

INDEPENDENT ELECTORAL COMMISSION

CANDIDATE NOMINATION QUICK GUIDE –
NATIONAL AND PROVINCIAL ELECTIONS

2014



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1. BACKGROUND

The Electoral Commission manages elections of the National Assembly and the 9 provincial legislatures. In effect, there are 10 elections contested on Election Day, and parties participating must ensure that the legal requirements for each election are complied with when submitting the candidate nominations.

2. PURPOSE OF THE GUIDE

The purpose of this guide is to provide guidelines pertaining to the submission of lists of candidates.

NOTE: This is only a quick guide and it remains the responsibility of each party that intends to contest the election to understand the requirements of the legislation and to comply therewith.

3. LEGISLATIVE REQUIREMENTS

The elections for the National Assembly and the Provincial Legislatures are conducted in terms of the provisions of the Constitution and the Electoral Act (Act 73 of 1998 and hereinafter referred to as “the Act”) together with Regulations Concerning the Submission of Lists of Candidates (2004) as amended.

3.1 Who may contest these elections?

Only parties registered at National level in terms of section 15 of the Electoral Commission Act, 1996 (Act No. 51 of 1996) are allowed to participate in National and Provincial Elections. A party registered at municipal level is not allowed to participate in National and Provincial elections.

NOTE: If a party is registered with the Commission it does not automatically mean that such parties’ contest the elections. Registered parties must still comply with the requirements for participating as set out in the Act.

3.2 Election Timetable

Before discussing the requirements and processes of candidate nomination, it is necessary to understand that the Electoral Commission publishes an Election Timetable. The Timetable outlines

dates and time on which certain activities must be completed. The Candidate Nomination Process is governed by the Election Timetable and it includes the activities and very important dates for Political Parties to comply with in terms of the Electoral Act. These are:

- Cut-off date and time for submission of party lists by political parties;
- Cut-off date of submission of outstanding documents by political parties;
- Objections & Appeals

NOTE: Unless otherwise stated in the Election Timetable, the cut-off time on a particular date will be 17h00.

The Election Timetable can, however, only be published after the President of South Africa has Proclaimed the Election Date in the *Government Gazette*. The information regarding candidate nomination must be read together with the dates in the Election Timetable, which will appear on the website of the IEC and distributed to the National Party Liaison Committee as soon as it is published.

4. NATIONAL ASSEMBLY AND PROVINCIAL LEGISLATURES

4.1 National Assembly

The National Assembly comprises of 400 seats which are divided between 200 seats from the National List and 200 seats reserved for regional seats. The regional seats are divided between the 9 regions based on a determination as made by the Commission (Regions are the same geographic areas as provinces). The number of regional seats per Region as determined by the Commission is as follows:

Province	Number of Seats
Eastern Cape	26
Free State	11
Gauteng	48
Kwazulu-Natal	40
Limpopo	19
Mpumalanga	15
Northern Cape	13
North West	5
Western Cape	23
TOTAL	200

Table showing number of regional seats

Parties contesting the election of the National Assembly can choose to either:

- Submit both a National list together with a list for each Region; or
- Submit only a list for each Region.

If combined, the lists of candidates submitted by a party must not contain more names than the number of seats in the National Assembly, and each such list must denote the **fixed order of preference** of the names as the party may determine.

NOTE: If a party has fewer names on a list than the seats it is entitled to when the results are announced, it is not allowed to supplement such depleted list and will forfeit such unallocated seats.

4.2 Provincial Legislatures

For provincial legislatures, a party must submit only one list per province that it intends to contest, which must contain the names of not more than the number of seats in the respective legislature, and must be in such **fixed order of preference** as the party may determine.

NOTE: If a party has fewer names on a list than the seats it is entitled to when the results are announced, it is not allowed to supplement such depleted list and will forfeit such unallocated seats.

The number of Provincial seats is as follows:

Province	Number of Seats
Eastern Cape	63
Free State	30
Gauteng	73
Kwazulu-Natal	80
Limpopo	49
Mpumalanga	30
Northern Cape	30
North West	33
Western Cape	42

Table showing number of seats

5. REQUIREMENTS FOR PARTICIPATION IN THE NATIONAL ASSEMBLY AND OR PROVINCIAL LEGISLATURES

5.1 Duly Authorised Representative of a Party

The IEC must obtain from parties on the National Party Liaison Committee (NPLC) the name of the official person who is authorised by the Party to deal with candidate nomination. One of the documents required during the nomination process is written authority. As long as the nominator details correspond with that of the person duly authorised in writing by the party, the nomination should be accepted.

5.2 Where and when to submit documentation and deposit

The lists of candidates with accompanying documents and deposits must be delivered **BY HAND** to the Chief Electoral Officer at the IEC National Office physical address:

Election House

Riverside Office Park

1303 Heuwel Avenue

Centurion

Pretoria

BEFORE 17h00 on the cut-off date for submissions as stipulated in the Election Timetable.

NOTE: Submission of party lists, documents and deposits will only occur at IEC National Office in Pretoria and cannot be submitted to any provincial or local office of the IEC.

IMPORTANT: Registered parties' intending to contest the elections are encouraged to submit the required documents and deposits as soon as possible. Please try to avoid the last minute rush

5.3 Submission of Party Lists

A party may contest in the National Assembly, Regional List and Provincial Legislature.

If a party intending to contest the National Assembly and/or Regional Assembly, the following lists must be completed with nominated candidate details:

- For the **National Assembly**, the party must submit either a
 - National List (not more than 200 candidates (**Appendix 1**) together with **Regional List** for each Region (not more than 200 candidates)(**Appendix 2**), OR
 - a party may only submit Regional List for each Region (**Appendix 2**)
 Below find examples of completed Appendix 1 and 2 lists.

- **APPENDIX 1**
 - **Electoral Commission**
 - **LIST OF CANDIDATES FOR THE NATIONAL ASSEMBLY**
 - **(NATIONAL LIST)**



Date of election in respect of which this list is submitted: 07 May 2014

Registered Party: PARTY A

Ord	Identity Number													Name	Surname
1.	5	5	0	1	3	0	4	5	8	0	0	8	0	Sipho	Ndala
2.	9	1	1	1	0	2	5	6	4	2	0	8	4	Thato	Mathebe
3.	8	5	0	5	2	7	2	6	5	4	0	8	2	James	Masinga
4.	7	6	0	8	1	5	6	9	9	8	0	8	8	Numsa	Bathibile
5.	5	1	0	1	1	0	1	8	2	8	0	8	0	Sipho	Mohlangu
6.	4	1	0	2	1	1	7	5	6	7	0	8	4	Melany	Breed
7.	3	9	0	3	1	2	8	3	5	7	0	8	0	Christo	Moganjane
8.	6	5	0	4	1	3	8	2	9	7	0	8	8	Adrian	Van Wyk
9.	7	8	0	5	2	4	9	4	0	1	0	8	8	Rinkie	Mamabolo
10.	8	0	0	6	2	9	9	7	4	2	0	8	0	Daphne	Naidoo

NB: A4 paper on which the necessary columns have been drawn and signature of the authorised representative endorsed, may be used if the space provided is inadequate.

Jacob Mthetwa
Full name	Signature of duly authorised representative of abovementioned registered party
24 February 2014	<u>Secretary</u>
Date	Designation

Undertaking and declaration signed by duly authorised representative of the registered party (Appendix 4) is attached. Acceptance of nomination and undertaking by each candidate (Appendix 5) is attached

APPENDIX 2
Electoral Commission
LIST OF CANDIDATES FOR THE NATIONAL ASSEMBLY
(REGIONAL LIST)

Date of election in respect of which this list is submitted: 07 May 2014

Registered Party: PARTY A

Region: Gauteng

Order	Identity Number													Name	Surname
1.	3	8	0	1	1	2	5	2	1	3	0	8	0	Christina	Bapela
2.	9	1	0	3	2	3	8	1	8	2	0	8	1	Simon	Qwabe
3.	4	9	0	4	1	4	9	1	9	5	0	8	4	Florence	Nkonso
4.	6	5	0	5	1	5	8	4	8	4	0	8	8	Elvis	Murphy
5.	4	9	0	6	1	6	7	5	7	8	0	8	8	Presence	Naidoo
6.	5	4	0	7	2	7	4	7	8	9	0	8	0	Lindiwe	Maxibuko
7.	6	1	0	8	1	8	5	7	4	6	0	8	0	Sipho	Mengu
8.	7	7	1	0	0	9	1	7	6	4	0	8	4	Dineo	Mashita
9.	9	1	1	1	0	2	2	8	5	5	0	8	0	Susan	Johnson
10.	5	5	1	2	1	2	0	9	2	8	0	8	0	Gordan	Prevash

NB: A4 paper on which the necessary columns have been drawn and signature of the authorized representative endorsed, may be used if the space provided is inadequate.

Jacob Mthetwa

Full name

24 February 2014

Date

.....
Signature of duly authorised representative of
abovementioned registered party
Secretary
Designation

Undertaking and declaration signed by duly authorised representative of the registered party (Appendix 4) is attached. Acceptance of nomination and undertaking by each candidate (Appendix 5) is attached.
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Example of completed Regional List (Appendix 2)

If a party intending to contest in the Provincial Legislature(s) the following list(s) must be completed:

- For **EACH Provincial Legislature** the party must submit a separate Provincial List (**Appendix 3**).E.g. if a party intends to contest in Eastern Cape, Free State and Gauteng Legislature, 3 separate appendix 3 forms must be completed and be part of the submission. Below is an example of a completed Provincial List.

APPENDIX 3
Electoral Commission
LIST OF CANDIDATES FOR PROVINCIAL LEGISLATURE
(PROVINCIAL LISTS)



Province: Eastern Cape

Date of election in respect of which this list is submitted: 07 May 2014

Registered Party: Party A

Order	Identity Number													Name	Surname
1.	8	0	1	3	0	5	5	3	6	5	0	8	0	Max	Liverpool
2.	7	1	1	2	0	6	2	9	2	8	0	8	4	Adri	Van Wyk
3.	8	2	2	5	0	7	4	8	4	8	0	8	8	Liliwe	Masinga
4.	9	3	0	6	0	8	8	7	8	7	0	8	0	Busi	Tetse
5.	5	4	1	5	0	9	9	4	5	4	0	8	4	Norah	Radebe
6.	8	5	2	2	1	0	8	5	0	5	0	8	8	Ronnie	Hlowe
7.	9	8	3	0	1	1	5	1	1	5	0	8	4	Felix	Evert
8.	7	6	2	2	1	2	0	0	9	2	0	8	8	Johan	Greyling
9.	6	7	2	9	0	1	1	2	8	0	0	8	4	Roshni	Nackerdien
10.	9	0	0	2	0	3	1	2	5	0	8	8	0	Martha	Mathebe

NB: A4 paper on which the necessary columns have been drawn and signature of the authorised representative endorsed, may be used if the space provided is inadequate

Jakob Mthetwa

Full name

24 February 2014

Date

.....
**Signature of duly authorised representative of
abovementioned registered party**

Secretary

Designation

Undertaking and declaration signed by duly authorised representative of the registered party (Appendix 4) is attached.

Acceptance of nomination and undertaking by each candidate (Appendix 5) is attached.

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Example of completed Provincial Legislature List (Appendix 3)

- Party must ensure the following when completing Party Lists:
 - List(s) must be signed on **each page** by the party's duly authorised representative;
 - **Numbering of the order of preference of candidate names** is clear;
 - Where a list consists of more than one page, the pages are correctly numbered i.e. 1 of 20, 2 of 20 etc.;

- It is recommended that information must be typed where possible on forms. These forms are available and can be downloaded from the IEC's website;
- Please use black pens were required to sign on the complete form if not typed;
- The information must be legible.

If a party intends to submit candidates for all 3 lists (National Assembly, Regional and Provincial Legislature) ensure that each list is filed in a separate file(s) including the required documents as stipulated in the Provisions of the Act.

The following documents must be completed and signed. These forms must be filed with each individual Party List in the relevant file in the prescribed order (see example of ordering of file):

- Undertaking and Declaration by Authorised Representative (**Appendix 4**) which contains:
 - an undertaking signed by the authorized representative of the party binding the party, persons holding political office in the party, its representatives and members to the Electoral Code of Conduct;
 - a declaration signed by the authorized representative of the party that each candidate on the lists is qualified to stand for National Assembly in terms of section 47 of the Constitution of RSA

APPENDIX 4
Electoral Commission
UNDERTAKING AND DECLARATION BY AUTHORISED REPRESENTATIVE OF REGISTERED
PARTY – SECTION 27 (2) OF THE ELECTORAL ACT, 1998 (ACT No 73 OF 1998)



Registered Party: PARTY A

I, Jakob Mthetwa (FULL NAMES),

the undersigned, having been duly authorised by the party, on behalf of the abovementioned party, hereby –

- (1) subscribe and bind the party, persons holding political office in the party, and representatives and members of the party, to the Electoral Code of Conduct;
- (2) declare that each candidate on the list is qualified to stand for election in terms of the Section 47 and/or Section 106 of the Constitution of South Africa or national or provincial legislation; and
- (3) attach written proof that I have been duly authorised to make the nomination and undertaking on behalf of the party and to deal with matters in connection therewith.

□

<u>Pretoria</u>	
Place	Signature of duly authorised representative of abovementioned registered party
<u>24 February 2014</u>	Secretary
Date	Designation
Telephone number: <u>012 655 6854</u>	Fax number: <u>012 625 0000</u>
Email: <u>MthetwaJ@PartyA.org.za</u>	
Address: <u>123 Arthur street</u>	
<u>Sandton</u>	
<u>0012</u>	

Example of completed Undertaking & Declaration by authorised representative of registered party (Appendix 4)

- Written proof from the concerned party that the representative who signed the list/lists of candidates is duly authorised by the party to sign such list/lists of candidates and to deal with matters connected therewith.
- Signed Acceptance of Nomination and Undertaking by EACH candidate appearing on the respective Party Lists (**Appendix 5**) in which the candidate:
 - Accepts nomination as candidate for the party; and
 - Undertakes to be bound by the Electoral Code of Conduct

Below is a completed Acceptance of candidate nomination and Undertaking form (Appendix 5) of the first candidate listed on the **National List** as per the above example.

APPENDIX 5
Electoral Commission
ACCEPTANCE OF NOMINATION AND UNDERTAKING BY CANDIDATE –
SECTION 27 (2) OF THE ELECTORAL ACT, 1998 (ACT No 73 OF 1998)



Registered Party: Party A

I, Sipho Ndala

Identity number 5501304580080 hereby accept my nomination as candidate and subscribe to and undertake that I will be bound by the Electoral Code of Conduct.

I further declare that I am qualified to be elected as a member of the National Assembly or a provincial legislature in terms of sections 47 and 106 of the Constitution.

Pretoria

Place

24 February 2014

Date

Signature of candidate

Example of completed Acceptance of Nomination and Undertaking (Appendix 5)

- A copy of the first page of the identity document of EACH candidate on the party list on which the candidate's photograph, name and identity number appears.

NOTE: An appendix 5 and a copy of each candidate's ID must be placed in the correct order with the relevant Party List in the respective party file as stipulated above.

- Mark the top right corner of each candidate's nomination form & copy of ID with one of the following:
 - NA (National Assembly) if candidate is nominated for National Assembly or
 - R (Regional) or if candidate is nominated for National Assembly (Regional List)
 - (PL) Provincial Legislature) if candidate is nominated for Provincial Legislature

NOTE: By following the proposed guideline you will ensure that misplacement of candidate documentation will be eliminated and all documents per individual candidate can be linked to the correct Party List.

- The prescribed election deposit for contesting:
 - The National Assembly elections of R200 000-00 (Two Hundred thousand rand).
 - Provincial Legislature election of R45 000 each (Forty Five thousand rand).**Only Bank (guaranteed) cheque in favour of the Electoral Commission are accepted (i.e. no other forms of payment).**

IMPORTANT: The same guidelines apply when submission of candidates is made for Regional List

ENSURE THAT THE PARTY LISTS AND ACCOMPANYING DOCUMENTS FOR EACH LIST IS CONTAINED IN SEPARATE FILES, WITH A FILE PER LIST TO ASSIST IN THE ADMINISTRATION PROCESS. TO AVOID UNNECESSARY DELAYS PLEASE MAKE USE OF THE CHECKLIST PROVIDED FOR POLITICAL PARTIES (Annexure 1).

5.4 Involvement of Political Party Representatives in the Administration Process

5.4.1 Reception at main entrance of IEC NO

NOTE: Not more than 3 representatives per party will be allowed to submit documentation and participate in the process at National Office.

- Representatives who enter the IEC to submit candidate nomination documentation from a party would have to be verified if the party is a registered party;
- IEC to verify that the person submitting the documentation and party lists is the duly authorised official of the respective party;
- Party representative will be taken to the waiting area;

5.4.2 Waiting Area

At the waiting area the party will be required to sign a register. This register will be used to call party members to commence with the preliminary check and issuing of receipts. Party representatives are requested to wait until staff members attend to them.

5.4.3 Preliminary check of sorting of lists and documents

During this crucial step, screening must be conducted for correctness and completeness of all documentation. The following in consultation with party representatives will be checked:

- **Sorting:** A preliminary check must be conducted to check whether contents of respective files are sorted correctly (as per instruction to party reps). The small boardroom and canteen may be used for the prelim checks. If the files did not pass the prelim check, party reps must re-order the files. A copy of an index will be provided to the party. EM staff as well as selected Data Capturers will facilitate the preliminary check.
- **Safe keeping:** Boxes will be provided for storing all the files.
- **Identification of files and boxes:** All the files and boxes must be clearly marked to indicate the number of files and boxes for the specific party.

5.4.4 Issue receipts to political party

Once the preliminary check is successfully completed, the party will be called inside the CN OPS ROOM. The following receipts will be issued to the party:

- **Acknowledgement of receipt of documents** - will be issued to party representative and is proof that documents were submitted.
- **Payment receipt:** The Party Representative will also be issued with a receipt acknowledging the cheque payment made.

NOTE: Acknowledgement receipt does not mean that the nominations comply with the law or that all documents have been correctly submitted.

5.5 Notification of non-compliance

The Chief Electoral Officer will in accordance with the Election Timetable, notify a party in writing that has not complied with the requirements outlined in section 27 of the Act.

The party must then comply with the requirements no later than the stipulated date on the Election Timetable. The opportunity to comply includes an opportunity by the party to substitute a candidate that does not comply and to re-order the names on that list as result of that substitution.

NOTE: The Party will be responsible for the re-ordering of the candidate lists in the correct order of preference.

5.6 Inspection of lists

Lists may be inspected by not later than the date as set out in the Election Timetable; the Chief Electoral Officer will give notice in the *Government Gazette* and appropriate media that, for the period as set out in the Election Timetable:

- copies of the lists of all parties and the accompanying documents will be available for inspection at the National Office; and
- Copies of lists of candidates for all parties will be available for inspection at provincial and municipal offices of the IEC.

5.7 Objections to lists of candidates

Anyone, including the Chief Electoral Officer, wishing to object to the nomination of a candidate may do so on the following grounds:

- the candidate is not qualified to stand in the election;
- there is no prescribed acceptance of nomination signed by the candidate;
- There is no prescribed undertaking signed by the candidate that the candidate is bound by the Code of Conduct.

The written objection must be delivered to the Commission at the following address:

Election House
Riverside Office Park
1303 Heuwel Avenue
Centurion
Pretoria

Not later than the stipulated date and time on the Election Timetable and must also be served on the registered party that nominated the candidate.

The objection must also include:

- the objector's full names, postal address, residential or office address, telephone and or cellphone number and fax number
- particulars of the candidate whose nomination is objected against

- grounds/reasons for making the objection
- details of supporting documents accompanying the notice of objection (if any)
- Proof of having served the objection on the registered party that nominated the candidate.

The Commission will consider and make a decision on the objection, and inform the objector and party of the outcome.

5.8 Appeals to Electoral Court

Parties or individuals may appeal to the Electoral Court against a decision of the Commission regarding an objection to a candidate. The Appeal must be lodged with the Electoral Court within stipulated date as set out in the Election Timetable. The Electoral Court will consider and make a decision, and inform relevant parties of the outcome within the time as set out in the Election Timetable.

If a candidate's nomination does not comply with the requirements stated (Section 27 of the Act) the Commission or the Electoral Court may allow the registered party an opportunity to comply with that section of the legislation, including an opportunity to substitute a candidate and to re-order the names on the list as result of that substitution.

NOTE: An opportunity is provided to a party to substitute a candidate and to re-order the names on the list as result of that substitution is only available in the case where the IEC has issued a non-compliance notice. This opportunity is not available if there was no non-compliance notice issued.

5.9 Final list of candidates and Issuing of Candidate certificates

After the objection period and once any appeals to the Electoral Court has been decided alternatively the period for appeals to that Court has passed, the Chief Electoral Officer by no later than the dates as set in the Election Timetable will:

- make available the final list of parties contesting the elections, as well as a final list of candidates of all contesting parties;
- Also issue a certificate to each candidate on the lists of contesting parties.

NOTE: Once the final lists are published, no changes or re-ordering of candidates lists are allowed.

5.10 Correspondences with contesting parties

Note that any communication from or to a contesting party regarding any matter related to nomination of candidates will only be directed to or be received from the duly authorised representative of the party concerned whose details are reflected in Annexure 4.

5.11 Ballot paper design

The ballot paper will contain the name, abbreviated name, symbol as well as a photograph of the leader of the party. The order of appearance of contesting parties on the ballot papers will be determined by drawing lots at a public event to which contesting parties will be invited. The names of parties will appear in alphabetical order starting with the name of the party drawn in the lot.

NOTE: Contesting parties must ensure by no later than the cut-off date for nomination of candidates, that they have submitted a A5 Size of the registered logo and photograph (head and shoulders, in colour) of the leader of the party to the Department Electoral Matters at the National Office of the IEC in Centurion, Pretoria.

5.12 Declaration of Results, Seat Calculation and Designation of Representatives of the National Assembly and Provincial legislatures

After the counting of votes, the Electoral Commission must determine the number of seats of each party, and declare the election results within 7 days of the Election Day. Within 2 days of such declaration of the election result, the Commission must designate from each list of candidates, the representatives of each party in the legislature.

If a candidate appears on more than one list for the National Assembly or on lists for both the National Assembly and a provincial legislature and is, by virtue of his/her position on those lists, entitled to be designated to a legislature on either list, the party must within 2 (two) days after the declaration of the election result, indicate to the Commission from which list such candidate must be designated, in which case his/her name must be deleted from other lists.

NOTE: If a party fails to indicate its choice, such candidate's name will be deleted from all lists.

The election results and the lists of names of the representatives in the National Assembly and provincial legislatures will be published in the *Government Gazette*.

5.13 Reimbursement or Forfeiture of Deposits

The Electoral Commission will refund any deposit paid if the party is allocated at least one seat in the legislature whose election that party contested. Contesting parties are required to ensure that the bank details, for the purposes of such refunds, is communicated in writing on a party letterhead by the duly authorised representative of the party.

6. POINTS TO REMEMBER

- **Parties can submit Party Lists, documentation and cheque from proclamation date 25 February until the cut-off date before 17h00**
- Clearly indicate order of preference of names
- Clearly number pages to ensure order of preference of names is clear
- Complete all accompanying documents
- Copies of ID of each nominated candidate
- Ensure all documents from candidates, duly completed and signed
- Person may only be nominated once on a specific party's list
- Prepare files according to guidelines
- Bank guaranteed cheque
- Where a list consists of more than one page, clearly number those pages to ensure that the order of preference of names are clear.
- Parties can not re-order, substitute or remove candidates in circumstances other than provided for in the legislation.
- A5 Photo of Party Leader
- Registered logo of Party

7. APPENDIXES AND ANNEXURES

- **Appendix 1 - LIST OF CANDIDATES FOR THE NATIONAL ASSEMBLY (NATIONAL LIST)**

- **Appendix 2 - LIST OF CANDIDATES FOR THE NATIONAL ASSEMBLY (REGIONAL LIST)**
- **Appendix 3 - LIST OF CANDIDATES FOR PROVINCIAL LEGISLATURE (PROVINCIAL LISTS)**
- **Appendix 4 - UNDERTAKING AND DECLARATION BY AUTHORISED REPRESENTATIVE OF REGISTERED PARTY**
- **Appendix 5 - ACCEPTANCE OF NOMINATION AND UNDERTAKING BY CANDIDATE**
- **Annexure 1 – Political Party Checklist**

Enquiries regarding the Candidate Nomination Process can be directed to the Department:

Electoral Matters at National Office of the IEC

Contact Number: 012 622 – 5436

APPENDIX 1
Electoral Commission
LIST OF CANDIDATES FOR THE NATIONAL ASSEMBLY
(NATIONAL LIST)



Date of election in respect of which this list is submitted: 07 May 2014

Registered Party:

Order	Identity Number	Name	Surname
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

NB: A4 paper on which the necessary columns have been drawn and signature of the authorised representative endorsed, may be used if the space provided is inadequate.

.....
 Full name

.....
 Signature of duly authorised representative of
 abovementioned registered party

.....
 Date

.....
 Designation

Undertaking and declaration signed by duly authorised representative of the registered party (Appendix 4) is attached.
 Acceptance of nomination and undertaking by each candidate (Appendix 5) is attached.



APPENDIX 2
Electoral Commission
LIST OF CANDIDATES FOR THE NATIONAL ASSEMBLY
(REGIONAL LIST)

Date of election in respect of which this list is submitted: 07 May 2014

Registered Party:

Region:

Order	Identity Number	Name	Surname
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

NB: A4 paper on which the necessary columns have been drawn and signature of the authorized representative endorsed, may be used if the space provided is inadequate.

.....
 Full name

.....
 Signature of duly authorised representative of
 abovementioned registered party

.....
 Date

.....
 Designation

Undertaking and declaration signed by duly authorised representative of the registered party (Appendix 4) is attached. Acceptance of nomination and undertaking by each candidate (Appendix 5) is attached.
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APPENDIX 3
Electoral Commission
LIST OF CANDIDATES FOR PROVINCIAL LEGISLATURE
(PROVINCIAL LISTS)



Province:

Date of election in respect of which this list is submitted: 07 May 2014

Registered Party:

Order	Identity Number	Name	Surname
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

NB: A4 paper on which the necessary columns have been drawn and signature of the authorised representative endorsed, may be used if the space provided is inadequate.

.....
 Full name

.....
 Signature of duly authorised representative of
 abovementioned registered party

.....
 Date

.....
 Designation

Undertaking and declaration signed by duly authorised representative of the registered party (Appendix 4) is attached. Acceptance of nomination and undertaking by each candidate (Appendix 5) is attached.
--

APPENDIX 4

Electoral Commission

UNDERTAKING AND DECLARATION BY AUTHORISED REPRESENTATIVE OF REGISTERED PARTY – SECTION 27 (2) OF THE ELECTORAL ACT, 1998 (ACT No 73 OF 1998)



Registered party

I, (FULL NAMES)

the undersigned, having been duly authorised by the party, on behalf of the abovementioned party, hereby

- (1) Subscribe and bind the party, persons holding political office in the party, and representatives and members of the party, to the Electoral Code of Conduct;
- (2) declare that each candidate on the list is qualified to stand for election in terms of the Section 47 and/or Section 106 of the Constitution of South Africa or national or provincial legislation; and
- (3) attach written proof that I have been duly authorised to make the nomination and undertaking on behalf of the party and to deal with matters in connection therewith.

.....
Place

.....
Signature of duly authorised representative of
abovementioned registered party

.....
Date

.....
Designation

Telephone number (.....)..... Fax number (.....).....

Email:

Address:.....

.....

.....

APPENDIX 5
Electoral Commission
ACCEPTANCE OF NOMINATION AND UNDERTAKING BY CANDIDATE –
SECTION 27 (2) OF THE ELECTORAL ACT, 1998 (ACT No 73 OF 1998)



Registered party.....

I,

Identity number.....hereby accept my nomination as candidate and subscribe to and undertake that I will be bound by the Electoral Code of Conduct.

I further declare that I am qualified to be elected as a member of the National Assembly or a provincial legislature in terms of sections 47 and 106 of the Constitution.

Place.....

Date.....

.....

Signature of candidate



SOUTH AFRICA



**2014 ELECTIONS
CANDIDATE NOMINATION PROCESS
POLITICAL PARTIES CHECKLIST**

DULY AUTHORIZED PERSON	
1	Undertaking and Declaration by <u>Authorised Representative</u> (Appendix 4)
2	Written proof from the concerned party that the representative is duly authorised by the party (party letterhead signed by Leader)
SUBMISSION OF LISTS	
3	National (Appendix 1)
4	Regional (Appendix 2)
5	Provincial (Appendix 3)
6	Checked whether every nominated candidate is a registered voter? (Sms ID to 32810 or check at www.elections.org.za)
7	Candidate captured on correct Party List and the Party List completed with ALL the relevant information of each candidate? i.e. 13 digit ID Number
8	Lists are signed on <u>each page</u> by the party's duly authorised representative
	Where a Party List consists of more than one page, the page numbers are clearly marked i.e. 1 of 20, 2 of 20, 3 of 20 etc. for each separate list
11	Correct order of preference for each candidate on the Party List
12	Is the information on the lists completed in BLACK ink?
13	Is the information typed?
14	If information is not typed, is the information on the lists legible?
ACCOMPANYING DOCUMENTS	
16	Each candidate that appears on the relevant Party List has a completed and signed acceptance of Nomination Form (Appendix 5)
17	Each candidate appearing on a candidate list have a copy of 1 st page of ID
18	Clearly marked the top right corner of each Acceptance of Nomination Form (Appendix 5) and copy of ID page "NA" (National Assembly) or PL(Provincial Legislature) or "R" (Regional) to link the candidate's nomination form & ID to the correct Party List?
19	Did you sort the file for each Candidate Party List in a separate file?
20	Party List & document sorted and ordered in file as per the guidelines?
21	Bank Guaranteed Cheque included?
22	Submission of party leader photograph

