

Scottish Independence Referendum – 18 September 2014

Checklist of items to be transferred to the Proper Officer of the Council

1. From the count

Item	No. of packets	Tick (✓)
The packets of counted ballot papers		
The packets of rejected ballot papers		
The packets of tendered ballot papers		
The packets of unused and spoilt ballot papers		
The packets containing the ballot paper accounts		
The packets containing the tendered votes list, the assisted voters list, the marked votes list, the polling day alterations list and the companion declarations (opened and resealed at the count for access to the tendered votes list as part of the verification process)		
The statement of rejected ballot papers		
The verification statement		

2. From the poll

Item	No. of packets	Tick (✓)
The packets containing the completed corresponding number lists		
The packets containing the certificates of employment		
The packets containing marked copies of the polling list (including any marked copy notices of alteration) and of the postal voters list, the lists of proxies and the proxy postal voters lists		

3. From the postal vote processes

Item	No. of packets	Tick (✓)
The packets containing the completed corresponding number lists from postal vote issuing sessions		
The packets containing spoilt postal votes		
The packets containing any remaining parts of lost postal votes		
The packets containing the superseded postal ballot packs		
The packets containing retrieved cancelled votes		
The packets containing rejected postal votes not subject to personal identifier verification procedure		
The packets containing postal voting statements accepted as valid but not subject to the personal identifier verification procedure.*		
The packets containing the rejected ballot paper envelopes		
The packets containing rejected postal votes subject to the personal identifier verification procedure		
The packets containing postal vote statements subject to the personal identifier verification procedure		
The packets containing the lists of spoilt, lost and superseded postal ballot papers		
The marked lists of postal voters and of postal proxy voters		
Statement of postal ballot papers issued, received, counted and rejected		

*Note – Legislation requires the checking of only 20% of identifiers. However the CCO required you to plan for 100% checking. As a result, there should be no packets of statements not subject to the verification procedure – unless, for some unforeseen reason, you have been unable to check 100%.

Received from the Counting Officer

Date.....

Signed.....

Proper Officer/on behalf of the Proper Officer*

**delete where inapplicable*