف به منظور
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لومړۍ برخه- ستاسو (شکایت کونکي) په هکله معلومات / بخش (۱): معلومات در مورد شما

موږ ته د خپل ځان په باره کي معلومات راکړئ، ستاسو له خوا وړاندي کېدونکي معلومات محرم ساتل کېږي. درمورد خویش برای ما بگویید، معلومات ارائه شده شما بطور محرم نگهداري می‌گردد.

پوره نوم / اسم مکمل / Full Name :

د تقيص / ته / شما / Address / Description of

ولایه / ولایه / Province :

Submitting a Complaint at a Polling Station

- Chairperson will explain to the complainant that all information will remain confidential. The complainant's details will not be disclosed to anyone except the ECC and those acting on the ECC's behalf.
- Chairperson will explain to the complainant to complete the form as fully as possible, including times and dates of incident, place, names and details of persons involved and a description of the occurrence.
- Complainant will indicate whether s/he requires assistance in completing *Form ECC 01 - Complaint Form*, and assistance will be provided upon request.
- Any supporting documentation should be attached to *Form ECC 01 - Complaint Form*.
- *Form ECC 01 - Complaint Form* will be placed in an individual envelope and sealed. The Chairperson will sign across the seal.

The complainant is responsible for providing evidence in support of the complaint. Any supporting evidence will assist in adjudication and should be provided. This includes, for example, names and contact details of witnesses and photographic evidence.

- The envelope will be labeled with the following information:
 - Polling Station Code
 - "Complaint" and numbered in sequence (e.g. Complaint 1, Complaint 2, etc.)
 - Date and time of complaint submission

Data Protection

Complaints are confidential. Once sealed in an envelope, the form will not be viewed until received by ECC representatives and opened for adjudication.

- Chairperson will note in the Polling Journal that a complaint was filed.
- The envelope will be stored in the Materials Box as sensitive material until handed over to the Center Manager, as instructed, for transfer to the JEMB Provincial Office.

What Happens Next?

Complaints will be forwarded to the ECC, via the PEC, who will assess them and provide a final decision.



Annex 1

د ۱۳۸۴ کال د ولسي جرگې او ولايتي شورا ټاکنې انتخابات ولسي جرگه و شورا های ولايتی سال ۱۳۸۴ د رایي اچونې د خای د راپور P01 فورمه فورمه P01 - گزارش محل رای گیری Polling Return - Form P01



۴. د ولسوالۍ نوم
نام ولسوالی
4. District Name

۳. د ولایت نوم
نام ولایت
3. Province Name

۲. / ۲

☐ نارینه/مذکر / Male
☐ ښځینه/مونث / Female
☐ کوچي/کوچی / Kuchi

۱. د رایي اچونې د خای کود
کود محل رای گیری
1. Polling Station Code

ولسي جرگه / ولسي جرگه
Wolesi Jirga

ولايتي شورا / شورای ولايتی
Provincial Council

		۵. د ترلاسه شويو رای پانو شمير / تعداد اوراق رايدهي دریافت شده 5. Number of ballots received
		۶. د ناستفاده شويو رای پانو شمير / تعداد اوراق رايدهي استفاده نشده 6. Number of unused ballots
		۷. د ضايع شويو رای پانو شمير / تعداد اوراق رايدهي ضايع شده 7. Number of spoiled ballots
		۸. د ايسنه شويو رای پانو شمير / تعداد اوراق رای دهی دورانداخته شده 8. Number of discarded ballots

۹. د رایي اچونکو د لست څخه د ثبت شويو کارتونو شمير / تعداد کارت های درج شده از لست رای دهندگان
9. Number of entries on the List of Voters

				۱۰. د رای پانود صندوق د څنگ او سر د مهر شميرې شماره های مهر قسمت فوقانی و جانبی صندوق رايدهي 10. Ballot Box side and top Seal Numbers
صندوق ۱ صندوق ۱ Box1				
صندوق ۲ صندوق ۲ Box2				
صندوق ۳ صندوق ۳ Box3				

	۱۱. د توکو د صندوق د مهر شميرې شماره های مهر صندوق لوازم 11. Materials Box Seal Numbers
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۱۲. کتنې / ملاحظات / 12. Remarks

۱۳. د رایي اچونې د خای د رئیس نوم او لاسلیک / اسم وامضای رئیس محل رای گیری
13. Name and signature of Polling Station Chairperson

۱۴. د رایي اچونې د مرکز د مدیر نوم او لاسلیک / اسم وامضای مدیر مرکز رای گیری
14. Name and signature of Polling Center Manager

يوازي د شميرنې په مرکز کې د کارولو لپاره / تنها در مرکز شمارش قابل استفاده میباشد / Only for use at the Count Center

	۱۵. د رای پانو په صندوقونو کې د پیدا شويو رای پانو شمير تعداد اوراق رای دهی دریافت شده در صندوق های رای دهی 15. Number of ballots found in the Ballot Boxes
	۱۶. تطبیق / تطبیق / 16. Reconciliation

۱۷. کتنې / ملاحظات / 17. Remarks

۱۸. د شميرنې د مرکز کارکوونکي نوم او لاسلیک / اسم وامضای کارمند مرکز شمارش
18. Name and signature of Count Center Official



د ۱۳۸۴ کال د ولسي جرگې او ولايتي شورا ټاکنې
انتخابات ولسي جرگه و شورا های ولايتی سال ۱۳۸۴
د رایي اچونې د ځای د کاري پاڼې P02 فورمه
فورمه P02 – ورق اجراءات محل رای گیری
Polling Worksheet – Form P02



۴. د ولسوالۍ نوم
نام ولسوالی
4. District Name

۳. د ولایت نوم
نام ولایت
3. Province Name

۲. / ۲
نارینه/مذکر / Male
ښځینه/مونث / Female
کوچي/کوچی / Kuchi

۱. د رایي اچونې د ځای کوډ
کوډ محل رای گیری
1. Polling Station Code

ولسي جرگه / ولسي جرگه
Wolesi Jirga

ولایتي شورا / شورای ولایتی
Provincial Council

		۵. د ترلاسه شویو رای پاڼو شمیر / تعداد اوراق رایدهی دریافت شده 5. Number of ballots received
		۶. د ناستفاده شویو رای پاڼو شمیر / تعداد اوراق رایدهی استفاده نشده 6. Number of unused ballots
		۷. د ضایع شویو رای پاڼو شمیر / تعداد اوراق رایدهی ضایع شده 7. Number of spoiled ballots
		۸. د ایسته شویو رای پاڼو شمیر / تعداد اوراق رای دهی دور انداخته شده 8. Number of discarded ballots

۹. د رایې اچوونکو د لست څخه د ثبت شویو کارټونو شمیر / تعداد کارت های درج شده از لست رای دهندگان
9. Number of entries on the List of Voters

				۱۰. د رای پاڼود صندوق د څنگ او سر د مهر شمیرې شماره های مهر قسمت فوقانی و جانبی صندوق رایدهی 10. Ballot Box side and top Seal Numbers
صندوق ۱ صندوق ۱ Box1				
صندوق ۲ صندوق ۲ Box2				
صندوق ۳ صندوق ۳ Box3				

	۱۱. د توکو د صندوق د مهر شمیرې شماره های مهر صندوق لوازم 11. Materials Box Seal Numbers
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۱۲. کتنې / ملاحظات / 12. Remarks

۱۳. د رایي اچونې د ځای د رئیس نوم او لاسلیک / اسم وامضای رئیس محل رای گیری
13. Name and signature of Polling Station Chairperson



د ۱۳۸۴ کال د ولسي جرگې او ولایتي شورا ټاکنې
د رایه اچوونکو لست - P03 فورمه
انتخابات ولسي جرگه و شورا های ولایتي سال ۱۳۸۴
فورمه P03 - لست رای دهندگان
Wolesi Jirga and Provincial Council Elections 2005
List of Voters – Form P03



۴. د ولسوالۍ نوم
نام ولسوالی
4. District Name

۳. د ولایت نوم
نام ولایت
3. Province Name

۲/۲.
نارینه/مذکر / Male
ښځینه/مونث / Female
کوچي/کوچی / Kuchi

۱. د رایې اچونې د ځای کوډ
کوډ محل رای گیری
1. Polling Station Code

د نوم لېکنې د کارت شمېره شماره کارت ثبت نام رای دهندگان Voter Registration Card Number	ګڼه شماره No.	د نوم لېکنې د کارت شمېره شماره کارت ثبت نام رای دهندگان Voter Registration Card Number	ګڼه شماره No.
	۲۶		۱
	۲۷		۲
	۲۸		۳
	۲۹		۴
	۳۰		۵
	۳۱		۶
	۳۲		۷
	۳۳		۸
	۳۴		۹
	۳۵		۱۰
	۳۶		۱۱
	۳۷		۱۲
	۳۸		۱۳
	۳۹		۱۴
	۴۰		۱۵
	۴۱		۱۶
	۴۲		۱۷
	۴۳		۱۸
	۴۴		۱۹
	۴۵		۲۰
	۴۶		۲۱
	۴۷		۲۲
	۴۸		۲۳
	۴۹		۲۴
	۵۰		۲۵

د باطلو ثبت شويو کارتونو شمیر
تعداد کارت های درج شده باطل
Number of cancelled entries

Annex 4

POLLING MATERIALS BOX ITEM LIST: all items included here				
ITEM	QUANTITY PER KIT	ITEM DESCRIPTION	ITEM USE	
1 BALLOT BOXES	up to 6		Label with the Polling Station code and seal on the sides. Start with one for each election: blue for Wolesi Jirga and yellow for Provincial Council	
2 COLORED STICKERS	16	8"Blue and 8"yellow	The Ballot Boxes will arrive with the stickers, but the Chairperson must fill these in with the Station Code before opening the Station	
3 SEALS	30	metal, with 7 digit number	To seal the Ballot Boxes on four sides before opening and on the top and the Materials Box after closing. Note: once you seal a box, you cannot unseal!	
4 STATION JOURNAL	1	notebook	For the Chairperson to note opening/closing times and events worth mentioning. Label with the sticker and the Station Code.	
5 STICKER	1	for Journal	Put on the cover of the Station Journal and write the Polling Station Code	
6 STICKERS	2		To use for extra labels	
7 "HOW TO MARK THE BALLOT" POSTER	1		To be displayed in the Polling Station	
8 "YOUR VOTE IS SECRET" POSTER	1		To be displayed in the Polling Station	
9 BLANK WHITE PAPER FOR SIGNS	4		For making additional signs as required	
10 MARKERS	3	blue	For the Chairperson to make additional signs	
11 PRE-PRINTED SIGNS	8		To be displayed in the Polling Station: men's OR women's, no weapons, and exit	
12 TRANSPARENT PACKING TAPE	1		For hanging signs	
13 ID POUCHES AND STRING	7		Distribute one to each Polling Official before polling begins - always display ID cards	
14 P01 - POLLING RETURN FORMS	2		To be filled by the Chairperson under the supervision of the Center Manager at the end of polling	
15 BOOKLET OF FORMS (P02 - Polling Worksheet, P03 - List of Voters)	1		Chairperson fills in P02 - Polling Worksheet before opening and gives to the Inking and Identification Officer to use the P03 - List of Voters. At the close of polls, Chairperson completes for P02.	
16 INK	2		Distribute to the Inking and Identification Officer for inking the voters' right index finger	
17 TISSUES	600		Distribute to the Inking and Identification Officer to clean the right index finger of the voter before inking	
18 GARBAGE BAGS	5	clear bags	Distribute one to the Inking and Identification Officer and use one for the Station for litter	
19 PUNCH	2		Distribute to the Inking and Identification Officer to punch Voter Registration Cards in the lower left corner	
20 BALLOTS	600/800	Wolesi Jirga OR for Kuchi	Distribute one pad to the the Ballot Issuer. Give one to each voter	
21 BALLOTS	600/800	Wolesi Jirga: blue Provincial Council: yellow	Distribute one pad to the the Ballot Issuer. Give one to each voter	
22 BALLOT VALIDATING STAMP	2		Distribute to the Ballot Issuer to stamp each ballot before issuing it to the voter	
23 INK PADS	5		Distribute to the Ballot Issuer to be used for the stamp validating stamp	
24 FORM ECC 01 - COMPLAINT FORM	5		For complaints relating to polling	
25 ENVELOPES - for ECC 01 Complaint forms and cancelled Cards	20		Label with the station code and 'ECC 01 Complaint form', for each complaint and 'cancelled Cards' for removal after Objection Interview (Chairperson)	
26 ENVELOPES - for spoiled and discarded ballots	10		For the Ballot Issuer, label with the Station Code and 'spoiled ballots.' One for each election, put Spoiled and Discarded ballots together.	
27 RULER	4		Distribute to the Ballot Issuer to help detach the ballots from the pads and push the ballots in the ballot box	
28 VOTING SCREENS	5		Where voters mark the ballot, position so that it faces away from people and not in front of windows	
29 PENS	20		Punch a hole in each voting screen and tie the pens into the screens - for marking the ballots and filling in forms	
30 STRING	1		To tie the ballot marking pens into the voting screens before opening	
31 CALCULATOR	1		For the Chairperson to help calculate numbers on the P02	
32 SCISSORS	1			
33 LANTERN	1		In case it is dark in the Station	
34 BATTERIES	2 sets			
35 CHECKLIST OF KIT ITEMS	2	A4, pre-printed, black and white	For the Chairperson to open and close the Station	

Annex 5: Electoral Offenses

The following acts shall constitute Electoral Offences:

- a. Providing false information to the Commission, any commission established by the Commission, or the Electoral Complaints Commission (ECC);
- b. Threatening, intimidating or attacking the dignity of a voter or candidate or a journalist covering the election in any way;
- c. Impeding anyone, including accredited observers and agents, from participating in the electoral process;
- d. Committing fraud in voting or vote counting;
- e. Offering or receiving a payment or other benefit for the purpose of influencing the electoral process;
- f. Possessing, or attempting to obtain, more than one Voter Registration Card;
- g. Voting or attempting to vote using a forged or altered card or the card of another person;
- h. Changing, replacing, stealing, or destroying electoral documents without legal authorization;
- i. Manufacturing false voter registration cards, ballots, or official forms;
- j. Obtaining a voter registration card under false pretences;
- k. Attempting to vote more than once in an election;
- l. Interfering with election materials or ballot boxes without due authority;
- m. Interfering with electoral officials in the performance of their duties;
- n. Violating the Code of Conduct for Political Parties, Candidates and Agents, or the Code of Conduct for Electoral Officials;
- o. Making use of funds originating from illegal activities;
- p. Making use of foreign funds for the purpose of influencing the electoral process;
- q. Inciting or provoking other persons to commit an Electoral Offence;
- r. Violating provisions of this Law or other legal instrument governing the electoral process; and
- s. Failing to comply with any order of the Commission, the ECC, or the MC.

Annex 6: Assisted Voting

Assisted Voting Reminder

Disabled or blind voters who require assistance may enter the Station accompanied by a companion or family member. Alternatively, assistance may be requested from the Chairperson. No one can assist more than two voters, with the exception of the Chairperson.

1. The Queue Controller will perform normal duties of checking to see if the disabled voter has already voted and will ensure the disabled voter and her/his assistant move to the front of the queue.
2. The Chairperson will come outside the Station to meet the disabled voter and will check her/his Voter Registration Card.
3. The person providing assistance will take the disabled voter's Voter Registration Card to the Chairperson inside the Station.
4. The Chairperson will record the Voter Registration Card Number and will punch the Voter Registration Card in the lower left-hand corner. The Voter Registration Card will be given back to the person assisting the disabled voter.
5. The Ballot Issuer will fold and stamp the ballots and will give to the Chairperson.
6. The Chairperson will take the ballots, voter marking ink and an envelope in which to place the ballots. The Chairperson and the person providing assistance will then return to the disabled voter.
7. The Chairperson will dip the disabled voter's right index finger in voter marking ink, wait while the ink dries, and explain how to mark and fold the ballots.
8. The voter will mark the ballot in privacy, will fold the ballots so only the blank side of the ballot shows and will seal it inside the envelope. In the case of a blind voter, the person providing assistance will help her/him mark the ballot.
9. The person assisting the voter will take the envelope with the ballots and return to the Station. Once inside the Station, the person providing assistance will remove the ballots from the envelope and cast the ballots in full view of all present.

Annex 7: Numbers

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