



Lodgement of how-to-vote cards

Intended for distribution on election day
of a state government election

FOR EITHER AN ENDORSED OR NON-ENDORSED CANDIDATE, OR A REGISTERED POLITICAL PARTY

Note: how-to-vote cards must be lodged by the person who authorised the card with the ECQ.
More detailed information about the *Electoral Act 1992* and how-to-vote cards can be found in
Fact sheet 3 – How-to-vote cards at www.ecq.qld.gov.au/factsheets.

For: (please select one)

☐ Candidate for the electorate of

OR

☐ Registered political party

Lodgement timeframe

How-to-vote cards must be lodged no later than 5pm on **the Friday that is 7 days before** the polling day for the state government election.

Note: if a language other than English is printed on a how-to-vote card that is required to be lodged, you must provide a written translation with this form.

It is an offence for a person to distribute, or permit or authorise someone else to distribute, a how-to-vote card on the polling day for the election unless the how-to-vote card and statutory declaration relating to financial contributions have been properly lodged. How-to-vote cards that have not been lodged in accordance with the provisions of the *Electoral Act 1992* must not be distributed.

Enquiries and lodgements

Please direct all lodgements to the ECQ at:

Email: HTVCards@ecq.qld.gov.au

Phone: 1300 881 665

Online for non-endorsed candidates: selfserv.elections.qld.gov.au

Enquiries can be made to the ECQ as above, or to a candidate's local Returning Officer.

OFFICE USE ONLY

Received by

Time

am/pm (circle one)

Date

(dd/mm/yyyy)



Checklist

You can use this to help get your how-to-vote card ready for lodgement.

Candidates and preferences

Are all candidates' names, party endorsements and state electorate names spelled correctly if they appear on the card?	Yes ☐	No ☐
Are candidates' names listed in the order of ECQ's ballot? (If more than one candidate is listed on the card)	Yes ☐	No ☐ N/A ☐
If preferences are numbered, is each number only used once?	Yes ☐	No ☐ N/A ☐
If preferences are not numbered, does the card otherwise direct that all boxes be numbered?	Yes ☐	No ☐ N/A ☐
What size is your how-to-vote card? (Tick one)	A3 ☐	A4 ☐ A5 ☐ DL ☐ A6 ☐ Other ☐

How-to-vote card's authorisation

Does the authorisation font size meet the minimum required for the size of your card? Reminder:

- **minimum 10-point** for cards A6 or smaller
 - **minimum 14-point** for cards larger than A6 up to A3, including DL, A5 and A4
 - **minimum 20-point** for cards larger than A3.
- Yes ☐ No ☐

Does the authorisation appear at the end of each side of the card containing print?

Yes ☐ No ☐

Does the authorisation contain the authoriser's name and address? E.g. 1 Eagle St Brisbane

Yes ☐ No ☐

Does the authorisation correctly state who the card was authorised for/on behalf of? Reminder, it must include:

- For a non-endorsed candidate – the candidate's name and the word "candidate"
 - For an endorsed candidate/registered political party – either the full or abbreviated name as recorded in Queensland's Register of Political Parties.
- Yes ☐ No ☐

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Authoriser's details

I,

(state name in full)

of

(address*)

Phone

Email

being the person who authorised the how-to-vote card/s for:

(name of candidate OR registered political party)

for the electorate/s of:

(name of electorate/s OR 'all electorates')

hereby lodge the attached how-to-vote card for a state government election.

Signature

Date

(dd/mm/yyyy)

Statutory declaration

I,

(state name in full)

of

(address*)

do solemnly and sincerely declare via the following page:

*If it would be unsafe to state your address, you may simply write 'Queensland' or 'Australia'.



Statutory declaration – continued

(A) ☐ No financial contribution⁽¹⁾ has been received, either from a registered political party (other than the party endorsing the candidate if they are endorsed) or from another candidate in the election, whether directly or from someone else on behalf of the party or candidate, in relation to the production of the how-to-vote cards referred to in this form; **OR**

(B) ☐ A financial contribution⁽¹⁾ was received in relation to the production of the how-to-vote cards referred to in this form from: (please tick one box only and complete appropriate details)

☐ (i) a registered political party (other than the party endorsing the candidate)

(name of registered political party)

or from someone else on behalf of the said party; **OR**

☐ (ii) another candidate in the election

(name of candidate)

or from someone else on behalf of the said candidate.

The **nature** and **amount** of the financial contribution⁽¹⁾ was:

(details)

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Declarant signature

Taken and declared before me at

on the day of 20 at am/pm

Full name of witness

Type of witness

For example: Australian legal practitioner, lawyer, justice of the peace, commissioner for declarations, notary public

Signature of witness

1. A financial contribution is defined in the *Electoral Act 1992* as a contribution in the form of money, property or other valuable consideration.