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SCHEDULE 1

Regulation 2(13)

Representation of the People (England and Wales) Regulations 2001 forms

Form A1: official postal poll card to be sent to an elector voting by post

Front of card

Postal poll card	Your details:
Election of Member of Parliament for the [insert name of constituency] constituency	* [Elector's name and qualifying address details here]
Date of election [day] [date] [month] [year]	* Acting Returning Officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope
Voting information	Electoral register number:
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]	Your postal vote
*[Elector's name and address]	<ul style="list-style-type: none">You will receive a postal vote for this election because you asked to vote by post.You will not be able to vote in a polling station.If you have not received your postal vote by [day] [date] [month] call [insert helpline number].
* Acting Returning Officer to omit where poll card sent to an anonymous elector.	If you lose your postal vote or make a mistake
	<ul style="list-style-type: none">Please phone the helpline immediately.We can only issue a replacement postal vote before 5pm on [day/date of deadline].

Please turn over

Rear of card

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How to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them immediately.
4. We need to receive your postal vote by **10pm on [day/date of poll]**.

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the constituency before **10pm on [day] [date of poll]**.

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

If you would rather vote in person, or ask someone else to vote on your behalf

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

- If you need information in another format, please call our helpline below.
- If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[Insert helpline and other details including website]

The Acting Returning Officer issued this card.

If undelivered return to
[insert return address]

Form B1: official proxy postal poll card to be sent to an appointed proxy voting by post
Front of card

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Proxy postal poll card
Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency
Date of election <i>[day] [date] [month] [year]</i>

Voting information
We will send your postal vote around <i>[day] [date] [month] [year]</i> <i>*[addressed to:]</i>
<i>* [Proxy's name and qualifying address details here] * Acting Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.</i>

Please turn over

Rear of card

Voting as a proxy

** [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.

** *If sent to the proxy of an anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.*

Your postal vote

- You will receive a postal vote for this election because you asked to vote by post.
- You will not be able to vote as a proxy in a polling station.
- **If you have not received your postal vote by *[day] [date] [month]* call *[insert helpline number]*.**

Whether you vote in person or via post, it is an offence for someone else to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

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For this election you are proxy for:

- * [(Elector's name)
- (Elector's address)
- (Elector's number on register)]


[the person with this elector number: (Insert elector's number on register)]


* If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

How to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them immediately.
4. We need to receive your postal vote by **10pm on [day/date of poll]**.

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the constituency before **10pm on [day] [date of poll]**.

 If you need information in another format, please call our helpline below.

 If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline or other details including website]

If you lose your postal vote or make a mistake

- Please phone the helpline immediately.
- We can only issue a replacement postal vote before **5pm on [day/date of deadline]**.

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Acting Returning Officer issued this card.

If undelivered return to
[Insert return address]

Form G: postal voting statement for use at a parliamentary election taken alone

Front of form

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Postal voting statement	[Space for barcode]												
Election of Member of Parliament for the [insert name of constituency] constituency													
Date of election [day] [date] [month] [year]													
Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.													
Please read the instructions carefully and use a black pen.													
* Name _____ Ballot paper number _____													
* Acting Returning Officer to insert name but omit where sent to an anonymous elector													
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on [insert helpline number].													
I am the person the ballot paper numbered above was sent to.													
My Date of Birth is:	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="2">Year</td><td></td><td></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day	Month	Year											
* My Signature is: (You must sign inside the box)	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>												
* Acting Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required													
We will check this information against our records for security.													
It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).													
Acting Returning Officer to add pictorial guidance as appropriate.													

Rear of form

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Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.
2. Make sure you have filled in the **date of birth** **[and signature] box[es]* on this postal voting statement.
**Acting Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*
3. Vote for **only one candidate** by putting a cross in the box next to your choice on the ballot paper.
4. Do not mark the ballot paper in any other way or your votes may not count.
5. We must get your postal vote by **10pm on [day] [date of poll]**.
6. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the constituency before **10pm on [day] [date of poll]**.
7. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
8. You can hand in your own postal vote and postal votes for up to 5 other voters.
9. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
10. Do not put any postal votes in the letter box of the council office as they will be rejected.
11. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on [day/date of deadline]. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
12. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in this election.

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**. If you apply after **5pm on [day before poll]** we can only issue a replacement if you return this ballot pack in person.

Electoral fraud is a crime. It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person.

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

The Acting Returning Officer issued this statement. *Acting Returning Officer to add pictorial guidance as appropriate.*

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Form H: postal voting statement for use when postal ballots are combined

Front of form

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Postal voting statement	<i>[Space for barcode]</i>																					
Election of Member of Parliament for [insert name of constituency] constituency <i>[Acting Returning Officer to insert title(s) of other election(s) and referendums as appropriate]</i>																						
Date of election(s) [and referendum(s)] <i>[day] [date] [month] [year]</i>																						
<p>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Acting Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us immediately on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>I am the person the ballot papers numbered above were sent to.</p> <p>My Date of Birth is:</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="width: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="width: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> </tr> <tr> <td colspan="2" style="text-align: center;">Day</td> <td></td> <td colspan="2" style="text-align: center;">Month</td> <td></td> <td colspan="4" style="text-align: center;">Year</td> </tr> </table> <p>* My Signature is: (You must sign inside the box)</p> <p><i>*Acting Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required.</i></p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></div> </div> <p>We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy).</p> <p><i>Acting Returning Officer to add pictorial guidance as appropriate.</i></p>													Day			Month			Year			
Day			Month			Year																

Rear of form

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Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

- For your votes to be counted, you must fill in and return this postal voting statement with all your ballot papers (listed below).
 - Make sure you have filled in the date of birth *and signature* box[es] on this postal voting statement.
 - Acting Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required.*
- *UK Parliamentary election (*[insert colour]* ballot paper)**
- [Vote for only one candidate by putting a cross in the box next to your choice.]
- **[Local government election]*/*[Parish council election]* (*[insert colour]* ballot paper)**
- [Vote for only one candidate by putting a cross in the box next to your choice.]
 - [Vote for no more than ___ candidates by putting a cross in the box next to each of your choices.]
- *London Assembly constituency members election (*[insert colour]* ballot paper)**
- [Vote for only one candidate by putting a cross in the box next to your choice.]
- *London Assembly London members election (*[insert colour]* ballot paper)**
- [Vote only once by putting a cross in the box next to your choice.]
- *London Mayoral election (*[insert colour]* ballot paper)**
- [Vote for only one candidate by putting a cross in the box next to your choice.]
- *Election of the Mayor for *[insert name of authority]* (*[insert colour]* ballot paper)**
- [Vote for only one candidate by putting a cross in the box next to your choice.]
- *Name of election/referendum (*[insert colour]* ballot paper)**
- [Specify voting instructions in accordance with the legislation governing the election or referendum]*
- Acting Returning Officer to add/amend as appropriate.*
- Do not mark the ballot papers in any other way or your votes may not count.
 - We must get your postal vote by 10pm on *[day]* *[date of poll]*.
 - If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the constituency before 10pm on *[day]* *[date of poll]*.
 - You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
 - You can hand in your own postal vote and postal votes for up to 5 other voters.
 - If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
 - Do not put any postal votes in the letter box of the council office as they will be rejected.
 - 10.** If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on *[day/date of deadline]*. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
 - 11.** After we receive your postal voting statement and ballot papers, you cannot vote in person at a polling station in *[this]* *[these]* election(s) *[and referendum(s)]*.

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot papers or this statement, you can get a replacement. Call us immediately as we can only issue a replacement before 5pm on *[day]* *[date]* *[month]*. If you apply after 5pm on *[day before poll]* we can only issue a replacement if you return this ballot pack in person.

Electoral fraud is a crime. It is an offence to vote more than once at the same election *[or referendum]* unless you are voting on your own behalf and as a proxy for another person.

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

The Acting Returning Officer issued this statement. *Acting Returning to add pictorial guidance as appropriate.*

Form J: postal voting statement for use when a parliamentary poll is combined with another poll but the postal ballots are not combined

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Front of form

Postal voting statement	[Space for barcode]
Election of Member of Parliament for [insert name of constituency] constituency	
Date of election [day] [date] [month] [year]	
<p>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Acting Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on [insert helpline number].</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>I am the person the ballot paper numbered above was sent to.</p> <p>My Date of Birth is: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day Month Year</p> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Acting Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></div> </div> <p>We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).</p> <p><i>Acting Returning Officer to add pictorial guidance as appropriate.</i></p>	

Rear of form

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Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **UK Parliamentary election**.
2. Make sure you have filled in the **date of birth** **[and signature] box[es]* on this postal voting statement.

** Acting Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*

UK Parliamentary election (*[insert colour]* ballot paper)

- Vote for **only one candidate** by putting a cross in the box next to your choice.
3. Do not mark the ballot paper in any other way or your vote may not count.
 4. We must get your postal vote by **10pm on [day] [date of poll]**.
 5. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the constituency before **10pm on [day] [date of poll]**.
 6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
 7. You can hand in your own postal vote and postal votes for up to 5 other voters.
 8. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
 9. Do not put any postal votes in the letter box of the council office as they will be rejected.
 10. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on [day/date of deadline]. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
 11. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in this election.

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as we can **only issue a replacement before 5pm on [day] [date] [month]**. If you apply after **5pm on [day before poll]** we can only issue a replacement if you return this ballot pack in person.

Electoral fraud is a crime. It is an offence to vote more than once at the same election unless you are voting on your own behalf and as a proxy for another person.

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

The Acting Returning Officer issued this statement.
Acting Returning Officer to add pictorial guidance as appropriate.

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New form K1: statement as to postal ballot papers for parliamentary elections and local government elections in England

First page

**FORM K1: STATEMENT AS TO POSTAL BALLOT PAPERS
REPRESENTATION OF THE PEOPLE ACTS
PARLIAMENTARY ELECTION**

Constituency

Date of Poll

A Issue of postal ballot papers	Number
1. Total number of postal ballot papers issued under regulation 71	
2. Total number of postal ballot papers issued under regulation 77 (spoilt and returned for cancellation), regulation 78 (lost or not received) and regulation 78A (cancelled due to change of address)	
3. Total number of postal ballot papers cancelled under regulation 86A (where the first ballot paper was cancelled and retrieved)	
4. Total number of postal ballot papers issued (items 1 to 3)	
5. Total number of postal ballot papers cancelled under regulation 78A	
B(1) Receipt of and replacement postal ballot papers	Number
6. Number of covering envelopes received by the returning officer or at a polling station before the close of poll (excluding any undelivered or returned under regulation 77(1) (spoilt), regulation 78(1) (lost) and regulation 86A (cancelled ballot papers) or rejected under regulations 79B, 79D, 82B and 82D)	
7. Number of covering envelopes received by the returning officer after the close of poll, excluding any returned as undelivered	
8. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued	
9. Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued	
10. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued	
11. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued	
<i>In items 12-18 record the number of postal ballot papers handed in at a polling station or to the Returning Officer before the close of poll that were rejected because of the following reasons:</i>	

Second page

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<p>(A) The form accompanying the postal ballot papers handed in was not fully completed (under regulation 79B(1)(a) or regulation 82B(1)(a))</p> <p>(B) the number of postal ballot papers handed in exceeded the permitted number (under regulation 79B(1)(b)&(c) or regulation 82B(1)(b)&(c))</p> <p>(C) the postal ballot papers were handed in by a political campaigner not permitted to handle the postal ballot papers (under regulation 79B(3) or regulation 82B(3))</p> <p>In item 19 record the number of postal ballot papers that were rejected because they were left behind with no form attached (under regulation 79D or regulation 82D)</p>	
12. Number of postal ballot papers rejected for reason (A)	
13. Number of postal ballot papers rejected for reason (B)	
14. Number of postal ballot papers rejected for reason (C)	
15. Number of postal ballot papers rejected for reason (A) AND (B)	
16. Number of postal ballot papers rejected for reason (A) AND (C)	
17. Number of postal ballot papers rejected for reason (B) AND (C)	
18. Number of postal ballot papers rejected for reason (A), (B) AND (C)	
19. Number of postal ballot papers received at a polling station or by the Returning Officer before the close of poll rejected as the postal ballot papers were left behind with no form attached (under regulation 79D or regulation 82D)	
20. Number of covering envelopes returned as undelivered (up to the 25 th day after the date of the poll)	
21. Number of covering envelopes not received by the returning officer (by the 25 th day after the date of the poll)	
22. Total of numbers 6 to 21 (this should be the same as that in 4 above)	

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B(2) Receipt of postal ballot papers – Postal voting statements	Number
23. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements	
24. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)	
25. Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statement not matching those in the personal identifiers record (excluding prior cancellations)	
C Count of postal ballot papers	Number
26. Number of ballot papers returned by postal voters which were included in the count of ballot papers	
27. Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under regulations 77, 78, 78A and 86A are not rejections and should be included in items 2, 3, 5, 8, 9 and 10 above, and postal ballot papers rejected under regulations 79B, 79D, 82B and 82D should be recorded in items 12 to 19 above)	

Date..... Signed.....

Returning Officer

Authority.....