

SCHEDULES

SCHEDULE 2

Regulation 10(3)

FORMS

PART 1

United Kingdom

Form A Signing sheet

Front of signing sheet

Petition signing sheet		
Petition to Remove the MP for [insert name of constituency], [insert name of MP]		
<p>You should only complete this signing sheet if you support the petition for the removal of the MP named above.</p> <p>[insert wording in section 9(4) of the Recall of MPs Act 2015 as amended from time to time]</p>		
<table border="1"><tr><td>My Signature is:</td><td><input type="text"/></td></tr></table>	My Signature is:	<input type="text"/>
My Signature is:	<input type="text"/>	

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Back of signing sheet

Number

[other unique identifying mark]

Petition to Remove the MP for *[insert name of constituency]*

Between *[insert first date of the petition signing period]* and *[insert final date of the petition signing period]*

Directions as to printing the signing sheet

1. Nothing is to be printed on the signing sheet except in accordance with these directions.
2. So far as is practicable, the arrangements set out in paragraphs 3 to 7 must be observed in the printing of the signing sheet (Form A).
3. No word may be printed on the front of the signing sheet except:
 - (a) the heading "Petition signing sheet";
 - (b) the sub-heading "Petition to Remove the MP for.....";
 - (c) after that sub-heading, the name of the constituency and the name of the MP;
 - (d) the direction "You should only complete this signing sheet if you support the petition for the removal of the MP named above";
 - (e) the words required by section 9(4) of the Act (as it has effect from time to time); and
 - (f) the words "My Signature is:".
4. A box must be printed:
 - (a) to the right of the words "My Signature is:" where the petition is to be signed;
 - (b) around the words "My Signature is:" and the box referred to in sub-paragraph (a).
5. No rule may be printed on the front of the signing sheet except:
 - (a) as part of a box referred to in paragraph 4;
 - (b) a horizontal rule above the heading referred to in paragraph 3(a);
 - (c) a horizontal rule above and below the sub-heading and name and constituency referred to in paragraph 3(b) and (c) ;
 - (d) a horizontal rule below the box referred to in paragraph 4(b);
 - (e) a vertical rule on both sides of the signing sheet joining the horizontal rules referred to in sub-paragraphs (b) and (d).
6. All the words on the front of the signing sheet must appear in the same type except that:
 - (a) the heading must appear in very large and bold type;
 - (b) the sub-heading and name of the constituency and name of the MP referred to in paragraph 3(b) and (c) must appear in large and bold type; and
 - (c) the words in the direction referred to in paragraph 3(d), must appear in bold type.
7. The number and other unique identifying mark must be printed close to each other on the back of the signing sheet.

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Form B Corresponding number list for use at a petition signing place

Constituency: _____
Petition signing dates: _____
Signing place: _____
Sheet No.: _____

Signing Sheet Number	Elector Number

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Form D Official petition notice for an elector who may sign the petition in person

First page of petition notice

Your details:

[ELECTOR'S NAME
AND QUALIFYING ADDRESS]

Petition Officer to omit where notice of petition sent to an anonymous elector. Notice to an anonymous elector must be delivered in a sealed envelope

[LOCAL AUTHORITY'S
ADDRESS AND
CONTACT DETAILS]

Number on register:

[DATE]

Dear [Elector's name]

Notice of Petition to remove the MP for [name of constituency], [name of MP]

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because your name is on the electoral register, however signing the petition is optional.

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)*]]**

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs*]]**

*Petition Officer to complete as appropriate
** Petition Officer to delete the conditions which do not apply

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

What to do if you wish to sign the petition


[You do not need to take this notice with you if you go to sign the petition at your official signing place.]

[You must take this notice with you if you go to sign the petition at your official signing place, otherwise you won't be able to sign it.]

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

Second page of petition notice

<p>Your Official Signing Place:</p> <p><i>[insert address]</i></p> <p>When is the petition available to sign?</p> <p><i>Petition open between [insert dates and times]</i></p> <p>You can apply to sign the petition by post or you can appoint someone else to sign it for you. More information can be found below.</p>
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<p><i>This space for map of signing place</i></p>	<p> If you need any help or to find out if your signing place is accessible, please contact us.</p> <p><i>[Petition Officer to add contact details including website if appropriate]</i></p>
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Other ways to sign the petition

You can apply to sign the petition by post.

Completed applications must reach us by **[time] on [day] [date of deadline]**.
If you choose to sign by post you will not be able to sign the petition in person at your signing place.

You can apply to sign by proxy (this means someone else can sign on your behalf in person or by post).

Completed applications must reach us before **[time] on [day] [date of deadline]**. If you appoint a proxy you can sign the petition if you wish, but only if your proxy has not already signed it on your behalf at the signing place and has not applied for a proxy postal signing sheet.

Contact us if you wish to apply to sign the petition by post or proxy.

Emergency Proxy

If after **[time] on [the sixth day before the final signing day]** you are unable to sign in person because you:

- Have a medical condition
- Learn you cannot go to the signing place because of work reasons

You can apply to sign the petition by proxy.

Completed applications must reach us before **[time] on [day] [date of deadline]**. *To find out how to apply, call the helpline immediately.*

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Final page of petition notice

It is an offence to:

- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

*** IMPORTANT** - if you choose to sign the petition your name will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

** delete if notice is sent to an anonymous elector*

Yours sincerely

Petition Officer

Form E Official petition notice for an elector who may sign the petition by post

First page of petition notice

Your details:

[ELECTOR'S NAME
AND QUALIFYING ADDRESS]

Petition Officer to omit where notice of petition sent to an anonymous elector. Notice to an anonymous elector must be delivered in a sealed envelope

[LOCAL AUTHORITY'S
ADDRESS AND
CONTACT DETAILS]

Number on register:

[DATE]

Dear [Elector's name]

Postal Notice of Petition to remove the MP for [name of constituency], [name of MP]

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because your name is on the electoral register and you have a postal vote arrangement in force, however signing the petition is optional.

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)*]]**

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs*]]**

*Petition Officer to complete as appropriate

**Petition Officer to delete the conditions which do not apply

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

Information - signing the petition

We will send your petition signing sheet around [day] [date] [month] [year] # [addressed to]:

[Elector's name and qualifying address here]

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Second page of petition notice

Your postal signing pack

- You will receive a petition signing sheet for this petition because you have a postal vote arrangement in force.
- You will not be able to sign the petition at a signing place.
- If you have not received your postal signing sheet by **[day][date][month]** call **[insert helpline number]**.


How to sign the petition

1. When you receive your petition signing sheet and postal signing statement, read the instructions carefully.
2. If you choose to sign the petition then you must complete both of these forms and return them immediately.
3. We need to receive both these forms by **[time] on [day/ final day for signing the petition]**.

If you lose your petition signing sheet and / or postal petition statement, or make a mistake:

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

If you would rather sign the petition in person, or ask someone else to sign on your behalf, you must cancel your postal vote **before [time] on [day/ date of deadline]**. For more information, please call the helpline.

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

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

[Petition Officer to add contact details including website]

It is an offence to:

- Sign the petition using a petition signing sheet that was not sent for your use or interfere with another person's petition signing sheet.
- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

Final page of petition notice

***IMPORTANT** - if you choose to sign the petition your name will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

**delete if notice is sent to an anonymous elector*

Yours sincerely

Petition Officer

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form F Official petition notice for a proxy who may sign the petition in person

First page of petition notice

Your details:

[PROXY'S NAME AND QUALIFYING ADDRESS]

Petition Officer to omit where notice of petition sent to an anonymous elector. Notice to an anonymous elector must be delivered in a sealed envelope

[LOCAL AUTHORITY'S ADDRESS AND CONTACT DETAILS]

Number on register:

[DATE]

Dear [Proxy's name]

Proxy Notice of Petition to remove the MP for [name of constituency], [name of MP]

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because our records show that *[the person named on the back of this notice] [another person] has appointed you as a proxy to sign on their behalf at this petition. However signing the petition is optional.

**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.*

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)*]]**

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs]**

**Petition Officer to complete as appropriate*

***Petition Officer to delete the conditions which do not apply*

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

Second page of petition notice

What to do if you wish to sign the petition

You should check with the person who has named you as their proxy whether or not they wish you to sign the petition on their behalf.

[You do not need to take this notice with you if you go to sign the petition at your official signing place.]

[You must take this notice with you if you go to sign the petition at your official signing place, otherwise you won't be able to sign it.]

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

Your Official Signing Place:

[insert address]

When is the petition available to sign?

Petition open between [insert dates and times]

You can apply to sign the petition by post. More information can be found below.

This space for map of signing place



If you need any help or to find out if your signing place is accessible, please contact us.

[Petition Officer to add contact details including website if appropriate]

Signing as a proxy

** [The person named below] [another person] has appointed you as a proxy to sign on their behalf at this petition.]

** [You do not need to take this notice with you to sign the petition.] [You must have this notice with you if you go to sign the petition. You cannot sign as a proxy without it.]* If sent to the proxy of an anonymous elector omit the words in each of the first set of brackets. If not omit the words in each of the second sets of brackets.

For this petition you are the proxy for:

*[(Elector's name)

(Elector's address)

(Elector's number on the register)]

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

*If an anonymous elector omit the words in the first set of square brackets. If not omit the words in the second set of square brackets.

The person you are proxy for can sign the petition themselves if they wish – but only if you have not already signed the petition on their behalf.

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Final page of petition notice

How to sign the petition as a proxy:

1. **[At the signing place, tell the staff that you are a proxy for the person named above. They will give you that person's petition signing sheet.] *At the signing place, ask to speak to the petition clerk and show them this letter. They will give you the petition signing sheet for the person you are proxy for.] *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.*
2. Read the content of the signing sheet and sign it in the box provided.
3. Fold the signing sheet and put it in the ballot box.

If you need any help, just ask the staff.

If you are away or cannot go to the signing place.

- You can apply to sign the petition by post. The deadline for completed applications is **[time] on [day] [date of deadline]**.
- If you are given a petition signing sheet by post, you or the person you are proxy for will not be able to sign in person at this petition.
- **To find out how to apply, please call us on [insert helpline number or other contact details].**

It is an offence to:

- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

***IMPORTANT** - if you choose to sign the petition, the name of the person on whose behalf you have signed, will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

**delete if notice is sent to an anonymous elector*

Yours sincerely

Petition Officer

Form G Official petition notice for a proxy who may sign the petition by post

First page of petition notice

Your details:

[PROXY'S NAME
AND QUALIFYING ADDRESS]

Petition Officer to omit where notice of petition sent to an anonymous elector. Notice to an anonymous elector must be delivered in a sealed envelope

[LOCAL
AUTHORITY'S
ADDRESS AND
CONTACT DETAILS]

Number on register:

[DATE]

Dear [Proxy's name]

Proxy Postal Notice of Petition to remove the MP for [name of constituency], [name of MP]

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because our records show that **[the person named on the back of this notice] [another person]* has appointed you as a proxy to sign on their behalf at this petition and you have a postal vote arrangement in force.

However signing the petition is optional.

**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.*

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]"]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)*]]**

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs*]]**

**Petition Officer to complete as appropriate*

***Petition Officer to delete the conditions which do not apply*

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Second page of petition notice

For this petition you are the proxy for:

*[(Elector's name)

(Elector's address)

(Elector's number on the register)]

[The person with this elector number. (Insert elector's number on the 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.

Your postal signing pack

- You will receive a petition signing sheet for this petition because you have postal vote arrangement in force.
- You will not be able to sign the petition in a signing place.
- If you have not received your postal signing sheet by **[day] [date] [month]** call **[insert helpline number]**.

How to sign the petition

1. When you receive your petition signing sheet and postal petition statement, read the instructions carefully.
2. If you choose to sign the petition then you must complete both of these forms and return them immediately.
3. We need to receive both these forms by **[time]** on **[day/ final day for signing the petition]**.

If you lose your petition signing sheet and / or postal petition statement, or make a mistake:

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

If you would rather sign the petition in person, or ask someone else to sign on your behalf, you must cancel your postal vote **before [time] on [day/ date of deadline]**. For more information, please call the helpline.


Information – signing the petition

We will send your petition signing sheet around **[day] [date] [month] [year]** ***[addressed to]:

*** Petition Officer to omit where notice of petition sent to the proxy of an anonymous elector. Notice to proxy of an anonymous elector must be delivered in a sealed envelope.

You should check with the person who has named you as their proxy whether or not they wish you to sign the petition on their behalf.

Final page of petition notice

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

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

[Petition Officer to add contact details including website]

It is an offence to:

- Sign the petition using a petition signing sheet that was not sent for your use or interfere with another person's petition signing sheet.
- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

***IMPORTANT** - if you choose to sign the petition, the name of the person on whose behalf you have signed, will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

**delete if notice is sent to an anonymous elector*

Yours sincerely

Petition Officer

Form H Guidance for persons signing the petition

How to sign the petition

1

Go to the desk and tell the staff your name and address.
They will give you a petition signing sheet.



2

Read the signing sheet and sign it in the box provided.



3

When you have signed your signing sheet, fold it.



4

Put your folded signing sheet into the ballot box.



If you make a mistake or need some help, just ask the staff.

Form I Certificate of employment

Certificate of Employment
Petition to Remove the MP for [name of constituency], [name of MP]
Petition signing period [day] [date] [month] [year] to [day] [date] [month] [year]
Constituency: [name of constituency]
The person named below is entitled to sign the petition at any signing place in the above petition area on production and surrender of this certificate to the Petition Officer or signing place staff.
I certify that _____ (name of elector) who is numbered* _____ in the register of electors for the petition area named above, cannot reasonably be expected to go in person to the signing place allotted to them by reason of his/her employment on the remaining dates that the petition is available for signing. – as a constable** – as a Police Community Support Officer** – by me (Only applies to Petition Officer's staff)** Signature _____ Petition Officer/Police Officer (<i>Inspector or above</i>)** Date _____ * The elector's number can be found on the petition notice letter which was sent to them when the petition was announced, or can be checked by contacting the Electoral Registration Officer. **Person completing the form to delete whichever does not apply.

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Form J Proxy paper

Proxy Paper	
Petition to Remove the MP for [name of constituency], [name of MP]	
Constituency	
Name of Proxy	
Address of Proxy	
<p>You have been appointed as proxy for: _____ (Elector name)</p> <p>*[who is qualified to be registered at: _____ (Qualifying address)]</p> <p>*[who qualifies as an overseas elector in respect of the above constituency]</p> <p>to sign for them at this petition.</p> <p>**[This proxy appointment is not valid until.....]</p> <p>**[This proxy appointment remains valid until.....]</p> <p>Signature _____ (Petition Officer)</p> <p>Address _____</p> <p>Date _____</p> <p><small>* Enter as appropriate ** Delete whichever is in appropriate</small></p>	

1. This proxy paper gives you the right to sign the petition as a proxy for the elector named above. However, you may not sign the petition as proxy at the same petition for more than two electors of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
2. Your appointment as a proxy may be for a particular petition only, or it may be for a definite or indefinite period.
 If it is for a particular petition, you may have the right to sign the petition as proxy only at the petition specified in the proxy paper.

 If it is for an indefinite period, you have in general the right to sign the petition at any petition held in the constituency, until you are informed to the contrary.

 If it is for a definite period, your right to sign the petition as proxy expires on the date stated on the form.
3. You may sign the petition as proxy at the signing place allotted to the elector on whose behalf you are appointed. Shortly before the petition opens you will be sent a proxy petition notice telling you where the signing place is. You do not need to take either the petition notice or this proxy paper to the signing place but you may find it helpful to do so.
4. If you cannot sign the petition in person at the signing place, you should consult the petition officer about your right to sign it by post.

Form K Postal petition statement

Front of statement

Postal petition statement	[Space for barcode]												
Petition to Remove the MP for [name of constituency], [insert name of MP]													
Final day for receipt of completed petition signing sheets: [day] [date] [name of month] [year]													
<p>Important - You only need to sign this petition statement if you wish to sign the petition. Signing the petition is optional.</p> <p>If you wish to sign the petition, you must also fill in and return this statement with your petition signing sheet for your signature in support of the petition to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>Name: * _____ Petition signing sheet number: _____</p> <p><small>* Petition Officer to insert name but omit where sent to an anonymous elector</small></p> <p>Check that the number on the back of your signing sheet matches the number shown above. If these do not match, call us immediately on [insert helpline number].</p> <p>I am the person the signing sheet numbered above was sent to.</p> <p>My Date of Birth is:</p> <table><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 colspan="2">Day</td><td colspan="2">Month</td><td colspan="2">Year</td></tr></table> <p>* My Signature is: (You must sign inside the box)</p> <p><small>* Petition Officer to omit box where the elector has been granted a waiver</small></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>We will check this information against our records for security.</p> <p>It is an offence to sign the petition using a signing sheet that was not sent for your use or interfere with another person's signing sheet. It is an offence to sign the petition more than once (unless you are appointed as a proxy).</p>		<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									

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Back of statement

Instructions for signing the petition by post

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

1. If you choose to sign the petition for your MP to be removed you must complete and return both the **petition signing sheet and this statement**.
2. This statement is used to check you are, who you say you are, and your petition signing sheet will be included in the petition count.
3. Make sure you have filled in both the **signature box and date of birth on this statement**.
4. Do not mark the signing sheet in any other way or your support of the petition may not count.
5. We must get your signing sheet and this statement by **[time] on [day] [date of final signing day]**. If you miss the post, you can hand it in at our office or at any petition signing place in **[electoral area]* before **[time] on [day] [date of final signing day]**.
** Petition Officer to delete whichever does not apply.*
6. After receiving your signing sheet, you cannot sign the petition in person at a petition signing place.

Getting Help

- If you need help to sign the petition, you can get independent help by calling the helpline on *[insert helpline number]*.
- 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 signing sheet or this statement, you can obtain a replacement. Call us immediately as **we can only issue a replacement before [time] on [day] [date] [month]**. If you apply after **[time] on [day before final signing day]** we can only issue a replacement if you return this signing pack by hand.

Electoral fraud is a crime. It is an offence to sign the petition more than once unless you are signing on your own behalf and as a proxy for another person.

The Petition Officer issued this statement.

Form L Statement as to postal petition signing sheets, proxies and additional data

First page of statement

STATEMENT AS TO POSTAL PETITION SIGNING SHEETS, PROXIES AND ADDITIONAL DATA		
RECALL OF MPs ACT 2015		
RECALL PETITION		
Constituency: _____		
Petition Signing Period: from _____ to _____		
A	Issue of postal signing packs	Number
1	Total number of original postal signing packs issued	
2	Number of postal signing packs replaced due to the original pack being lost (or not received)	
3	Number of postal signing packs replaced due to the original being spoiled	
4	Number of postal signing packs replaced due to the elector requesting the pack to be sent to a different address	
5	Total number of postal signing packs issued (i.e. Total of A1 to A4)	
B	Waivers	Number
1	Number of signature waivers issued	
C	Receipt of postal signing packs	Number
1	Number of complete postal signing packs received by the close of the petition (excluding those returned in C3-C6)	
2a	Number of postal petition statements received by close of petition without the corresponding petition signing sheet	
2b	Number of petition signing sheets received by close of petition without the corresponding postal petition statement	
3	Number of postal signing packs cancelled on request of elector by 5pm on the eleventh working day before the final day of the petition signing period	
4	Number of postal signing packs cancelled as lost 5 hours before the petition closed on the final signing day	
5	Number of postal signing packs cancelled as spoiled 5 hours before the petition closed on the final signing day	
6	Number of postal signing packs returned as undeliverable by the seventh calendar day after the petition closed	
7	Number of postal signing packs received between the close of the petition and the seventh calendar day thereafter	
8	Total number of postal signing packs not returned (including empty envelopes and any signing packs received more than seven calendar days after the petition closed)	
9	Total postal signing packs (i.e. Total of C1-C8)	
D	Checks on personal identifiers	Number
1	Number of postal petition statements checked against the personal identifier record	

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Final page of statement

2	Number of postal petition statements where required personal identifiers were verified as valid	
3a	Number of postal petition statements rejected because there was no signature	
3b	Number of postal petition statements rejected because there was no date of birth	
3c	Number of postal petition statements rejected because there was no signature and no date of birth	
4a	Number of postal petition statements rejected due to a mismatched signature	
4b	Number of postal petition statements rejected due to a mismatched date of birth	
4c	Number of postal petition statements rejected due to a mismatch of both identifiers	
5	Number of postal petition statements not checked against the personal identifier record and accepted	
6	Total checks on personal identifiers (i.e. Total of D2-D5 and total should equal D1 and C1)	
E Summary of postal signing packs		Number
1	Number of postal signing packs rejected due to missing petition signing sheet or postal petition statement	
2	Number of postal petition statements rejected due to absence or mismatch of personal identifiers	
3	Number of postal petition signing sheets sent to the court	
F Proxies		Number
1	Number of standard proxies appointed	
2	Number of emergency proxies appointed	
3	Number of postal proxies appointed	
4	Total number of proxies issued (i.e. Total of F1 to F3)	
<p>Date Signature Petition Officer</p> <p>Authority:</p>		

PART 2

Welsh Forms

Form A Signing sheet

Front of signing sheet

Petition signing sheet

Taflen llofnodi deiseb

Petition to Remove the MP for [insert name of constituency], [insert name of MP]

Deiseb i gael gwared ar yr AS dros [rhowch enw'r etholaeth], [rhowch enw'r AS]

You should only complete this signing sheet if you support the petition for the removal of the MP named above.

[insert wording in section 9(4) of the Recall of MPs Act 2015 as amended from time to time]

Dim ond os ydych yn cefnogi'r ddeiseb i gael gwared ar yr AS a enwir uchod y dylech lofnodi'r daflen lofnodi hon.

[rhowch y geiriad yn adran 9(4) Deddf Galw Aelodau Seneddol yn Ôl 2015 fel y'i diwygiwyd o dro i dro]

My Signature is:

Fy Llofnod yw:

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Back of signing sheet

Number / Rhif

[other unique identifying mark / unrhyw nod adnabod unigryw arall]

Petition to Remove the MP for *[insert name of constituency]* / Deiseb i gael gwared â'r AS dros *[rhowch enw'r etholaeth]*

Between / Rhwng *[insert first date of the petition signing period / rhowch ddyddiad cyntaf y cyfnod llofnodi]* and / a *[insert final date of the petition signing period / rhowch ddyddiad olaf cyfnod llofnodi'r ddeiseb]*

Form B Corresponding number list for use at a petition signing place

Constituency / Etholaeth: _____
 Petition signing dates / Dyddiadau llofnodi'r ddeiseb: _____
 Signing place / Safle llofnodi: _____
 Sheet No. / Rhif Taflen: _____

Signing Sheet Number / Rhif Taflen Llofnodi	Elector Number / Rhif Etholwr

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK
Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form C Corresponding number list

Constituency / Etholaeth: _____
Petition signing dates / Dyddiadau llofnodi'r ddeiseb: _____
Sheet No. / Rhif y daflen: _____

Signing Sheet Number / Rhif y Daflen Lofnodi	Unique Identifying Mark / Nod Adnabod Unigryw	Elector Number / Rhif Etholwr <small>(to be completed only in respect of signing sheets issued to postal signers / i'w gwblhau dim ond ar daflenni llofnodi a roddir i lofnodwyr drwy'r post)</small>

Form D Official petition notice for an elector who may sign the petition in person

First page of petition notice

Your details / Eich manylion chi:

[ELECTOR'S NAME
AND QUALIFYING ADDRESS / ENWR
ETHOLWR A CHYFEIRIAD CYMWYS]
Petition Officer to omit where notice of petition sent to an
anonymous elector. Notice to an anonymous elector must
be delivered in a sealed envelope

[LOCAL AUTHORITY'S
ADDRESS AND CONTACT
DETAILS / CYFEIRIAD YR
AWDURDOD LLEOL A
MANYLION CYSWLLT]

Y Swyddog Ddeisebau i hepgor pan anfonir yr hysbysiad
o ddeiseb i etholwr diennw. Rhaid i hysbysiad i etholwr diennw
gael ei anfon mewn amlen wedi'i selio

Number on register / Rhif ar y gofrestr:

[DATE / DYDDIAD]

Dear / Annwyl [Elector's name / Enw'r etholwr]

**Notice of Petition to remove the MP for [name of constituency], [name of MP] /
Hysbysiad o Ddeiseb i gael gwared â'r AS dros [enw'r etholaeth], [enw'r AS]**

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

**You have been sent this notice because your name is on the electoral register,
however signing the petition is optional.**

Ysgrifennaf atoch i roi gwybod ichi y bydd yna ddeiseb i benderfynu a ddylai [enw'r AS], sef yr AS dros [etholaeth], gollu ei sedd fel AS ac y dylid cynnal isetholiad i benderfynu pwy fydd yn AS dros yr etholaeth honno.

**Anfonwyd yr hysbysiad hwn atoch oherwydd bod eich enw ar y gofrestr
etholiadol, ond mater o ddewis yw llofnodi'r ddeiseb.**

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]*]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)*]**

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs]**

*Petition Officer to complete as appropriate

** Petition Officer to delete the conditions which do not apply

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Second page of petition notice

Cychwynnwyd y ddeiseb oherwydd bod [enw'r AS] AS wedi cael ei [gollfarnu am [y drosedd] ac wedi cael ei [ddedfrydu/orchymyn] i gael ei [garcharu/gadw] am/wedi cael dedfryd ohiriedig am [hyd y ddedfryd]*]**

[[wedi ei gollfarnu am drosedd dan adran 10 o Ddeddf Safonau Seneddol 2009 ac wedi cael ei [ddedfrydu/orchymyn] i gael ei [garcharu/gadw/ddirwyo] am/wedi cael dedfryd ohiriedig o [hyd y ddedfryd/efel y ddirwy] (y drosedd o roi gwybodaeth ffug neu gamarweiniol i hawlio lwfansau)*]]**

[[wedi ei atal dros dro rhag bod yn aelod o Dŷ'r Cyffredin am gyfnod o [nifer y diwrnodau] am dorni cod ymddygiad ASau*]**

*Y Swyddog Deisebau i lenwi fel sy'n briodol

** Y Swyddog Deisebau i ddileu'r amodau amherthnasol

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

Os bydd o leiaf 10% o bobl gymwys yn yr etholaeth yn llofnodi'r ddeiseb, **fe fydd** [enw'r AS] yn colli ei sedd yn Nhŷ'r Cyffredin a chynhelir isetholiad. Nid yw colli ei sedd yn atal [enw'r AS] rhag sefyll yn yr isetholiad hwn.

Os bydd llai na 10% o bobl gymwys yn yr etholaeth yn llofnodi'r ddeiseb, **ni fydd** [enw'r AS] AS yn colli ei sedd ac felly ni chynhelir isetholiad.

What to do if you wish to sign the petition / Beth i'w wneud os ydych yn dymuno llofnodi'r ddeiseb

[You do not need to take this notice with you if you go to sign the petition at your official signing place / Nid oes angen mynd â'r hysbysiad hwn gyda chi os byddwch yn mynd i lofnodi'r ddeiseb yn eich safle llofnodi swyddogol.]

[You must take this notice with you if you go to sign the petition at your official signing place, otherwise you won't be able to sign it / Rhaid ichi fynd â'r hysbysiad hwn gyda chi os ydych yn mynd i lofnodi'r ddeiseb yn eich safle llofnodi swyddogol, neu ni fyddwch yn cael ei llofnodi

If an anonymous elector, omit the words in the first set of brackets, if not omit the words in the second set of brackets / Os etholwr diennw, hepgorwch y geiriau yn y set gyntaf o gromfachau, os na, hepgorwch y geiriau yn yr ail set o gromfachau.

Third page of petition notice

<p>Your Official Signing Place / Eich Safle Llofnodi Swydddogol:</p> <p><i>[insert address / rhowch y cyfeiriad]</i></p> <p>When is the petition available to sign? / Pryd bydd y ddeiseb ar gael i'w llofnodi?</p> <p><i>Petition open between [insert dates and times] / Bydd y ddeiseb ar agor rhwng [dyddiadau ac amseroedd]</i></p> <p>You can apply to sign the petition by post or you can appoint someone else to sign it for you. More information can be found below.</p> <p>Gallwch wneud cais i lofnodi'r ddeiseb drwy'r post neu gallwch benodi rhywun arall i'w llofnodi ar eich rhan. Ceir rhagor o wybodaeth isod.</p>
--

<p><i>This space for map of signing place / Map o'r safle llofnodi</i></p>	<p> If you need any help or to find out if your signing place is accessible, please contact us. Os ydych angen cymorth neu eisiau gwybod a yw eich safle llofnodi yn hygyrch, cysylltwch â ni.</p> <p><i>[Petition Officer to add contact details including website if appropriate / Y Swydddog Ddeisebau i ychwanegu manylion cyswilt, gan gynnwys gwefan os yw hynny'n briodol]</i></p>
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Other ways to sign the petition / Ffyrdd eraill o lofnodi'r ddeiseb

You can apply to sign the petition by post / Gallwch wneud cais i lofnodi'r ddeiseb drwy'r post.

Completed applications must reach us by **[time] on [day] [date of deadline]**.

If you choose to sign by post you will not be able to sign the petition in person at your signing place.

Rhaid i'r ceisiadau ein cyrraedd erbyn **[amser] ar [diwrnod] [dyddiad cau]**.

Os byddwch yn dewis llofnodi drwy'r post ni fyddwch yn cael llofnodi'r ddeiseb yn bersonol yn eich safle llofnodi]

You can apply to sign by proxy (this means someone else can sign on your behalf in person or by post) / **Gallwch wneud cais i lofnodi drwy ddirprwy** (ystyr hyn yw bod rhywun arall yn gallu llofnodi ar eich rhan yn bersonol neu drwy'r post)

Completed applications must reach us before **[time] on [day] [date of deadline]**. If you appoint a proxy you can sign the petition if you wish, but only if your proxy has not already signed it on your behalf at the signing place and has not applied for a proxy postal signing sheet.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Fourth page of petition notice

Rhaid i geisiadau ein cyrraedd erbyn **[amser] ar [diwrnod] [dyddiad cau]**. Os byddwch yn penodi dirprwy gallwch lofnodi'r ddeiseb os ydych yn dymuno, ond dim ond os nad yw eich dirprwy wedi lofnodi eisoes ar eich rhan yn y safle lofnodi a heb wneud cais am dafien lofnodi dirprwy drwy'r post.

Contact us if you wish to apply to sign the petition by post or proxy / Cysylltwch â ni os ydych yn dymuno gwneud cais i lofnodi'r ddeiseb drwy'r post neu drwy ddirprwy

Emergency Proxy / Dirprwy mewn achos brys

If after **[time]** on **[the sixth day before the final signing day]** you are unable to sign in person because you:

- Have a medical condition
- Learn you cannot go to the signing place because of work reasons

You can apply to sign the petition by proxy.

Os ydych ar ôl **[amser]** ar **[y chweched diwrnod cyn y diwrnod lofnodi olaf]** yn methu â lofnodi yn bersonol oherwydd:

- Bod gennych gyflwr meddygol
- Wedi deall na allwch fynd i'r safle lofnodi am resymau yn ymwneud â'ch gwaith

Gallwch wneud cais i lofnodi'r ddeiseb drwy ddirprwy.

Completed applications must reach us before **[time] on [day] [date of deadline]**. *To find out how to apply, call the helpline immediately.*

Rhaid i geisiadau cyflawn ein cyrraedd erbyn **[amser] ar [diwrnod] [dyddiad cau]**. *I gael gwybod sut i wneud cais, ffoniwch y llinell gymorth ar unwaith.*

It is an offence to / Mae'n drosedd:

- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.
- Llofnodi'r ddeiseb fwy nag unwaith, oni bai eich bod yn lofnodi ar eich rhan eich hun ac fel dirprwy dros rywun arall.
- Llofnodi'r ddeiseb fel dirprwy ar ran mwy na dau o bobl oni bai eich bod yn briod, partner sifil, rhiant, nain neu daid, brawd neu chwaer, plentyn, ŵyr neu wyres iddynt.
- Llofnodi'r ddeiseb fel dirprwy ar ran rhywun y gwyddoch nad oes ganddo hawl i lofnodi'r ddeiseb yn ôl y gyfraith.

Final page of petition notice

*** IMPORTANT / PWYSIG –**

if you choose to sign the petition your name will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

** delete if notice is sent to an anonymous elector*

os ydych yn dewis llofnodi'r ddeiseb bydd marc yn cael ei roi wrth eich enw ar y gofrestr a ddefnyddir i weinyddu'r ddeiseb. Y 'gofrestr wedi'i marcio' yw hon ac mae'n helpu i atal rhywun rhag llofnodi ddwywaith ac i ganfod twyll. Ar ôl cyhoeddi canlyniad y ddeiseb, caiff unrhyw berson ofyn i'r swyddog deisebau am gael gweld y gofrestr wedi'i marcio os yw'n amau bod twyll. Os yw'r swyddog deisebau'n cytuno i'r cais hwn, bydd yr archwiliad yn digwydd dan oruchwyliaeth staff yr awdurdod lleol, a dim ond nodiadau mewn llawysgrifen a ganiateir, i'w trosglwyddo o bosibl i'r heddlu allu ymchwilio i'r mater.

** dileer os anfonir yr hysbysiad at etholwr ddiarw*

Yours sincerely / *Yn gywir*

Petition Officer / *Y Swyddog Deisebau*

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form E Official petition notice for an elector who may sign the petition by post

First page of petition notice

Your details / Eich manylion chi:

[ELECTOR'S NAME
AND QUALIFYING ADDRESS / ENW'R
ETHOLWR A CHYFEIRIAD CYMWYS]
Petition Officer to omit where notice of petition sent to an
anonymous elector. Notice to an anonymous elector must
be delivered in a sealed envelope

[LOCAL AUTHORITY'S
ADDRESS AND CONTACT
DETAILS / CYFEIRIAD YR
AWDURDOD LLEOL A
MANYLION CYSWLLT]

Y Swyddog Deisebau i hepgor pan anfonir hysbysiad
o ddeiseb i etholwr diennw. Rhaid i hysbysiad i etholwr diennw
gael ei anfon mewn amlen wedi'i selio

Number on register / Rhif ar y gofrestr:

[DATE / DYDDIAD]

Dear / Annwyl [Elector's name / Enw etholwr]

**Postal Notice of Petition to remove the MP for [name of constituency], [name of MP] /
Hysbysiad drwy'r Post o Ddeiseb i gael gwared â'r AS dros [enw'r etholaeth], [enw'r AS]**

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because your name is on the electoral register and you have a postal vote arrangement in force, however signing the petition is optional.

Ysgrifennaf atoch i roi gwybod ichi y bydd yna ddeiseb i benderfynu a ddylai [enw'r AS], sef yr AS dros [etholaeth], gollu ei sedd fel AS ac y dylid cynnal isetholiad i benderfynu pwy fydd yn AS dros yr etholaeth honno.

Rydych wedi cael yr hysbysiad hwn oherwydd bod eich enw ar y gofrestr etholiadol ac mae gennych drefniant pleidlais bost mewn grym, ond mater o ddewis yw llofnodi'r ddeiseb.

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)*]]**

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs]]**

*Petition Officer to complete as appropriate

**Petition Officer to delete the conditions which do not apply

Second page of petition notice

Cychwynnwyd y ddeiseb oherwydd bod [enw'r AS] AS wedi cael ei [gollfarnu am y [drosedd] ac wedi cael ei [ddedfrydu/orchymyn] i gael ei [garcharu/gadw] am/wedi cael dedfryd ohiriedig o [hyd y ddedfryd]**

[[wedi ei gollfarnu am drosedd dan adran 10 o Ddeddf Safonau Seneddol 2009 ac wedi cael ei [ddedfrydu/orchymyn] i gael ei [garcharu/gadw/ddirwyo] am/wedi cael dedfryd ohiriedig o [hyd y ddedfryd/lefel y ddirwy] (y drosedd o roi gwybodaeth ffug neu gamarweiniol i hawlio lwfansau)*]]**

[[wedi ei atal dros dro rhag bod yn aelod o Dŷ'r Cyffredin am gyfnod o [nifer y diwrnodau] am dorri cod ymddygiad ASau**]]**

*Y Swyddog Deisebau i lenwi fel sy'n briodol

** Y Swyddog Deisebau i ddileu'r amodau amherthnasol

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

Os bydd o leiaf 10% o bobl gymwys yn yr etholaeth yn llofnodi'r ddeiseb, **fe fydd** [enw'r AS] yn colli ei sedd yn Nhŷ'r Cyffredin a chynhelir isetholiad. Nid yw colli ei sedd yn atal [enw'r AS] rhag sefyll yn yr isetholiad hwn.

Os bydd llai na 10% o bobl gymwys yn yr etholaeth yn llofnodi'r ddeiseb, **ni fydd** [enw'r AS] AS yn colli ei sedd ac felly ni chynhelir isetholiad.

Information - signing the petition / Gwybodaeth - llofnodi'r ddeiseb

We will send your petition signing sheet around / Byddwn yn anfon eich taflen llofnodi deiseb tua [day / diwrnod] [date / [dyddiad] [month / mis] [year / blwyddyn] # [addressed to / i sylw]:

[Elector's name and qualifying address here / Enw'r etholwr a chyfeiriad cymwys yma]

Your postal signing pack / Eich pecyn llofnodi drwy'r post

- You will receive a petition signing sheet for this petition because you have a postal vote arrangement in force.
- You will not be able to sign the petition at a signing place.
- If you have not received your postal signing sheet by [day] [date] [month] call [insert helpline number].
- Byddwch yn cael taflen llofnodi deiseb ar gyfer y ddeiseb hon oherwydd bod gennych drefniant pleidlais bost mewn grym.
- Ni fyddwch yn gallu llofnodi'r ddeiseb mewn safle llofnodi.
- Os nad ydych wedi cael eich taflen llofnodi drwy'r post erbyn [diwrnod] [dyddiad] [mis] ffoniwch [rhowch rif y llinell gymorth].

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Third page of petition notice

How to sign the petition / Sut i lofnodi'r ddeiseb

1. When you receive your petition signing sheet and postal petition statement, read the instructions carefully.
 2. If you choose to sign the petition then you must complete both of these forms and return them immediately.
 3. We need to receive both these forms by **[time] on [day/ final day for signing the petition]**.
-
1. Pan fyddwch yn cael eich taflen llofnodi deiseb a'r datganiad deiseb drwy'r post, darllenwch y cyfarwyddiadau'n ofalus.
 2. Os ydych yn dewis llofnodi'r ddeiseb, rhaid ichi lenwi'r ddwy ffurflen a'u dychwelyd ar unwaith.
 3. Mae angen inni gael y ddwy ffurflen erbyn **[amser] ar [diwrnod/ diwrnod olaf ar gyfer llofnodi'r ddeiseb]**.

If you lose your petition signing sheet and / or postal petition statement, or make a mistake / Os ydych yn colli'ch taflen llofnodi deiseb a / neu eich datganiad deiseb drwy'r post, neu'n gwneud camgymeriad

- Please phone the helpline immediately.
- We can only issue a replacement postal signing pack **before [time] on [day/ date of deadline]**.
- Ffoniwch y llinell gymorth ar unwaith.
- **Dim ond cyn [amser] ar [diwrnod/ dyddiad cau]** y gallwn anfon pecyn llofnodi drwy'r post arall atoch.

If you would rather sign the petition in person, or ask someone else to sign on your behalf, you must cancel your postal vote **before [time] on [day/ date of deadline]**. For more information, please call the helpline.

Os yw'n well gennych lofnodi'r ddeiseb yn bersonol, neu ofyn i rywun arall ei lofnodi ar eich rhan, rhaid ichi ganslo eich pleidlais bost **cyn [amser] ar [diwrnod/ dyddiad cau]**. I gael rhagor o wybodaeth, ffoniwch y llinell gymorth.



If you need information in another format, please call our helpline below / Os ydych eisiau gwybodaeth mewn fformat arall, ffoniwch ein llinell gymorth isod

If you need help to sign the petition, you can ask someone you know or you can get independent help by calling our helpline / Os ydych eisiau cymorth i lofnodi'r ddeiseb, gallwch ofyn i rywun rydych yn ei adnabod neu gallwch gael cymorth annibynnol drwy ffonio ein llinell gymorth:

[Petition Officer to add contact details including website/ Y Swyddog Deisebau i ychwanegu manylion cyswll, gan gynnwys gwefan]

Final page of petition notice

It is an offence to / Mae'n drosedd:

- Sign the petition using a petition signing sheet that was not sent for your use or interfere with another person's petition signing sheet.
- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

- Llofnodi'r ddeiseb gan ddefnyddio taflen llofnodi deiseb na chafodd ei hanfon ar eich cyfer chi, neu ymyrryd â thaflen llofnodi deiseb rhywun arall.
- Llofnodi'r ddeiseb fwy nag unwaith, oni bai eich bod yn llofnodi ar eich rhan eich hun ac fel dirprwy ar ran rhywun arall.
- Llofnodi'r ddeiseb fel dirprwy ar ran mwy na dau o bobl oni bai eich bod yn briod, partner sifil, rhiant, nain neu daid, brawd neu chwaer, plentyn, ŵyr neu wyres iddynt.
- Llofnodi'r ddeiseb fel dirprwy ar ran rhywun y gwyddoch nad oes ganddynt hawl i lofnodi'r ddeiseb yn ôl y gyfraith.

***IMPORTANT / PWYSIG -**

if you choose to sign the petition your name will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

**delete if notice is sent to an anonymous elector*

os ydych yn dewis llofnodi'r ddeiseb bydd marc yn cael ei roi wrth eich enw ar y gofrestr a ddefnyddir i weinyddu'r ddeiseb. Y 'gofrestr wedi'i marcio' yw hon ac mae'n helpu i atal rhywun rhag llofnodi ddwywaith ac i ganfod twyll. Ar ôl cyhoeddi canlyniad y ddeiseb, caiff unrhyw berson ofyn i'r swyddog deisebau am gael gweld y gofrestr wedi'i marcio os yw'n amau bod twyll. Os yw'r swyddog deisebau'n cytuno i'r cais hwn, bydd yr archwiliad yn digwydd dan oruchwyliath staff yr awdurdod lleol, a dim ond nodiadau mewn llawysgrifen a ganiateir, i'w trosglwyddo o bosibl i'r heddlu allu ymchwilio i'r mater.

** dileer os anfonir yr hysbysiad at etholwr dienw*

Yours sincerely / Yn gywir

Petition Officer / Swyddog Deisebau

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form F Official petition notice for a proxy who may sign the petition in person

First page of petition notice

Your details / Eich manylion chi:

[PROXY'S NAME
AND QUALIFYING ADDRESS / ENWR
DIRPRWY A CHYFEIRIAD CYMWYS]

Petition Officer to omit where notice of petition sent to an anonymous elector. Notice to an anonymous elector must be delivered in a sealed envelope

Y Swyddog Ddeisebau i hepgor pan anfonir yr hysbysiad o ddeiseb i etholwr diennw. Rhaid i hysbysiad i etholwr diennw gael ei anfon mewn amlen wedi'i selio

[LOCAL AUTHORITY'S
ADDRESS AND CONTACT
DETAILS / CYFEIRIAD YR
AWDURDOD LLEOL A
MANYLION CYSWLLT]

Number on register / Rhif ar y gofrestr:

[DATE / DYDDIAD]

Dear / Annwyl [Proxy's name / Enw'r dirprwy]

**Proxy Notice of Petition to remove the MP for [name of constituency], [name of MP] /
Hysbysiad o Ddeiseb drwy Ddirprwy i gael gwared â'r AS dros [enw etholaeth], [enw'r AS]**

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because our records show that **[the person named on the back of this notice] [another person]* has appointed you as a proxy to sign on their behalf at this petition. However signing the petition is optional.

**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.*

Ysgrifennaf atoch i roi gwybod ichi y bydd yna ddeiseb i benderfynu a ddylai [enw'r AS], sef yr AS dros [etholaeth], gollu ei sedd fel AS ac y dylid cynnal isetholiad i benderfynu pwy fydd yr AS dros yr etholaeth honno.

Rydych wedi cael yr hysbysiad hwn oherwydd bod ein cofnodion yn dangos bod **[y person a enwir ar gefn yr hysbysiad hwn] [person arall]* wedi eich penodi chi yn ddirprwy i lofnodi ar ei ran yn y ddeiseb hon. Ond mater o ddewis yw llofnodi'r ddeiseb.

**Os etholwr diennw, hepgorwch y geiriau yn y set gyntaf o gramfachau sgwâr, os na, hepgorwch y geiriau yn yr ail set o gramfachau sgwâr.*

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]*]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)]***

Second page of petition notice

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs*]]**

*Petition Officer to complete as appropriate

**Petition Officer to delete the conditions which do not apply

Cychwynnwyd y ddeiseb oherwydd bod [enw'r AS] AS wedi cael ei [gollfarnu am [y drosedd] ac wedi cael ei [ddedfrydu/orchymyn] i gael ei [garcharu/gadw] am/wedi cael dedfryd ohiriedig o [hyd y ddedfryd*]]**

[[wedi ei gollfarnu am drosedd dan adran 10 o Ddeddf Safonau Seneddol 2009 ac wedi cael ei [ddedfrydu/orchymyn] i gael ei [garcharu/gadw/ddirwyo] am/wedi cael dedfryd ohiriedig o [hyd y ddedfryd/tefel y ddirwy] (y drosedd o roi gwybodaeth ffug neu gamarweiniol i hawlio lwfansau)*]]**

[[wedi ei atal dros dro rhag bod yn aelod o Dŷ'r Cyffredin am gyfnod o [nifer y diwrnodau] am dorri cod ymddygiad ASau*]]**

*Y Swyddog Deisebau i lenwi fel sy'n briodol

** Y Swyddog Deisebau i ddileu'r amodau amherthnasol

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

Os bydd o leiaf 10% o bobl gymwys yn yr etholaeth yn llofnodi'r ddeiseb, **fe fydd** [enw'r AS] yn colli ei sedd yn Nhŷ'r Cyffredin a chynhelir isetholiad. Nid yw colli ei sedd yn atal [enw'r AS] rhag sefyll yn yr isetholiad hwn.

Os bydd llai na 10% o bobl gymwys yn yr etholaeth yn llofnodi'r ddeiseb, **ni fydd** [enw'r AS] AS yn colli ei sedd ac felly ni chynhelir isetholiad.

What to do if you wish to sign the petition / Beth i'w wneud os ydych yn dymuno llofnodi'r ddeiseb

[You do not need to take this notice with you if you go to sign the petition at your official signing place / Nid oes angen mynd â'r hysbysiad hwn gyda chi os ydych yn mynd i lofnodi'r ddeiseb yn eich safle llofnodi swyddogol.]

[You must take this notice with you if you go to sign the petition at your official signing place, otherwise you won't be able to sign it / Rhaid ichi fynd â'r hysbysiad hwn gyda chi os ydych yn mynd i lofnodi yn eich safle llofnodi swyddogol, fel arall ni fyddwch yn gallu ei llofnodi.]

If an anonymous elector, omit the words in the first set of brackets, if not omit the words in the second / Os etholwr dienw, hepgorwch y geiriau yn y set gyntaf o gramfachau, os na, hepgorwch y geiriau yn yr ail set o gramfachau.

Third page of petition notice

Your Official Signing Place / Eich Safle Llofnodi Swyddogol

[insert address / rhwch y cyfeiriad]


When is the petition available to sign? / Pryd bydd y ddeiseb ar gael i'w llofnodi?

Petition open between [insert dates and times] / Bydd y ddeiseb ar agor rhwng [rhwch ddyddiadau ac amseroedd]

You can apply to sign the petition by post. More information can be found below. Gallwch wneud cais i lofnodi'r ddeiseb drwy'r post. Ceir rhagor o wybodaeth isod.

You should check with the person who has named you as their proxy whether or not they wish you to sign the petition on their behalf.
Dylech chi holi'r sawl sydd wedi eich enwi yn ddirprwy iddynt a ydyn nhw'n dymuno i chi lofnodi'r ddeiseb ar eu rhan ai peidio.

This space for map of signing place / Map o'r safle llofnodi

 **If you need any help or to find out if your signing place is accessible, please contact us. Os ydych angen cymorth neu eisiau gwybod a yw eich safle llofnodi yn hygyrch, cysylltwch â ni.**

[Petition Officer to add contact details including website if appropriate / Y Swyddog Deisebau i ychwanegu manylion cyswllt, gan gynnwys gwefan os yw hynny'n briodol]

Signing as a proxy / Llofnodi fel dirprwy

****** *[The person named below] [another person] has appointed you as a proxy to sign on their behalf at this petition.] / [Mae'r person a enwir isod] [person arall] wedi eich penodi chi yn ddirprwy i lofnodi ar ei ran yn y ddeiseb hon.]*

****** *[You do not need to take this notice with you to sign the petition / Nid oes angen mynd â'r hysbysiad hwn gyda chi i lofnodi'r ddeiseb] [You must have this notice with you if you go to sign the petition / Rhaid ichi fynd â'r hysbysiad hwn gyda chi os byddwch yn mynd i lofnodi'r ddeiseb. You cannot sign as a proxy without it / Ni allwch lofnodi fel dirprwy hebdo.]*

****** *If sent to the proxy of an anonymous elector omit the words in each of the first set of brackets. If not omit the words in each of the second sets of brackets. / Os anfonir i ddirprwy etholwr diennw, hepgorwch y geiriau ymhob un o'r setiau cyntaf o gronffachau. Os na, hepgorwch y geiriau ymhob un o'r ail setiau o gronffachau.*

Fourth page of petition notice

For this petition you are the proxy for / Ar gyfer y ddeiseb hon chi yw'r dirprwy ar ran:
**[(Elector's name / Enw'r etholwr)
(Elector's address / Cyfeiriad yr etholwr)
(Elector's number on the register / Rhif yr etholwr ar y gofrestr)]*
[The person with this elector number. (Insert elector's number on the register) / Y person sydd â'r rhif etholwr hwn. (Rhowch rif yr etholwr ar y gofrestr)]

*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 / Os etholwr diennw, hepgorwch y geiriau yn y set gyntaf o gromfachau. Os na, hepgorwch y geiriau yn yr ail set o gromfachau.

The person you are proxy for can sign the petition themselves if they wish – but only if you have not already signed the petition on their behalf.

Gall y person yr ydych yn ddirprwy ar ei ran lofnodi'r ddeiseb eu hun os yw'n dymuno ond dim ond os nad ydych eisoes wedi lofnodi'r ddeiseb ar ei ran.

How to sign the petition as a proxy / Sut i lofnodi'r ddeiseb fel dirprwy:

1. **[At the signing place, tell the staff that you are a proxy for the person named above. They will give you that person's petition signing sheet.] *At the signing place, ask to speak to the petition clerk and show them this letter. They will give you the petition signing sheet for the person you are proxy for.] *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.*
 2. Read the content of the signing sheet and sign it in the box provided.
 3. Fold the signing sheet and put it in the ballot box.
1. **[Yn y safle lofnodi, dywedwch wrth y staff eich bod yn ddirprwy ar ran y person a enwir uchod. Byddwch yn cael taflen lofnodi deiseb y person hwnnw.] *Yn y safle lofnodi, gofynnwch am gael siarad gyda'r clerc deisebau a dangoswch y llythyr hwn iddo. Byddwch yn cael taflen lofnodi deiseb y person yr ydych yn ddirprwy ar ei ran.] *Os etholwr diennw, hepgorwch y geiriau yn y set gyntaf o gromfachau sgwâr. Os na, hepgorwch y geiriau yn yr ail set o gromfachau sgwâr.*
 2. Darllenwch y daflen lofnodi a llofnodwch hi yn y blwch a ddarparwyd.
 3. Plygwch y daflen lofnodi a'i rhoi yn y blwch pleidleisio.

If you need any help, just ask the staff / Os ydych eisiau cymorth, gofynnwch i'r staff.

If you are away or cannot go to the signing place / Os ydych i ffwrdd neu os na allwch fynd i'r safle lofnodi.

- You can apply to sign the petition by post. The deadline for completed applications is **[time] on [day] [date of deadline]**.
- If you are given a petition signing sheet by post, you or the person you are proxy for will not be able to sign in person at this petition.
- **To find out how to apply, please call us on [insert helpline number or other contact details].**

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Final page of petition notice

- Gallwch wneud cais i lofnodi'r ddeiseb drwy'r post. Y dyddiad cau ar gyfer ceisiadau wedi'u llenwi yw **[amser] ar [diwrnod] [dyddiad cau]**.
- Os ydych yn cael taflen lofnodi deiseb drwy'r post, ni fyddwch chi na'r person yr ydych yn ddirprwy ar ei ran yn gallu lofnodi'n bersonol yn y ddeiseb hon.
- **I gael gwybod sut i wneud cais, ffoniwch ni ar [rhowch rhif y llinell gymorth neu fanylion cyswllt eraill].**

It is an offence to / Mae'n drosedd:

- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.
- Llofnodi'r ddeiseb fwy nag unwaith, oni bai eich bod yn lofnodi ar eich rhan eich hun ac fel dirprwy ar ran rhywun arall.
- Llofnodi'r ddeiseb fel dirprwy ar ran mwy na dau o bobl oni bai eich bod yn briod, partner sifil, rhiant, nain neu daid, brawd neu chwaer, plentyn, ŵyr neu wyres iddynt.
- Llofnodi'r ddeiseb fel dirprwy ar ran rhywun y gwyddoch nad oes ganddo hawl i lofnodi'r ddeiseb yn ôl y gyfraith.

***IMPORTANT / PWYSIG –**

if you choose to sign the petition, the name of the person on whose behalf you have signed, will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

**delete if notice is sent to an anonymous elector*

os ydych yn dewis lofnodi'r ddeiseb bydd marc yn cael ei roi wrth eich enw ar y gofrestr a ddefnyddir i weinyddu'r ddeiseb. Y 'gofrestr wedi'i marcio' yw hon ac mae'n helpu i atal rhywun rhag lofnodi ddwywaith ac i ganfod twyll. Ar ôl cyhoeddi canlyniad y ddeiseb, caiff unrhyw berson ofyn i'r swyddog deisebau am gael gweld y gofrestr wedi'i marcio os yw'n amau bod twyll. Os yw'r swyddog deisebau'n cytuno i'r cais hwn, bydd yr archwiliad yn digwydd dan oruchwyliaeth staff yr awdurdod lleol, a dim ond nodiadau mewn llawysgrifen a ganiateir, i'w trosglwyddo o bosibl i'r heddlu allu ymchwilio i'r mater.

** dileer os anfonir yr hysbysiad at etholwr dlenw*

Yours sincerely / Yn gywir

Petition Officer / Swyddog Deisebau

Form G Official petition notice for a proxy who may sign the petition by post

First page of petition notice

Your details / Eich manylion chi:

[PROXY'S NAME
AND QUALIFYING ADDRESS / [ENWR
DIRPRWY A CHYFEIRIAD CYMWYS]

Petition Officer to omit where notice of petition sent to an anonymous elector. Notice to an anonymous elector must be delivered in a sealed envelope

Y Swyddog Ddeisebau i hepgor pan anfanir yr hysbysiad o ddeiseb i etholwr diennw. Rhaid i hysbysiad i etholwr diennw gael ei anfan mewn amlen wedi'i selio

[LOCAL AUTHORITY'S
ADDRESS AND CONTACT]
DETAILS / CYFEIRIAD YR
AWDURDOD LLEOL A
MANYLION CYSWLLT]

Number on register / Rhif ar y gofrestr:

[DATE / DYDDIAD]

Dear / Annwyl [Proxy's name / Enw'r dirprwy]

**Proxy Postal Notice of Petition to remove the MP for [name of constituency], [name of MP] /
Hysbysiad o Ddeiseb i Ddirprwy drwy'r Post i gael gwared â'r AS dros [enw'r etholaeth],
[enw'r AS]**

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because our records show that **[the person named on the back of this notice] [another person]* has appointed you as a proxy to sign on their behalf at this petition and you have a postal vote arrangement in force.

However signing the petition is optional.

**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.*

Ysgrifennaf atoch i roi gwybod ichi y bydd yna ddeiseb i benderfynu a ddylai [enw'r AS], sef yr AS dros [etholaeth], gollu ei sedd fel AS ac y dylid cynnal isetholiad i benderfynu pwy fydd yr AS dros yr etholaeth honno.

Rydych wedi cael yr hysbysiad hwn oherwydd bod ein cofnodion yn dangos bod **[y person a enwir ar gefn yr hysbysiad hwn] [person arall]* wedi eich penodi chi yn ddirprwy i lofnodi ar eu rhan yn y ddeiseb hon ac mae gennych drefniadau pleidlais bost mewn grym. Ond mater o ddewis yw llofnodi'r ddeiseb.

**Os etholwr diennw, hepgorwch y geiriau yn y set gyntaf o gromfachau sgwâr, os na, hepgorwch y geiriau yn yr ail set o gromfachau sgwâr.*

The petition has been started because [name of MP] MP has been [convicted of the [offence]] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]*]]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)]]***

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Second page of petition notice

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs]]**

*Petition Officer to complete as appropriate

**Petition Officer to delete the conditions which do not apply

Cychwynnwyd y ddeiseb oherwydd bod [enw'r AS] AS wedi cael [ei gollfarnu am [y drosedd] ac wedi cael ei [ddedfrydu/orchymyn] i gael ei [garcharu/gadw] am/wedi cael dedfryd ohiriedig am [hyd y ddedfryd]]**

[[wedi ei gollfarnu am drosedd dan adran 10 o Ddeddf Safonau Seneddol 2009 ac wedi cael ei [ddedfrydu/orchymyn] i gael ei [garcharu/gadw/ddirwyo] am/wedi cael dedfryd ohiriedig o [hyd y ddedfryd/felel y ddirwy] (y drosedd o roi gwybodaeth ffug neu gamarweiniol i hawlio lwfansau)*]]**

[[wedi ei atal dros dro rhag bod yn aelod o Dŷ'r Cyffredin am gyfnod o [nifer y diwrnodau] am dorri cod ymddygiad ASau]]**

*Y Swyddog Deisebau i lenwi fel sy'n briodol

** Y Swyddog Deisebau i ddileu'r amodau amherthnasol

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] **will not** lose [his/her] seat and therefore no by-election will be held.

Os bydd o leiaf 10% o bobl gymwys yn yr etholaeth yn llofnodi'r ddeiseb, **fe fydd** [enw'r AS] yn colli ei sedd yn Nhŷ'r Cyffredin a chynhelir isetholiad. Ni fydd colli ei sedd yn atal [enw'r AS] rhag sefyll yn yr isetholiad hwn.

Os bydd llai na 10% o bobl gymwys yn yr etholaeth yn llofnodi'r ddeiseb, **ni fydd** [enw'r AS] AS yn colli ei sedd ac felly ni chynhelir isetholiad.

For this petition you are the proxy for / Ar gyfer y ddeiseb hon chi yw'r dirprwy ar ran:

*(Elector's name / Enw'r etholwr)

(Elector's address / Cyfeiriad yr etholwr)

(Elector's number on the register / Rhif yr etholwr ar y gofrestr)]

[The person with this elector number. (Insert elector's number on the register) / Y person sydd â'r rhif etholwr hwn (Rhowch rhif yr etholwr ar y gofrestr)].

*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 / Os etholwr diennw, hepgorwch y geiriau yn y set gyntaf o gromfachau sgwâr. Os na, hepgorwch y geiriau yn yr ail set o gromfachau sgwâr.

Third page of petition notice

Your postal signing pack / Eich pecyn llofnodi drwy'r post

- You will receive a petition signing sheet for this petition because you have postal vote arrangement in force.
- You will not be able to sign the petition in a signing place.
- If you have not received your postal signing sheet by **[day][date][month]** call **[insert helpline number]**.
- Byddwch yn cael taflen llofnodi deiseb ar gyfer y ddeiseb hon oherwydd fod gennych drefniant pleidlais bost mewn grym.
- Ni fyddwch yn gallu llofnodi'r ddeiseb mewn safle llofnodi.
- Os nad ydych wedi cael eich taflen llofnodi drwy'r post erbyn **[diwrnod] [dyddiad] [mis]** ffoniwch **[rhoch rif y llinell gymorth]**.

How to sign the petition / Sut i lofnodi'r ddeiseb

1. When you receive your petition signing sheet and postal petition statement, read the instructions carefully.
 2. If you choose to sign the petition then you must complete both of these forms and return them immediately.
 3. We need to receive both these forms by **[time]** on **[day/ final day for signing the petition]**.
1. Pan fyddwch yn cael eich taflen llofnodi deiseb a'r datganiad deiseb drwy'r post, darllenwch y cyfarwyddiadau'n ofalus.
 2. Os ydych yn dewis llofnodi'r ddeiseb, rhaid ichi lenwi'r ddwy ffurflen a'u dychwelyd ar unwaith.
 3. Mae angen inni gael y ddwy ffurflen erbyn **[amser]** ar **[diwrnod/ diwrnod olaf ar gyfer llofnodi'r ddeiseb]**.

If you lose your petition signing sheet and / or postal petition statement, or make a mistake / Os ydych yn colli'ch taflen llofnodi deiseb a /neu eich datganiad deiseb drwy'r post, neu'n gwneud camgymeriad

- Please phone the helpline immediately.
- We can only issue a replacement postal signing pack **before [time] on [day/ date of deadline]**.
- Ffoniwch y llinell gymorth ar unwaith.
- **Dim ond cyn [amser] ar [diwrnod/ dyddiad cau]** y gallwn anfon pecyn llofnodi drwy'r post arall atoch.

If you would rather sign the petition in person, or ask someone else to sign on your behalf, you must cancel your postal vote **before [time] on [day/ date of deadline]**. For more information, please call the helpline.

Os yw'n well gennych lofnodi'r ddeiseb yn bersonol, neu ofyn i rywun arall ei llofnodi ar eich rhan, rhaid ichi ganslo eich pleidlais bost **cyn [amser] ar [diwrnod/ dyddiad cau]**. I gael rhagor o wybodaeth, ffoniwch y llinell gymorth.

Fourth page of petition notice

Information – signing the petition / Gwybodaeth – llofnodi'r ddeiseb

We will send your petition signing sheet around / Byddwn yn anfon eich taflen llofnodi deiseb tua [day / diwrnod] [date / dyddiad] [month / mis] [year / blwyddyn] ***[addressed to / cyfeirio at]:

*** Petition Officer to omit where notice of petition sent to the proxy of an anonymous elector. Notice to proxy of an anonymous elector must be delivered in a sealed envelope / Y Swyddog Deisebau i hepgor pan fo'r hysbysiad o ddeiseb yn cael ei anfon i ddirprwy etholwr dierw. Rhaid i hysbysiad i ddirprwy etholwr dierw gael ei anfon mewn amlen wedi'i seilo.

You should check with the person who has named you as their proxy whether or not they wish you to sign the petition on their behalf.

Dylech chi holi'r sawl sydd wedi eich enwi yn ddirprwy iddynt a ydyn nhw'n dymuno i chi llofnodi'r ddeiseb ar eu rhan ai peidio.



If you need information in another format, please call our helpline below / Os ydych angen gwybodaeth mewn fformat arall, ffoniwch ein llinell gymorth isod

If you need help to sign the petition, you can ask someone you know or you can get independent help by calling our helpline / Os ydych eisiau cymorth i lofnodi'r ddeiseb, gallwch ofyn i rywun rydych yn ei adnabod neu gallwch gael cymorth annibynnol drwy ffonio ein llinell gymorth:

[Petition Officer to add contact details including website / Y Swyddog Deisebau i ychwanegu manylion, gan gynnwys gwefar]

It is an offence to / Mae'n drosedd:

- Sign the petition using a petition signing sheet that was not sent for your use or interfere with another person's petition signing sheet.
- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.
- Llofnodi'r ddeiseb gan ddefnyddio taflen llofnodi deiseb na chafodd ei hanfon ar eich cyfer chi, neu ymyrryd â thaflen llofnodi deiseb rhywun arall.
- Llofnodi'r ddeiseb fwy nag unwaith, oni bai eich bod yn llofnodi ar eich rhan eich hun ac fel dirprwy ar ran rhywun arall.
- Llofnodi'r ddeiseb fel dirprwy ar ran mwy na dau o bobl oni bai eich bod yn briod, partner sifil, rhiant, nain neu daid, brawd neu chwaer, plentyn, wŷr neu wyres iddynt.
- Llofnodi'r ddeiseb fel dirprwy ar ran rhywun y gwyddoch nad oes ganddynt hawl i lofnodi'r ddeiseb yn ôl y gyfraith.

Final page of petition notice

***IMPORTANT / PWYSIG –**

if you choose to sign the petition, the name of the person on whose behalf you have signed, will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

**delete if notice is sent to an anonymous elector*

os ydych yn dewis llofnodi'r ddeiseb bydd marc yn cael ei roi wrth eich enw ar y gofrestr a ddefnyddir i weinyddu'r ddeiseb. Y 'gofrestr wedi'i marcio' yw hon ac mae'n helpu i atal rhywun rhag llofnodi ddwywaith ac i ganfod twyll. Ar ôl cyhoeddi canlyniad y ddeiseb, caiff unrhyw berson ofyn i'r swyddog deisebau am gael gweld y gofrestr wedi'i marcio os yw'n amau bod twyll. Os yw'r swyddog deisebau'n cytuno i'r cais hwn, bydd yr archwiliad yn digwydd dan oruchwyliaeth staff yr awdurdod lleol, a dim ond nodiadau mewn llawysgrifen a ganiateir, i'w trosglwyddo o bosibl i'r heddlu allu ymchwilio i'r mater.

** dileer os anfonir yr hysbysiad at etholwr dienw*

Yours sincerely / Yn gywir

Petition Officer / Swyddog Deisebau

Form H Guidance for persons signing the petition

How to sign the petition Sut i lofnodi'r ddeiseb

1

Go to the desk and tell the staff your name and address.
They will give you a petition signing sheet.

Ewch at y ddesg a dweud wrth y staff beth yw eich enw a'ch cyfeiriad.
Byddwch yn cael taflen lofnodi'r ddeiseb ganddynt.



2

Read the signing sheet and sign it in the box provided.

Darllenwch y daflen lofnodi, a'i lofnodi yn y blwch.



3

When you have signed your signing sheet, fold it.

Ar ôl lofnodi'r daflen lofnodi, plygwch hi.



4

Put your folded signing sheet into the ballot box.

Rhowch y daflen lofnodi wedi'i phlygu yn y bocs pleidleisio.



i If you make a mistake or need some help, just ask the staff.

Os ydych yn gwneud camgymeriad neu os ydych eisiau cymorth, gofynnwch i'r staff.

Form I Certificate of employment

Tystysgrif Cyflogaeth
Deiseb i gael gwared âr AS dros [enw'r etholaeth], [enw'r AS]
Cyfnod llofnodi'r ddeiseb [diwrnod] [dyddiad] [mis] [blwyddyn] ar [diwrnod] [dyddiad] [mis] [blwyddyn]
Etholaeth: [enw'r etholaeth]
Mae gan y sawl a enwir isod hawl i lofnodi'r ddeiseb yn unrhyw le yn ardal y ddeiseb uchod os yw'n dangos ac yn ildio'r dystysgrif hon i'r Swyddog Deisebau neu staff y safle llofnodi.
Rwy'n cadarnhau nad oes disgwyl yn rhesymol i _____ (enw'r etholwr), sydd â'r rhif* _____ yn y gofrestr etholiadol ar gyfer ardal y ddeiseb a enwir uchod, fynd yn bersonol i'r safle llofnodi penodol oherwydd ei gyflogaeth ar y dyddiau sy'n weddill ar gyfer llofnodi'r ddeiseb. – fel cwnstabl** – fel Swyddog Cymorth Cymunedol yr Heddlu** – gennyf fi (dim ond yn gymwys i staff y Swyddog Deisebau)** Llofnod _____ Swyddog Deisebau/Swyddog yr Heddlu (Arolygydd neu uwch)** Dyddiad _____
* Mae rhif yr etholwr i'w gael ar lythyr hysbysiad y ddeiseb a anfonwyd pan gafodd y ddeiseb ei chyhoeddi, neu gellir ei wirio drwy gysylltu â'r Swyddog Cofrestru Etholiadol. **Dylai'r sawl sy'n llenwi'r ffurflen ddileu'r hyn sy'n amherthnasol.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form J Proxy paper

Front of proxy paper

Proxy Paper / Papur Dirprwy	
Petition to Remove the MP for [name of constituency], [name of MP] Deiseb i gael gwared â'r AS dros [enw'r etholaeth], [enw'r AS]	
Constituency / Etholaeth	
Name of Proxy / Enw'r Dirprwy	
Address of Proxy / Cyfeiriad y Dirprwy	
You have been appointed as proxy for / Rydych wedi cael eich penodi'n ddirprwy ar ran _____ (Elector name / Enw'r etholwr)	
*[who is qualified to be registered at / sy'n gymwys i gael ei gofrestru yn: _____ (Qualifying address / Cyfeiriad cymwys)]	
*[who qualifies as an overseas elector in respect of the above constituency / sy'n gymwys fel etholwr tramor mewn perthynas â'r etholaeth uchod]	
to sign for them at this petition / i lofnodi ar eu rhan yn y ddeiseb hon.	
**[This proxy appointment is not valid until / Nid yw'r dirprwy wedi ei benodi'n ddilys tan.....]	
**[This proxy appointment remains valid until / Mae'r dirprwy wedi ei benodi'n ddilys tan]	
Signature / Llofnod _____ (Petition Officer / Swyddog Deisebau)	
Address / Cyfeiriad _____	
Date / Dyddiad _____	
* Enter as appropriate / Ysgrifennwch beth sy'n briadol	
** Delete whichever is in appropriate / Dylid dileu'r hyn sy'n amherthnasol	

1. This proxy paper gives you the right to sign the petition as a proxy for the elector named above. However, you may not sign the petition as proxy at the same petition for more than two electors of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

Mae'r papur dirprwy hwn yn rhoi hawl ichi lofnodi'r ddeiseb fel dirprwy ar ran yr etholwr a enwir uchod. Ond, ni allwch lofnodi'r ddeiseb fel dirprwy yn yr un ddeiseb ar ran mwy na dau etholwr os nad ydych yn briod, partner sifil, rhiant, nain neu daid, brawd neu chwaer, plentyn, wŷr neu wyres iddynt.

2. Your appointment as a proxy may be for a particular petition only, or it may be for a definite or indefinite period.
If it is for a particular petition, you may have the right to sign the petition as proxy only at the petition specified in the proxy paper.
If it is for an indefinite period, you have in general the right to sign the petition at any petition held in the constituency, until you are informed to the contrary.
If it is for a definite period, your right to sign the petition as proxy expires on the date stated on the form.

Back of proxy paper

Gellir eich penodi'n ddirprwy ar gyfer un ddeiseb benodol yn unig, neu gall fod am gyfnod penodol neu amhenodol.

Os ar gyfer deiseb benodol, gallwch gael yr hawl i lofnodi'r ddeiseb fel dirprwy yn y ddeiseb a bennir yn y papur dirprwy yn unig.

Os am gyfnod amhenodol, mae gennych yr hawl yn gyffredinol i lofnodi'r ddeiseb yn unrhyw ddeiseb a gynhelir yn yr etholaeth, hyd nes y cewch wybod fel arall.

Os am gyfnod penodol, bydd eich hawl i lofnodi'r ddeiseb fel dirprwy yn dod i ben ar y dyddiad ar y ffurflen.

3. You may sign the petition as proxy at the signing place allotted to the elector on whose behalf you are appointed. Shortly before the petition opens you will be sent a proxy petition notice telling you where the signing place is. You do not need to take either the petition notice or this proxy paper to the signing place but you may find it helpful to do so.

Gallwch lofnodi'r ddeiseb fel dirprwy yn y safle llofnodi a ddewiswyd i'r etholwr yr ydych wedi ei benodi ar ei ran. Yn fuan cyn i'r ddeiseb agor byddwch yn cael hysbysiad o ddeiseb drwy ddirprwy i roi gwybod ichi ble mae'r safle llofnodi. Nid oes raid ichi fynd â'r hysbysiad o ddeiseb na'r papur dirprwy hwn gyda chi i'r safle llofnodi ond efallai y byddal'n ddefnyddiol petaech chi'n gwneud.

4. If you cannot sign the petition in person at the signing place, you should consult the petition officer about your right to sign it by post.

Os na allwch lofnodi'r ddeiseb yn bersonol yn y safle llofnodi, dylech ofyn i'r swyddog deisebau am eich hawl i'w llofnodi drwy'r post.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form K Postal petition statement

Front of statement

Postal petition statement / Datganiad deiseb drwy'r post	[Space for barcode]												
Petition to Remove the MP for [name of constituency], [insert name of MP] Deiseb i gael gwared â'r AS dros [enw'r etholaeth], [rhowch enw'r AS]													
Final day for receipt of completed petition signing sheets: [day] [date] [month] [year] Diwrnod olaf ar gyfer derbyn tafleni llofnodi deiseb: [diwrnod] [dyddiad] [mis] [blwyddyn]													
<p>Important - You only need to sign this petition statement if you wish to sign the petition. Signing the petition is optional.</p> <p>If you wish to sign the petition, you must also fill in and return this statement with your petition signing sheet for your signature in support of the petition to be counted.</p> <p>Please read the instructions carefully and</p>	<p>Pwysig – Dim ond os ydych eisiau llofnodi'r ddeiseb y mae angen llofnodi'r datganiad deiseb. Mater o ddewis yw llofnodi'r ddeiseb.</p> <p>Os ydych yn dymuno llofnodi'r ddeiseb, rhaid hefyd lenwi a dychwelyd y datganiad gyda'ch taflen llofnodi deiseb er mwyn i'ch llofnod ar gyfer cefnogi'r ddeiseb gael ei gyfri.</p> <p>Darllenwch y cyfarwyddiadau'n ofalus a defnyddiwch inc du.</p>												
Name / Enw: * _____ Petition Signing sheet number / Rhif y daflen lofnodi: _____													
<small>* Petition Officer to insert name but omit where sent to an anonymous elector/ Y Swyddog Deisebau i roi'r enw ond ei hepgor os etholwr diennw</small>													
<p>Check that the number on the back of your signing sheet matches the number shown above. If these do not match, call us immediately on [insert helpline number].</p>	<p>Gofalwch fod y rhif ar gefn y daflen lofnodi'r un fath â'r rhif a ddangosir uchod. Os nad ydynt yn cyfateb, ffoniwch ni ar unwaith ar [rhowch rif y linell gymorth].</p>												
<p>I am the person the signing sheet numbered above was sent to. Fi yw'r unigolyn yr anfonwyd y daflen lofnodi â'r rhif uchod ato.</p> <p>My Date of Birth is / Fy Nyddiad Geni yw:</p> <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td>Day/Dawnd</td> <td>Month/Mis</td> <td colspan="4">Year/Blwyddyn</td> </tr> </table> <p>*My Signature is / Fy Llofnod yw : (You must sign inside the box/ Rhaid i chi lofnodi y tu mewn i'r bilwch)</p> <p><small>* Petition Officer to omit box where the elector has been granted a waiver/ Y Swyddog Deisebau i hepgor y bledh pen i'ch yr officer eiddi osid i'chid hawl</small></p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div>								Day/Dawnd	Month/Mis	Year/Blwyddyn			
Day/Dawnd	Month/Mis	Year/Blwyddyn											
<p>We will check this information against our records for security. Byddwn yn gwirio'r wybodaeth hon yn erbyn ein cofnodion er diogelwch.</p>													
<p>It is an offence to sign the petition using a signing sheet that was not sent for your use or interfere with another person's signing sheet. It is an offence to sign the petition more than once (unless you are appointed as a proxy).</p>	<p>Mae'n drosedd llofnodi'r ddeiseb drwy ddefnyddio taflen lofnodi na anfonwyd atoch i'w defnyddio neu ymyrryd â thaflen lofnodi unigolyn arall. Mae'n drosedd llofnodi'r ddeiseb fwy nag unwaith (oni bai eich bod wedi eich penodi'n ddirprwy).</p>												

Back of statement

Instructions for signing the petition by post / Cyfarwyddiadau ar gyfer llofnodi deiseb drwy'r post

Please read through carefully / Darllenwch y cyfarwyddiadau'n ofalus. If you need help, please call us on / Os oes angen cymorth arnoch, ffoniwch ni ar [insert helpline number].

1. If you choose to sign the petition for your MP to be removed you must complete and return both the **petition signing sheet and this statement**.
 2. This statement is used to check you are, who you say you are, and your petition signing sheet will be included in the petition count.
 3. Make sure you have filled in both the **signature box and date of birth on this statement**.
 4. Do not mark the signing sheet in any other way or your support of the petition may not count.
 5. We must get your signing sheet and this statement by **[time] on [day] [date of final signing day]**. If you miss the post, you can hand it in at our office or at any petition signing place in "[electoral area] before **[time] on [day] [date of final signing day]**".
* Petition Officer to delete whichever does not apply.
 6. After receiving your signing sheet, you cannot sign the petition in person at a petition signing place.
1. Os ydych yn dewis llofnodi'r ddeiseb i gael gwared â'ch AS rhaid cwblhau a dychwelyd y **daflen llofnodi deiseb a'r datganiad hwn**.
 2. Defnyddir y datganiad hwn i wirio mai chi yw'r person dan sylw, a chaiff eich taflen llofnodi deiseb ei chynnwys yn y cyfrif deiseb.
 3. Gwnewch yn siŵr eich bod wedi llenwi'r **blwch llofnod a dyddiad geni ar y datganiad hwn**.
 4. Peidiwch â marcio'r daflen llofnodi mewn unrhyw ffordd arall neu mae'n bosibl na fydd yn cyfrif.
 5. Rhaid inni dderbyn eich taflen llofnodi a'r datganiad hwn erbyn **[amser] [diwrnod] [dyddiad olaf]**. Os ydych yn colli'r post, gallwch ei gyflwyno i'n swyddfa neu unrhyw safle llofnodi yn "[ardal etholiadol] cyn **[amser] [diwrnod] [dyddiad olaf ar gyfer llofnodi]**".
* Y Swyddog Deisebau i ddileu'r hyn sy'n amherthnasol.
 6. Ar ôl derbyn eich taflen llofnodi, ni allwch llofnodi'r ddeiseb yn bersonol mewn safle llofnodi deiseb.

Getting Help / Cael Cymorth

- If you need help to sign the petition, you can get independent help by calling the helpline on [insert number].
- 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 signing sheet or this statement, you can obtain a replacement. Call us immediately as **we can only issue a replacement before [time] on [day] [date] [month]**. If you apply after **[time] on [day] before final signing day]** we can only issue a replacement if you return this signing pack by hand.
- Os oes angen cymorth arnoch i lofnodi'r ddeiseb, gallwch gael cymorth annibynnol drwy ffonio'r llinell gymorth ar [xxxxx xxxxxxxx].
- Ffoniwch y llinell gymorth os oes angen copïau o'r ffurflen hon arnoch neu gyfarwyddiadau mewn Braille neu ieithoedd heblaw Saesneg.
- Os byddwch yn gwneud camgymeriad, neu'n colli eich taflen llofnodi neu'r datganiad hwn, gallwch gael copïau yn eu lle. Ffoniwch ar unwaith oherwydd **dim ond cyn [amser] [diwrnod] [dyddiad] [mis] y gallwn roi rhai eraill i chi**. Os byddwch yn gwneud cais ar ôl **[amser] ar [diwrnod] cyn y dyddiad olaf ar gyfer llofnodi]** dim ond os byddwch yn dychwelyd y pecyn llofnodi yn bersonol y gallwn roi rhai eraill i chi.

Electoral fraud is a crime / Mae twyll etholiadol yn drosedd.

It is an offence to sign the petition more than once unless you are signing on your own behalf and as a proxy for another person / Mae'n drosedd llofnodi'r ddeiseb fwy nag unwaith oni bai eich bod yn llofnodi ar eich rhan eich hun ac fel dirprwy ar ran rhywun arall.

The Petition Officer issued this statement / Cyhoeddwyd y datganiad hwn gan y Swyddog Deisebau

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form L Statement as to postal petition signing sheets, proxies and additional data

First page of statement

STATEMENT AS TO POSTAL PETITION SIGNING SHEETS, PROXIES AND ADDITIONAL DATA / DATGANIAD YNGHYLCH TAFLENNI LLOFNODI, DIRPRWYON A DATA YCHWANEGOL MEWN CYSYLLTIAD A DEISEBAU POST RECALL OF MPs ACT 2015 / DEDDF GALW AELODAU SENEDDOL YN ÔL 2015 RECALL PETITION / DEISEB GALW YN ÔL		
Constituency / Etholaeth: _____		
Petition Signing Period/ Cyfnod Llofnodi Deiseb: from / o _____ to / hyd at _____		
A	Issue of postal signing packs	Number /
A	Cyhoeddi pecynnau llofnodi drwy'r post	Nifer
1	Total number of original postal signing packs issued Cyfanswm nifer y pecynnau llofnodi drwy'r post gwreiddiol a gyhoeddwyd	
2	Number of postal signing packs replaced due to the original pack being lost (or not received) Nifer y pecynnau llofnodi drwy'r post a gyhoeddwyd eto oherwydd bod y pecyn gwreiddiol ar goll (neu heb ei dderbyn)	
3	Number of postal signing packs replaced due to the original being spoiled Nifer y pecynnau llofnodi drwy'r post a gyhoeddwyd eto oherwydd bod yr un gwreiddiol wedi'i ddifetha	
4	Number of postal signing packs replaced due to the elector requesting the pack to be sent to a different address Nifer y pecynnau llofnodi drwy'r post a gyhoeddwyd eto oherwydd bod yr etholwr wedi gofyn am anfon y pecyn i gyfeiriad gwahanol	
5	Total number of postal signing packs issued (i.e. Total of A1 to A4) Cyfanswm nifer y pecynnau llofnodi drwy'r post a gyhoeddwyd (h.y. Cyfanswm A1 i A4)	
B	Waivers	Number /
B	Hepgor	Nifer
1	Number of signature waivers issued Sawl tafflen hepgor llofnod a gyhoeddwyd	
C	Receipt of postal signing packs	Number /
C	Derbyn pecynnau llofnodi drwy'r post	Nifer
1	Number of complete postal signing packs received by the close of the petition (excluding those returned in C3-C6) Nifer y pecynnau llofnodi drwy'r post cyflawn a dderbyniwyd erbyn diwedd cyfnod y ddeiseb (ac eithrio'r rhain a ddychwelwyd o dan C3-C6)	
2a	Number of postal petition statements received by close of petition without the corresponding petition signing sheet Nifer y datganiadau deiseb drwy'r post a dderbyniwyd erbyn diwedd cyfnod y ddeiseb heb y daflen llofnodi deiseb gyfatebol	
2b	Number of petition signing sheets received by close of petition without the corresponding postal petition statement Nifer y taflenni llofnodi deiseb a dderbyniwyd erbyn diwedd cyfnod y ddeiseb heb y datganiad deiseb drwy'r post cyfatebol	

Second page of statement

3	Number of postal signing packs cancelled on request of elector by 5pm on the eleventh working day before the final day of the petition signing period	
3	Nifer y pecynnau llofnodi drwy'r post a ganslwyd ar gais yr etholwr cyn 5pm ar yr unfed diwrnod gwaith ar ddeg cyn diwrnod olaf cyfnod llofnodi'r ddeiseb.	
4	Number of postal signing packs cancelled as lost 5 hours before the petition closed on the final signing day	
4	Nifer y pecynnau llofnodi drwy'r post a ganslwyd, oherwydd eu bod ar goll, 5 awr cyn cau'r ddeiseb ar y diwrnod llofnodi olaf	
5	Number of postal signing packs cancelled as spoiled 5 hours before the petition closed on the final signing day	
5	Nifer y pecynnau llofnodi drwy'r post a ganslwyd oherwydd eu bod wedi'u difetha 5 awr cyn cau'r ddeiseb ar y diwrnod llofnodi olaf	
6	Number of postal signing packs returned as undeliverable by the seventh calendar day after the petition closed	
6	Nifer y pecynnau llofnodi drwy'r post a ddychwelwyd oherwydd eu bod heb gyrraedd pen eu taith cyn pen saith niwrnod calendr o gau'r ddeiseb	
7	Number of postal signing packs received between the close of the petition and the seventh calendar day thereafter	
7	Nifer y pecynnau llofnodi drwy'r post a dderbyniwyd rhwng cau'r ddeiseb a'r seithfed diwrnod calendr wedyn	
8	Total number of postal signing packs not returned (including empty envelopes and any signing packs received more than seven calendar days after the petition closed)	
8	Cyfanswm nifer y pecynnau llofnodi drwy'r post heb eu dychwelyd (yn cynnwys amlenni gwag ac unrhyw becynnau llofnodi a dderbyniwyd rwy na saith niwrnod calendr ar ôl cau'r ddeiseb)	
9	Total postal signing packs (i.e. Total of C1-C8)	
9	Cyfanswm y pecynnau llofnodi drwy'r post (i.e. Cyfanswm C1-C8)	
D	Checks on personal identifiers	Number /
D	Gwirió yn erbyn manylion personol	Nifer
1	Number of postal petition statements checked against the personal identifier record	
1	Nifer y datganiadau deiseb drwy'r post a wiriwyd yn erbyn y cofnod manylion personol	
2	Number of postal petition statements where required personal identifiers were verified as valid	
2	Nifer y datganiadau deiseb drwy'r post lle gwiriwyd bod y manylion personol gofynnol yn ddilys	
3a	Number of postal petition statements rejected because there was no signature	
3a	Nifer y datganiadau deiseb drwy'r post a wrthodwyd oherwydd nid oedd llofnod	
3b	Number of postal petition statements rejected because there was no date of birth	
3b	Nifer y datganiadau deiseb drwy'r post a wrthodwyd oherwydd nid oedd dyddiad geni	
3c	Number of postal petition statements rejected because there was no signature and no date of birth	
3c	Nifer y datganiadau deiseb drwy'r post a wrthodwyd oherwydd nid oedd llofnod na dyddiad geni	
4a	Number of postal petition statements rejected due to a mismatched signature	
4a	Nifer y datganiadau deiseb drwy'r post a wrthodwyd oherwydd nad oedd y llofnod yn cyfateb	
4b	Number of postal petition statements rejected due to a mismatched date of birth	
4b	Nifer y datganiadau deiseb drwy'r post a wrthodwyd oherwydd nad oedd y dyddiad geni'n cyfateb	
4c	Number of postal petition statements rejected due to a mismatch of both identifiers	
4c	Nifer y datganiadau deiseb drwy'r post a wrthodwyd oherwydd nid oedd y naill na'r llall yn cyfateb	

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Final page of statement

5	Number of postal petition statements not checked against the personal identifier record and accepted	
5	Nifer y datganiadau deiseb drwy'r post na chafodd eu gwirio yn erbyn y cofnod manylion personol a'u derbyn	
6	Total checks on personal identifiers (i.e. Total of D2-D5 and total should equal D1 and C1)	
6	Cyfanswm gwirio manylion personol (h.y. Cyfanswm D2-D5 a dylai'r cyfanswm fod yr un peth â D1 ac C1)	
E Summary of postal signing packs		Number /
E Crynodeb o'r pecynnau llofnodi drwy'r post		Nifer
1	Number of postal signing packs rejected due to missing petition signing sheet or postal petition statement	
1	Nifer y pecynnau llofnodi drwy'r post a wrthodwyd oherwydd bod y daflen llofnodi deiseb neu'r datganiad deiseb drwy'r post ar goll	
2	Number of postal petition statements rejected due to absence or mismatch of personal identifiers	
2	Nifer y datganiadau deiseb drwy'r post a wrthodwyd oherwydd bod y manylion personol ar goll neu ddim yn cyfateb	
3	Number of postal petition signing sheets sent to the count	
3	Nifer y taflenni llofnodi deiseb drwy'r post a anfonwyd i'r cyfrif	
F Proxies		Number /
F Dirprwyon		Nifer
1	Number of standard proxies appointed	
1	Nifer y dirprwyon safonol a benodwyd	
2	Number of emergency proxies appointed	
2	Nifer y dirprwyon brys a benodwyd	
3	Number of postal proxies appointed	
3	Nifer y dirprwyon drwy'r post a benodwyd	
4	Total number of proxies issued (i.e. Total of F1 to F3)	
4	Cyfanswm nifer y dirprwyon a gyhoeddwyd (h.y. Cyfanswm F1 i F3)	
Date / Dyddiad: _____ Signature / Llofnod: _____		
Petition Officer / Swyddog Deiseb		
Authority / Awdurdod: _____		

PART 3

Northern Ireland

Form D Official petition notice for an elector who may sign the petition in person

First page of petition notice

Your details:

[ELECTOR'S NAME
AND QUALIFYING ADDRESS]

[ELECTORAL OFFICE
FOR NORTHERN
IRELAND ADDRESS
AND CONTACT
DETAILS]

Number on register:

[DATE]

Dear [Elector's name]

Notice of Petition to remove the MP for [name of constituency], [name of MP]

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because your name is on the electoral register, however signing the petition is optional

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]**]

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)*]]**

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs**]]**

*Petition Officer to complete as appropriate

**Petition Officer to delete the conditions which do not apply

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

What to do if you wish to sign the petition


You do not need to take this notice with you in order to sign the petition but it will save you time if you do.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Second page of petition notice

<p>Your Official Signing Place:</p> <p><i>[insert address]</i></p> <p>When is the petition available to sign?</p> <p><i>Petition open between [insert dates and times]</i></p> <p>You can apply to sign the petition by post or you can appoint someone else to sign it for you. More information can be found below.</p>
--

<p><i>This space for map of signing place</i></p>

<p> If you need any help, require information in another format or to find out if your signing place is accessible, please contact us.</p> <p><i>[Petition Officer to add contact details] including website if appropriate</i></p>

Remember that you will not be able to sign the petition unless you show one of the following forms of photographic evidence:

- A UK, Irish or EEA driving licence
- An Electoral Identity Card
- A Translink 60+ SmartPass
- A Translink Blind Person's Smart Pass
- A UK or Irish Passport
- A Translink Senior SmartPass
- A Translink War Disabled SmartPass

Other ways to sign the petition

You can apply to sign the petition by post.

Completed applications must reach us by **[time] on [day] [date of deadline]**.
If you choose to sign by post you will not be able to sign the petition in person at your signing place.

You can apply to sign by proxy (this means someone else can sign on your behalf in person or by post).

Completed applications must reach us before **[time] on [day] [date of deadline]**. If you appoint a proxy you can sign the petition if you wish, but only if your proxy has not already signed it on your behalf at the signing place and has not applied for a proxy postal signing sheet.

Contact us if you wish to apply to sign the petition by post or proxy.

Final page of petition notice

It is an offence to:

- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

IMPORTANT - if you choose to sign the petition your name will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

Yours sincerely

Petition Officer

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form E Official petition notice for an elector who may sign the petition by post

First page of petition notice

Your details:

[ELECTOR'S NAME AND QUALIFYING ADDRESS]

Petition Officer to omit where notice of petition sent to an anonymous elector. Notice to an anonymous elector must be delivered in a sealed envelope

[ELECTORAL OFFICE FOR NORTHERN IRELAND ADDRESS AND CONTACT DETAILS]

Number on register:

[DATE]

Dear [Elector's name]

Postal Notice of Petition to remove the MP for [name of constituency], [name of MP]

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because your name is on the electoral register and you have a postal vote arrangement in force, however signing the petition is optional

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)*]]**

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs*]]**

*Petition Officer to complete as appropriate
**Petition Officer to delete the conditions which do not apply

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

<p>Information - signing the petition</p> <p>We will send your petition signing sheet around [day] [date] [month] [year] # [addressed to]:</p> <p># [Elector's name and qualifying address here]</p>

Second page of petition notice

Your postal signing pack

- You will receive a petition signing sheet for this petition because you have a postal vote arrangement in force.
- You will not be able to sign the petition at a signing place.
- If you have not received your postal signing sheet by **[day] [date] [month]** call **[insert helpline number]**.

How to sign the petition

1. When you receive your petition signing sheet, read the instructions carefully.
2. You will also be sent a Declaration of Identity.
3. If you choose to sign the petition then you must complete both of these forms and return them immediately.
4. We need to receive both these forms by **[time] on [day/ final day for signing the petition]**.


If you lose your petition signing sheet and / or declaration of identity, or make a mistake:

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

If you would rather sign the petition in person, or ask someone else to sign on your behalf, you must cancel your postal vote **before [time] on [day/ date of deadline]**. For more information, please call the helpline.

*Note that if you have an anonymous entry on the register you will not be able to sign in person but you can ask someone else to sign by post on your behalf.

**Petition Officer only to include on postal petition notice sent to an anonymous elector*

 If you need information in another format, please call our helpline below.
If you need help to sign the petition, you can ask someone you know or you can get independent help by calling our helpline:
<i>[Petition Officer to add contact details including website]</i>

It is an offence to:

- Sign the petition using a petition signing sheet that was not sent for your use or interfere with another person's petition signing sheet.
- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Final page of petition notice

*** IMPORTANT** - if you choose to sign the petition your name will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

* delete if notice is sent to an anonymous elector

Yours sincerely

Petition Officer

Form F Official petition notice for a proxy who may sign the petition in person

First page of petition notice

Your details:

[PROXY'S NAME
AND QUALIFYING ADDRESS]

[ELECTORAL OFFICE
FOR NORTHERN
IRELAND ADDRESS
AND CONTACT
DETAILS]

Number on register:

[DATE]

Dear [Proxy's name]

Proxy Notice of Petition to remove the MP for [name of constituency], [name of MP]

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because our records show that the person named on the back of this notice has appointed you as a proxy to sign on their behalf at this petition. However signing the petition is optional.

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]**]

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)*]]

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs**]

*Petition Officer to complete as appropriate

**Petition Officer to delete the conditions which do not apply

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Second page of petition notice


What to do if you wish to sign the petition

You should check with the person who has named you as their proxy whether or not they wish you to sign the petition on their behalf.

You do not need to take this notice with you in order to sign the petition but it will save you time.

<p>Your Official Signing Place:</p> <p><i>[insert address]</i></p> <p>When is the petition available to sign?</p> <p><i>Petition open between [insert dates and times]</i></p> <p>You can apply to sign the petition by post. More information can be found below.</p>

<p><i>This space for map of signing place</i></p>

<p> If you need any help, require information in another format or to find out if your signing place is accessible, please contact us.</p> <p><i>[Petition Officer to add contact details including website if appropriate]</i></p>
--

Remember that you will not be able to sign the petition unless you show one of the following forms of photographic evidence:

- A UK, Irish or EEA driving licence
- An Electoral Identity Card
- A Translink 60+ SmartPass
- A Translink Blind Person's Smart Pass
- A UK or Irish Passport
- A Translink Senior SmartPass
- A Translink War Disabled SmartPass

<p>For this petition you are the proxy for:</p> <p><i>[Elector's name]</i></p> <p><i>[Elector's address]</i></p> <p><i>[Elector's number on the register]</i></p> <p>The person you are proxy for can sign the petition themselves if they wish – but only if you have not already signed the petition on their behalf.</p>

Final page of petition notice

How to sign the petition as a proxy:

1. At the signing place, tell the staff that you are a proxy for the person named above.
2. Show an accepted form of identification for yourself.
3. They will give you that person's petition signing sheet.
4. Read the content of the signing sheet and sign it in the box provided.
5. Fold the signing sheet and put it in the ballot box.

If you need any help, just ask the staff.

If you are away or cannot go to the signing place.

- You can apply to sign the petition by post. The deadline for completed applications is **[time] on [day] [date of deadline]**.
- If you are given a petition signing sheet by post, you or the person you are proxy for will not be able to sign in person at this petition.
- **To find out how to apply, please call us on [insert helpline number or other contact details].**

It is an offence to:

- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

***IMPORTANT** - if you choose to sign the petition, the name of the person on whose behalf you have signed, will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

Yours sincerely

Petition Officer

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form G Official petition notice for a proxy who may sign the petition by post

First page of petition notice

Your details:

[PROXY'S NAME AND QUALIFYING ADDRESS]

Petition Officer to omit where notice of petition sent to the proxy of an anonymous elector. Notice to the proxy of an anonymous elector must be delivered in a sealed envelope

[ELECTORAL OFFICE FOR NORTHERN IRELAND ADDRESS AND CONTACT DETAILS]

Number on register:

[DATE]

Dear [Proxy's name]

Proxy Postal Notice of Petition to remove the MP for [name of constituency], [name of MP]

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

You have been sent this notice because our records show that **[the person named on the back of this notice] [another person]* has appointed you as a proxy to sign on their behalf at this petition and you have a postal vote arrangement in force.

However signing the petition is optional.

**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.*

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]*]**

[[convicted of an offence under section 10 of the Parliamentary Standards Act 2009 and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)]]***

*[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs *]]***

**Petition Officer to complete as appropriate*

***Petition Officer to delete the conditions which do not apply*

If at least 10% of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

If less than 10% of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

Second page of petition notice

For this petition you are the proxy for:

*[(Elector's name)

(Elector's address)

(Elector's number on the register)]

[The person with this elector number. (Insert elector's number on the 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.

Your postal signing pack

- You will receive a petition signing sheet for this petition because you have postal vote arrangement in force.
- You will not be able to sign the petition as proxy in a signing place.
- If you have not received your postal signing sheet by **[day] [date] [month]** call **[insert helpline number]**.

How to sign the petition

1. When you receive your petition signing sheet, read the instructions carefully.
2. You will also be sent a Declaration of Identity.
3. If you choose to sign the petition then you must complete both of these forms and return them immediately.
4. We need to receive both these forms by **[time] on [day/ final day for signing the petition]**.

If you lose your petition signing sheet and / or declaration of identity, or make a mistake:

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

If you would rather sign the petition in person, or ask someone else to sign on your behalf, you must cancel your postal vote **before [time] on [day/ date of deadline]**. For more information, please call the helpline.

Information – signing the petition


We will send your petition signing sheet around **[day] [date] [month] [year] ***[addressed to]:**

*** Petition Officer to omit where notice of petition sent to the proxy of an anonymous elector. Notice to proxy of an anonymous elector must be delivered in a sealed envelope.

You should check with the person who has named you as their proxy whether or not they wish you to sign the petition on their behalf.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Final page of petition notice

 If you need information in another format, please call our helpline below. If you need help to sign the petition, you can ask someone you know or you can get independent help by calling our helpline: <i>[Petition Officer to add contact details including website]</i>
--

It is an offence to:

- Sign the petition using a petition signing sheet that was not sent for your use or interfere with another person's petition signing sheet.
- Sign the petition more than once, unless you are signing on your own behalf and as a proxy for another person.
- Sign the petition as a proxy for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

*IMPORTANT - if you choose to sign the petition, the name of the person on whose behalf you have signed, will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation. <i>*delete if notice is sent to an anonymous elector</i>
--

Yours Sincerely

Petition Officer

Form H Guidance for persons signing the petition

How to sign the petition

1

Go to the desk and tell the staff your name and address and show your accepted form of photographic identification.

They will give you a petition signing sheet.



2

Read the signing sheet and sign it in the box provided.



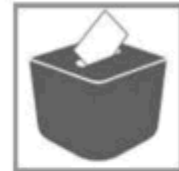
3

When you have signed your signing sheet, fold it.



4

Put your folded signing sheet into the ballot box.



If you make a mistake or need some help, just ask the staff.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form I Certificate of employment

Certificate of Employment
Petition to Remove the MP for [name of constituency], [name of MP]
Petition signing period [day] [date] [month] [year] to [day] [date] [month] [year]
Constituency: [name of constituency]
The person named below is entitled to sign the petition at any signing place in the above petition area on production and surrender of this certificate to the Petition Officer or signing place staff.
<p>I certify that _____ (name of elector)</p> <p>who is numbered _____ in the register of electors for the petition area named above, cannot reasonably be expected to go in person to the signing place allotted to them by reason of his/her employment on the remaining dates that the petition is available for signing.</p> <p>– as a constable**</p> <p>– by me (Only applies to Petition Officer's staff)**</p> <p>Signature _____ Petition Officer/Police Officer (Chief Inspector or above)**</p> <p>Date _____</p> <p>**Person completing the form to delete whichever does not apply.</p>

Form J Proxy paper

Proxy Paper	
Petition to Remove the MP for <i>(name of constituency)</i>, <i>(name of MP)</i>	
Constituency	
Name of Proxy	
Address of Proxy	
You have been appointed as proxy for:	
_____ (Elector name)	
who is qualified to be registered at:	
_____ (Qualifying address)	
to sign for them at this petition.	
Signature _____ (Petition Officer)	
Date _____	

1. This proxy paper gives you the right to sign the petition as a proxy for the elector named above.
2. You may not sign the petition as proxy at the same petition for more than two electors, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
3. You may sign the petition as proxy at the signing place allotted to the elector on whose behalf you are appointed. Shortly before the petition opens you will be sent a proxy petition notice telling you where the signing place is. You do not need to take either the petition notice or this paper with you to sign the petition but it will save time if you do take the petition notice with you.
4. If you cannot sign the petition in person at the signing place, contact the helpline or visit our website.
5. If you have been appointed as a proxy on behalf of an elector who has an anonymous entry in the register, you can only sign the petition by post. If you have not already been granted a postal signing arrangement, you should contact the petition officer.

[Insert helpline and other details including website]

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Form L Statement as to postal petition signing sheets, proxies and additional data

First page of statement

STATEMENT AS TO POSTAL PETITION SIGNING SHEETS, PROXIES AND ADDITIONAL DATA		
RECALL OF MPs ACT 2015		
RECALL PETITION		
Constituency: _____		
Petition Signing Period: from _____ to _____		
A	Issue of postal signing packs	Number
1	Total number of original postal signing packs issued	
2	Number of postal signing packs replaced due to the original pack being lost (or not received)	
3	Number of postal signing packs replaced due to the original being spoiled	
4	Number of postal signing packs replaced due to the elector requesting the pack to be sent to a different address	
5	Total number of postal signing packs issued (i.e. Total of A1 to A4)	
B	Receipt of postal signing packs	Number
1	Number of complete postal signing packs received by the close of the petition (excluding those returned in B3-B6)	
2a	Number of declarations of identity received by close of petition without the corresponding petition signing sheet	
2b	Number of petition signing sheets received by close of petition without the corresponding declaration of identity	
3	Number of postal signing packs cancelled on request of elector by 5pm on the eleventh working day before the final day of the petition signing period	
4	Number of postal signing packs cancelled as lost by 5PM on the day before the final signing day	
5	Number of postal signing packs cancelled as spoiled by 5PM on the day before the final signing day	
6	Number of postal signing packs returned as undeliverable by the seventh calendar day after the petition closed	
7	Number of postal signing packs received between the close of the petition and the seventh calendar day thereafter	
8	Total number of postal signing packs not returned (including empty envelopes and any signing packs received more than seven calendar days after the petition closed)	
9	Total postal signing packs (i.e. Total of B1-B6)	
C	Checks on personal identifiers	Number
1	Number of declarations of identity checked against the personal identifier record	
2	Number of declarations of identity where required personal identifiers were verified as valid	
3a	Number of declarations of identity rejected because there was no signature	
3b	Number of declarations of identity rejected because there was no date of birth	

Final page of statement

3c	Number of declarations of identity rejected because there was no signature and no date of birth	
4a	Number of declarations of identity rejected due to a mismatched signature	
4b	Number of declarations of identity rejected due to a mismatched date of birth	
4c	Number of declarations of identity rejected due to a mismatch of both identifiers	
5	Number of declarations of identity not checked against the personal identifier record and accepted	
6	Total checks on personal identifiers (i.e. Total of C2-C5 and total should equal B1 and C1)	
D Summary of postal signing packs		Number
1	Number of postal signing packs rejected due to missing petition signing sheet or declaration of identity	
2	Number of declarations of identity rejected due to absence or mismatch of personal identifiers	
3	Number of postal petition signing sheets sent to the court	
E Proxies		Number
1	Number of standard proxies appointed	
2	Number of postal proxies appointed	
3	Total number of proxies issued (i.e. Total of E1 to E2)	
<p>Date: Signature: Petition Officer</p> <p>Authority:</p>		

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Recall of MPs Act 2015 (Recall Petition) Regulations 2016 No. 295

Form M Declaration of identity

Front of declaration

Declaration of Identity	[Space for barcode]												
Petition to Remove the MP for [name of constituency], [insert name of MP]													
Final day for receipt of completed petition signing sheets: [day] [date] [month] [year]													
<p>Important - You only need to sign this petition statement if you wish to sign the petition. Signing the petition is optional.</p> <p>If you wish to sign the petition, you must also fill in and return this statement with your petition signing sheet for your signature in support of the petition to be counted.</p> <p>Please read the instructions on the back of this form carefully.</p> <p>Name: * _____ Petition signing sheet number: _____</p> <p><small>* Petition Officer to insert name but omit where sent to an anonymous elector</small></p> <p>Check that the number on the back of your signing sheet 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: 5px; margin-top: 10px;"> <p>I am the person the signing sheet numbered above was sent to.</p> <p>My Date of Birth is:</p> <table style="margin-left: 100px; 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="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> </tr> <tr> <td style="text-align: center; padding: 0 5px;">Day</td> <td style="text-align: center; padding: 0 5px;">Month</td> <td colspan="4" style="text-align: center; padding: 0 5px;">Year</td> </tr> </table> <p>* My Signature is:</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin-left: 100px;"></div> <p><small>* Petition Officer to omit where elector has been granted a waiver.</small></p> <p>We will check this information against our records for security.</p> </div> <p style="text-align: right; margin-top: 20px;">Please turn over</p>								Day	Month	Year			
Day	Month	Year											

Back of declaration

Instructions for signing the petition by post

Please read through carefully. If you need help, please contact us.

1. If you choose to sign the petition for your MP to be removed, you must fill in, and return both the **petition signing sheet and this declaration**.
2. This declaration is used to check you are who you say you are and your petition signing sheet will be included in the petition count.
3. Make sure you have filled in both the **signature box and date of birth on this declaration**.
4. Do not mark the signing sheet in any other way or your support of the petition may not count.
5. Put the signing sheet in the smaller envelope marked "A" and seal it. Then put the envelope marked "A", together with this declaration of identity, in the larger envelope marked "B".
6. We must receive your signing sheet and this declaration by **[time] on [day] [date of final signing day]**.
7. After receiving your signing sheet, you cannot sign the petition in person at a petition signing place.

Getting Help

- If you need help to sign the petition, you can get independent help by calling the helpline.
- Please call the helpline if you need information in another format or language.
- If you make a mistake you can get a replacement if you return your signing sheet and this statement. Call us immediately as **we can only issue a replacement before [time] on [day] [date] [month]**.

[Insert helpline and other contact details including website]

Electoral fraud is a crime.

Issued by the Petition Officer