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GOVERNMENT NOTICE GOEWERMENTSKENNISGEWING

No. R. 1340

16 October 1998

ELECTORAL COMMISSION

REGULATIONS CONCERNING THE REGISTRATION OF VOTERS

The Electoral Commission has in terms of section 100 of the Electoral Act, 1998 (Act No.73 of 1998), made the regulations set out in the Schedule.

SCHEDULE

Definitions

1. In these regulations any word or expression to which a meaning has been assigned in the Act shall have that meaning and, unless the context otherwise indicates –

- (i) **"Identity number"**, in relation to a person, means the identity number assigned to a person whose particulars are included in the population register and which appears in the identity document of such person; (iv)
- (ii) **"local electoral officer"** means a person appointed as such by the chief electoral officer; (vi)
- (iii) **"name"**, in relation to a voters' roll, means the surname followed by the full forenames of a person; (v)
- (iv) **"participating party"** means a party referred to in section 27 of the Act; (i)
- (v) **"registration officer"** means a person appointed as such by the chief electoral officer; (vii)
- (vi) **"signature"**, for the purposes of any application made in terms of these regulations, means the signature, thumbprint, fingerprint or palm-print of, or cross or mark made by the applicant; (iii)
- (vii) **"the Act"** means the Electoral Act, 1998 (Act No. 73 of 1998). (ii)

Application for registration as voter

2. (1) A person who applies for registration as a voter must complete an application form similar to Appendix 1 and-

- (a) the applicant must in person submit the completed application form, together with his or her identity document, to a registration officer at a place identified by the chief electoral officer within the voting district or in respect of the voting district where he or she is ordinarily resident; or
- (b) a person who is by reason of a physical disability unable to travel to a place so identified may, by means of an application made on a form similar to Appendix 2, apply to the local electoral officer to be visited by a registration officer to whom he or she may then in person submit the application form for registration as a voter and his or her identity document; or
- (c) a person who is absent from the Republic in the service of the Government of the Republic or who is a member of such person's household may in person submit the application form and identity document to a registration officer, appointed for that purpose, at the place where such service is rendered.

(2) Every registered political party is entitled to be represented by an agent, duly authorised thereto in writing by the party concerned on a form similar to Appendix 3 at any place referred to in subregulation (1)(a), for the purpose of observing the registration process of voters.

(3) In every case where a registration officer refuses to accept an application for registration as a voter, such registration officer must immediately complete and hand to the applicant a notification of refusal in a form similar to Appendix 4.

Application to have change of name or ordinary residence recorded

3. A registered voter or a person who has applied for registration as a voter and whose name or ordinary place of residence has changed, and who must apply to have that change recorded in the voters' roll or application form, must do so by completing an application form similar to Appendix 5 and –

- (a) submitting it, together with his or her identity document, in person to a registration officer at a place identified by the chief electoral officer within the voting district or in respect of the voting district where he or she is ordinarily resident; or
- (b) submitting it, together with his or her identity document, in person to an official at an office of a local electoral officer; or
- (c) if he or she is, because of a physical disability, unable to travel to such an office, causing the application form to be submitted to an official at the office of a local electoral officer by someone else who must, when doing so, submit his or her own identity document to the official.

Application for deregistration as voter

4. A registered voter who wishes to apply for deregistration as a voter, must do so by completing a form similar to Appendix 6 and –

- (a) submitting it, together with his or her identity document, in person to an official at an office of a local electoral officer; or
- (b) if he or she is, because of a physical disability, unable to travel to such an office, causing the application form to be submitted to an official at the office of a local electoral officer by someone else who must, when doing so, submit his or her own identity document to the official.

Notification by chief electoral officer

5. Whenever the chief electoral officer is in terms of section 12 of the Act required to notify a person of an event referred to in that section, he or she must do so by –

- (a) posting the notification to the last postal address available for that person; or
- (b) cause the notification to be delivered by hand to that person's last known residential address; or
- (c) cause the notification to be published in a newspaper circulating in the area of that person's last known ordinary residence; or
- (d) cause the notification to be displayed on public notice boards at the offices of the provincial electoral officer and the local electoral officer for the area in which that person had his or her last known ordinary residence.

Appeal to Commission against decisions and steps of chief electoral officer

6. (1) A person wishing to appeal against a decision or step taken by the chief electoral officer in terms of sections 8, 9 or 11 of the Act, must do so by serving on the Commission at its offices in Pretoria a notice of appeal containing the following information:

- (a) the name, address and identity number of the appellant;
- (b) details of the decision or step against which the appeal is brought;
- (c) the full reasons for appealing against the decision or step; and
- (d) particulars of any documentation submitted together with the notice of appeal.

(2) The Commission may require –

- (a) the appellant to submit further information regarding the appeal; and
 - (b) the chief electoral officer to furnish reasons for his or her decision or step taken or to supply any further documentation regarding the appeal.
- (3) The Commission may –
- (a) decide the appeal on the documents submitted to it; or
 - (b) require the appellant, the chief electoral officer or any other person to appear before the Commission, either in person or through a representative, at a time and place determined by the Commission, to give evidence.
- (4) The Commission may confirm, vary or set aside the decision or step appealed against.

Objections to voters' roll

7. A person wishing to object to the Commission in relation to the voters' roll or provisional voters' roll in terms of section 15 of the Act, must do so by serving on the Commission at its offices in Pretoria a notice of objection containing the following information:

- (a) the objector's full names, identity number, postal address and home or office address;
- (b) full details of the exclusion, inclusion or correctness of details the objection relates to;
- (c) the reasons for making the objection; and
- (d) details of supporting documentation accompanying the notice of objection.

Fee for certified copy of or extract from voters' roll

8. The fee to be paid in terms of section 16 of the Act for a certified copy of, or extract from, a segment of the voters' roll, is One Rand (R1) per page: Provided that in the case of a participating

political party, the first certified copy of the voters' roll to be used for a particular election or for elections to be held simultaneously, will be provided to such party at no cost.

Fee for certified copy of map of voting district

9. The fee to be paid in terms of section 63 of the Act for a certified copy of a map of a voting district is Fifty Rand (R50): Provided that a political party that is represented on the National or a Provincial Party Liaison Committee established in terms of section 5(1)(g) of the Electoral Commission Act, 1996 (Act No. 51 of 1996), will be entitled to one certified copy of a map of each voting district at no cost.

Particulars to be entered in the voters' roll

10. The particulars to be entered in the voters' roll when registering a person as a voter, are the consecutive number, the identity number and the name of the voter.

Registration in voting district

11. When registering a person in terms of section 8(1) of the Act or when recording a change of ordinary place of residence in terms of section 9(3) of the Act, or when changing the registration details in terms of section 11(1) of the Act, the chief electoral officer must ensure that the voter concerned is registered in the voting district in which he or she is ordinarily resident at that time.

Short title

12. These regulations are called the Voter Registration Regulations, 1998.

APPENDIX 1

REC 1

ELECTORAL COMMISSION

APPLICATION FOR REGISTRATION AS A VOTER

(Regulation 2(1))



I hereby apply to be registered as a voter:

ID Number	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Country of Birth	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Date of Birth	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>day</div> <div>month</div> <div>year</div> </div>
Surname	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Names	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>
Physical Address (place of ordinary residence)	<div style="border: 1px solid black; width: 100%; height: 60px;"></div>
Postal Code	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Postal Address (if different from the above)	<div style="border: 1px solid black; width: 100%; height: 60px;"></div>
Postal Code	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

DB

PO

PA

I confirm that the information contained herein is correct.

Signature, Mark or
Left Thumb Print

ENGLISH

OFFICIAL USE ONLY

Certificate for voter
registration

Enumerator Area

For use with fingerprint only

Which finger's print was taken

Signature of official

Paste barcode or hand written receipt here

Voting District

Date application submitted

day

month

year

APPENDIX 2

REC 2

ELECTORAL COMMISSION

REQUEST TO BE VISITED BY REGISTRATION OFFICER

(Regulation 2(1)(b))



ID Number

Surname

Names

Physical Address

(where application for registration as voter is to be collected.)

Postal Code

Postal Address (if different from the above)

Postal Code

Preferred Date and Time for Visit

day

month

19
year

Hour

Minutes

Telephone Number

Dialling Code

Number

Reason for Request

☐

Disable

☐

Infirm

☐

Pregnant

☐

Aged

☐

Other

If 'other' was marked in the previous question, provide details

Signature or Mark

OFFICIAL USE ONLY

Granted

☐

Voting District

Refused

☐

Registration Officer allocated to

APPENDIX 3

REC 3

ELECTORAL COMMISSION

**AUTHORISATION OF POLITICAL PARTY AGENT TO OBSERVE
REGISTRATION PROCESS OF VOTERS
(Regulation 2(2))**



I,, the undersigned, in my capacity as
on behalf of and duly authorised by theParty
 hereby authorise the following person to observe the registration process of voters as a representative of abovementioned party:

ID Number[illegible]

Surname

Name

For the Voting District(s) of:

Date _____

date month year

Signature of Party Official

[illegible]

APPENDIX 4

REC 4

ELECTORAL COMMISSION**NOTIFICATION OF REFUSAL**

(Regulation 2(3))

Voting District
NumberID Number of
Applicant

Surname

Names

Type of Application

☐

Registration

☐

Change of Registration Details

☐

Deregistration

Reason for Refusal

☐

Invalid Identity Document

☐

Wrong Voting District

☐

Photo in Identity Document does not resemble Applicant

☐

Not a South African Citizen

☐

Other:

Signature of
Registration Officer

APPENDIX 5

REC 5

ELECTORAL COMMISSION**APPLICATION TO HAVE CHANGE OF NAME OR PLACE OF
ORDINARY RESIDENCE RECORDED**

(Regulation 3)



ID Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth

				1	9		
day		month		year			

My name / ordinary residence (delete whichever not applicable) has changed to the following and I hereby apply to have the change recorded:

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Names

Physical Address
(place of ordinary residence)

Postal Code

--	--	--	--

Postal Address (if
different from the above)

Postal Code

--	--	--	--

Date on which new
details became
effective

				1	9		
day		month		year			

I confirm that the information contained herein is correct.

Signature, Mark or
Left Thumb Print

--

OFFICIAL USE ONLYCertificate for Voter
R+B21 registration

--

Enumerator Area

--	--

For use with fingerprint only

Which finger's print was taken?

--

Signature of Official

--

Paste barcode or handwritten receipt here

Voting District

--	--	--	--	--	--	--	--

Date application submitted

				1	9		
day		month		year			

REC 6

APPENDIX 6

ELECTORAL COMMISSION
APPLICATION FOR DEREGISTRATION AS A VOTER
(Regulation 4)



I hereby apply to be deregistered as a voter and have my name removed from the voters' roll:

ID Number

[illegible]

Surname

[illegible]

Names

[illegible]**Postal Address**[illegible]**Postal Code**

Date _____

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
day		month		year	

I confirm that the information contained herein is correct.

**Signature, Mark or
Left Thumb Print**
(made in the presence of
the registration officer)

--	--

OFFICIAL USE ONLY

For use with fingerprint only

Which finger's print was taken?

Signature of Official

--

Voting District

--	--	--	--	--	--	--	--

Date processed

1 9
 day month year

Signature of Registration Officer when processed
