



PRESIDENTIAL ELECTION 2011

CANDIDATES' HANDBOOK

PRESIDENTIAL ELECTION 2011

CANDIDATES' HANDBOOK

TABLE OF CONTENTS

1.	INTRODUCTION	1
1.1.	Qualifications for the Office of President	1
1.2.	Disqualifications from being a presidential candidate	2
2.	FROM ISSUE OF WRIT OF ELECTION TO EVE OF NOMINATION DAY	3
2.1.	Documents needed for nomination of candidates	3
2.1.1.	How to fill in Nomination Form P3	3
2.1.2.	How to apply for a Certificate of Eligibility	4
2.1.3.	How to obtain Political Donation Certificate	5
2.2.	Election deposit	6
2.3.	Election agents	7
2.3.1.	Duties and responsibilities of an election agent	8
3.	ON NOMINATION DAY	10
3.1.	Nomination Day	10
3.2.	Persons entitled to be present during nomination proceedings	10
3.3.	Delivery of Nomination Papers	10
3.4.	Persons allowed to inspect Nomination Papers	11
3.5.	Amending Nomination Papers after filing	11
3.6.	Making objections to nominations	11
3.7.	Withdrawing nominations	13
3.8.	Declaring returned candidates if election is uncontested ..	13
3.9.	Declaring nominated candidates if election is contested ..	13
3.10.	Candidates making speeches at Nomination Centre	14
3.11.	Displaying banners and placards at Nomination Centre ..	14
3.12.	Nomination-related offences	14
3.13.	Choosing symbol and name for election campaigning	15
3.14.	General advisory	17

4.	AFTER CLOSE OF NOMINATIONS TO BEFORE POLLING DAY	18
4.1.	Campaigning	18
4.1.1.	Use of the television for advertising	18
4.1.2.	Use of the Internet for election advertising.....	19
4.1.3.	“Published-by” requirement for election advertising not on Internet	19
4.1.4.	Posters and banners	19
4.1.5.	Excluded election advertising	22
4.2.	Election meetings.....	23
4.2.1.	Election meeting permit conditions	24
4.3.	Persons prohibited from conducting election activities	26
4.4.	Opening election offices	26
5.	COOLING-OFF DAY.....	27
5.1.	Prohibited activities on Cooling-off Day	27
6.	POLLING	28
6.1.	Polling in Singapore.....	28
6.2.	Polling at overseas polling stations.....	28
6.3.	Persons allowed to enter polling stations.....	28
6.3.1.	Forms that must be produced by candidates/ polling agents before entering polling stations	29
6.4.	Understanding the voting process	30
6.5.	Number of polling agents.....	32
6.6.	Things that candidates/polling agents are allowed to do/ prohibited from doing.....	33
6.7.	Maintaining secrecy of voting.....	34
6.8.	General advisory at polling stations, counting centres and principal counting centre	35
7.	COUNTING OF VOTES AND DECLARATION OF ELECTION RESULTS	36
7.1.	Counting of votes cast in Singapore.....	36

7.2.	Counting of votes cast overseas	36
7.3.	Persons allowed to enter counting centres/principal counting centre	37
7.3.1.	Forms that must be produced by candidates/ counting agents before entering the counting centres	37
7.4.	Understanding the counting process	38
7.5.	Number of counting agents	40
7.6.	Things that the candidates and counting agents are allowed to do/prohibited from doing.....	40
7.7.	Recounts	41
7.8.	Announcement of results.....	42
7.8.1.	Impact of votes cast overseas.....	42
7.9.	Assembly centres.....	43
8.	POST-ELECTION	45
8.1.	Application to void an election	45
8.2.	Destruction of ballot papers	46
8.3.	Post-election activities.....	46
9.	ELECTION FINANCE.....	48
9.1.	Limit on the amount that can be spent	48
9.2.	Election expenses generally must be paid by election agent	48
9.3.	Personal expenses incurred by candidates	49
9.4.	Requirement for bill, receipts and records of payment	49
9.5.	Claims.....	50
9.6.	Returns respecting election expenses	50
9.6.1.	Guidance on completing Form P14	50
9.7.	Post-election Donation Report and Declaration.....	53
10.	CORRUPT AND ILLEGAL PRACTICES	55
10.1.	Corrupt practices	55
10.2.	Illegal practices	56

11. IMPORTANT REMINDERS TO PRESIDENTIAL ELECTION CANDIDATES	57
11.1. Do's and Don'ts for candidates	57
12. FORMS IMPORTANT TO CANDIDATES AND ELECTION AGENTS.....	65
12.1. Election forms	65
ANNEX	68
Overseas polling stations	68

FOREWORD

This handbook has been prepared by the Elections Department (ELD) to help candidates and aspiring candidates in presidential elections (“candidates”) and their agents comply with the law relating to presidential elections. It summarises the roles, obligations and duties of candidates and their agents under the laws governing presidential elections. It aims to answer most of the questions that candidates and their agents may have on the subject.

While ELD has tried to provide as much accurate and useful information as possible in this handbook, this publication does not take precedence over the law. This handbook is not legal authority and should not be cited as such in a court of law. Candidates and their agents should therefore read this handbook in conjunction with the statute book.

If candidates and their agents are unsure of their rights or obligations, they should seek legal advice from an advocate and solicitor. It is not the function of ELD or the Returning Officer to interpret the law for candidates or their agents, or to provide them with legal advice. The Government does not accept any responsibility for any result that occurs through any reliance upon the contents of this handbook by any person.

If candidates and their agents have any questions about this handbook, they are requested to approach the staff at ELD. As candidates and agents often require more technical information than the general public, they should identify themselves as such when communicating with the ELD staff.

Finally, the information contained in this handbook is current as at 2 August 2011. Changes made to the law after that date are not included in this handbook.

ELECTIONS DEPARTMENT
PRIME MINISTER’S OFFICE

ACKNOWLEDGEMENT

The Elections Department would like to thank the Attorney-General’s Chambers for its assistance in developing this handbook.

1. INTRODUCTION

1.1. Qualifications for the Office of President

A person is qualified to be a candidate for election as President if he/she –

- a. is a citizen of Singapore;
- b. is at least 45 years old on Nomination Day;
- c. is registered as an elector in the current registers of electors;
- d. is resident in Singapore on Nomination Day;
- e. is resident in Singapore for a total period of at least 10 years before Nomination Day;
- f. satisfies the Presidential Elections Committee that he/she is a person of integrity, good character and reputation; and
- g. has for a period of not less than 3 years held office –
 - i. as a Minister, Chief Justice, Speaker, Attorney-General, Chairman of the Public Service Commission, Auditor-General, Accountant-General or Permanent Secretary;
 - ii. as chairman or chief executive officer of a statutory board to which Article 22A of the Constitution of the Republic of Singapore applies viz. Central Provident Fund Board, Housing and Development Board, Jurong Town Corporation and Monetary Authority of Singapore;;
 - iii. as chairman of the board of directors or chief executive officer of a company incorporated or registered under the Companies Act (Cap. 50) with a paid-up capital of at least \$100 million or its equivalent in foreign currency; or
 - iv. in any other similar or comparable position of seniority and responsibility in any other organization or department of equivalent size or complexity in the public or private sector which, in the opinion of the Presidential Elections Committee, has given him such experience and ability in administering and managing financial affairs as to enable him to carry out effectively the functions and duties of the office of President.

1.2. Disqualifications from being a presidential candidate

A person is disqualified from being a candidate for election as President if, on Nomination Day, the person –

- a. is of unsound mind;
- b. is an undischarged bankrupt;
- c. is a member of any political party;
- d. is the holder of a whole time office in the service of the Government e.g. a Civil Servant;
- e. has been convicted of an offence by a Singapore or Malaysian court and sentenced to imprisonment for a term of not less than one year or to a fine of not less than \$2,000 and has not been pardoned;
- f. has voluntarily acquired the citizenship of, or exercised rights of citizenship in, another country or has declared allegiance to another country;
- g. did not file returns respecting election expenses within the time required by law at any previous parliamentary or presidential election; or
- h. is disqualified under the Parliamentary Elections Act (Cap. 218) or Presidential Elections Act (Cap. 240A) on account of having committed one of the election offences.

2. FROM ISSUE OF WRIT OF ELECTION TO EVE OF NOMINATION DAY

2.1. Documents needed for nomination of candidates

In order to be validly nominated as a candidate, the following documents must be filled up correctly and delivered (in duplicate) to the Returning Officer on time on Nomination Day:

- a. Nomination Form (Form P3), the form of which is statutorily prescribed;
- b. a Certificate of Eligibility issued by the Presidential Elections Committee; and
- c. a Political Donation Certificate issued by the Registrar of Political Donations.

2.1.1. How to fill in Nomination Form P3

The statutory Form P3 has two sections which must be filled up accurately as follows:

Section A

In Section A of Form P3, first fill in the nominee's name, NRIC number, gender and occupation.

In Section A, also fill in the names and NRIC numbers of –

- a. one proposer;
- b. one seconder; and
- c. at least four assentors (up to a maximum of eight assentors).

Every proposer, seconder and assentor must be registered as an elector in any of the current registers of electors.

Every proposer, seconder and assentor must also sign in this section.

Any correction to particulars given in Section A must be initialled by the person making the correction.

Do not leave any part of Section A blank. You should use English when filling up so as to facilitate checking. Fill up the forms legibly and use indelible ink as far as possible.

Section B

In Section B of Form P3, the nominee must sign a statement/declaration stating to the effect that –

- a. he/she is qualified to be elected as the President of the Republic of Singapore;
- b. he/she consents to the nomination; and
- c. he/she is not a member of any political party.

This statement and declaration must be made before a Justice of the Peace or Commissioner for Oaths.

If a change has to be made to the statement or declaration in Section B after it is made before a Justice of the Peace or Commissioner for Oaths, please ensure that the change is made before a Justice of the Peace or Commissioner for Oaths and so evidenced.

2.1.2. How to apply for a Certificate of Eligibility

The Certificate of Eligibility is obtainable from the Presidential Elections Committee upon application.

To apply for the Certificate of Eligibility, the applicant must submit an application form (Form A) to the Presidential Elections Committee. The application may be made during the period –

- a. starting three months before the expiration of the term of office of the incumbent; and
- b. ending on the third day after the issue of the Writ of Election.

Late applications will not be accepted.

The Certificate of Eligibility shall be issued to the applicant if the Committee —

- a. is satisfied that the applicant is a person of integrity, good character and reputation; and
- b. where the application is made under Article 19(2)(g)(iv) of the Constitution, is of the opinion that the applicant has such experience and ability in administering and managing financial affairs as to enable him to carry out effectively the functions and duties of the office of President.

The Committee will issue the Certificate of Eligibility not later than the eve of Nomination Day. Successful applicants must collect the Certificates of Eligibility themselves or authorise a person to collect the certificates on their behalf.

2.1.3. How to obtain Political Donation Certificate

The Political Donations Certificate is obtainable from the Registrar of Political Donations upon application.

To apply for the Political Donation Certificate, the applicant must submit a Pre-election Donation Report and Declaration to the Registrar of Political Donations. The application may be made after the notice of the Writ of Election is issued but not later than 2 clear days (excluding Sunday and public holiday) before Nomination Day.

The Pre-election Donation Report and Declaration must concern a reporting period that is 12 months before the date of the declaration.

The Pre-election Donation Report must contain details of —

- a. every single donation amounting to S\$10,000 or more accepted by the applicant during the reporting period; and
- b. every series of donations from the same permissible donor adding up to S\$10,000 or more, accepted during the reporting period.

A declaration must accompany the Pre-election Donation Report. The applicant must declare that the report is true, that the applicant has not received anonymous donations totalling \$5,000 or more or any donations from impermissible donors during the reporting period.

For more details on political donations, candidates and election agents should read the Political Donations Act Handbook.

The Registrar will issue the Political Donation Certificates not later than the eve of Nomination Day. Successful applicants must collect the Political Donation certificates themselves or authorise a person to collect the certificates on their behalf.

2.2. Election deposit

An election deposit must be made before 12 noon on Nomination Day in order to be validly nominated. The election deposit is fixed by law at 3 times the amount of election deposit payable under the Parliamentary Election Act¹. The exact amount of the election deposit for an election will be specified in the notice of the Writ of Election issued by the Returning Officer.

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.

A candidate will be deemed to have withdrawn his or her nomination if no election deposit is made by 12 noon on Nomination Day.

¹ The election deposit payable by a parliamentary election candidate as determined under the Parliamentary Elections Act is an amount equivalent to 8% of the total allowances payable to a Member of Parliament in the preceding calendar year, rounded to the nearest \$500.

Candidates need not wait till Nomination Day to pay the deposit. Payment can be made any time after the issue of the Writ of Election but must be before 12 noon on Nomination Day. Payments before Nomination Day may be made at the Accountant-General's Department (AGD). Remember to obtain a receipt from AGD as proof of payment.

IMPORTANT: The receipt must be attached to the Nomination Papers as evidence of having paid the election deposit.

Circumstances under which deposit may be returned

The election deposit will be returned to the candidate or person who made it on the candidate's behalf, if –

- a. the candidate is elected as President;
- b. the candidate withdraws his or her nomination;
- c. the candidate's nomination is successfully objected to and the nomination is invalidated;
- d. the candidate dies before the start of the poll; or
- e. the candidate does not win at the polls but the candidate garners votes exceeding one-eighth of the total number of votes polled in the election.

2.3. Election agents

A candidate may lawfully enter into certain contracts or appoint election staff connected with an election, and may not pay amounts due under those contracts except through an election agent. Once the Writ of Election is issued, every person who declares an intention to stand for election should therefore appoint election agents to manage and administer his/her election expenses.

The appointment of an election agent must be in writing made by or on behalf of the candidate. The maximum number of election agents a candidate can appoint is 20, one of whom is to be the principal election agent (the candidate may appoint himself or herself as his/her election agent). The appointment must be made no later than Nomination Day. The name and address of the election agent(s) so appointed must also be submitted to the Returning Officer no later than Nomination Day.

Bear in mind that a candidate does not divest himself or herself of all responsibilities to comply with the law by the appointment of an election agent. It remains a candidate's duty to supervise the election throughout and to take all reasonable steps to prevent the commission of illegal practices or corrupt practices at the election.

2.3.1. Duties and responsibilities of an election agent

The duties and responsibilities of an election agent are summarised below:

After Close of Nominations

- to lodge a copy of the posters and banners with the Returning Officer before they are being displayed;
- to apply a permit from the Police for rally at rally site, gathering of supporters at assembly centre and the use of perambulating vehicles for election campaigning;
- to issue written authority to election workers on behalf of the candidate;
- to submit the particulars of election workers and the address(es) of the candidate's election office(s) to the Returning Officer;
- to appoint and issue letters of appointment to the polling agents;
- to appoint and issue letters of appointment to the counting agents;
- to keep an accurate account of all expenses incurred and donations received, and all disputed claims and unpaid claims for payment;
- to receive all contributions (whether loans, advances or donations) for the candidate's election expenses and to pay for all such election expenses; and
- to pay all claims for elections expenses within the time delimited by law.

Post-Election

In addition to the duties and responsibilities mentioned above, the principal election agent is also required:

- to submit a return of election expenses and declaration to the Returning Officer within 31 days of the day on which the result of the election is published in the Gazette; and
- to submit a Post-election Donation Report and Declaration to the Registrar of Political Donations within 31 days of the day on which the result of the election is published in the Gazette.

3. ON NOMINATION DAY

3.1. Nomination Day

Nomination Day for any election will be specified in the Writ of Election. The Returning Officer will give public notice of the date in his/her Notice of the Writ of Election.

By law, Nomination Day must be at least 5 days (not including Sundays or public holidays) and not more than one month after the date of the Writ of Election.

Nominations open at 11 a.m. and close at 12 noon on Nomination Day.

3.2. Persons entitled to be present during nomination proceedings

On Nomination Day, only the following persons will be allowed to enter the nomination place (i.e. the Nomination Hall) for that election:

- a. the Returning Officer, his staff and any other person authorised by the Returning Officer;
- b. the nominees seeking to be candidates and their respective proposers, seconders and assentors; and
- c. one other person appointed in writing by each nominee.

3.3. Delivery of Nomination Papers

To be nominated as a candidate, the nominee must deliver his/her Nomination Paper accompanied by a Certificate of Eligibility and a Political Donation Certificate issued to him/her. All these forms and certificates must be delivered in duplicate.

These forms and certificates must be delivered by the nominee in person together with his/her proposer, seconder and at least four assentors, to the Returning Officer or his staff, at the designated Nomination Centre on Nomination Day.

Nominees seeking candidature must make sure that all the above forms and certificates are delivered between 11 a.m. and 12 noon on Nomination Day at the designated Nomination Centre. If due to some crisis there is a change in the hours of

nomination, the forms and certificates must still be delivered within the times specified in the Returning Officer's public notice of such change. Late Nomination Papers are invalid.

3.4. Persons allowed to inspect Nomination Papers

Nomination Papers that are accepted by the Returning Officer or his staff are open to inspection by other candidates and their respective proposers, seconders, assentors and one other appointed person. No other persons present in the Nomination Centre may inspect the Nomination Papers.

3.5. Amending Nomination Papers after filing

Before 12 noon on Nomination Day, candidates may be given an opportunity by the Returning Officer or his/her staff to rectify any error or omission which is discovered on the Nomination Paper they have delivered. The Nomination Paper may then be amended and re-delivered to the Returning Officer or his/her staff in attendance at the Nomination Centre before 12 noon, otherwise the nomination is invalidated.

However, certain amendments are not permitted, e.g. substituting a different person as the candidate, proposer, seconder or assentor. In such a case, a fresh set of Nomination Papers must be delivered.

IMPORTANT: It is advisable for candidates to submit their Nomination Papers well before 12 noon to allow time for a defective nomination to be corrected.

3.6. Making objections to nominations

Objections to the Nomination Papers of a candidate delivered may be made by any rival candidate or any of their proposers, seconders, assentors or one other person appointed in writing. The Returning Officer may also raise objections.

Objections must be made in writing, signed by the objector and made between 11 a.m. and 12.30 p.m. on Nomination Day.

Objections must be based on the permitted grounds of objection under the law and must state the specific ground for the objection.

Grounds of Objections

The grounds of objections to Nomination Papers are limited to those stated in section 12(1) of the Presidential Elections Act, and they are as follows:

- a. the description of the candidate is insufficient to identify the candidate. For example, the Nomination Form contains multiple errors in the particulars of the candidate or leaves his/her occupation blank;
- b. the Nomination Papers do not comply with or were not delivered in accordance with the Presidential Elections Act. For example,
 - i. the Nomination Form P3 is not signed by the candidate;
 - ii. the Nomination Form P3 is not signed by the proposer or seconder or at least four assentors;
 - iii. the particulars of the proposer or seconder or any one of the four assentors are incorrect in that they are not on any of the registers of electors, or there are fewer than four assentors present at the Nomination Centre;
 - iv. the Nomination Form P3 is not accompanied by a Certificate of Eligibility and a Political Donation Certificate;
 - v. the Nomination Papers are not delivered by the candidate in person, together with the proposer, seconder and at least four assentors.
- c. it is apparent from the contents of the Nomination Papers that the candidate is not capable of being elected to the office of President. For example, the Nomination Form is not properly completed with a statutory declaration as to qualifications to be President; and
- d. the provisions of section 10 of the Presidential Elections Act have not been observed. For example, the Nomination Papers are not accompanied by the required election deposit in cash or bank draft or certified cheque, or the Accountant-General's receipt of that deposit.

The Returning Officer or his staff in attendance at the Nomination Centre will decide whether to allow or disallow an objection. If the objection is allowed, the nomination objected to becomes invalid.

If the Returning Officer or his staff in attendance disallows an objection, his decision is final and conclusive and cannot be called into question in any court of law.

To avoid their nominations being successfully objected to, candidates should complete their Nomination Forms carefully and double-check the other required documents.

3.7. Withdrawing nominations

A candidate can withdraw his/her nomination for election any time before nominations close at 12 noon on Nomination Day. After that time, a nomination cannot be withdrawn.

To withdraw the nomination for election, the person nominated must appear in person and file a written notice of withdrawal with the Returning Officer or his/her staff present at the Nomination Centre.

3.8. Declaring returned candidates if election is uncontested

If there is only one candidate nominated, the Returning Officer or his staff present at the Nomination Centre will declare the candidate to be duly elected as the President. A poll will not be held. The Returning Officer may make this declaration before 12.30 pm on Nomination Day if at 12 noon, only one candidate stands nominated. Otherwise, the declaration will be made immediately after 12.30 pm.

3.9. Declaring nominated candidates if election is contested

If more than one candidate is nominated for the election, the Returning Officer will declare each of those candidates to be duly nominated and prepare to conduct a poll for that election.

3.10. Candidates making speeches at Nomination Centre

Candidates may be given a chance by the Returning Officer to address their supporters at the close of nomination proceedings, in accordance with conditions set by the Returning Officer. These conditions could include the sequence of the speeches for candidates and the duration of the speeches. They do not require a permit to make such speeches.

The making of any other type of speech at or around the Nomination Centre will require a Police permit.

3.11. Displaying banners and placards at Nomination Centre

Before the close of nomination proceedings at the Nomination Centre, the supporters of candidates present around the Nomination Centre must not display or exhibit any placard, banner, flag, poster, photograph, film, sign, writing or other visible representation containing the image, symbol or logo of any candidate.

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.

3.12. Nomination-related offences

The following acts, which may be committed in and around a Nomination Centre on Nomination Day, are offences:

- a. forging any Nomination Paper;
- b. dishonestly defacing or destroying any Nomination Paper;
- c. delivering a forged Nomination Paper knowing it to be forged;
- d. making any false statement of the withdrawal of any candidate; and
- e. illegal hawking of magazines, newsletters, books, etc.

3.13. Choosing symbol and name for election campaigning

A candidate will need a symbol and to establish the name by which he/she will use at the polls. Both are essential for campaigning.

The choice of symbol and name must be settled shortly after 12.30 pm on Nomination Day, if the election is contested.

A candidate must select a symbol from the list which is drawn up by the Returning Officer and published in the Gazette before Nomination Day.

Every symbol will comprise, enclosed in a rectangular box, a space for the insertion of the candidate's photograph and a graphic image of an object on the right. For this purpose, every candidate will be required to submit to the Returning Officer when filing his/her Nomination Paper at the Nomination Centre on Nomination Day a black-and-white photograph of himself/herself that:

- a. is in sharp focus and clear with no ink marks or creases;
- b. is printed on a high quality paper at high resolution with a matt or semi-matt finish;
- c. has 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. is taken with uniform lighting and not showing any flash reflection or shadow on the candidate's face or any uneven bright spots or red eyes;
- e. is 35 mm wide by 45 mm long when measured without borders;
- f. is taken not more than 3 months before nomination day of the election;
- g. shows the candidate alone with no chair back or other persons visible;
- h. shows the candidate's face between 25 mm and 35 mm when measured from his chin to the crown of his head;
- i. shows the candidate looking directly at the camera,

with eyes open and clearly visible and with no part of the candidate's face obscured by any hair, and if the candidate wears any glasses or other optical aid, shows the candidate's eyes clearly with no reflection off the glasses;

- j. clearly shows both edges of the candidate's face and the top of the candidate's shoulder;
- k. does not show the candidate looking over any shoulder (portrait style) or his head tilted;
- l. does 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 with eyes open and clearly visible and showing clearly both edges of the candidate's face; and
- m. does not show the candidate wearing any attire, hat or other covering which bears any symbol which is of any racial or religious significance, or which denotes or implies an affiliation with any political party, or which is selected by the candidate for the purposes of the election.

The symbol allotted to or selected by the candidate will be printed on the ballot paper opposite the candidate's name on the ballot paper.

Each candidate must also indicate how he/she wishes his/her name to appear on the ballot paper at the poll. This is done by filling a form called 'Name for Ballot Paper Form' and submitting it to the Returning Officer's staff before 12.30 p.m. on Nomination Day. In that form, the candidate can indicate which of his/her name as shown on the Nomination Form P3 he/she wishes to be omitted or replaced with an initial.

Take note that the names of candidates on the ballot papers are arranged alphabetically in English in the order of their surnames. If there are two or more candidates with the same surnames, then their names will be arranged alphabetically in the order of their other names.

3.14. General advisory

Candidates and their Supporters

- a. The use of handphones, video- and photo-taking devices and smoking are strictly prohibited within the Nomination Hall;
- b. Supporters of candidates may show their support at Nomination Centres on Nomination Day. However, flags, banners and placards may only be displayed after the close of nomination proceedings;
- c. Any public procession of supporters which involves the display of flags etc., singing or the playing of musical equipment/instruments, or occasions a breach of peace will be prohibited unless they have a valid permit; and
- d. Any speeches other than those delivered by candidates with the Returning Officer's approval will not be allowed at the Nomination Centre.

4. AFTER CLOSE OF NOMINATIONS TO BEFORE POLLING DAY

4.1. Campaigning

Candidates can only start their election campaigns from the close of nomination, and up to before the eve of Polling Day. Candidates may generally engage in the following activities during the campaign period, subject to their obtaining the relevant licences or permits from or registration with other regulatory authorities and within the limits prescribed by law:

- a. house-to-house visits;
- b. distribute pamphlets, handouts, newsletters etc;
- c. display posters and banners;
- d. use of private vehicles (motorised or otherwise) for election advertising purposes e.g. fitted with loudspeakers and/or adorned with elections-related posters and banners. If goods vehicles are used, no passengers can stand on the deck of these vehicles;
- e. advertising on the Internet; and
- f. hold indoor or outdoor election meetings, subject to the issuance of a Police permit.

Civic, business and professional bodies may endorse certain candidates and publish advertisements or issue press statements expressing their support for a candidate during the campaign period². However, such advertisements must still not be published on Cooling-Off Day and Polling Day, in line with the ban on election advertising on Cooling-off Day and Polling Day.

4.1.1. Use of the television for advertising

Each candidate will be allocated two blocks of 10 minutes of television air-time to make his statements in the form of a “Presidential Candidate Broadcast (PCB)”. The first PCB will be televised the day after Nomination Day while the second PCB

² However, the civic, business and professional bodies cannot be engaged to carry out any activity which is done for the purpose of promoting or procuring a candidate’s election or defeat.

will be televised on the eve of Polling Day. More details can be found at the Media Development Authority (MDA) website.

4.1.2. Use of the Internet for election advertising

Candidates can use the Internet as a means to publish election advertising. The contents of any form of Internet election advertising must comply with the laws of the land.

Online videos can also be used as election advertising provided these are not party political films and they comply with the Films Act.

Candidates can exhibit and distribute such online videos on the Internet, without first submitting the films to the Board of Film Censors (“BFC”), provided the film records “live” the whole or a material portion of a lawful election activity, and there are no material alterations to the “live” recording.

All other films intended for physical exhibition and distribution must be submitted to the BFC for classification before they can be used as election advertising. To facilitate classification of films to be used for campaigning, candidates are reminded to submit films to the BFC as early as possible.

4.1.3. “Published-by” requirement for election advertising not on Internet

For all election advertising that is published in print form, the name and address of the printer and publisher must appear on the face of the advertising.

4.1.4. Posters and banners

The display of posters and banners advertising for a candidate during the campaign period must comply with the conditions listed in the Returning Officer’s permit for such display of posters and banners.

At the end of nomination proceedings, the Returning Officer will issue to the candidate a permit authorising the candidate to display or cause the display of posters and banners in public places. The permit will specify the maximum number of posters and banners allowed to be displayed in public places (other than election rally sites) and may contain certain conditions restricting the places at which and the manner in which the posters and banners may be displayed.

Posters and banners must be removed after polling day and that the failure to do so is an offence. Candidates have to ensure that all of their posters and banners are taken down within the specified period stated in the Returning Officer permit and properly disposed of after the elections.

Size and characteristics of authorised posters and banners

A copy of each of the posters and banners must be lodged with the Returning Officer before they are displayed.

All posters and banners displayed in public places must bear the official stamp issued by the Returning Officer.

Posters displayed must not exceed 0.85 metres by 0.6 metres.

All banners must not exceed 9 metres by 1.2 metres.

These dimensions do not apply in the case of posters and banners displayed at election rally site.

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 200 metres from a polling station.

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 shelters
- Vehicular bridges
- Railings
- Central median dividers
- Traffic islands
- Expressways
- Traffic sign boards
- Traffic bollards
- ERP gantries
- 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) property (e.g. school 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.*

Removal 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.

4.1.5. Excluded election advertising

The following items are not considered election advertising. The display or distribution of these items do not need authorisation from the Returning Officer:

- a. Buttons;
- b. Pens;
- c. Pencils;
- d. Balloons;
- e. Diaries or calendars on paper or paperboard;
- f. Key chains;
- g. T-shirts or other articles of apparel;
- h. Articles in the nature of dress or clothing accessories, such as lapel pins, ties, scarves, caps or hats;
- i. Cleansing tissue paper or paper napkins cut to size and contained in retail packets or packages;
- j. Miniature flags and pennants; and
- k. Soft toys.

4.2. Election meetings

Candidates or their authorised election agents may apply for a permit to carry out one outdoor election meeting at any of the nine sites (eight stadiums and one lunch time rally venue). Indoor meetings and the use of a vehicle fitted with loudspeakers and/or elections-related posters and banners on any public road may also be allowed with the suitable permits.

The application for such permits should be made at least one day before the intended election meeting, during the operating hours of the Police Elections Liaison Office (PELO) from 2.00 pm to 4.00 pm on Nomination Day and thereafter 8.30 am to 2.30 pm daily till the day before the eve of Polling Day. Application forms for an election meeting permit or a permit for perambulating vehicle can be obtained from the PELO which is located on the second level of the Police Cantonment Complex (391 New Bridge Road, Singapore 088762). Application forms may also be downloaded from the PELO website – www.spf.gov.sg/elections (this link will only be active after the Writ of Election is issued). Candidates and their election agents can refer to these information sources for more details.

As part of the security requirements, members of the public (including candidates/agents) will be subject to security checks prior to entry into the Police Cantonment Complex. They may also have to exchange ID documents for security passes. As public parking is not available, candidates and their agents are advised to park their vehicles at parking facilities outside the Police Cantonment Complex.

Upon approval of the permit application for an election meeting, the candidate/election agent will be invited into the PELO. While there is no charge for the election meeting permit, the candidate/election agent will need to make payment for the use of the site of the election meeting viz. to the various site owners and agencies (e.g. Singapore Sports Council and the relevant Town Council) whose representatives will be situated in the PELO. After payment is made, the permit conditions and the rules will be explained

to the candidate/election agent. The candidate/election agent must acknowledge on the permit that the conditions and rules have been explained before collecting the permit.

When submitting the application form for the permit to hold an indoor meeting, candidates are reminded to first seek the written consent of the owner of the indoor site. This written consent must be given to the Police.

During the campaign period, all election meetings or other public gatherings held at Speakers' Corner will not be allowed without a permit.

4.2.1. Election meeting permit conditions

Every election meeting permit is issued subject to conditions and restrictions. Candidates and their agents should note the following conditions which can be imposed in the Police permits:

- a. the election meeting must not be held in any place other than the place specified in the permit and between the specified hours;
- b. there shall be no procession to or from the place of the election meeting;
- c. there shall be no public entertainment as defined in the Public Entertainments and Meetings Act before, during and after the election meeting.
- d. there shall be no live-streaming of any event (including the election meeting itself) to be shown at the election meeting, including before and after the election meeting;
- e. that the consent of the authority responsible for the site has been obtained;

Other conditions that may be imposed include:

- f. That only persons named in the application and who are approved by the Licensing Officer as speakers shall be permitted to speak at the election meeting;
- g. That the loud speakers or public address systems used are not operated at a level that causes annoyance or nuisance to persons in the vicinity; and

- h. That the permit holder of the election meeting shall for the safety of persons attending the election meeting ensure there is sufficient lighting before and after the commencement of the election meeting.

Police officers may be present at any election meeting to maintain order and if, in the opinion of the most senior officer present, a breach of the peace is likely to occur, he may order the termination of the election meeting and the person to whom the permit is granted shall thereupon immediately declare the meeting closed and ensure that those attending the election meeting leave quietly and peacefully. In the interests of safety or security, the Police Commander at the rally site may also order an evacuation if required. During times of inclement weather, Police may also suggest, in the interest of public safety, for the permit holder to consider postponing or cancelling the outdoor election meeting.

The Police may record the proceedings of an election meeting by audio and/or visual means.

The Police may institute any security measure if they are assessed to be necessary in the interest of security. The list of possible security measures include:–

- a. Erecting concrete barriers;
- b. Enforcing no-parking zone in the immediate vicinity of the site;
- c. Erecting perimeter cordon to funnel attendees to specified entrances so that they can be screened by the Police; and
- d. Conducting physical screening/checks on persons entering the site.

Candidates and their agents should take note that the breach of a permit condition is an offence for which the permit holder may be held responsible.

4.3. Persons prohibited from conducting election activities

The following persons are prohibited by law 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.

Anyone conducting any election activity must be in possession of a written authority signed by the candidates or their election agents.

Authorisation to conduct election activity shall be issued only on or after the day of nomination. Particulars in duplicate of all written authorities issued by a candidate and his election agent must be sent to the Returning Officer, who shall on receipt forward a copy of those particulars to the Commissioner of Police.

Workers who are Singapore Permanent Residents or work-pass holders do not need written authorisation to conduct election activity if they carry out the following types of manual work which is the subject of a contract for services between a candidate (or his/her election agent) and a person authorised to conduct election activities:

- a. putting up election posters and banners, and taking them down; and
- b. setting up of any physical facility (such as stages and tents) at rally sites and assembly centres, and dismantling them.

4.4. Opening election offices

Each candidate or his/her election agents may open one election office per polling district, but such an office must be outside a radius of 200 metres of any polling station.

The address of every such election office must be registered with the Returning Officer by the candidate or his/her election agents before Polling Day.

It is an offence to open or maintain an office at or near a polling station for the purpose of influencing the voters' decisions when casting their votes.

5. COOLING-OFF DAY

The eve of polling day is designated as Cooling-off Day. It is a day when campaigning is banned and election advertising must not be published. This 24-hour campaign silence period is to let voters reflect rationally on various issues raised at an election before going to the polls.

5.1. Prohibited activities on Cooling-off Day

The following acts are not allowed on Cooling-off Day:

- Publication and display of election advertising not already lawfully displayed or published;
- Canvassing, door-to-door visits, visiting homes and workplaces of voters in connection with the election;
- Wearing badges, carrying or displaying replicas of the election symbol allotted to the candidate; and
- Holding of election meetings.

Candidates should therefore refrain from attending public events on Cooling-off Day. However, attending religious ceremonies or worship services, or attending functions in the course of work or employment would still be permissible.

There are some exceptions to the prohibition of campaign activities on Cooling-off Day:

- Presidential Candidate Broadcasts on television;
- Reports in the newspapers, on radio and television relating to election matters;
- Approved posters and banners that were already up, and lawful Internet advertising that was already in place before the start of Cooling-off Day;
- Books previously scheduled for publication;
- The transmission of personal political views by individuals to other individuals, on a non-commercial basis, using the Internet, telephone or electronic means; and
- Candidates may continue to wear a replica of the symbol allotted to him/her.

6. POLLING

6.1. Polling in Singapore

Voting in Singapore starts at 8 a.m. and ends at 8 p.m. at all polling stations.

An elector must cast his/her vote in person and only at the polling station to which he/she has been assigned.

6.2. Polling at overseas polling stations

Only persons who have successfully registered themselves as overseas electors may cast their votes at designated overseas polling stations (see Annex for the location of all overseas polling stations). Once they are registered as overseas electors, they may cast their votes either at the overseas polling station allotted to them or at the polling station located in their allotted constituencies in Singapore, but not at both for the same election.

The hours of poll at overseas polling stations will span from 4 to 12 hours, and may be extended beyond 12 hours when necessary. However, an overseas poll must close not later than the close of polls on polling day in Singapore³.

6.3. Persons allowed to enter polling stations

Without the Returning Officer's permission, only the following persons may on Polling Day enter a polling station during the poll:

- a. the Returning Officer;
- b. police officers on duty at the polling station and other election staff officially employed at the polling station;
- c. voters assigned to vote at the polling station;
- d. the candidates contesting at the election; and

³ For Presidential Election 2011, the polling hours at the 9 overseas polling stations will be from 8 a.m. to 8 p.m. at the local time of the respective cities where the overseas polling stations are located. For the 4 overseas polling stations located in London, Washington DC, New York and San Francisco, polling will be conducted one day before the Polling Day in Singapore.

- e. the authorised polling agents for that polling station not exceeding the maximum number and whose names have been notified to the presiding officer (see paragraphs 6.3.1 and 6.5).

6.3.1. Forms that must be produced by candidates/polling agents before entering polling stations

Every polling agent must produce a duly completed and signed original copy of Oath of Secrecy and Letter of Appointment of Polling Agent Form (PE 13/PE 161) to the presiding officer at the main entrance before entering the polling station. The polling agent should also produce his original NRIC/passport for identification purposes. After checking, the presiding officer will keep the polling agent's Oath of Secrecy and Letter of Appointment and issue him with a polling agent identification pass and a re-entry card (bearing the polling agent's name and NRIC number, and polling station name).

When the polling agent leaves the polling station, he is to return the polling agent identification pass to the presiding officer.

For re-entry into the same polling station, the polling agent should produce the re-entry card issued to him with his NRIC/passport. After checking, the presiding officer may hand him the polling agent identification pass and allow the polling agent to re-enter the polling station.

If the polling agent seeks to enter another polling station to observe the polling process there, he must submit a new original copy of Oath of Secrecy and Letter of Appointment to the presiding officer at that polling station. Photocopies of the Oath of Secrecy and Letter of Appointment will not be accepted.

When visiting a polling station, candidates also need to produce their duly completed and signed Oath of Secrecy form (Form PE 13) to the presiding officer who will keep the form. As a candidate may visit more than one polling station, the presiding officer who keeps his Oath of Secrecy form at the first polling station that he visits will give him an acknowledgement card. With this card, he will not need to produce the “Oath of Secrecy” form when he visits other polling stations.

6.4. Understanding the voting process

The role of polling agents is to observe that polling is carried out in accordance with the law. Hence, it is important that candidates and polling agents are clear with the polling procedures and are aware of a presiding officer’s legal powers and duties, so as not to cause unnecessary delay or disruption to the polling process and not to prevent the conduct of free and fair elections according to the law.

Ballot boxes are sealed before the start of poll in such a way that ballot papers cannot be taken out without having to break the tamper-proof seals. At the end of poll, the slits through which marked ballot papers are dropped into the ballot boxes are sealed to ensure that nothing else can be dropped into them.

Each person whose name is on a register of electors (referred to as voter) is entitled to one ballot paper and has only one vote. A voter must cast his/her vote in person; no proxy voting is permitted.

To that end, before delivering a ballot paper to a voter, the presiding officer will –

- a. authenticate the identity of the voter standing in front of the presiding officer, by checking the voter’s poll card and personal identification document (only original NRIC, valid passport and identity cards issued by the Singapore Armed Forces, Singapore Police Force and the Singapore Civil Defence Force are acceptable);

- b. mark against the voter's name in the register to ensure that he/she is a registered elector and to indicate that the voter is given a ballot paper to vote;
- c. check that the ballot paper is authentic i.e. it bears the official mark on it;
- d. write the voter's serial number on the counterfoil of the ballot paper;
- e. call out the particulars of the voter according to the register;
- f. fold the ballot paper in half; and
- g. hand the ballot paper to the voter, and return the voter's poll card and personal identification document to the voter.

If the presiding officer ascertains from the Polling Station Register that the voter is registered as an overseas elector, the presiding officer takes one additional step before handing the ballot paper to the voter. The presiding officer will ask the voter to declare that he/she has not already cast a vote overseas by signing a statutory form. The presiding officer will proceed to issue the voter with a ballot paper only after the declaration is made.

No ballot paper will be given if the voter's name does not appear in the register of electors for that polling station.

No person, except a presiding officer acting for a purpose authorised by the law (explaining the method of voting or assisting a blind voter), is allowed to communicate or attempt to communicate with any voter after the voter has received a ballot paper and before the voter has placed it in a ballot box.

A tendered ballot paper (which is blue in colour) will be issued to a person to cast his/her vote if the person insists on voting even after the presiding officer has explained that according to the Polling Station Register, that the person has already voted (i.e. the name that he/she claims has been crossed out by a presiding officer at the same polling station earlier during Polling Day). Before a tendered ballot paper is given, the person has to first make a declaration as to identity by signing a statutory form.

If a voter claims that he/she has made a mistake on the first ballot paper given to him/her or that he/she has accidentally spoilt it, the presiding officer may issue the voter another ballot paper. The presiding officer has to take back the spoilt ballot paper and mark “CANCELLED” on it before sealing it in an envelope.

Legal powers of presiding officers during voting

The presiding officer or any other person authorised by him/her may explain the method of voting to a voter who requested for him/her to explain. Polling agents may listen in if they wish to.

The presiding officer may, only on the request of a voter, help the voter to mark his/her ballot paper if the voter is blind or unable to mark the ballot paper as a result of his physical disability. The presiding officer will mark the ballot paper according to the voter’s directions and then guide the voter to place the ballot paper in the ballot box. No polling agents are allowed to be present when the presiding officer is helping the voter to mark the ballot paper. This is to ensure secrecy in voting. Every presiding officer is under oath to keep the voter’s ballot a secret.

If a presiding officer notices that a voter is taking an unusually long time at the polling booth, the presiding officer may take such steps as are necessary to expedite the process.

6.5. Number of polling agents

A polling station typically has more than one polling place. 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.

For polling overseas, every 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. The appointment should be made by the principal election agent of the candidate. The polling agents should preferably be appointed from among overseas electors who are allotted to vote at that overseas polling station. The

name and appointment of the polling agent in any overseas polling station must be given in writing to the Returning Officer no later than two clear days before the start of poll at that overseas polling station.

6.6. Things that candidates/polling agents are allowed to do/prohibited from doing

Bear in mind that voting is compulsory. As such, it is an offence to dissuade someone from giving his vote at an election.

Candidates and polling agents must wear their official identification tags at all times while in any polling station.

The sealing of ballot boxes at the opening of the poll and at the close of the poll may be witnessed by candidates and their polling agents, but the attendance of the candidate and/or his/her polling agent at these proceedings is not compulsory under the law. In order to ensure that polling and counting starts on time and there is no delay, presiding officers can and will proceed with the sealing even if the candidates or their polling agents are absent. Hence, candidates and polling agents should take note of the time that the sealing of ballot boxes will take place (i.e. 7:55 a.m. before the start of poll and 8 p.m. at the close of poll). They must be punctual if they wish to observe the sealing of the ballot boxes.

Polling agents who want to keep a close track as to who has voted should pay close attention when presiding officers are reading out the particulars of the voters. Polling agents are not allowed to compare their copies of the registers against the presiding officers' Polling Station Registers to confirm the voters who have/have not voted.

A polling agent who needs to leave his/her place at the polling station, before the poll closes, must leave his/her own copy of the register of electors at that polling place. This is to ensure that any information as to the name or number on the register of electors of any elector who has or has not been given a ballot paper or voted at that station is not divulged.

A candidate or a polling agent authorized to be in attendance at a polling station may, before the poll closes, ask a presiding officer for the total number of voters who have voted at the polling station. However, the presiding officer has the discretion to decide whether he/she can accede to the request for information; the presiding officer will try his/her best to answer but his/her priority under the law remains the continuous and orderly conduct of the poll at the polling station.

At the close of poll, candidates and their polling agents may observe the packing of election materials into envelopes and affix their seals on the envelopes if they wish to do so. They may also affix their seals on the ballot boxes after the presiding officers have completed sealing of the ballot boxes at the close of poll. However, the candidate or polling agent must be careful not to paste over the Returning Officer's seals or damage the Returning Officer's seals in the process of pasting their own.

6.7. Maintaining secrecy of voting

Candidates and polling agents who are present at a polling station must maintain secrecy of voting at all times. They have to take their oaths of secrecy and must give their completed forms to the presiding officer before entering the polling station.

It is important to bear in mind that before the poll closes, everyone is prohibited from communicating to any person any information as to the name or number on the register of electors of any elector who has or has not been given a ballot paper or voted at that station.

Maintaining secrecy in voting at the polling station also means that no one must try to find out, or to communicate to any person, which candidate a voter in the station is about to vote or has voted for.

The use of handphones, video- and photo-taking devices and smoking are strictly prohibited within a polling station.

6.8. General advisory at polling stations, counting centres and principal counting centre

Parking and security arrangements

Candidates are reminded that no parking will be allowed at polling stations, counting centres and principal counting centre unless the vehicle has the appropriate authorised car park label. Within each enclosed polling station, there will be special drop-off points for vehicles conveying the sick, infirmed or disabled persons. Drivers can approach the election officials or police officers on duty for assistance and direction. Police will put in place security measures in and around polling stations, counting centres and principal counting centre. Security checks will also be conducted at the polling stations, counting centres and principal counting centre.

In general, candidates and voters are advised to take public transport or walk to the polling stations. They should also not loiter around the vicinity of the polling stations without valid reasons.

No food and drinks within polling stations and counting centres

Food and drinks are not allowed within polling stations and counting centres. Complimentary bottled drinking water will be provided to candidates and their polling and counting agents. Candidates and their agents who wish to consume food and other beverages may do so outside the polling stations and counting centres.

7. COUNTING OF VOTES AND DECLARATION OF ELECTION RESULTS

7.1. Counting of votes cast in Singapore

Counting of votes cast in Singapore is conducted immediately after the close of polls in Singapore. This usually takes place in the late evening of Polling Day and may continue into the early hours of the next day.

Immediately after the close of poll at a polling station, the slits on the ballot boxes through which ballot papers are dropped into the boxes are sealed up. Together with other election documents, the ballot boxes are delivered to the assigned counting centres/places for counting of the votes.

Each counting place in a counting centre will be designated to count the votes cast at one or more polling stations. The counting place may or may not be a polling station.

Usually, each counting centre comprises four to six of counting places. The address of each counting place will be announced by the Returning Officer at least two clear days before Polling Day.

Counting will start as soon as all the ballot boxes which are designated for counting at the same counting place have been received.

After the counting of votes, the results will be transmitted to the Returning Officer at the principal counting centre where the votes counted at every counting place will be added or tallied up to obtain the total number of votes cast for each candidate.

7.2. Counting of votes cast overseas

All ballot papers cast in overseas polling stations must be sent back to Singapore for counting within 10 days after Polling Day. The Returning Officer will designate a place where the counting of overseas votes takes place. Candidates and their counting agents may be present during the counting.

Counting will be conducted at one central location after mixing the votes from all overseas polling stations. The rules relating to the counting, recounting and rejection of votes cast locally are generally applicable to votes cast overseas (with slight modifications: see paragraph 7.8).

After counting is completed, the ballot papers and other election materials from these overseas polling stations will be sealed up in the same manner as those cast and used locally. These will be brought back to Singapore for counting as soon as practicable.

7.3. Persons allowed to enter counting centres/principal counting centre

Without the Returning Officer's permission, no persons other than the following are entitled to be present during counting of votes at a counting centre:

- a. the Returning Officer and other persons officially employed by the Returning Officer at the counting centre;
- b. the candidates; and
- c. not more than one counting agent per counting place representing each candidate.

At the principal counting centre, in addition to the Returning Officer and such other officers and staff appointed by him to assist him in adding the votes, candidates and their principal election agents may also be present at the addition of votes.

7.3.1. Forms that must be produced by candidates/counting agents before entering the counting centres

Every counting agent must produce a duly completed and signed original copy of Oath of Secrecy Form and Appointment of Counting Agent Form (PE 13/PE 125) at the main entrance before entering the counting centre. The counting agent should also produce his original NRIC/passport for identification purposes. After checking, the election official will keep the counting agent's Oath of Secrecy and Letter of Appointment and issue him/her a counting agent identification pass and a re-entry card (bearing

the counting agent's name and NRIC number, and counting centre name).

When the counting agent leaves the counting centre, he/she is to return the counting agent identification pass to the election official.

For re-entry into the same counting centre, the counting agent should produce the re-entry card issued to him/her with his/her NRIC/passport. After checking, the election official may hand him/her the counting agent identification pass and allow the polling agent to re-enter the counting centre.

If the counting agent seeks to enter another counting centre to observe the counting process there, he/she must submit a new original copy of Oath of Secrecy and Letter of Appointment to the election official at that counting centre. Photocopies of the Oath of Secrecy and Letter of Appointment will not be accepted.

Candidates and their principal election agents will need to produce a duly completed and signed Oath of Secrecy Form (PE 13) to enter the principal counting centre.

7.4. Understanding the counting process

At each counting place, the counting of votes must begin as soon as all the ballot boxes containing the ballot papers to be counted at that counting place are received. Although candidates and their counting agents are allowed to observe the counting process, the counting should not be halted just because candidates or their counting agents are not present.

Candidates and counting agents who are present will be invited to inspect the ballot boxes before they are opened for counting. When the ballot boxes are opened, the Assistant Returning Officers and his counting assistants will pour all the ballot papers out of the boxes onto the counting table. The ballot papers will then be mixed up before sorting according to candidates begins.

While the backs of ballot papers are necessarily exposed to some extent when the folded ballot papers are opened, the Returning Officer and his staff will throughout sorting and counting keep the ballot papers with their faces upwards, and take all precautions for preventing any person from seeing the numbers printed on the back of the ballot papers. During sorting or counting, no one should attempt to read the number printed at the back of each ballot paper. Any attempt at the count to do so is an offence.

The sorting and counting process must be carried out continuously, so candidates and their counting agents should avoid interrupting the process.

Tendered votes will not be counted at this time. They will only be sorted according to the candidate they support and then sealed.

Legal powers of Assistant Returning Officers

During the count, the functions of the Assistant Returning Officer in charge of a counting place are focused on determining whether a ballot paper should be rejected or counted.

Under the law, the following ballot papers must be rejected:

- a. a ballot paper which does not bear the complete official mark for the authentication of ballot papers;
- b. a ballot paper on which votes are given for more than one candidate;
- c. a ballot paper on which anything is written or marked by which the voter can be identified e.g. a voter signs or writes his name or NRIC number;
- d. a ballot paper which is unmarked; and
- e. a ballot paper which is void for uncertainty.

But a ballot paper on which the vote is marked elsewhere than in the proper place, otherwise than by means of a cross or by more than one marking will not be treated as void if the intention of the voter as to which candidate he/she wishes to give the vote to is clear, and the way the paper is marked does not of itself identify the voter.

If the Assistant Returning Officer rejects a ballot paper as invalid, he/she will indicate his/her decision by endorsing the word “REJECTED” on the ballot paper. Before doing so, the Assistant Returning Officer must show the ballot paper to candidates or their counting agents who are present at the counting place and hear their views. The decision of the Assistant Returning Officer whether or not any ballot paper shall be rejected is final and cannot be questioned on an application to court to void the election.

When counting is completed at a counting place, the Assistant Returning Officer will orally announce the number of votes given to each candidate and his/her counting agents who are present at the counting place and then transmit the certified record of counting containing the number of votes given to each candidate and other results of the counting of votes at the counting place to the principal counting centre for tallying.

7.5. Number of counting agents

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

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.

7.6. Things that the candidates and counting agents are allowed to do/prohibited from doing

Candidates and counting agents must wear their official identification tags at all time. The counting of votes may take place in the presence of candidates and their counting agents. The counting will proceed even if candidates or their counting agents are not present. Candidates and their counting agents may observe the counting process but they should not interfere with the counting process. They should at no time attempt to read the number printed on the back of a ballot paper.

Before rejecting a ballot paper which is unmarked or does not show clearly the intention of the voter, the Assistant Returning Officer at each counting place will show the ballot paper to candidates and their counting agents (if present). Candidates and counting agents may give their views on the ballot paper in question, but the decision of the Assistant Returning Officer on the validity of the ballot paper is final.

When all the ballot papers at the counting place have been counted, the Assistant Returning Officer will announce the result over the table. The ballot papers and other election materials will then be sealed up in depository boxes if no recount of the votes cast has been allowed by the Returning Officer. Candidates and their counting agents may affix their seals on these boxes, if they so desire. But they should be careful not to paste over the Returning Officer's seals or damage the Returning Officer's seals in the process of pasting their own.

The use of handphones, video- and photo-taking devices and smoking are strictly prohibited within a counting centre.

7.7. Recounts

A recount of the votes may be allowed if the difference between the number of votes cast in favour of the candidate with the most votes and the number of votes cast in favour of any other candidate is equal to or less than 2% of the total number of votes cast (excluding rejected votes and tendered votes) at the election.

Candidates or their counting agents who are present at the principal counting centre may apply for a recount of the votes.

Only one such application may be made and the Returning Officer will ensure that the candidates or their counting agents are given the opportunity to make this application. When a recount is allowed, all votes cast for the election are recounted.

No recounting of overseas votes will be allowed if the overseas votes have no impact on the election outcome (i.e. the Returning Officer has already declared the candidate to whom the greatest number of votes is given to be elected on Polling Day).

If the overseas votes have an impact on the election results, the Returning officer will allow one application for recount. This is where the number of overseas votes have brought the margin of difference of total number of votes (sum of local and overseas votes) cast between the two candidates with the highest number of votes within the 2% margin. Where an application for recounting of overseas votes has been granted, only the overseas votes will be recounted.

7.8. Announcement of results

When counting is completed for all the votes cast (including the recount if a recount is allowed), the Returning Officer at the principal counting centre will tally the number of votes given to each candidate based on the records of counting received. Once this is ascertained, the Returning Officer will announce the number of votes given to each candidate to the candidates and their principal election agents/counting agents who are present at the principal counting centre. The Returning Officer will then announce the results of the election and declare the candidate elected to the mass media for dissemination to the public.

7.8.1. Impact of votes cast overseas

If the total number of overseas electors entitled to vote at the election is less than the difference between the candidates with the two highest numbers of votes, the Returning Officer will declare the candidate with the highest number of votes to be elected.

If the total number of overseas electors is equal to or more than the difference between the top two candidates, then the Returning Officer will announce the votes cast locally for each candidate, and the date and venue at which the ballot papers cast overseas will be counted.

7.9. Assembly centres

While waiting for the results of the votes cast to be announced, candidates, their supporters and other members of the public may be allowed to gather in certain designated places, called assembly centres. These are usually sports stadiums.

Permit applications to hold such a gathering at an Assembly Centre for the purpose of awaiting the results of the Presidential Election may be made during the operating hours of the Police Election Liaison Office two days before Cooling-Off Day. Each candidate shall be entitled to apply for one Assembly Centre permit for the night of Polling Day.

Some of the standard permit conditions are as follows:

- a. the election meeting must not be held in any place other than the place specified in the permit and between the hours specified in the permit;
- b. there must be no procession to or from the place of the election meeting;
- c. no form of public entertainment (such as singing, dancing or showing a film) shall be provided, and no live-streaming of any event (including the election meeting itself) shall be shown before, during and after the election meeting;
- d. the conduct of the gathering must not obstruct the free passage of persons or vehicular traffic on any public road; and
- e. before during and after the gathering, no organiser and no speaker at the gathering shall display or exhibit any banner, poster, placard, photograph, film, sign, writing or other visible representation or paraphernalia, or use indecent, threatening or abusive words or otherwise behave, with intent to provoke a breach of the peace or whereby a breach of the peace is likely to be occasioned whether immediately or at any time after the election meeting.

Police officers may be present at the Assembly Centres to maintain order and if, in the opinion of the most senior Police Officer present, a breach of peace is likely to occur, he/she

may order the termination of any proceeding or activity at the Assembly Centre and the permit holder shall thereupon take all necessary measures to terminate the proceeding and ensure all persons leave the Assembly Centre quietly and peacefully.

The Police may record the proceedings at the Assembly Centre by audio and/or visual means.

The Police may institute any security measure if they are assessed to be necessary in the interest of security. The list of possible security measures include:-

- a. Erecting concrete barriers;
- b. Enforcing no-parking zone in the immediate vicinity of the site;
- c. Erecting perimeter cordon to funnel attendees to specified entrances so that they can be screened by the Police; and
- d. Conducting physical screening/checks on persons entering the site.

8. POST-ELECTION

8.1. Application to void an election

Applications to void an election may be made under section 71 of the Presidential Elections Act. Such applications are to be heard by an Election Judge, who may be the Chief Justice or a Judge of the Supreme Court as nominated by the Chief Justice.

The election may be declared void if the Election Judge is satisfied –

- a. that by reason of general bribery, general treating, or general intimidation, or other misconduct, or other circumstances, whether similar to those before enumerated or not, the majority of electors were or may have been prevented from electing the candidate whom they preferred;
- b. non-compliance with the provisions of the Presidential Elections Act relating to elections, if it appears that the election was not conducted in accordance with the principles laid down in those provisions and that the non-compliance affected the result of the election;
- c. that a corrupt practice or illegal practice was committed in connection with the election by the candidate or with his knowledge or consent or by any agent of the candidate;
- d. that the candidate personally engaged a person as his election agent, or as a canvasser or agent, knowing that the person had, within 7 years prior to the engagement, been convicted or found guilty of a corrupt practice by a District Court or by the report of an Election Judge; or
- e. that the candidate was at the time of his election a person disqualified for election as President.

An application to void an election can be made only by –

- a. any person who had voted at the election or had a right to vote at the election;
- b. a person who claims to have had a right to be returned or elected at the election; or
- c. a person alleging himself to have been a candidate at the election may also submit such applications.

An application to void an election must usually be made within 21 days after the date of publication of the final election results in the Government Gazette.

The Election Judge may, on hearing the application decide that –

- a. the election is void;
- b. the return of a person elected was undue;
- c. a candidate was duly elected and ought to have been returned; or
- d. a scrutiny be held if the seat is claimed for an unsuccessful candidate on the ground that he had a majority of lawful votes.

However, this does not include questioning the decisions made by the Assistant Returning Officers in the adjudication of votes.

When the trial for the application is concluded, the Election Judge determines the outcome of the application and informs the Prime Minister as to how he/she has determined the application.

8.2. Destruction of ballot papers

After the count, all ballot papers and their counterfoils have to be sealed in the Supreme Court vault for six months, after which all the ballot papers and other election documents are destroyed. During those six months, these documents can only be retrieved by court order. The court will issue such an order only if it is satisfied that a vote has been fraudulently cast and the result of the election may be affected as a result. Our courts have issued no such order since elections have been held here since 1948.

8.3. Post-election activities

Post-election vehicle processions may be held after Polling Day for candidates to thank the voters and their supporters. These processions must be authorized by a permit issued by the police.

Applications for post-election vehicle procession must be made in person by the candidate or any of his/her election agents at the Compliance Management Office of the respective Police Divisional Headquarters, which are open from 8.30am to 6pm on weekdays. The offices will be closed on Saturday, Sunday and Public Holidays, including Polling Day.

A fee will be levied at the time the permit is issued.

9. ELECTION FINANCE

9.1. Limit on the amount that can be spent

To ensure a level-playing field and to prevent ‘money politics’, the law imposes a ceiling on the amount that may be incurred by way of election expenses.

Election expenses means expenses incurred, whether before, during or after the election by a candidate or his election agents on account of or in respect of the conduct or management of the election of the candidate, but not the following expenses:

- a. any expenditure incurred by the candidate for his personal expenses; and
- b. any fee paid to the election agent not exceeding \$500.

The maximum spending limit for election expenses is \$600,000 or 30 cents for each elector in the registers of electors for all constituencies whichever is greater.

Spending in excess of the maximum amount in the law is an illegal practice.

9.2. Election expenses generally must be paid by election agent

In general, payments for election expenses can only be made by or through a candidate’s election agents. Accordingly, even though a candidate may be permitted to enter into a contract whereby election expenses are incurred, the candidate cannot pay those expenses unless he is his own election agent.

Furthermore, all gifts, loans, advances or deposits provided by any person for any election expenses must be paid to the candidate or his/her election agents and not otherwise.

These restrictions have been imposed by law to prevent loopholes in the control over spending on election expenses. No person other than the election agents can make payment, and the election agents cannot plead ignorance of what payments have been made by others.

There are, however, a number of exceptions to this restriction:

- a. any payments made by the Returning Officer;
- b. any payments which are made by the candidate for personal expenses incurred by him on account of or in connection with or incidental to the election up to \$1,000;
- c. any payments which are made by the candidate in respect of claims for election expenses sent in late, or disputed claims for election expenses, pursuant to a court order;
- d. any expenses for stationery, postage, telegrams and other petty expenses which are paid by a person authorised by the election agents; and
- e. any sum disbursed by any person out of his own money for any small expense legally incurred by himself, if the sum is not repaid to him.

A candidate should therefore ensure that the election agents he appoints are involved in all budgeting and financial decisions related to the campaign and is consulted before electoral campaign expenses are incurred.

A candidate should also ensure that only the election agents incur campaign expenses.

A candidate must ensure that all money received for election purposes is turned over to the election agents for deposit.

9.3. Personal expenses incurred by candidates

A candidate may pay for personal expenses incurred as a result of the election, such as travelling and accommodation expenses up to \$1,000. The balance unpaid can be the subject of a claim by the candidate against the election agents, which must be made within 14 days of the publication of the election results in the Government Gazette.

9.4. Requirement for bill, receipts and records of payment

Each payment made in relation to election expenses has to be vouched for by a receipt and a bill stating the particulars. Bills and receipts are not necessary if the payment does not exceed \$10 or where a receipt is not obtainable by nature of the payment, such as travel by rail or postage.

9.5. Claims

All claims have to be sent to the election agents within 14 days of the date of publication of the election results in the Government Gazette. In general, all payments must be made by the election agents within 28 days of the afore-mentioned date.

9.6. Returns respecting election expenses

The principal election agents of all candidates must submit a declaration and a return of election expenses (using Forms P14 and P15) to the Returning Officer within 31 days after the day on which the results of the election is published in the Gazette. These returns are required to ensure accountability and transparency in the candidates' campaign finance.

For guidance on how to complete Form P14, please refer to paragraph 9.6.1 below.

9.6.1. Guidance on completing Form P14

Declaration by Principal Election Agent

The principal election agent of the candidate must provide all details requested by the declaration on the front page of Form P14. These details are necessary for compliance purposes. The principal election agent should ensure that the declaration is signed before submitting it to the Returning Officer.

Section A: Expenses and Payments

Under Section 56(1), the principal election agent is required to provide the details of the personal expenses incurred by the candidate in relation to his/her election campaign.

A summary of all expenditure incurred by the election agent(s) on behalf of the candidate is to be provided under Section 56(1), too.

The expenditure shall be broken down into the categories as listed in the form below:

- a. Remuneration of election agents, polling agents and counting agents, etc;

- b. Advertising and printing of promotional materials;
- c. Transport;
- d. Stationery, office supplies and postage;
- e. Fax machines, telephone and other means of communication;
- f. Furniture and equipment rental;
- g. Office rental and utilities for election meeting, committee room, etc;
- h. Food, refreshments and accommodation; and
- i. Miscellaneous expenses.

No item of expenditure should be reported under more than one category of spending. The principal election agent must record the amount accurately and put it into the category which seems to fit best. For example, the cost in connection with preparing and producing campaign materials like posters, leaflets and banners should be recorded in the “Advertising and printing of promotional materials” category.

If no expenditure has been incurred under that category of spending, the word ‘Nil’ should be recorded on the form.

If there is not enough room on the page to list all items within a defined category, attach a separate sheet.

For every single item of expenditure, details should be provided with regard to:

- the number on the relevant receipt, payment voucher or cheque that has been submitted in support of the item;
- the amount paid; and
- the full name of the election agent who made payment.

Section B: Disputed and Unpaid Claims

(1) Disputed Claims

Claims for payment of election expenses are legally required to be paid no later than 28 days after the day on which the result of the election is published in the Government Gazette.

If an election agent disputes any claim in respect of election expenses incurred by the candidate, and refuses or fails to pay the claim within the specified time period of 28 days, details of such a claim should be provided in this section.

For each disputed claim, details should be provided in regard to:

- a. the name and address of the claimant;
- b. a description of the item or service to which the claim relates;
- c. the name of the election agent against whom the claim is made; and
- d. the amount in dispute.

Please cross out this section if not applicable.

(2) Unpaid Claims

Claims for payment of election expenses are legally required to be submitted not later than 14 days after the date of publication of the election results in the Government Gazette.

Where a claim in respect of election expenses incurred by the candidate is not sent in to the election agent within the 14-day deadline, details of such a claim should be provided in this section.

For each unpaid claim, details should be provided in regard to:

- a. the name and address of the claimant;
- b. a description of the item or service to which the claim relates;

- c. the name of the election agent against whom the claim is made; and
- d. the amount in dispute.

Please cross out this section if not applicable.

Section C: Non-Recordable Donations

Details of every permissible donation received by the candidate or his/her election agent(s) in relation to the election campaign must be recorded under this section.

Section D: Recordable Donations

Details of all single donations of \$10,000 or more, and any series of donations from the same permissible source/donor which adds up to \$10,000 or more received by the candidate and/or his/her election agent(s) in relation to the election campaign must be recorded under this section.

9.7. Post-election Donation Report and Declaration

A candidate and his/her principal election agent must also submit a joint Post-election Donation Report and Declaration (Forms 6 & 7) to the Registrar of Political Donations at the same time as the returns of elections expenses. The reporting period to be covered by the Post-election Donation Report begins on the date of the candidate's pre-election declaration and ends on the date of the candidate's post-election declaration. The forms must reach the Registrar of Political Donations within 31 days after the publication of the statement of the poll.

The Post-election Donation Report and Declaration require disclosure only of details of any single donation accepted in the reporting period amounting to S\$10,000 or more, and any series of donations from the same permissible donor adding up to S\$10,000 or more, accepted during the reporting period. Together with the donation report, candidates must declare that they have not received any anonymous donation totaling \$5,000 or more. For more details on political donations, candidates and election agents should read the Political

Donations Act Handbook, Part III of the Political Donations Act and the Political Donations Regulations.

If the candidate has appointed other election agents in addition to his/her principal election agent, each of the other election agents must submit a Declaration Form using Form 8.

10. CORRUPT AND ILLEGAL PRACTICES

10.1. Corrupt practices

A person convicted of a corrupt practice under the Presidential Elections Act will not be allowed to do the following things for seven years from the date of his/her conviction:

- a. register as an elector;
- b. vote at an election;
- c. be elected as the President or a Member of Parliament;
and
- d. be appointed as an election agent.

If he is convicted while he/she is the President, he/she will have to vacate his/her office immediately from the date of his conviction.

The following acts constitute corrupt practices under the Presidential Elections Act:

- a. aiding, abetting, advising or getting hold of a person to cast the vote in the name of someone else (personation);
- b. treating, undue influence or bribery as defined in the Presidential Elections Act;
- c. distributes, prints, posts or publishes any advertisement, handbill, placard or poster referring to a presidential election which does not bear on its face the names and addresses of its printer and its publisher (see the “published-by” requirements in paragraph 4.1.3 of this handbook);
- d. make or publish, before or during any election, for the purpose of affecting the return of any candidate, any false statement of fact in relation to the personal character or conduct of the candidate;
- e. make or publish, before or during any election, for the purpose of promoting or procuring the election of any candidate, any false statement of the withdrawal of any other candidate at the election; or
- f. being a candidate or election agent, knowingly make the declaration as to election expenses falsely.

10.2. Illegal practices

A person convicted of an illegal practice under the Presidential Elections Act will not be allowed to do the following things for three years from the date of his conviction:

- a. register as an elector;
- b. vote at an election; and
- c. be elected as the President or a Member of Parliament.

If he is convicted while he is the President, he will have to vacate his office immediately from the date of his conviction.

It is an illegal practice for candidates to spend more than the maximum amount allowable under the law. But take note that this amount does not include candidates' personal expenses or fees paid to their election agents that amount to \$500 or less.

It is also an illegal practice to expend on the following acts for the purpose of swaying the voters' choice of candidate:

- a. convey voters to and from the poll whether by means of hiring any form of transport or otherwise;
- b. pay any elector or voter to use a house, land, building or premises for the exhibition of an address, bill or notice; or
- c. pay any elector or voter to exhibit an address, bill or notice on a house, land, building or premises.

No one is allowed to use a vehicle for the transportation of electors or voters to or from the polling station, except when the vehicle is used to transport himself/herself or his/her immediate family members to and from the polling station.

Election agents may also commit an illegal practice if they do not follow the law relating to claims and payments for election expenses. They should not make any payment to a claim if the claim is made to them after 14 days from the date of publication of the election results in the Government Gazette. He/she should also ensure that if a claim is made legally, the payment must be made within 28 days of the afore-mentioned date.

11. IMPORTANT REMINDERS TO PRESIDENTIAL ELECTION CANDIDATES

11.1. Do's and Don'ts for candidates

This list is not exhaustive.

DO's	DON'TS
PRE-NOMINATION	
Do familiarise yourself with the law on presidential elections if you are thinking of standing as a candidate at a presidential election.	Do not consider yourself divested of all responsibility for complying with election law by appointing an election agent.
Do apply early to – <ul style="list-style-type: none"> • the Presidential Elections Committee for a Certificate of Eligibility to be a presidential candidate; and • the Registrar of Political Donations for a Political Donations Certificate 	Do not wait until the 2 nd day before Nomination Day to apply to – <ul style="list-style-type: none"> • the Registrar of Political Donations for a Political Donations certificate
Do fill up your name and particulars, and ensure that the names and particulars of your proposer, seconder and assentors in the current registers of electors are filled up correctly in Form P3.	Do not leave any blanks in the Form P3 or any part that requires signature blank.

DO's	DON'TS
<p>Make sure the proposer, seconder and assentors are all registered voters whose names are found in the current registers of electors.</p>	
<p>Do ensure that you consent to being a candidate and make the declarations required in Form P3 before a Commissioner for Oaths of a Justice of the Peace.</p>	<p>Do not make a false declaration in Form P3.</p>
<p>Do submit your films early to the Board of Film Censors (BFC) for classification if you intend to produce or use films for exhibition and/or distribution during the election period for the purpose of election advertising.</p>	<p>Do not submit your films for classification at the last minute as the BFC may not be able to classify the film in time for use during the election period.</p>
NOMINATION DAY	
<p>Do present your Nomination Papers together with the Certificate of Eligibility and the Political Donations Certificate personally to the Returning Officer at the designated place of nomination on Nomination Day.</p>	<p>Do not forget to be accompanied by your proposer, seconder and at least four assentors named in your Nomination Papers, and bring along your NRIC or passport when you deliver your Nomination Papers at the place of nomination on Nomination Day.</p>

DO's	DON'TS
Do remember to pay the election deposit in full before 12 noon of Nomination Day.	Do not issue a personal cheque to pay the election deposit; only cash, certified cheques and bankers' drafts are acceptable.
CAMPAIGN PERIOD	
<p>Do appoint not more than 20 election agents (one of whom as the principal election agent) before any campaign contributions are accepted, or any election expenses are incurred.</p> <p>Do ensure that proper accounts of the election expenses are maintained and make sure that your principal election agent/election agents understand their role and obligations.</p>	Do not allow anyone other than your election agents to incur your electoral campaign expenses.
Do submit a copy of each type of poster and a design of each banner to the Returning Officer before causing them to be displayed.	Do not allow the display of posters and banners in excess of the maximum number of posters and banners specified in the permit issued by the Returning Officer.

DO's	DON'TS
<p>Do ensure that every poster and banner displayed (including those on the perambulating vehicles) has affixed a stamp bearing the official mark of the Returning Officer.</p> <p>Do remove all posters and banners within the period specified by the Returning Officer after Polling Day.</p>	<p>Do not display posters and banners within a radius of 200 metres of any polling station.</p> <p>Do not remove or deface the posters and banners displayed by other candidates.</p>
<p>Do submit to the Returning Officer the particulars of everyone whom you or any of your election agents has authorised in writing to conduct election activity.</p>	<p>Do not issue the written authority to conduct election activity until the end of Nomination Day proceedings.</p>
<p>Do register your election office or offices with the Returning Officer before Polling Day.</p>	<p>Do not set up your election office within a radius of 200 metres of any polling station.</p> <p>Do not set up more than one election office for each polling district.</p>

DO's	DON'TS
Do apply for a Police procession permit if you or your election workers wish to use goods vehicles fitted with audio broadcasters and/or elections related posters and banners for campaigning purposes.	Do not carry out election activities like public speaking during the campaign period without first obtaining the relevant permit from the Police.
Do ensure that your polling agents, counting agents or other supporters do not wear, carry or display any flag, placard or other visible representation containing the image, symbol or logo of the candidate on the eve of Polling Day and Polling Day.	Do not canvass for votes, distribute election advertising or undertake any electioneering activities on eve of Polling Day and Polling Day.
Do ensure that your election agents appoint your polling agents early and notify the presiding officers in writing of the particulars of polling agents who will be present at any polling station.	Do not allow more than one polling agent per local polling place, or more than one polling agent per overseas polling station, to be appointed.

DO's	DON'TS
POLLING DAY	
Do remember to complete the Oath of Secrecy form and bring it with you when you visit the first polling station.	Do not breach the requirements on secrecy of the ballot. This is an essential part of our democracy.
Do comply and ensure that your polling agents comply with all reasonable requests made by polling officials in the polling station to ensure smooth and orderly poll.	Do not interfere with the work of the polling officials or any aspect of the polling process. Do not use threats, intimidation, deception or fraud to persuade voters to vote in a particular way.
Do be present at the polling station at 7:55 am before polling begins, and at 8:00 pm at the close of polling if you and your polling agents wish to witness the sealing of the ballot boxes.	Do not communicate to any person the name or number on the register of electors of any elector who has or has not voted at the polling station. Before the poll closes, your polling agents must not take their register of electors with them when they leave the polling stations.

DO's	DON'TS
COUNTING	
Do appoint your counting agents well ahead in time. You may appoint one counting agent at every counting place to observe the proceedings of the count. For counting of votes cast overseas, you may appoint one counting agent to observe the counting.	<p>Do not forget to issue the written authority to the persons acting as your counting agents. Without this form, the election officials can refuse permission for a counting agent to enter the counting centre.</p> <p>Do not touch the ballot papers during the counting of votes. Make no attempt to read the serial number printed at the back of each ballot paper at any time.</p>
POST-ELECTION	
	Do not forget to remove all posters and banners after Polling Day. This must be done within the period specified by the Returning Officer in the poster/banner permit.
Do submit a return of election expenses and true declaration to the Returning Officer within 31 days after the date of publication of the election results in the Gazette.	Do not make payment for claims and election expenses later than 28 days after the date of publication of the election results in the Government Gazette.

DO's	DON'TS
<p>Do submit a post-election donation report and true declaration to the Registrar of Political Donations within 31 days after the date of publication of the election results in the Gazette.</p>	<p>Do not, in the 12 months before the election, accept contributions from impermissible sources, and do not accept anonymous donations totaling \$5,000 or more.</p>

12. FORMS IMPORTANT TO CANDIDATES AND ELECTION AGENTS

12.1. Election forms

Below is a list of forms that are important to candidates and their election agents in running an election. The forms can be obtained from the Elections Department.

When the Forms will need to be used	Form
Before Issue of Writ	<ol style="list-style-type: none">1. Pre-Election Donation Report [Cap. 236, Form 3]2. Pre-Election Declaration [Cap. 236, Form 4]
From Issue of Writ to Nomination Day	<ol style="list-style-type: none">1. Nomination Paper [Cap. 240A, Form P3]2. Name for Ballot Paper Form [Cap. 240A, Form PE 44]3. Appointment of Election Agent(s) (and Principal Election Agent) Form [Cap. 240A, Form PE 45]4. Appointment of One Other Person Form [Cap. 240A, Form PE 46]
After Nomination Day to Polling Day	<ol style="list-style-type: none">1. Form of Oath of Secrecy [Cap. 240A, Form PE 13]2. Form of Oath of Secrecy (with Letter of Appointment of Polling Agent) [Cap. 240A, Form PE 13/PE 161]3. Authority to Conduct Election Activity (by Candidate) [Cap. 240A, Form PE 17]

When the Forms will need to be used	Form
	<ol style="list-style-type: none"> 4. Authority to Conduct Election Activity (by Election Agent) [Cap. 240A, Form PE 18] 5. List of Persons Authorised to Conduct Election Activity (by Candidate or Election Agent) [Cap. 240A, Form PE 42/42A] 6. Form of Oath of Secrecy (with Letter of Appointment of Counting Agent) [Cap. 240A, Form PE 13/PE 125] 7. Form of Oath of Secrecy (with Letter of Appointment of Counting Agent at Counting Place for Overseas Votes) [Cap. 240A, Form PE 13/PE 125B] 8. Return of Election Office(s) of Candidate [Cap. 240A, Form PE 124] 9. Permit from Police to hold an election meeting 10. Permit from Police to use a perambulating motor vehicle

When the Forms will need to be used	Form
After Polling Day	<ol style="list-style-type: none"> 1. Return of Election Expenses [Cap. 240A, Form P14] 2. Declaration by Candidate [Cap. 240A, Form P15] 3. Post-Election Donation Report [Cap. 236, Form 6] 4. Post-Election Declaration 9 [Cap. 236, Form 8] 5. Permit from Police for Post-election Vehicle Procession
At any time an impermissible donation is received	<ol style="list-style-type: none"> 1. Surrender of Donations [Cap. 236, Form 11]
At any time	<ol style="list-style-type: none"> 1. Feedback from Candidates and Election Agents Form [Form ELD 272]

Overseas polling stations

Below is a list of the nine diplomatic missions where overseas polling stations are set up:

1. High Commission of the Republic of Singapore in Australia (Canberra);
2. High Commission of the Republic of Singapore in the United Kingdom (London);
3. Embassy of the Republic of Singapore in the United States of America (Washington D.C.);
4. Embassy of the Republic of Singapore in the People's Republic of China (Beijing);
5. Embassy of the Republic of Singapore in Japan (Tokyo);
6. Consulate-General of the Republic of Singapore in the Hong Kong Special Administrative Region of the People's Republic of China;
7. Consulate-General of the Republic of Singapore in the People's Republic of China (Shanghai);
8. Consulate-General of the Republic of Singapore in the United States of America (San Francisco); and
9. Consulate of the Republic of Singapore in the United States of America (New York).

PRESIDENTIAL ELECTION 2011 CANDIDATES' HANDBOOK

Copyright © Elections Department, Government of the Republic of Singapore, 2011

Users of this publication are permitted to reproduce materials therein for private use or private research.

Except for these permitted uses, and as permitted by the provisions of the Copyright Act (Cap. 63), no part of this publication may be reproduced in any material form (including photocopied, downloaded, stored in any medium and whether or not transiently or incidentally), further transmitted or distributed, without the prior written permission of Head, Elections Department.

All rights reserved.

Published by:

Elections Department, Prime Minister Office, Singapore
11 Prinsep Link Singapore 187949, REPUBLIC OF SINGAPORE

Tel: +65 6341 9952 Fax: +65 6332 3428 Email: elections@eld.gov.sg
Website: <http://www.elections.gov.sg>

