

**ADVISORY TO CANDIDATES OF
BY-ELECTION FOR BUKIT BATOK CONSTITUENCY**

1. Nomination Place

- 1.1. **27 April 2016 (Wednesday)** is Nomination Day. Keming Primary School (90 Bukit Batok East Avenue 6, Singapore 659762) is the Nomination Centre. The school hall in Keming Primary School is the Nomination Place where nomination papers will be received by the Returning Officer.
- 1.2. Persons seeking candidature (candidates), their subscribers (i.e. a proposer, a seconder and assentors¹ for each candidate and one other person appointed by each candidate) and their supporters may enter the Nomination Centre from 10 a.m. on Nomination Day.
- 1.3. The Nomination Place (i.e. school hall) itself will be open from 10.30 a.m. Only candidates and their subscribers can enter the Nomination Place.
- 1.4. Security measures and security checks will be conducted in and around the Nomination Centre. To ensure that their nomination papers are submitted in time, candidates are advised to come early and to avoid bringing sharp object(s), flammable liquids, bulky items or big bags. Candidates are reminded that parking will not be allowed in the Nomination Centre. Drop-off and pick-up points will be designated.

2. Time for Nomination Proceedings

- 2.1. Persons seeking candidature have one hour to file their nomination papers with the Returning Officer in the Nomination Place.
- 2.2. Nomination proceedings will begin at 11 a.m. sharp. The time for accepting nominations will end at 12 noon sharp. No extension of time is allowed by law. Objections can be made to nominations filed from 11 a.m. From 12 noon until 12.30 p.m., only objections can be made but no nominations can be filed.
- 2.3. All timings will be according to the official clock in the school hall.

¹ To be nominated as a candidate, the nominee needs to be accompanied by his proposer, seconder and at least 4 assentors whose names must appear in the current register of electors for Bukit Batok Constituency.

3. How to be Nominated

- 3.1. All the following documents must be presented to the Returning Officer or his staff at the Nomination Place within the above said hour on Nomination Day:
- (a) Nomination Paper [Form 9] (*in duplicate; the duplicate copy may be in the form of photocopy of the original*) — ensure both documents are filled up legibly, completely and correctly and in English;
 - (b) Political Donation Certificate issued by the Registrar of Political Donations (*in duplicate; the duplicate copy may be in the form of photocopy of the original*) — apply for this at the office of the Registrar of Political Donations at ELD **not later than 23 April 2016, 1 p.m. (Saturday)**; and
 - (c) Receipt from the Accountant-General's Department (AGD) for election deposit paid.
- 3.2. Candidates and their subscribers are reminded to arrive early and bring along their original NRIC (or passport) for identification purposes. The use of mobile phones, video-taking and photo-taking devices within the Nomination Place is strictly prohibited.
- 3.3. The names on the nomination paper should correspond to those in the current register of electors for Bukit Batok Constituency. Additional names may be accepted if these are in the NRIC or are supported by a deed poll, religious certificate (e.g. baptism certificate, Muslim conversion certificate, Buddhist certificate), or a statutory declaration that these additional names are reputed names.
- 3.4. To facilitate the election process, candidates should also submit the following forms, when submitting the above documents at the Nomination Place:
- (a) Name for Ballot Paper — indicate which of his name mentioned in the nomination paper is to be printed on the ballot papers;
 - (b) Appointment of Election Agent;
 - (c) Particulars of Election Agent; and
 - (d) Appointment of One Other Person — inform the election official at the point of entry into the Nomination Place.

4. Photograph on ballot paper

- 4.1. Candidates should submit their photographs by 2 p.m. on Nomination Day (unless specified otherwise by the Returning Officer) and in conformance with the specifications stipulated by the Returning Officer for inclusion in the ballot paper. Otherwise, the space on the ballot paper for the candidate's photograph will state "No photo".
- 4.2. The image of the candidate must allow voters to recognise the candidate for voting purposes and be in black and white. The photograph shall:
- (a) be 400 pixels (width) by 514 pixels (height), and file size should be about 150KB in JPEG ('jpg' extension) format;
 - (b) be in sharp focus and clear with no ink marks or creases;
 - (c) have a plain white background or, in the case where the candidate's hair, hat or head covering is white, a plain light grey background;
 - (d) be taken with uniform lighting and not show any flash reflection or shadow on the candidate's face or any uneven bright spots or red eyes;
 - (e) be taken recently;
 - (f) show the candidate alone with no other persons visible;
 - (g) show the candidate facing the camera, and if the candidate wears any glasses or other optical aid, show the candidate with no reflection off the glasses;
 - (h) clearly show both edges of the candidate's face and the top of the candidate's shoulder;
 - (i) not show the candidate wearing any hat or other head covering, other than a hat or other head covering which the candidate habitually wears for religious reasons or due to custom; and if any such hat or other head covering is worn, the photograph must still be a full frontal view of the candidate's head and shoulders, showing the candidate's facial features in its entirety and showing clearly both edges of the candidate's face; and
 - (j) not show the candidate wearing any attire, hat or other covering which bears any symbol which is of any racial or religious significance.
- 4.3. For accuracy and consistency, candidates are advised to submit their photographs early. Candidates may submit their photographs from the point of application for the Political Donation Certificate, which must be at least 2 clear days before Nomination Day. The photograph should be submitted in soft copy in USB flash drive or CD-ROM (both not returnable). The filename of the photograph should be in this format:

<<NRIC number of candidate>> separated by a hyphen <<name of candidate>>, e.g. S1234567A-Goh Kok Goi.jpg.

- 4.4. Candidates can also utilise the photo booths which will be set up at the Nomination Place on Nomination Day if they are not able to submit their photographs in advance.

5. Election Deposit

- 5.1. The Election Deposit payable by each candidate is \$13,500².
- 5.2. Candidates need not wait till Nomination Day to pay the Election Deposit. Payment can be made after the writ of election has been issued until 12 noon on Nomination Day. Payment before Nomination Day can be made at the Accountant-General's Department (AGD), 100 High Street, #06-01, The Treasury, Singapore 179434. The working hours for AGD are from Monday to Friday, from 8:30 a.m. to 12:30 p.m., 1:30 p.m. to 6:00 p.m. (Closed on Saturday, Sunday and Public Holidays). Alternatively, payment can be made at the Nomination Place on Nomination Day before 12 noon.
- 5.3. The Election Deposit must be paid in cash (legal tender), or by way of bank draft, or by a cheque that has been certified by the drawee bank as good for payment of the sum stated on it. Payment of the Election Deposit by any other mode (e.g. a personal cheque) is not acceptable.

6. Collection of Documents for Contested Elections

- 6.1. If after the close of nominations, the election is contested, the Returning Officer will issue to every candidate the following election documents:
- (a) Permit to display posters and banners in public places within Bukit Batok Constituency;
 - (b) Poster and banner official stamps³; and
 - (c) Lists of polling stations and electors' serial numbers.

² Please contact AGD at 6332-7619 if you have any queries concerning the payment of the election deposit. Election deposits will be refunded to candidates eligible for the refund via Inter-bank GIRO or cheque. Candidates are required to provide the election deposit refund details by filling up the enclosed form and submitting it at the point of placement of election deposit.

³ The official stamps bear two letters to identify the constituency in which the posters or banners are to be displayed as well as serial numbers.

7. Delivery of Speeches at the Close of Nomination Proceedings

- 7.1. After candidates have collected the election documents described above, the Returning Officer will announce the results of the nomination proceedings and thereafter allow candidates to address their supporters at the designated open area outside the Nomination Place.
- 7.2. Each candidate may be accompanied by 2 other persons from the subscribers group for the delivery of the speech. Each candidate is allowed 1 minute to make his speech.
- 7.3. Please note that the making of any other type of speech within or around the Nomination Centre will require a Police permit. Supporters of candidates must not display or exhibit any placards, flags or banners at the Nomination Centre before the close of nomination proceedings at 12.30 p.m. They may only display or exhibit placards, banners or flags containing the image, symbol or logo of any candidate after the Returning Officer or his staff has announced the nomination results.
- 7.4. Candidates will be allowed to join their supporters after all speeches have been delivered.
- 7.5. To ensure public safety, Unmanned Aerial Vehicles (UAVs) or drones should not be used in the Nomination Centre. Police will not hesitate to take firm action against any person or group who endangers public safety.

8. Campaigning and Other Election Activities

8.1. Campaigning

- 8.1.1. Candidates should conduct election campaigning in a responsible and dignified manner that befits the seriousness of the election process. Candidates should steer away from negative campaigning practices based on hate and denigration of opposing candidates, and should not make false statements that allege corruption or commission of criminal offences, or statements that may cause racial or religious tensions or affect social cohesion. Egregious acts of negative campaigning could also be in breach of the law.

8.2. Using information in registers to communicate with electors

- 8.2.1. Candidates may purchase a copy of the register of electors for Bukit Batok Constituency from the Elections Department and use the information recorded in the register only for communicating with electors. The information must not be used for commercial purposes. Candidates may disclose information recorded in the register to others only after obtaining their written acknowledgement that they are bound by the same restrictions on the use of information in the registers.

8.2.2. Candidates may also purchase the electoral maps for Bukit Batok Constituency in black and white from the Elections Department. Electoral maps in colour may be purchased from Singapore Land Authority (SLA).

8.3. Election Expenses Limit

8.3.1. The maximum spending limit is \$4.00 for every elector on the register of electors for Bukit Batok Constituency.

8.3.2. The law imposes a ceiling on a candidate's election expenses, to ensure a level playing field. Spending in excess of the maximum amount in the law is an illegal practice.

8.4. Election Office and Persons Authorised to Conduct Election Activity

8.4.1. If after the close of nominations, the election is contested, candidates must submit the addresses of their respective election offices and the particulars of persons authorised by them or their election agents to conduct election activity to the Returning Officer.

8.4.2. Each candidate or his election agent may open one election office per polling district in Bukit Batok Constituency, but such an office must be outside a radius of 200 metres of any polling station.

8.4.3. Anyone who wants to conduct any election activity for a candidate must first be in possession of a written authorisation signed by the candidate or his election agent. Authorisations to conduct election activity can be issued only on or after Nomination Day.

8.4.4. However, the following persons are prohibited from taking part in any election activity:

- (a) A student attending a primary or secondary school;
- (b) A person who has an order of supervision made against him under the Criminal Law (Temporary Provisions) Act (Cap. 67);
- (c) An undischarged bankrupt; and
- (d) A non-citizen of Singapore.

8.4.5. The exception comprises workers (including Singapore Permanent Residents or work-pass holders) who carry out the following types of work which is the subject of a contract for services between a candidate (or his election agent) and a person authorised to conduct election activities; these foreigners do not need written authorisation to conduct the following election activity:

- (a) Putting up election posters and banners, and taking them down; and
- (b) Setting up physical facilities (such as stages and tents) at rally sites and assembly centres, and dismantling them.

8.5. “Published-by” Requirement for Election Advertising

8.5.1. Candidates are reminded that all election advertising that they wish to publish in print form must bear the name of the printer, publisher and the person at whose direction or for whom the election advertising is published:

- on the face of the printed document if it is a single-sided document; or
- on the first or last page of the printed document if the document has more than one side.

8.5.2. As for election advertising to be published on the Internet between the issue of the writ and before the eve of polling day (cooling-off day), the name of the publisher and the person at whose direction or for whom the election advertising is published must appear in the manner prescribed in the Parliamentary Elections (Election Advertising) Regulations. No new election advertising may be published on the eve of polling day and polling day.

8.6. Exhibition and Distribution of Films

8.6.1. Candidates intending to exhibit or distribute physical films are required to first submit the films to the Media Development Authority (MDA) for classification. To facilitate the classification of films, candidates are reminded to submit films to the MDA as early as possible. Candidates are also reminded that the making, distribution and exhibition of party political films (PPFs) are disallowed. These include films that employ dramatization and/or animation to distort, sensationalise and mislead viewers on political matters.

8.6.2. However, Election Campaign Recordings (ERCs) may be exhibited and distributed on the Internet between 20 April 2016 and 5 May 2016 (both dates inclusive) without first being submitted to MDA for classification. ERCs are recordings:

- (a) that record live the whole or a material proportion of any lawfully held performance, assembly or procession which is in connection with any election activity and does not depict any event, person or situation in a dramatic way; and
- (b) that do not contain any additions, omissions, substitutions or other modifications to those contents.

8.7. Internet Election Advertising

- 8.7.1. Every duly nominated candidate is required to declare to the Returning Officer the particulars of every Internet election advertising platform (e.g. podcasts, videocasts, blogs and social networking sites like Facebook) on which election advertising is or will be published by or on his behalf during the campaign period, which starts with the close of nomination proceedings on 27 April 2016 and ending on 5 May 2016 (before the eve of polling day).
- 8.7.2. The first declaration must be sent to the Returning Officer within 12 hours after the start of the campaign period. Thereafter, a declaration must be submitted to the Returning Officer at any time before the election advertising is so published during the campaign period by or on the candidate's behalf on any new platform.
- 8.7.3. Candidates may submit their declaration forms in hard copy to the Returning Officer at the Nomination Place immediately after the close of nomination proceedings on Nomination Day, or by hand to the Elections Department (ELD) after 12.30 p.m. on Nomination Day. Candidates may also submit in soft copy via email to candidates@eld.gov.sg.

8.8. Display of Posters and Banners

- 8.8.1. A copy of each poster and banner relating to the candidate must be lodged with the Returning Officer before display in any public place within the Bukit Batok Constituency. Details on where and how posters and banners may be displayed are at Annex.
- 8.8.2. All such posters and banners displayed in public places, including party-wide posters and banners and party flags within Bukit Batok Constituency must bear the official stamp issued by the Returning Officer, and the manner of display must comply with the Parliamentary Elections (Election Advertising) Regulations and the conditions listed in the Returning Officer's permit for such display of posters and banners.
- 8.8.3. At no time will posters and banners (including posters and flags displayed at political party premises) be allowed to be displayed within a radius of 50 metres from any polling station on Polling Day. For ease of compliance, candidates may refer to the maps provided by ELD.
- 8.8.4. The maximum number of posters and banners allowed for Bukit Batok Constituency is:
- 500 for posters
 - 5 for banners

- 8.8.5. The sample format for printing the “published-by” requirement is as shown:

<p>Printed by: [name of the person or company whose equipment is being used to print the material]</p> <p>Published by: [name of candidate, election agent, or political party who causes the material to be published]</p> <p>Published for: [name of the candidate or political party to whom the material refers to]</p>

* In cases where the information on “Published by” and “Published for” is already clearly stated on the face of the printed election advertising, the “Published by” and “Published for” fields need not be filled up.

- 8.8.6. Candidates must adhere to the regulations for the display of posters and banners. Posters and banners that are displayed without authorisation from the Returning Officer, or are displayed at a place or in a manner disallowed by the Returning Officer or by the law will be removed by persons directed by the Returning Officer to do so.

8.9. Election Meetings Permit

- 8.9.1. Election meetings or rallies may only be held with a permit, from 28 April 2016 to 5 May 2016. Applications for these permits, as well as permits for vehicle processions, may be submitted to the Police Elections Permits Office (PEPO)⁴ located on the second level of the Police Cantonment Complex (391 New Bridge Road, Singapore 088762). Application forms may also be downloaded from the PEPO website (www.police.gov.sg/elections), which will be accessible after the Writ of election has been issued. The website will also provide additional details on the application procedures and requirements for permits.

- 8.9.1.1. A briefing to election agents on the issuance of Police permits, licenses and allocation of election meeting sites will be conducted by Police on Nomination Day at 1.30 p.m. at PEPO.

8.9.2. *Outdoor Rallies*

- 8.9.2.1. The list of designated outdoor rally sites will be announced by the Police after the end of nomination proceedings on 27 April 2016 (Wednesday). Police will adopt the ballot method to allocate rally sites.

- 8.9.2.2. Upon the closing of the application window for election meeting permits each day, sites with a single application for a given timeslot will be

⁴ The Police Elections Permits Office will be opened from 2 p.m. on Nomination Day and from 8.30 a.m. on other days of the campaigning period.

allocated directly to the applicant. A ballot will be conducted for the allocation of meeting sites with multiple applications for a given timeslot.

8.9.2.3. To ensure contesting parties or Independent candidates have more opportunities to use their preferred rally sites on their preferred dates, a 'give-way' rule will be implemented. Parties that have been allocated a site will have to 'give way' to other applicants that apply for the same site at the same timeslot on the following day.

8.9.2.4. In addition, to provide every contesting party or Independent candidate with the opportunity to hold an outdoor rally within the last two to three nights of campaigning, a 'block ballot' method will also be implemented where the number of contesting parties or Independent candidates is more than the number of election rally sites. Under the 'block ballot' method, the last two to three nights for rally sites will be grouped together for application as a block. Contesting parties or Independent candidates can only apply for one site on one night within the block.

8.9.3. *Election Meeting Permits*

8.9.3.1. There shall be no sharing of rallies or rally sites amongst different contesting political parties or Independent candidates. Candidates contesting under a political party shall only be permitted to speak at election meetings held by that political party. Members of the Central Executive Committee or an equivalent governing body of any political party shall only be permitted to speak at election meetings held by their own political party. They may not speak at elections meetings held by an Independent Candidate or another political party even if they are concurrently members (of any type) of that other political party.

8.9.3.2. An Independent candidate can only speak at election meetings for which a permit has been issued to him or his election agent. He will not be allowed to speak at election meetings held by political parties or other Independent candidates contesting in the elections.

8.9.3.3. No persons shall conceal their faces at any point of time when they are on the stage.

8.9.3.4. To ensure public safety, Unmanned Aerial Vehicles (UAVs) or drones should not be used at rallies and other election meetings. Police will not hesitate to take firm action against any person or group who endangers public safety.

8.9.4. *Breach of Permit Conditions*

8.9.4.1. The breach of a permit condition is an offence. Candidates and their election agents are to read the permit conditions carefully and familiarise themselves with the conditions. They are to adhere strictly to the permit conditions. Police take a serious view of breaches of permit conditions. In the event of a breach, the permit holder will be held responsible and action will be taken against him, as well as the offender involved. Depending on the nature, frequency and circumstances of the breach(es), such actions can range from warnings to composition fines to prosecution in Court.

8.9.5. *Assembly Centres*

8.9.5.1. Candidates and their election agents are encouraged to arrange for their supporters and other members of the public to gather at designated assembly centres while waiting for the results of the votes cast to be announced on Counting Night. This will facilitate good public order. The allocation of outdoor assembly centre sites will be done via a ballot method.

8.9.5.2. Applications for indoor assembly centre sites will be considered on a case-by-case basis. The gathering of supporters, indoors or outdoors, without a permit may constitute an offence of unlawful assembly. The Police will not hesitate to take necessary action to maintain law and order.

9. Polling Agents

9.1. Role of Polling Agents

9.1.1. Polling agents must be appointed by candidates or their election agents. Their role is to observe that polling is carried out in accordance with the law.

9.1.2. A polling agent may do the following on Polling Day at the polling station he is authorised to be at:

- (a) 7.50 a.m., 10 minutes before the start of poll at 8 a.m., be present at the polling station to observe the sealing of ballot boxes by Presiding Officers (POs);
- (b) between 8 a.m. and 8 p.m. when the poll is conducted, observe the polling procedure within the polling station; and
- (c) after the close of poll at 8 p.m., witness the sealing of ballot boxes and election materials.

9.2. Number of Polling Agents

9.2.1. For the polling in Singapore, each candidate may have only one polling agent to observe the polling procedures at each polling place in a polling station at any one time.

9.2.2. For polling overseas, every political party with candidate standing for election and every Independent candidate may appoint one polling agent to be present at each overseas polling station regardless of the number of polling places in the overseas polling station.

9.3. Transportation of Sealed Ballot Boxes from the Polling Stations to the Counting Centres

9.3.1. The candidate or his polling agent may observe the process to transport the sealed ballot boxes from the polling stations to the counting centres.

9.3.2. For polling stations that are co-located with or near the counting centres, the candidate or one of his polling agents may accompany the sealed ballot boxes when they are carried by presiding officers from the polling station to where the votes are counted. For each polling station, only one person per candidate will be allowed to participate.

9.3.3. Where a vehicle is used to transport the sealed ballot boxes from the polling stations to the counting centres, the candidate or one of his polling agents may board the vehicle. The candidate or his polling agent must notify the presiding officers his intention to participate and submit the duly completed Indemnity Form to the presiding officer before 6 p.m. on Polling Day.

9.3.4. The candidate or his polling agent should be present and ready to board the vehicle after the ballot boxes are sealed and not delay the transportation process. The vehicle will not wait for the candidate or polling agent who is late even if he has submitted his Indemnity Form earlier.

9.3.5. For each vehicle, only one person per candidate will be allowed to participate. If there is already one polling agent representing the candidate on the vehicle, any other polling agent representing the same candidate will not be allowed to board. Candidates will be notified in advance of the sequence of the polling stations that the vehicle serves.

9.3.6. The candidate or polling agent on board the vehicle must comply with the following rules, failing which, the presiding officer has the right to evict the candidate or polling agent from the vehicle:

- Candidates and polling agents must comply with instructions of presiding officers and shall not behave in a manner which may affect the transport operations, or undermine the security of the ballot boxes;

- No persons, other than presiding officers, shall handle the ballot boxes during the transport;
- Candidates or polling agents must adhere to the vehicle seating plan and remain seated at their designated seats on board the vehicle;
- Photography, audio or video recording is not allowed on the vehicle; and
- Smoking, eating or drinking is not allowed on the vehicle.

10. Counting Agents

10.1. Role of Counting Agents

10.1.1. Counting agents must be appointed by candidates or their election agents. Their role is to observe that the counting of votes is carried out in accordance with the law. In the right circumstances, a counting agent can ask for a recount.

10.1.2. At the counting centre, counting agents may do the following:

- (a) before the start of count, be present at the counting centre to inspect and ensure that the seals on the ballot boxes are intact before they are opened;
- (b) during the count, observe the counting procedure and give views upon request to the Assistant Returning Officer who is adjudicating on votes; and
- (c) at the close of count, be present to witness the sealing of ballot papers and election materials in the depository boxes.

10.2. Number of Counting Agents

10.2.1. For counting of votes cast in Singapore, each candidate may appoint only one counting agent to observe the counting at each counting place.

10.2.2. For counting of votes cast overseas, each candidate may appoint only one counting agent to observe the counting at the counting centre for overseas votes.

11. Further Queries

11.1. For further queries, candidates and their election agents may contact ELD:

Email: candidates@eld.gov.sg

Tel: 9721 9153/ 9720 6490

11.2. ELD office is located at 11 Prinsep Link, Singapore 187949. Operating hours are:

Monday to Friday : 9.00 a.m. to 5.00 p.m.

Saturday : 9.00 a.m. to 1.00 p.m.

(Closed on Sunday and Public Holiday.)

Elections Department
Prime Minister's Office
20 April 2016

Where and how posters and banners may be displayed

In general, campaign posters (mounted on plywood or cardboard) and banners may be hung on street lamp posts and trees along public roads. Do not nail or paste posters and banners onto any surface. Do not inscribe election advertising on any road, footpath, building, vehicle, vessel or hoarding.

The display of posters and banners must not obscure the view of other posters and banners already displayed. At no time are posters and banners allowed to be displayed within a radius of 50 metres from a polling station. For ease of compliance, candidates may refer to the maps provided by ELD.

Candidates and their agents should avoid displaying, posters and banners for the purposes of election campaigning at/on any of the following objects and structures or things:

Places where campaign posters and banners are prohibited

- Bus shelter
- Vehicular Bridges
- Railings
- Central median dividers
- Traffic islands
- Expressways
- Traffic sign boards
- Traffic Bollards
- ERP gantry
- Public infrastructure and their ancillary structures (e.g., entrance & exit structures to Rapid Transit System stations and underpasses, MRT viaduct columns, and kiosks)
- The vicinity of the boundary of airports and airbases
- Carpark sign poles
- Property belonging to Public Utilities Board (PUB)
- Stalls within a hawker centre, food centre or market
- Premises within any Community Centre/Club and Resident Centres
- Water catchment areas, public parks and open spaces, nature reserves, water bodies, along coastlines and on vacant land
- Premises within any Ministry of Education (MOE), Sport Singapore, People's Association property (e.g. school and stadium fences)
- Government owned buildings

(Disclaimer: The prohibited list is non-exhaustive and includes mainly public properties. Candidates and election agents are advised to obtain owner's consent for places (property owned by private establishments) not listed here.)

Candidates and their agents should also ensure that the posters and banners do not infringe any safety requirements, including the following:

- Must not cause any obstruction to pedestrian movement and traffic view of oncoming vehicles if placed near junctions.
- Must have a height clearance of at least 2.20 metres when placed on lamp posts on/near footpaths and at least 600 millimeters away from the road kerb.
- Must not obstruct any other existing banners, traffic signs, cameras or any other related road infrastructure.