ELECTIONS (ADVANCE VOTING) REGULATIONS, 2012

IN exercise of the powers conferred by section 16 of the Elections Act 1958 [Act 19], the Election Commission with the approval of the Yang di-Pertuan Agong, makes the following regulations:

1. Citation.

(1) These Regulations may be cited as the Elections (Advance Voting) Regulations, 2012.

(2) These Regulations shall come into operation on ..................

2. Interpretation.

In these Regulations, unless the context otherwise requires —

"appointed place" means the place appointed under section 7 of the Elections Act 1958 for the establishment of polling station or polling stations;

"ballot box" has the same meaning assigned to it by Regulation 2 of the Elections (Conduct of Elections) (Amendment) Regulations 2012;

"ballot paper" has the same meanings as in the Elections (Conduct of Elections) Regulations, 1981;

"booth observer" means a booth observer appointed under the provisions of section 26A of the Election Offences Act 1954;

"by-election" means an election held for the purpose of filling a vacancy among the members of the Dewan Rakyat or a State Legislative Assembly arising otherwise than upon a dissolution thereof;

"counting agent" means a counting agent appointed under the provisions of section 14 of the Election Offences Act 1954;

"election agent" has the same meaning as in the Election Offences Act 1954;

"election observer" means a person or body, either local or international, that has been invited by the Election Commission to monitor the conduct of elections;

"Elections (Conduct of Elections) Regulations" means the Elections (Conduct of Elections) Regulations 1981;

"Election (Postal Voting) Regulations" means in the case of West Malaysia the Elections (Postal Voting) Regulations 1959, and in the case of Sabah and Sarawak the Elections (Postal Voting) (Sabah and Sarawak) Regulations 1968;

"general election" means the first general election of members of the Dewan Rakyat or of a State Legislative Assembly or a general election of members after a dissolution thereof;

"political party" means any society, registered under the Societies Act 1966 [Act 335], which the Election Commission is satisfied is a political party within the meaning of that Act;

"political party's representative" means a person appointed under the provisions of section 27A of the Election Offences Act 1954;
"polling agent" means a polling agent appointed under the provisions of section 14 of the Election Offences Act 1954;

"postal ballot paper" and "postal voter" have the same meanings as in the Elections (Postal Voting) Regulations;

"rejected ballot paper" has the meaning assigned to it by regulation 25(7) the Elections (Conduct of Elections) Regulations, 1981;

"returning officer" means an officer appointed under section 3 of the Elections Act 1958 and includes an assistant returning officer;

"sign" includes the making of a mark or the affixing of a thumbprint;

"spoilt ballot paper" has the meaning assigned to it by regulation 21 the Elections (Conduct of Elections) Regulations, 1981.

3. Persons entitled to vote as advance voters

(1) Any person who has registered as a Parliamentary or State elector under the Elections (Registration of Electors) Regulations 2002, and is--

(a) an absent voter other than those not resident at the principal place of residence on polling day,
(b) a person certified by the Election Commission to be an election officer, a candidate, his election agent, booth observer, counting agent, political party's representative, polling agent and independent polling agent, and liable for duties on polling day;
(c) a member of any police force established by any written law in force in Malaysia, other than a member of the Police Volunteer Reserve Force;
(d) a member of the Election Commission appointed under Article 114 of the Federal Constitution; or
(e) a member of any category of persons designated as advance voters by the Election Commission from time to time by notification in the Gazette,

shall, on receipt of a ballot paper, be entitled to vote as an advance voter at an election in accordance with these Regulations.

4. Appointment of presiding officers.

(1) Subject to the general or special directions of the Election Commission, each returning officer shall appoint, and may revoke the appointment of a presiding officer to preside at each polling station for his constituency.

(2) The appointments of the presiding officers shall be made from amongst persons who are not and have not been members of any political parties and who are not members of any of the public services;

Provided that appointments of presiding officers shall be nominated by professional bodies and independent civil societies who are involved in monitoring of elections or election reforms, who are not and have not been members for the past 2 years of any political parties.
(3) Each presiding officer shall be supplied with a copy of that part of the electoral roll containing the names of electors in such roll assigned to his polling station.

(4) If any presiding officer is by sickness or other cause, prevented from acting at any election, and there is no time for another person to be appointed by the returning officer, the presiding officer may appoint a deputy to act for him and every such appointment shall as soon as possible be reported to the returning officer and may be revoked by the returning officer, but without prejudice to the validity of anything already done by such deputy. The criteria for the selection of a deputy shall be governed by subparagraph 2 above.

(5) The returning officer may, if he thinks fit, preside at any polling station, and the provisions of these Regulations relating to a presiding officer shall apply to such returning officer.

5. Appointment of other officers and staff.

(1) Subject to the general or special directions of the Election Commission, each returning officer shall appoint, and may revoke the appointment of, such other officers or staff to assist the presiding officer or officers at each polling station for his constituency. The criteria and procedures for appointments shall be as follows:

(a) the appointment shall not be drawn from the civil service or government-linked companies or office bearers of political parties;

(b) prior but not less than 2 weeks before their appointments, the names and particulars of the officers and staff intended to be appointed shall be displayed at every election office and submitted to all political parties;

(c) objections to the appointments of the persons intended to be appointed may be made by any elector or political party to the Election Commission within 7 days after the date of display and submission stated in sub-section 1(b) above;

(d) upon the Election Commission receiving an objection pursuant to the consultation process, it shall consider the objection and take a decision after giving the elector or the political party lodging the objection and the person intended to be appointed an opportunity to be heard;

(e) the Election Commission shall furnish a full report of the objection and its decision stating the grounds of objection and the reasons for their decision whether to proceed with the nomination or otherwise;

(f) if the Election Commission does not receive an objection within 7 days after the date of display and submission stated in sub-section 1(b) above it may proceed to confirm the appointment of the officers and staff.

(2) Such other officers and staff shall be under the general supervision or direction of the presiding officer or officers of the polling station of the constituency.

6. Facilities to be provided at polling centre and station.

(1) A notice as set out in Form 8A in the First Schedule of the Elections (Conduct of Elections) Regulations, 1981 shall be affixed by any presiding officer outside each polling centre in a conspicuous place before the commencement of the poll.

(2) During the taking of the poll the presiding officer shall cause to be exhibited outside his polling station a notice substantially in the form set out in the Second Schedule giving directions for the
guidance of voters in voting, which shall be in the national language and may cause to be exhibited such notice in such other language or languages and in such characters as the Election Commission may direct.

(3) It shall be the duty of the returning officer to provide at each polling station reasonable facilities for the polling agents to observe the verification of the identity of electors by the returning officer and reasonable facilities for the electors allotted to such station to enable them to mark their votes in secret and to vote in accordance with the provisions of these Regulations, and he shall determine, or may authorise the presiding officer to determine, in what manner such facilities shall be distributed among the electors entitled to vote at such election.

(4) The minimum facilities for the purposes of subregulation (3) and the layout to be adopted in respect of each polling station shall be as prescribed by the Election Commission.

(5) The returning officer shall allow the candidate, polling agent, counting agent, officer, clerk and any other authorized person in attendance to have usage of their mobile devices, audio or visual recording devices and computing devices at the polling center and polling station, to facilitate the discharge of their duties, provided their activities does not interfere or disrupt the polling process.

7. Advance polling day

The returning officer shall give each candidate, his election agent or such other agent as appointed by election agent, not less than seventy two hours' notice in writing of the time and place at which he will conduct the advance polling for those listed as advance voters.

8. Advance voter electoral rolls

The advance voters electoral roll shall be furnished to each candidate or his election agent immediately after the declaration that there is an election on nomination day.

9. Admission to polling station.

(1) No person shall be admitted to vote at any polling station except the polling station to which that part of the electoral roll which contains his name has been assigned:

(2) The presiding officer shall regulate the number of voters to be admitted at a time whilst the poll is open and shall exclude all other persons except the candidate, his election agent and polling agent, the returning officer, members or officers of the Election Commission, persons officially employed at the polling station, any person nominated in accordance with subregulation 13(11), or other persons authorised in writing by the Election Commission.

(3) Not more than one polling agent of each candidate shall be admitted at a time to any polling station whilst the poll is open.

(4) No polling agent whose name and address have not been notified to the presiding officer as required by subsection (1) of section 14 of the Election Offences Act 1954, shall be admitted to a polling station whilst the poll is open.

(5) (a) It shall be the duty of the presiding officer to keep order at his polling station.

(b) If a person misconducts himself in a polling station or fails to obey the lawful order of the presiding officer, he may immediately by order of the presiding officer be removed from the polling station by a police officer on duty outside or near that station or by any other person authorised in
writing by the returning officer or the presiding officer to remove him, and the person so removed
shall not, without the permission of the presiding officer, again enter the polling station during the day.

(c) The powers afforded by this regulation shall not be exercised so as to prevent a voter who is
otherwise entitled to vote at a polling station from having an opportunity of voting at that station.

(d) Failure to obey the lawful orders of the presiding officer shall be an offence punishable by a fine
not exceeding one thousand ringgit.

10. Marking of polling station limits.

It shall be the duty of each presiding officer, subject to the general directions of the Election
Commission, to mark the limits of the polling station at which he is appointed to preside.

11. Poll by ballot and ballot papers.

(1) The votes shall be given by ballot and the ballot of each voter shall consist of a paper, which in
these Regulations is referred to as a "ballot paper".

(2) Every ballot paper shall consist of a list of candidates in Roman letters described in accordance
with Form 4 or 4A, as the case may be, in the First Schedule, and arranged in such order as shall be
determined by the returning officer in accordance with subparagraph (a) of paragraph (2) of regulation
II of Elections (Conduct of Elections) Regulations 1981, together with the symbol assigned to each
candidate in accordance with subparagraph (b) of paragraph (2) of regulation 11.

(3) Every ballot paper shall be in Form 9 in the First Schedule of Elections (Conduct of Elections)
Regulations 1981, and shall be capable of being folded. Each ballot paper shall have a number printed
at the top left hand corner and shall be attached to a counterfoil with the same number printed upon it.

(4) At least 30 minutes before the opening of poll, the presiding officer shall account for the ballot
papers issued to him by the Returning Officer.

(5) The presiding officer shall, in the presence of all the candidates, their election agent or polling
agent present, count the number of ballot books issued, inspect every ballot book to ensure that the
ballot papers have running serial numbers, are clean and not defaced.

(6) Any ballot paper that does not conform with sub-paragraph 2 and 3 above shall be removed and
stamped "Rejected" by the presiding officer and kept aside in a separate envelope. The conforming
ballot papers shall be perforated with the embossing tool provided for the polling station.

(7) The presiding officer shall emboss a sample of the perforation prescribed for the polling station in
the space provided in Form 13A BALLOT PAPER OPENING STATEMENT of the First Schedule of
Elections (Conduct of Elections) Regulations 1981. The form shall be completed by the presiding
officer in sufficient copies such that all candidates/agents will be given one copy each. He shall sign
on all copies and require all candidates/agents present, to verify and confirm by signature on the same
form and in the correct sequence, the correctness of the entries.

(8) It is mandatory for the presiding officer to issue Form 13A to all candidates/agents present, duly
signed by him and all candidates/agents if they so wish. Failure by the presiding officer to issue Form
13.1 to the candidates/agents shall constitute an offence under section 4(g) of the Election Offences
Act 1954.

Every ballot box shall be transparent and so constructed that the ballot paper can be put in but cannot be taken out otherwise than by unlocking the box.

The presiding officer at a polling station shall immediately before the commencement of a poll, show each transparent ballot box to be used to such persons as may lawfully be present at such polling station so that they may see that it is empty.

For the purpose of paragraph (2), if a candidate or his election agent or polling agent is not present then at the polling station, the candidate or his election agent or polling agent shall be deemed not to dispute that each transparent ballot box shown by the presiding officer is empty.

In the case where the presiding officer is not able to conduct the procedure mentioned in paragraph (2) as no person who may lawfully be present at a polling station is present at the polling station, the presiding officer shall call any police officer on duty outside the polling station to be present at the polling station so that he may see that each transparent ballot box is empty.

The presiding officer-

(a) shall then lock up the transparent ballot box; and

(b) shall affix on the transparent ballot box a clip and security tape and the security tape shall be signed by the presiding officer and by each candidate or his election agent or polling agent who is present and who desires to sign on the security tape,

in such a manner so as to prevent the transparent ballot box from being opened without breaking the clip and the tape, and the transparent ballot box shall not again be opened until after the close of the poll.

He shall keep it in his custody until it is despatched or delivered to the returning officer in accordance with the provisions of these Regulations.

13. Manner of voting

Subject to the provisions of this regulation, each voter shall be given one ballot paper and shall be entitled to one vote.

A voter will not be issued with a ballot paper if it is ascertained that the voter’s finger or relevant part of the body has been marked with indelible ink.

As each voter applies for a ballot paper, the number and name of the voter as stated in the electoral roll shall be called out and a mark, without indicating in any way the particular ballot paper to be issued to him, shall be placed in the roll against the number of the voter to denote that he has been issued with a ballot paper.

The ballot paper shall be perforated or stamped with the official mark or initialed by the presiding officer on the margin of the ballot paper and there shall not be any mark inserted or indicated on the counterfoils.

The presiding officer or a person acting under his authority shall tear out several ballot papers and place the ballot papers randomly such that they shall not be capable of identification, for selection by the voter.
(6) The presiding officer shall ensure that the number of a ballot papers torn out for selection by the voter is maintained and replenished regularly and that there shall be at all times no less than ten (10) ballot papers made available to the voter for selection.

(7) The voter shall be marked with indelible ink in accordance to Regulation 19 of the Elections (Conduct of Elections) Regulations 1981 and shall then be permitted to draw a ballot paper from the selection of ten (10) papers for the purpose of casting his vote.

(8) If the voter refuses to be marked with indelible ink, the presiding officer shall refuse to allow the voter to draw a ballot paper.

(9) The voter, on receiving the ballot paper, shall forthwith proceed to such place in the polling station as may be indicated by the presiding officer or by any person acting under his authority and shall there secretly mark such ballot paper in accordance with the directions given for the guidance of voters referred to in paragraph (2) of regulation 13. Failure by the officer or clerk or any person having a duty to comply with the procedures relating to the use of indelible ink shall constitute an offence under Section 4 (g) of the Election Offences Act 1954.

(10) The voter shall then fold the ballot paper so as to conceal his mark and shall put it into the ballot box and without undue delay shall then forthwith leave the polling station limits.

(11) The presiding officer or any person authorised by him may ask any voter whether such voter understands the method of voting and if he thinks fit, at the request of any voter, may explain to such voter in the hearing of any polling agent present in the polling station the method of voting; in so doing he shall carefully refrain from any action which might be construed as advice or direction to vote for any particular candidate.

(12) At the request of a voter who is incapacitated by blindness or other physical cause from voting in the manner prescribed by these Regulations, any person trusted and nominated by the voter, who shall be a citizen of or over the age of twenty-one years, or if such person is not nominated, the presiding officer, in the presence and hearing of the polling agents present, shall mark the ballot paper of such voter in the manner dictated by the voter and shall cause the ballot paper to be placed in the ballot box.

(13) Any person nominated under subregulation (12) shall make a declaration as to his identity and nomination in Form 10 in the First Schedule and every such declaration shall be exempt from stamp duty. Sufficient copies of Form 10 shall be prepared such that the presiding officer is able to deliver a signed copy of Form 10 to every polling agent that so request it.

(14) The presiding officer may, at any time while the polling is proceeding, take such steps as may be necessary to ensure that no voter delays unduly in any place reserved for marking of ballot papers.

(15) A reference to the left forefinger of a voter in this regulation and regulation 16 shall be construed—

(a) in the case where the voter's left forefinger is missing or his left forefinger cannot be marked for whatever reason, as a reference to
another one of his left fingers;

(b) in the case where all of the voter's left fingers are missing or all his left fingers cannot be marked for whatever reason, as a reference to his right forefinger or another one of his right fingers; and

(c) in the case where all of the voter's left and right fingers are missing, as a reference to the end of his left or right arm.”.

16. Non-compliance with the manner of voting

(1) If the presiding officer or any person acting under his authority finds that—

(a) the voter refuses to show his left forefinger in order to ensure that no indelible ink has been marked on the voter's left forefinger in accordance with subregulation 13(7);

(b) the voter refuses to have his left forefinger to be marked with indelible ink in accordance with subregulation 13(7); or

(c) the voter's left forefinger has been marked with indelible ink but no mark has been made against the number and name of the voter in the electoral roll,

the presiding officer or any person acting under his authority shall record the refusal of the voter or the fact that the voter's forefinger has already been marked with indelible ink in the declaration provided in Form 10A in the First Schedule, and refuse to issue a ballot paper to the voter.

(2) If the presiding officer or any person acting under his authority finds that a mark has been made against the number and name of the voter in the electoral roll but the voter's left forefinger has not been marked with indelible ink, the presiding officer or any person acting under his authority shall refuse to issue a ballot paper to the voter; and the presiding officer or any person acting under his authority shall record such fact in Form 10A.
(3) The presiding officer or any person acting under his authority shall sign the declaration in Form 10A in the presence of a witness; and every such declaration shall be exempt from stamp duty.

17. Declarations by voters.

(1) The presiding officer at any polling station shall require any voter, before he is permitted to select a ballot paper, to furnish such evidence of his identity as the presiding officer may deem necessary and to make and subscribe to the declaration set out in Form 11 in the First Schedule and every such declaration shall be exempt from stamp duty.

(2) Only identification documents bearing a photograph of the holder and issued by the National Registration Department shall be accepted as proof of identity. A voter holding a temporary identification document issued by the National Registration Department shall complete Form 11 and have his photograph taken by both the presiding officer and the polling agents as evidence of identification. The presiding officer shall deliver a signed copy of Form 11 to each and every polling agent present.

(3) The identity of a voter must be capable of verification against the identification documents produced to the presiding officer to establish his identity, before a ballot paper is issued to him. The presiding officer shall refuse to allow a voter to select a ballot paper if, after such enquiry as he deems necessary and expedient, there is reason to believe that the voter is attempting to avoid detection of his true identity.

(4) If any person fails to furnish such evidence or refuses to make such declaration, the presiding officer shall refuse to give him a ballot paper.

18. Spoilt ballot papers.

A voter who has inadvertently dealt with his ballot paper in such a manner that it cannot be used as a ballot paper may return it to the presiding officer and if the presiding officer is satisfied that the condition of the ballot paper is due to inadvertence, he shall issue another ballot paper in place of the ballot paper so returned, and the ballot paper so returned shall in these Regulations be referred to as a "spoilt ballot paper" and the spoilt ballot paper shall immediately be cancelled by the presiding officer.

19. Closing of poll.

(1) No ballot paper shall be issued to a voter after the hour fixed for the closing of the poll but if at that hour there is in the polling station any voter to whom a ballot paper has been issued, such voter shall be allowed to record his vote.

(2) All polling stations within the same time zone, shall have the same poll opening and closing time.

20. Place of counting of votes.

(1) Subject to this regulation votes by electors at any polling station shall be counted at the polling station where the electors voted, in accordance with the procedures set out in these Regulations.


(1) As soon as practicable after the close of the poll the presiding officer shall, in the presence of each candidate or his election agent or polling agent who is present —
(a) secure the ballot box at such polling station and affix a security tape to it so as to prevent the introduction of any ballot paper thereafter into the ballot box and the security tape shall then be signed by the presiding officer and by each candidate or his election agent or polling agent who is present and who desires to sign on the security tape;

(b) determine the number of ballot papers issued to voters at the polling station, and the number of unused and spoilt ballot papers;

(c) prepare sufficient number of copies of the ballot paper statement in Form 13B in the First Schedule, which shall be certified by the presiding officer and signed by each candidate or his election agent or polling agent who is present whereupon a copy of each of the signed ballot paper statement in Form13B in the First Schedule shall be delivered to the returning officer and each candidate or his election agent or polling agent, respectively. Failure by the presiding officer to comply with this regulation shall constitute an offence under section 4(g) of the Election Offences Act 1954; and

(d) examine the counterfoils of the ballot papers to ensure that the counterfoils do not bear any markings;

(e) examine the electoral rolls to ensure that the electoral rolls do not bear any marks indicating the specific ballot paper issued to each voter; and

(f) make up —

(i) the unused and spoilt ballot papers;

(ii) the marked copies of the electoral rolls; and

(iii) the counterfoils of the ballot papers, into a single packet which shall then be affixed with security tape and the security tape shall be signed by the presiding officer and by each candidate or his election agent or polling agent who is present and who desires to sign on the security tape.

(g) All items referred to in (a) to (f) above must be kept and locked away a safe in the polling station until the day and time fixed for counting to commence. The Presiding officer shall fix lock to the safe and affix a security tape to it. The security tape shall then be signed by the presiding officer and by each candidate or his election agent or polling agent who is present and who desires to sign on the security tape. The candidate or his election agent or polling agent shall be allowed to take photographs of the lock and the security tape; and are also allowed to be present 24 hours from then till the time fixed for the counting of ballot papers.

(2) No counting shall commence before close of normal polling as notified in Form 8.

Provided that where the Election Commission directs, under paragraph (2) of regulation 17, that the votes by electors at the polling station be counted at a specified counting place, the presiding officer shall take the ballot box, the packet referred to in paragraph (1)(d) and the statement in Form 13A and 13B referred to in paragraph (7) of Regulation 11 and subparagraph (c) of paragraph (1) respectively to such counting place.
Schedules

Form 8A

[Regulation 6]

EC to design a form similar to Form 8 but for Advance Voting. Centres are major towns in Malaysia, Malaysian embassies, High Commissions, Counselor offices, etc. This form depends on the set-up of the Advance Voting centres and is not included in this document.
### ELECTIONS (ADVANCE VOTING) REGULATIONS, 2012

#### Form 13A

**Ballot Papers Opening Statement**  
Sub-Regulation 11(7)

<table>
<thead>
<tr>
<th>Ballot Paper Serial No.</th>
<th>No. of ballot paper</th>
<th>Ballot Paper Serial No.</th>
<th>No. of ballot paper</th>
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Total (a)  
Total (b)

Total number of ballot papers received from Returning Officer \((a)+(b)\) =

Sample of Perforation

I certify that the above statement is correct.

Dated: ........................................

Signature

Name of Presiding Officer

<table>
<thead>
<tr>
<th>Name of Candidate or Election Agent or Polling Agent</th>
<th>I/C No.</th>
<th>Party/Independent</th>
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(The Presiding Officer shall issue an official copy each to all the candidates, their election agents or polling agents as present)
ELECTIONS (ADVANCE VOTING) REGULATIONS, 2012
Form 13B
Ballot Papers Closing Statement
Sub-Regulation 21(1)

B - Number of ballot papers issued to the Voter

<table>
<thead>
<tr>
<th>Ballot Paper Serial No.</th>
<th>No. of ballot paper</th>
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<th>No. of ballot paper</th>
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Total (c)                          Total (d)

B. Total number of ballot papers issued to voters ((c) + (d))

C - Number of “spoilt ballot paper” (Ballot papers returned to presiding officer which have been cancelled and marked “SPOILT” by presiding officer and not put in the ballot box)

D - Number of unused ballot papers

\[ D = A - B \]

E - Total number of ballot papers to be accounted for in the ballot box (E = B - C)

I certify that the above statement is correct.

Dated

Signature

Name of Presiding Officer

<table>
<thead>
<tr>
<th>Name of Candidate or Election Agent or Polling Agent</th>
<th>I/C No.</th>
<th>Party/Independent</th>
<th>Signature</th>
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(The Presiding Officer shall issue an official copy each to all the candidates, their election agents or polling agents as present)
ELECTIONS (ADVANCE VOTING) REGULATIONS, 2012
Form 14A

STATEMENT OF THE POLL AFTER COUNTING THE BALLOTS

ELECTIONS (CONDUCT OF ELECTIONS) REGULATION 1981 Sub-Regulation 25(12)

Name of Polling Centre .................................. Polling Station No. (Stream) ..............................................

Polling District Code No. ..............................................................

Constituency of ..............................................................

A - Total number of ballot papers to be accounted for in the ballot box ..........................................
(as in E in Form 13B)
B - Number of votes by electors for each contesting candidate:

<table>
<thead>
<tr>
<th>Name of Candidate (Spelling and arrangement of candidate's name)</th>
<th>Name of Political Party/Independent</th>
<th>Number</th>
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Total number of votes by electors

C - Number of rejected ballot papers (after doubtful ballot decided pursuant to subregulations 25(6) and (7))

D - Total number of ballot papers issued to voters but not put in the ballot box (A-B-C)

I certify that the above statement is correct.

..............................................................
Signature

Dated ......................................................

Name of Presiding Officer

<table>
<thead>
<tr>
<th>Name of Candidate or Election Agent or Counting Agent</th>
<th>I/C No.</th>
<th>Party/Independent</th>
<th>Signature</th>
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</tbody>
</table>

The presiding officer shall ensure that all candidates, their election agents or counting agents shall be allowed to sign on Form 14 in the space provided. He shall prepare sufficient copies and issue to all candidates, their election agents or counting agents.