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GENERAL AND REGIONAL ELECTIONS

NOTES FOR THE GUIDANCE OF REGISTRATION OFFICERS AND STAFF WHEN REVISING THE PRELIMINARY LIST OF ELECTIONS

1.0 NATURE AND SCOPE OF INSTRUCTIONS

These instructions are intended to assist Supervisors, Registration Officers and Assistant Registration Officers when revising the Preliminary List of Electors. The sections of the law which affect the process of revision of the Preliminary List have been interpreted and in several instances the legal language simplified for the sake of clarity. The law, however, must always be seen as superseding these instructions and must be referred to in case of any doubt. References to specific sections of the law i.e. The National Registration Act, Chapter 19:08, The National Registration (Residents) Regulations and Amendments, Chapter 19:08 and the Elections Law Amendment Act No.....are made to assist you in consulting the law. Never fail to consult with the Assistant Commissioner, Deputy Commissioner or the Commissioner of National Registration on any matter which you cannot resolve.

2.0 FRAMEWORK OF REGISTRATION ORGANISATION AND ADMINISTRATION

Guyana is divided into ten (10) registration districts with the boundaries of each district corresponding with the boundaries of each of the ten (10) administrative regions as stated under the Local Democratic Organs, (Regional Democratic Councils) Order 1980. The official order No. 70 of 1980 was made by the President under Section 5 of the National Registration Act, Chapter 19:08.

They are as follows:-

- The Registration District for Region No. 1, Barima/Waini
- The Registration District for Region No. 2, Pomeroon/Supenaam
- The Registration District for Region No. 3, Essequibo Islands/West Demerara
- The Registration District for Region No. 4, Demerara/Mahaica
- The Registration District for Region No. 5, Mahaica/Berbice
- The Registration District for Region No. 6, East Berbice/Corentyne
- The Registration District for Region No. 7, Cuyuni/Mazaruni
- The Registration District for Region No. 8, Potaro/Siparuni
- The Registration District for Region No. 9, Upper Takutu/Upper Essequibo
- The Registration District for Region No. 10, Upper Demerara/Berbice

These districts are divided into Registration Areas, each of which is managed by a Registration Officer. Some Registration Areas have been sub-divided either because they are too large for one Registration Officer to manage or because of the physical or geographic features. There are currently twenty-three (23) Registration Areas. Each Registration Officer will establish one or more offices in the Registration Area for which he/she is responsible. An Assistant Registration Officer will be responsible for each sub-office that is established.

It is expected that the Registration Officer, Assistant Registration Officer and Clerks will acquaint themselves with the boundaries of their Registration Area and registration units and with the boundaries of all other registration areas.

3.0 LIST OF RESPONSIBILITIES AND DUTIES OF THE STAFF AT REGISTRATION OFFICES

3.1 Registration Officer

- Ensures the efficient conduct of registration within the registration area of responsibility
- Ensures the smooth functioning of the registration offices in keeping with managerial and behavioural responsibilities
- Establishes workload priorities in consultation with the Assistant Registration Officers.
- Certifies all registration transactions within the Registration Area.
- Conducts field verification of residency.
- Recommends to the Chief Election Officer changes or adjustments to sub-divisional boundaries.
- Delivers completed work to the GECOM Central Office and exchanges specific documents with other Registration Officers.
- Updates transaction ledgers at the offices.
- Extracts information from death registers/reports from stipulated agencies.
- Accepts all Claims and Objections.
- Follows up on postings, sends out notices and conducts hearings.
- Certifies all financial transactions related to his/her office.
- Liaises with Scrutineers with respect to the conduct of registration.
- Ensures all activities undertaken by subordinates confirm strictly to the legal requirements of GECOM's policy including the security and proper maintenance of registration records and related documents.

3.2 Assistant Registration Officer

- Ensures responsibility to the Registration Officer for the management of his/her sub-office.

- Determines the validity of registration applications and the relevant registration divisions with respect to transactions.
- Assists the Registration Officer in the conduct of staff development sessions.
- Assists the Registration Officer in the management of the office.
- Assists the Registration Officer in the submission and receipt of registration transactions and reports.
- Assists the Registration Officer in the maintenance of transaction ledgers.
- Conducts periodic reconciliation of records.
- Undertakes the functions of the Registration Officer in his/her absence.
- Performs other duties assigned by the Registration Officer.

3.3 Registration Clerk 1 1 1

- Supervises the day to day custody of the office records.
- Verifies work done by counter staff.
- Supervises the entire clerical staff.
- Verifies records received and dispatched, and monitors the flow of documentation.
- Updates the List of Electors for the Registration Area/Sub-Area.
- Records and circulates correspondence to staff members.
- Computes financial and overtime benefits and leave when necessary.
- Assists the Registration Officer in the preparation of reports.
- Codes and batches transaction forms for submission to GECOM Central Office.
- Checks registration documents before registrants leave the office.
- Prepares Residence Verification Forms for Field investigation as required.

3.4 Registration Clerk 1 1

- Conducts preliminary checks for validity of documents presented by applicants.
- Enters information on registration documents.

- Delivers completed National Identification Cards to registrants.
- Assists the Registration Clerk 111 in the preparation of Residence Verification Forms.
- Takes photographs of registrants.
- Maintains cameras and ensuring adequate supply of films and batteries.

3.5 Registration Clerk 1

- Types documents as required.
- Files documents as required.
- Maintains records of transactions received and dispatched.
- Prepares registration transaction forms as required.
- Assists in the updating of the transaction ledgers.
- Advises registrants on how to collect their national identification cards.
- Delivers completed work to the Clerk III for submission to the GECOM central office.
- Assists the Clerk II with all aspects of work as required.
- Prepares records on the delivery of National Identification Cards.

4.0 ROLE OF SCRUTINEERS

The law provides for the appointment of scrutineers by political parties. These scrutineers are part of the registration process and they are entitled to inspect and copy information on electors, in their respective divisions or sub-divisions.

The four (4) categories of scrutineers are as follows:-

1. Chief Scrutineer
2. Deputy Chief Scrutineer
3. Assistant Chief Scrutineer
4. Divisional Scrutineer

Following is a brief description of the role of each category of Scrutineers.

- **The Chief Scrutineer** is empowered to solicit information from the Commissioner of Registration, Registration Officers, or Assistant Registration Officers in the absence of the Registration Officer.
- **The Deputy Chief Scrutineer** is appointed to a specific registration district. He/She is empowered to solicit information from the Registration Officers and Assistant Registration Officers of the district to which he/she is appointed. He/She is also authorized to inspect registration forms relating to registrants in the entire district.
- **The Assistant Chief Scrutineer** is appointed to a registration area. He/She is empowered to solicit information from the Registration Officer and Assistant Registration Officers of the registration area to which he/she is appointed. He/She is also authorized to inspect registration forms relating to the particular area.
- **The Divisional Scrutineer** is appointed to either a specific registration division/sub-division or more than one division/sub-division and can inspect and make copies of information recorded on registration forms if so desired. At no time should Scrutineers be allowed to remove forms from the registration office. Further, a scrutineer must carry out his/her inspection and recording of information from the forms in full view of registration officials.
- **A Divisional Scrutineer** can make claims and objections in the Registration Division/Sub-Division to which he/she has been appointed. In the case where his/her name appears on the Preliminary Voters' List in another division, he/she is entitled to make claims and objections as an elector in that division.

- Registration staff reserves the right to request identification cards before giving information on electors to any Scrutineer.
- The necessary courtesies and co-operation must be extended to all scrutineers in all spheres of the registration exercise so long as they do not interfere with the execution of the duties of Registration Official.
- Any difficulties you encounter with scrutineers in performing your duties must be reported promptly.

5.0 REVISION OF LIST OF ELECTORS

5.1 Claims and Objections

The Claims and Objections exercise within the Continuous Registration process will be conducted at the registration offices and sub-offices for a specified period of time. This exercise provides eligible electors, who did not register, the opportunity to gain entry to the list of electors or to update their particulars (transfers and changes). It also provides the opportunity for objections to particulars in the Preliminary List of Electors (PLE). The Claims and Objections exercise will be conducted consequent on the publication of the Preliminary List of Electors (PLE) at the registration offices/sub-offices.

Section 14 (1) of Chapter 19:08 of the National Registration Act requires the Commissioner of Registration to prepare the list of electors for every polling unit with reference to the qualifying date. Accordingly, by order No.....of 2006, the period of Claims and Objections has been set fromto.....

By this order, all persons who, at the2006, have attained the age of eighteen (18) years and are resident in Guyana and have not yet been registered are eligible for registration as electors for elections to the National Assembly. They are also entitled to make claims and objections as provided for under the laws and regulations.

As a prerequisite to any elections, a Preliminary List of Electors (PLE) has to be prepared after the day appointed for the end of registration. Consequently, the Elections Commission has to direct the Commissioner of National Registration to prepare such a list setting out the full name, address,

occupation and National Identification Number of every person who is qualified for registration as an elector for elections to the National Assembly.

The list has to be revised within the period prescribed by law and the exercise now being embarked upon is precisely for that purpose. The Commissioner will cause to be established in each registration area offices for the purpose of receiving and determining claims and objections and for permitting the list to be examined by electors.

A sufficient number of copies of the Preliminary List of Electors (PLE) insofar as the comprise entries relating to persons in each registration unit of the district shall be certified by the Commissioner and sent to the Registration Officers. These are required to be published on a specific date at his/her offices/sub-offices and on not less than two (2) buildings in each division/sub-division. **(See Act 15 of 2000)**

Publication of the locations of the offices as well as the hours when Registration Officers and their staff shall be in attendance to deal with the public, will be given in the Official Gazette and in at least one newspaper circulating in Guyana. Registration Officers / Assistant Registration Officers must be in office during these hours throughout the period of revision.

Registration Officers will be supplied with **a minimum of twelve (12) copies** of the Preliminary List of Electors, certified by the Commissioner of Registration, to be distributed as follows:-

- Two (2) to be divided into relevant divisional sections (units) for posting up on two separate buildings in each division/sub-division;
- One (1) for posting at the Registration Office;
- One (1) for posting at each sub-office;
- One (1) for return to the Commissioner at the conclusion, of the period of revision;
- Spare Copies – Two (2) for the Registration Officer

Two (2) for the Assistant Registration Officer at each sub-office.

6.0 PROCEDURES FOR POSTING THE PRELIMINARY LIST OF ELECTORS (PLE)

Not later than the prescribed day, the Registration Officers/Assistant Registration Officers will cause to be published at their offices and on two (2) buildings in each division/sub-division, the Preliminary List of Electors for the areas and divisions (units) concerned, respectively, along with the relevant notices, to allow persons to submit claims and objections in respect to entries in the said list.

7.0 PROCESSING TRANSACTIONS DURING THE CLAIMS AND OBJECTIONS PERIOD

The process of Claims and Objections addresses the following categories of transactions as part of its daily operations. These transactions are as follows:-

- New registration of applicants.
- Transfers (change of elector's address).
- Change/Correction to elector's particulars.
- Application for exemption from taking photograph.
- Objections.

All forms relating to applicants' and electors' transactions at registration offices/sub-offices will be prepared and completed in duplicate with the exception of the Registration Record (R 01) and the Notice of a Public Enquiry into a Claim or Objection (R 11). These two forms will be completed in triplicate.

7.1 New Registrations – Form R 01

7.1.1 Making the Application

- A person who is qualified to register is required to visit the registration office which services the registration area within which he/she resides, to have his/her application completed. The procedures for such registration to be effected are as follows:

7.1.2 Requirements

The applicant must present at the registration offices

- A valid passport or, a birth certificate issued by the Registrar General to verify completely his/her name and date of birth.

If the applicant is a Commonwealth citizen, a passport bearing the relevant evidence must be presented.

A Commonwealth Citizen must satisfy a statutory period of residency in Guyana before being considered for registration.

- A marriage certificate or deed poll together with the birth certificate, if the name given by the applicant differs in any way from that stated on the passport or birth certificate.

The marriage certificate or deed poll must establish the change of the name given by the applicant.

7.1.3 Processing the Application

The registration official who is treating with the application:

- Checks the document(s) presented by the applicant for authenticity and for reconciliation with the information stated by the applicant.
- Checks the register of electors – copy of the Preliminary List of Electors (PLE) held at the office-to verify that the applicant was not previously registered.

- Prepares Registration Record (**Form R 01**) in triplicate and secures applicant's signature as verification of the correctness of the stated particulars.
- Captures the required finger-prints of the applicant using the procedure prescribed.
- Makes photocopies of all documents presented to verify particulars.
- Takes directions from the applicant for locating his/her residential address and enters these directions in the Residence Verification Form (**Form R 02**).
- Takes a photograph of the applicant, which is obligatory.
- Submits to the authenticating registration official the completed **Form R 01** and the photocopies made of the document that was presented by the applicant.

NB: if at any time during the completion of **Form R 01** the Registration Officer observes that the applicant is not eligible to be registered a Notice of Disallowance of Registration (**Form R 06**) is prepared by the Registration Officer and issued to the applicant. If upon receipt of **Form R 06** the applicant is dissatisfied, a Notice of Appeal Against Disallowance of a Registration (**Form R 07**) may be completed by the applicant and submitted to the Registration Officer.

7.1.4 Authenticating and Recording the Application

The authenticating registration official: (Clerk III)

- Verifies the accuracy of the completed Form R 01, and enters the applicant's particulars into the relevant ledger.
- Submits the verified application through the Assistant Registration (ARO) to the Registration Officer (RO). The application is entered into the electors' ledger and the related residence verification form is submitted with the application to facilitate preparations for the conduct of the field investigation.

NB: The Registration Officer checks R 01 and ensures completion of the “declaration” then gives the triplicate of the **R 01** to the applicant for possible presentation when collecting his/her national identification card.

7.2 Conducting Field Investigation - Form R 02

Field investigation to verify the residence and identify of an applicant is conducted by the RO or, the ARO, if authorised by the RO. Form R 02 is used for this purpose. The field investigation comprises a maximum of three (3) visits to the residence (address) given by the applicant. The first visit will be conducted as soon as is practicable and subsequent visits will be made.

- If the applicant is not located on the first visit, which is conducted on the agreed date stated on R 01, a form “Notification of Visit(s)” is filled and left at the residence notifying the applicant that registration officials had visited and a date for the next visit is proposed. If the residence is not located, a similar form notifying the applicant to this effect is sent by registered post to the address given by the applicant.
- If the applicant is still not located on the second visit, a second notification form is left at the residence given by the applicant. If the residence is again not located a second notification to this effect is sent by registered post to the address given by the applicant.
- If on the third visit, the applicant or the given address is not located, a written notification to this effect, “Notification of Visit(s)” which also requests the applicant to present himself/herself to the RO within a specified time, is sent by express post to the address given by the applicant. If after the time specified the applicant does not present himself/herself, the application is cancelled.

7.2.1 Procedures for conducting Field Investigation:

- The RO notifies the scrutineers of the arrangements for the conduct of the investigation (date, time, place etc) on the appropriate administrative form (**Notification of Visit(s)**)

- At the appropriate time, the scrutineers apprise themselves of the details of the investigation.

- Just before leaving for the commencement of the investigation, the investigating officer (RO or ARO) signs the field investigation ledger as having uplifted **Form R 02** for the conduct of the investigation. The Registration Clerk III then signs in the field investigation ledger as witnessing the upliftment of the documentation.

- The field investigation is undertaken to verify:
 - Accuracy of address (residence) stated by the applicant and consequently, accuracy of the registration division;
 - Confirmation of applicant's identity.

- The results of the field investigation are recorded on **Form R 02** which is then validated or invalidated by the Registration Officer and then reconciled with the application **Form R 01**. If the investigation is invalidated **Form R 02** is returned to the Clerk III for entry into the Field Investigation Ledger and filing. If the investigation is validated **Form R 02** (original) and related **Form R 01** (original and duplicate) are prepared at the office for despatch to the Secretariat.

7.3 Despatch of Validated Applications

The originals and duplicates of the applications verified by the registration office are despatched to the Secretariat for processing along with the originals of **R 02**. The applications and supporting documentation – photocopies made of documents presented by the applicants – are placed in batches of twenty-four (24) in the order in which the applicants were entered into the electors' ledger, as appropriate. The batches are then sent to the Secretariat for editing, final validation and entry to the NRRDB, and for the production of national identification cards. The duplicate application forms are returned to the registration office for permanent filing, while the originals are filed and kept at the Secretariat after the identification numbers are inserted in the section provided. The identification numbers generated for the new applicants are then listed and forwarded to the area offices.

A list of the names, addresses, occupations and the identification numbers of the new registrants in each division/sub-division within the Registration Area is generated and forwarded to the relevant office.

7.4 Change/Correction to Elector's Particulars

-Form R 03

A registrant requesting change to particulars in his/her registration record is required to produce to the registration official, satisfactory documentation supporting the request for the change/and or correction. Form R 03 is completed by the registration official and the registrant may be required to surrender his national identification card to the registration official before the request is processed if the request entails change(s) to any field(s) on the identification card.

The registration official is required to ensure the authenticity of all documentation presented by the registrant in support of the request for change to particulars.

Documentation may be any of the following:

1. Birth Certificate
2. Marriage Certificate
3. Passport
4. National ID Card
5. Deed Poll along with birth certificate

Documentation submitted in support of request for changes are photocopied at the office. The photocopies are held at the office and the originals are returned to the elector.

Form R 03 is completed by the registration official and the elector signs the form as verification of the accuracy of the stated change(s).

Two (2) photographs are taken; one is attached to the original and one to the duplicate R 03.

The elector is then given the perforated bottom of the duplicate of **Form R 03** as his/her receipt/record of the transaction.

An entry of the change(s) is also made in the relevant transaction ledger at the office.

The photocopies of the documents submitted and the retrieved national identification card (if surrendered) are submitted to the Registration Officer. They are then batched and sent to the

Secretariat for editing, final validation, adjustment to the registrant's record on the NRRDB and the production of a new identification card which will contain the same number of the surrendered national identification card. (See procedures for Batching under the section Editing and Validating Transactions).

Upon notification by the Secretariat that the change(s) has/have been validated, the registration office accordingly adjusts the registrant's record held at the office. The relevant existing entry in the master file is cancelled and a new entry containing the requested change(s) is entered into the master file.

This is done upon the receipt of the duplicate R 03 which was signed and stamped at the Secretariat indicating that the relevant change(s) has/have been made on the specific records kept there. The national identification card is produced and dispatched to the respective Registration Offices/Sub-Offices. Recording is done and the elector is informed to collect the national identification card by the R.O/ A.R.O who sends a notification to the elector to collect his/her national identification card. This is done on the appropriate administrative form.

7.5 Transfers – Form R 04

Transfers relate to the change of residential address of registrants who are electors. Transfers are internal if the change of address is within the same registration division/sub-division, and they are external if the change of address is from one registration division/sub-division to another within the same registration area or, from one registration area to another.

7.5.1 Completing a Transfer Transaction

To initiate and complete a transaction for transfer:

- The elector giving notice of change of address must visit the registration office of the registration area within which the new address is located and provide information to complete **Form R 04**, except in special circumstances for which there is provision in the Registration Act Regulation of the proposed Registration Regulations.
- The registration official checks the record available at the office to ensure that the applicant is listed at the old address stated by him/her.
- **Form R 04** is then completed.

- The elector is given a receipt (the perforated section of the duplicate of **R 04**).

- The elector then provides directions for locating the new address. These directions are written on a **Residence Verification Form (Form R 02)** for use towards the verification of the new address. For external transfer in, four (4) photographs of the elector are taken at the registration office. One photograph is attached to the original of the **Form R 02** one (1) is affixed to the original of the **R 04** and one (1) to the duplicate of **R 04**. The remaining photograph is placed in an envelope and forwarded to the centre along with the relevant submission.

- The registration official recording the transaction must ensure that all requirements for effecting the transfer are fully satisfied before the registrant leaves the office. These include \:
 1. Correct address of residence;
 2. Directions to locate address;
 3. Photographs where applicable;
 4. Previous address;
 5. ID Number

- The transaction is entered into the specific transfer ledger and **Form R 04**, the photographs of the elector and the prepared **Form R 02** are submitted through the Registration Clerk III to the Registration Officer for the conduct of the field investigation.

7.5.2 Field Investigation of Transfers

Field investigations with respect to transfers are conducted by the Registration Officer or, by the Assistant Registration Officer if authorised by the Registration Officer. The field investigation is undertaken in a similar manner to that for the new registrant.

7.5.3 Despatch of Validated Transfer

Transfers validated at the office are separated into two (2) categories: Internal and External. The transfers in each category are batched – batch size of twenty-four (24) – and are sent with the related field investigation reports to the Secretariat for editing, and amendment to the registrant’s record in the Preliminary List of Electors (PLE).

7.5.4 Internal Transfers

- The old address of the registrant in the registration area's master registration file is cancelled and an entry containing the new address of the registrant is inserted.
- An entry is also made in the **Internal transfer ledger**

7.5.5 External Transfers

- **A change of address within the same registration area:**
Where the elector changes address from one registration division to another within the same registration area the registration record of the elector is appropriately adjusted and removed from the division of the old address and filed in the new division.
- **A Change of address from one registration area to another:**
The RO for the registration area in which the new address is located (office at which the notification of change of address is made) completes a **Request for Transfer – Form R 04** in duplicate and sends the duplicate to the RO of the registration area from which the elector has moved.
- The Registration Officer who receives the duplicate of Form R 04 deletes the elector's entry in the master registration file and records the transfer in the External Out Transfer Ledger. He/She then sends the elector's record to the Registration Officer who had previously made the request.
- The Registration Officer receiving the elector's record enters the elector's particulars in his/her master registration file and enters the elector's information into his/her **External Transfer In Ledgers.**
- Lists of transfer completed at the Secretariat are compiled monthly and forwarded to the various Registration Offices. The relevant changes are also made to the Divisional Lists.

**8.0 APPLICATION FOR EXEMPTION FROM
TAKING PHOTOGRAPH – FORM R 15 (REG.
18)(1-4) CHAPTER 19:08**

This form is filled when a registrant objects to the taking of his/her photograph because his/her face is disfigured or for other appropriate grounds. He/she may apply for exemption from compliance with the requirements or regulation (17) (1- 6) Chapter 19:08.

This objection takes place only after the elector’s application for registration is accepted by the Clerk III. On receipt of such application the Clerk shall make a recommendation and forward the application together with **Forms R 01 and R 15** to the Registration Officer for a decision. He/She shall not issue the triplicate copy of the R 01 to the elector but await the decision of the Registration Officer. The applicant must be advised as to when to return to learn about the Registration Officer’s decision.

If the Registration Officer grants the exemption he/she shall endorse on the application form and the space provided for the photograph on the R 01, the words “**Exempted from being photographed**” together with his/her signature and shall record aback of the registration record, the reason for such exemption.

All documents are returned to the Clerk III who shall issue the registrant with the triplicate **R 01** in the usual manner, after taking his/her left thumbprint on the triplicate copy of the **R 01** in the space provided for a photograph. If no exemption is granted then the normal procedures shall apply.

**9.0 NOTIFYING THE PUBLIC ON ELECTION
RELATED TRANSACTIONS – FORM (R 08)**

In order to facilitate public scrutiny of transactions effected at Registration Offices, lists of eligible electors whose transactions have been verified/ certified, will be posted weekly at the Registration Offices and on two (2) buildings in each division/ sub-division. These lists with (Form R 08) attached will be prepared by the R.O/ A.R.O. for the respective units in the area/sub-area for which he/she is responsible. The lists will reflect the categories of transactions and will contain the names, addresses, occupations and identity numbers of the electors.

At least seven (7) copies of each list must be prepared for each unit, one (1) each to be posted up at the office of the Registration Officer/Assistant Registration Officer, not more than two (2) to be posted up on the prescribed buildings in the unit(s) concerned, one each for use by the Registration Officer/Assistant Registration Officer and the original for the Commissioner of National Registration. These must be completed and published in accordance with the date as set out in the timetable to be supplied.

10.0 OBJECTIONS

An elector may visit the appropriate registration office/sub-office to register objections to an entry or entries in the Preliminary List of Electors (PLE) of a person(s) whom the elector (objector) believes is/are not qualified to be an elector. The objection is documented on **Form R 09** which is signed by the objector and then submitted to the Registration Officer/Assistant Registration Officer. An investigation of the objection is conducted and a hearing is held by the Registration Officer. The resulting report is submitted in a timely manner to the Secretariat, in order that, if the objection is upheld, all particulars of the objectee are removed from the Preliminary List of Electors.

Form R 09 is completed by the registration clerk for any person whose is objecting to the inclusion of an elector's name on the Preliminary List or Electors (PLE). An objection can be made by any person whose name appears in the Preliminary List of Electors (PLE) or the scrutineer for the relevant division/sub-division, the relevant Assistant Chief, Deputy Chief or Chief Scrutineer. The Registration Officer/Assistant Registration Officer will make an entry of particulars in the list of objections and give public notice of the enquiries on Form R 10. He/She also gives notice of hearing of the objection to the parties concerned on **Form R 11**. This form is completed in triplicate (Check instructions on form).

Only one Form R 09 is required for each objection.

**10.1 LIST OF OBJECTIONS TO ENTRIES IN THE
PRELIMINARY LIST OF ELECTORS – FORM R 10
(REG.25)**

The information on Form R 09 is serially listed on Form R 10. This form is prepared by the Registration Officer/ Assistant Registration Officer for the relevant units and areas for publication at the same places as the Preliminary List of Electors (PLE) and other lists and notices not later than the day after the expiration of the period for receiving notices of objections. At least seven (7) copies must be prepared – two (2) for publication – one (1) each for posting up at the office of the Registration Officer/Assistant Registration Officer – the original one (1) for the Commissioner of Registration – one (1) each for use by the Registration Officer/Assistant Registration Officer.

**10.2 NOTICE OF PUBLIC ENQUIRY INTO OBJECTIONS –
FORM R 10 (REG. 25)**

This form will be affixed to the same place and at the same time as Form R 08. The Registration Officer/ Assistant Registration Officer will give public notice of:

- (a) Hearings of the Objections for the parties concerned.
- (b) The enquiries using Form R 10.

**10.3 NOTICE OF A PUBLIC ENQUIRY INTO AN
OBJECTION – FORM R 11 (REG. 27)**

A copy of Form R 11 will be sent by the Registration Officer/Assistant Registration Officer not later than three (3) days before the day fixed for the enquiry into the objections, to the objectees. The following persons may be summoned by the Registration Officer/Assistant Registration Officer to give evidence at the hearing.

- (a) The objector submitting the objection to an entry
- (b) The registrant to whom the objection relates.

(c) The clerk (if found necessary) who prepared the Form R 09 of (a).

NB: The Registration Officer/Assistant Registration Officer will submit to the Commissioner of National Registration a list of all the new registrants' applications that were disallowed.

10.4 PROCEDURES FOR HEARING OBJECTIONS

Regulations 11 – 20 set out the procedures for the hearing of Objections by the Registration Officers.

It should be noted that Section 15 of the National Registration Act, Chapter 19:08 states that at the hearing of an Objection, a Registration Officer/Assistant Registration Officer shall regulate his own procedure in determining Objections. That in effect means that no stereotype procedure is laid down, and it is not necessary for the Registration Officer to carry out the hearing of Objections by following any legal rigidity, but merely to allow the parties to be heard, giving reasonable opportunity for the principle of natural justice to be followed.

10.4.1 AN OBJECTION FORM – R09

- This form is used when an elector is making an objection to the entry of another elector's name on the Preliminary List of Electors for the reason stated in the notice of objection.

This form is completed by the Registration Official with information provided by the Objector.

It is the responsibility of the Registration Officer/Assistant Registration Officer to:

- (a) Hear the Objections;
- (b) Summon the persons concerned, including the Clerk who had completed the R 09; and
- (c) Request the production of any document(s) deemed necessary to support the Objection.

The procedures should be conducted in a simple, though formal manner, determining each objection separately, and every assistance should be given to the person submitting the objection, bearing in mind that it is the responsibility of the objector to prove his/her objection.

In the case of persons behaving disorderly or otherwise in a manner to make the enquiry uncontrollable, those persons can be ejected on the Registration Officer's instructions.

In the case where there is an objection to a claim, the Registration Officer/Assistant Registration Officer shall allow not only the Clerk to ask a question, but also the person who objects to that claim.

Following the principles of natural justice, a legal practitioner representing a person should be allowed to put forward his client's case, but there is absolutely no reason why the layman examining the claim and objection in circumstances under which he can regulate his own procedure should encounter any difficulty in a manner if the person is so represented.

If the Registration Officer/Assistant Registration Officer finds it necessary to give further consideration to any matter after hearing what the claimant has to say, he may adjourn to a later date. He may also continue the hearing on the adjourned date.

The following principles operate during the hearing of an objection. The person who has raised the objection has to establish the grounds. For example, if "**John W**", the objector, is claiming that "**Arthur S**" should not be on the list because he is not of qualifying age. In the first instance it is not the burden of "**Arthur S**" to establish his age; it is for "**John W**", the objector, to establish the fact that "**Arthur S**" is not of age. The objector may do so by producing "**Arthur S's**" birth certificate if it could be obtained. The same principles follow after he has made the objection; the Registration Officer/Assistant Registration Officer may put any question to him and the Objector may make any statement in his own interest. The Registration Officer/Assistant Registration Officer may also be heard.

11.0 SUPPLEMENTARY LIST

The Supplementary List will reflect the additional names including new registrants, those omitted in error (taken from Form R 08), change of address (taken from Form R 04) and corrections of particulars (as accepted on Form R 03). It will be prepared in the same way as the Preliminary List of Electors, and the serial numbering will follow the last number on the related Preliminary List of Electors and it will be attached to the list. Entries to be deleted as determined at the enquiry (Form R 09 received) will be accordingly struck out from the Preliminary List of Electors by drawing a line through the relevant entry.

At the conclusion of the revision exercise Registration Officers must supply the Commissioner of National Registration with one (1) copy of the supplementary list together with a copy of the preliminary list, with deletions duly reflected thereon where this has become necessary. These should be accompanied by a statement or revision. (See Appendix E).

Timetable: Registration Officers and Assistant Registration Officers will be provided with the timetable for this revision exercise. It is absolutely necessary that it be followed without any variations whatsoever.

The proper conduct of the revision exercise is the ultimate responsibility of Registration Officers. The need to streamline the work of the entire Registration Area must be overlooked. Registration Officers must be therefore take the initiative in setting up proper lines of communications with Assistant Registration Officers, Clerks and Scrutineers. They must also ensure that matters relevant to the smooth running of the entire revision exercise, including anything not covered by these instructions received their prompt attention.

12.0 RECORD KEEPING

The essence of record keeping is to ensure and facilitate periodic audit. To do this, the following procedures are necessary:

1. All submissions of work done (transactions) must be accompanied by batching forms. Copies must be kept of all shipments made from any office.

2. Weekly reports must be submitted using the prescribed format. When these reports are submitted, the forms for each listed transaction must be submitted simultaneously to the Secretariat. Copies of reports must be kept at each office.
3. Log Book must be used effectively as prescribed.
4. Meeting deadline is an essential component of accountability.
5. Records reflect items and quantities received, and distributed from whom and to whom.
6. Dates, times and places are essential. Record same.

13.0 FIELD MANAGERS

The term “**Field Managers**” refers to **Registration Officers, Assistant Registration Officers and Clerks.**

The summary is intended to inform the various checklists, time schedules and deadline charts which will be prepared, displayed and utilised in the various offices.

1. Appointment and taking the Oath of Office. Ensure that you know your task well, analyse the claims and objections procedures. Be certain of what the entire process will require from you.
2. Although prior approval would have been received for the use of buildings/part of buildings to be used as offices we must revisit such places and discuss with the persons in charge,

specific details such as commencement, date specific details such as commencement, date of occupancy, time frame, nature of duties, support needed and access to the building.

3. Establish offices – place recognisable signs to inform members of the public.
4. Prepare staff inventory – names, addresses, places of employment, telephone numbers etc, can be helpful.
5. Make yourself known to all agencies particularly those that can be helpful to your job.
6. Prepare checklists, time schedules etc in consultation with others.
7. Address the system of filing, retrieving, receiving and submission of data.
8. Put systems in place for all forms of accountability, such as time keeping, materials/equipment received, despatched, balance on hand, finance received, expenditure incurred, bills to support same, balance at hand.
9. Plan and communicate dates, times and agendas for meetings. Maintain minutes of meetings. Ensure that notices/invitations are dispatched on time. Keep attendance records along with excuses for non-attendance.
10. Evaluate each activity and seek ways and means for development/improvement.

11. Prioritise event/activities, revisit checklists, time schedules and deadline sheets, make changes where necessary. Be systematic, honest and professional in identifying non-achievements as well as achievements.
12. It is difficult to be liked by all and sundry but it is much easier to be respected by all. This can be achieved only if your management styles are adjusted to meet the specific needs of your supervisees individually. Remember there is no one best way in management; each supervisee is a different human being. Strengths and weaknesses are embedded in each of us.
13. Your group comprises of individuals, sometimes the members may need individual attention, be quick to recognize peculiar behavioural patterns to specific stimuli – this can be very helpful.
14. Motivate others by identifying yourself with the tasks rather than against the tasks. Success is often achieved by the former.
15. Be very analytic apportioning blame and praise; ensure that objectivity is very visible in your pronouncements.
16. Today's task(s) left for tomorrow become(s) tomorrow's burden. Situations like these can be very depressing and frustrating to managers. Avoid such feelings and embarrassment by sticking to your task.
17. Telephones are intended for easy, quick, short and important communication. Be careful not to abuse the use of same. Reflect on the numbers of occasions when you desperately dialled telephone numbers to relay important and urgent information and you were unsuccessful because you were getting engaged tone from the other number. Disgusting! Isn't it? Avoid doing it to others.

18. The tone of our offices, their appearances and our mannerisms are often used by members of the public to arrive at conclusions, judgements and assessments with respect to the seriousness of our work, our work load, our personalities and the type of services we can offer. Based on our previous experiences, this is one area (Office Management & Practices) which we need to seriously address for improvement.

19. By nature human beings are opposed to changes. In order to replace this opposition with acceptance we must strive to share with our group the advantages and improvements which such changes can bring to bear on our present registration and electoral system as well as how we as operatives will be minimising our tasks if and when we have to perform such tasks again.

20. As managers it is expected that at times we will encounter tasks that may seem to be beyond us. However, by maximising the use of available resources we often overcome. After you take on your assignment with the system you find that the general tasks are beyond you and it will not be possible for you to perform efficiently and effectively then the advisable thing to do will be to relieve yourself of such burden by opting out. It is unprofessional for you to silently “**Opt Out**” of the tasks but remain in the position physically.

21. Meetings are often very important and useful. However, if we convene meetings without any clear professional objective then we will find non-attendance increasing. Participatory decision-making is good but remember it is not the best for all situations. Our job is governed by clearly stated legislation of which some may appear to be outdated. None-the-less if they are activated for implementation then we will have to abide with same.

22. A happy manager is one who would have been satisfied that at the end of the day’s work, he/she would have done his/her best in the interest of his/her establishment and the umbrella organisation as a whole.

23. While team work is the essence of success, it must be noted that if the team “fibre” is based on falsehood then the team’s effort will not necessarily be geared towards the achievement of organisational goals. In other words, team efforts can at times be counter-productive. As managers we are aware of the spirit of our employment and we should not be coerced in anyway to deviate from same.

14.0 GENERAL ADMINISTRATION OF THE OFFICES FOR CLAIMS & OBJECTIONS

14.1 Reports & Reporting

Registration Officers are required to submit reports to the Assistant Commissioner National Registration/ Assistant Chief Election Officer at specified periods. These reports help to keep the Commission and Staff of Secretariat informed on various aspects of the work in the field.

Registration Officers must ensure that reports are accurate and promptly submitted.

Inaccurate and late reporting must be avoided at all times. Registration Officers will be held accountable for any report that does not provide accurate information.

14.2 Finance & Accountability

The Registration Officer is responsible for the prudent management of funds allocated for the conduct of registration activities in his/her Registration Area. He/She is required to adhere strictly to the following guidelines. He/She:

- (a) Prepares a budget for registration in his/her district;
- (b) Receives advances from the Election Commission and accounts properly for these by attaching documents such as receipts, bills, payment and summary vouchers, along with the necessary certificates attached for retirement;

- (c) Sets up similar accounting systems within his/her registration area and exercises proper control at all times over funds allocated;
- (d) Avoids extravagant spending and keeps expenditure to the minimum in his/her registration area;
- (e) Stays within the limits of Georgetown at a reasonable Guest House when required to travel to Georgetown to transact registration business;
- (f) Uses public transport when travelling on official duties except in cases where permission must be sought or in cases of emergencies;
- (g) Maintains time-keeping records of all staff members;
- (h) Obtains receipts for all expenditure incurred;
- (i) Ensures that all payments are made on official Government documents;
- (j) Ensures that white out or liquid paper is not used on any accounting document;
- (k) Ensures that errors on documents are crossed out and initialled.
- (l) Utilises black ink when completing any document.

14.3 Stores & Supplies

The supply function, which ensures the procurement and utilization of all goods and services, demands strict accountability by all Registration Officers.

The Government Finance & Stores regulations provide guidance to ensure that all items procured with Public Funds are properly accounted for.

The following records/procedures must be maintained/implemented at each Registration Office.

14.4 Inventory

The inventory is a record which depicts all office equipment, furniture and fittings located in the Section, Division or Office. It is the fastest means by which management can determine its fixed assets. It is prepared in triplicate. One copy is retained in the section/division/office and two copies are kept by the stores.

14.5 Stores Ledger

This is a replica of the Bin Card. Its main purpose is to exercise control over the stores accounting system. Control will be exercised by periodic checks to ascertain the accuracy of stores accounting records.

14.6 Marking of Assets

All permanent stores are to be properly marked so that they can be readily identified as Government property.

14.7 Register of Stores on Loan

A register of all stores on loan should be kept to indicate the article, date of issue, period of loan and date of return.

14.8 Loss of Stores

Losses of Government Stores must be reported in writing to the Accounting Officer by the officer who discovers the loss.

14.9 Requisition to Purchase

A requisition to purchase is initiated by a Division/Department requiring certain items for use which are not available in the stores. The requisition is channelled to the DCEO (Admin) who approves and channels it to the Accounts Division for further action.

14.10 Internal Stores Requisition (ISR)

When stores are required by a Division or Department an ISR is raised. The ISR after being certified by the Division/Department Head is forwarded to the Superintendent of Stores for issuance of the stores.

14.11 Log Book

A logbook shall be maintained for all vehicles, plant, machinery and equipment. Details of operation and defects must be entered in the logbook.

14.12 Transport

▪ First Parade

A driver is required to carry out certain precautionary checks on a vehicle before it is used for any journey. These checks (First Parade) include:-

(a) Engine checks

- Water level in the radiator
- The engine oil level
- The transmission oil level
- The brake fluid level
- The power steering oil level
- The battery water level

(b) Auto Electrical checks

- The main beam and dip-lights
- The park, brakes and number plate light
- The air condition unit
- The starter and horn
- The power window switches
- Wiper blades

(c) Transmission

- The clutch system
- The braking system
- The accelerator
- The gear selection

(d) Accessories

- Tyre pressure
- Jack and spanner
- Spare wheel
- Rear view & side view mirrors
- VHF radio/commercial radio
- Odometer
- Fuel gauge

▪ **Last Parade**

Before a vehicle is parked at the end of the work day, the following must be done (Last Parade):-

- (a) The logbook is written up to reflect the reading of the Odometer at the time of parking and the number of miles/kilometres covered in the last journey undertaken.
- (b) The Vehicle is cleaned (dusted and washed) internally and externally.
- (c) The vehicle is checked by the Supervisor in the presence of the driver.
- (d) The driver writes up his logbook indicating in the remarks column the state of the vehicle and the accessories left in it.
- (e) The Supervisor verifies the entry, and countersigns the logbook and leaves it in the vehicle.
- (f) The driver locks the vehicle and hands over the keys to the Supervisor.

- **Accidents**

Accidents involving GECOM's vehicles must be reported in writing to the Accounting Officer through the Sectional Head.

The following is a step-by-step procedures, which should be followed if an accident involving GECOM's vehicle occurs.

- (b) Driver notifies his immediate supervisor who in turn notifies his manager who notifies the CEO.
- (c) Driver records name(s) of the other party/parties involved in the accident, the vehicle numbers and the name(s) and address(es) of witness(es).
- (d) The Supervisor visits the scene (if possible) and arranges for the Police Traffic Department to intervene.
- (e) The Supervisor arranges for the driver to submit a written statement to the Police Traffic Department.
- (f) The Supervisor prepares a report for submission to the CEO through the established channel.
- (g) If prosecution is proffered by the Police Traffic Department, the Department concerned will ensure that the driver attends Court.

- **Preparation of Log Book**

Each motor vehicle, plant and equipment shall be issued with a log book. It is the duty of the Supervisor to ensure that the logbook is properly maintained at all times.

The driver/operator shall indicate all details of journey undertaken or operational hours by/of the motor vehicle, plant and equipment.

Any defects observed or maintenance work done on the vehicle plant or equipment must be noted in the log book.

The Supervisor shall inspect and initial the log book daily or as often as is felt necessary.

- **Replacement Of Vehicle Parts**

Defective vehicle or equipment parts, when replaced, must be returned to the stores and accounted for accordingly.

The stores are required to maintain a ledger for all spare parts returned.

- **Lodging Of Vehicles**

Vehicles assigned to District Offices shall be lodged in the office compound or at the nearest Police Station, whichever is more convenient.

The keys shall be lodged with the R.O/ A.R.O or handed over the Security Officer on duty.

14.13 SECURITY OF BUILDINGS

All buildings must be closed and secured at the end of the workday.

The keys to the building shall be lodged with the Security Officer on duty.

The Security Officer shall ensure the safety of the building and all items in the compound during his/her tour of duty.

15.0 FIRE PREVENTION

Fire fighting equipment shall be placed in every office at strategic points. These are to be clearly marked.

Fire drills must be held at least once monthly. A record is to be maintained of each drill and the time taken to evacuate the office.

16.0 IDENTIFICATION BADGE

All staff members must wear their staff identification badges whenever they are on duty.

17.0 SECURITY

The Importance of Security in Registration

Registration is a confidential transaction between the individual member of the public and GECOM (represented by the registration office), the details of which are available for perusal by the scrutineers, who are the representatives of the political stakeholders.

Security in registration seeks to guarantee the confidentiality of the registration transaction and to protect its integrity so as to facilitate its accurate completion. Security in registration therefore minimizes the potential for conflict between the registration office and the individual or the scrutineers, thereby protecting the image of GECOM.

As in any undertaking, security in registration must protect the property and assets of the registration office and facilitate their accountability.

Organising Security - The Security Scheme / System

In order to protect the confidentiality and integrity of transactions, a security scheme must be established to protect transaction related information that is not available to the public (publicised).

Such information is contained in completed registration forms and in registration ledgers both of which are stored in cabinets or, the information may be stored electronically in computers.

The security scheme must also seek to prevent unauthorised disclosure of information related to transactions and safeguard the transmission of such information among the registration offices and the Secretariat.

Consequently, the security scheme for registration has four (4) components:

- Physical security which protects against damage to the property of the registration office and theft or loss of its assets (furniture, equipment and registration materials inclusive of blank registration forms);
- Security of documents and computers which protects against unauthorized access to registration information or theft or wilful destruction to such information;
- Security of transmission of information (physical movement of documents by post or hand, and radio or telecommunications).
- The administering of oaths of confidentiality to prevent the unauthorized disclosure of registration information, breach of which may result in prosecution before the court (Section 27 of the Registration Act).

Security Measures

The security scheme comprises a combination of measures to protect against the threats of damage to property, theft or loss of assets, unauthorized access to, or theft, or wilful destruction of information, and unauthorized disclosure of information. These measures are:

- A perimeter fence and external lighting complemented by a system of security guards which together provide the required physical security.
- Control of access to work areas and storage areas (file cabinets etc) which utilise a key(s) control system, and control of access to computers. These control measures, in

communication with secure transmission of information protect against unauthorized access to information; and

- Enforcement of oaths of confidentiality and the penalties for related breaches.

18.0 COMMUNICATIONS

The Importance of Communications in Registration

Registration of persons in any country requires a network of field registration units that is controlled and monitored by the central body responsible for registration. In Guyana that central body is the Elections Commission with its Secretariat, and the field registration units are the registration offices.

Guyana's large geographic area and difficult terrain of some localities necessitate an expansive network of registration offices, if all persons in Guyana are to be provided with reasonable access to registration.

To control and monitor this expansive network of registration offices, the Commission and its Secretariat require a reliable communications network for the timely flow of information (routine and incident reports etc) among the offices and between each office and the Secretariat, which is necessary to aid decision making.

Components of the Communications Network

The GECOM communications network for registration comprises:

- Telephone linkage (primary communications); and
- A radio communications network which either complements the telephone linkage or is only means of wireless communications in areas where there is no telephone facility.

Importance of Adherence to Communication Policies and Procedures

For the registration communications network to be effective and reliable, it is imperative that the telephones and radios are properly used (including communication/voice procedure) and maintained. Therefore, it is necessary to train the users of the communications equipment and network and to establish communications policies and procedures governing the use and maintenance of all communications network and equipment (telephone, radio, batteries and other ancillaries). It is even more necessary that telephone and radio users adhere to the communications policies and procedures, and that Registration Officers and their staff enforce such adherence.