

Guidance note: submitting form K and additional data for the referendum on the United Kingdom's membership of the European Union

1. For the referendum we will be using the Results Collations System (RCS) that was used for the count to collect both the statement as to postal ballot papers (Form K) and the additional data. This guidance note explains how to submit your data through the RCS.
2. This note accompanies [that issued in bulletin 156/142](#) on reporting on the administration of the referendum which outlined the requirements for the return of data.
3. The data collection forms will not be available for completion via the RCS until the 27 of June. The deadline for the submission of this data, outlined in the legislation, is **Friday 8 July 2016**.

Data to be returned

4. Counting Officers (COs) should submit the following for each voting area:
 - 1) Form K – Statement as to postal ballot papers
 - 2) Additional data form
5. The Additional Data form also contains fields requesting information on registration figures. Your Electoral Management Software (EMS) may be able to generate all or some of these additional fields.
6. There are two new fields in the additional data form: 20 and 21. These refer to the number of applications and duplicate applications made during the registration extension period. We appreciate that it may not be possible for you to provide it at this stage; if you are not able to access this information please leave these fields blank.

The full list of the fields that will be included in both forms was included in the previous guidance note and is included again in the appendix of this document.

Submitting the data

1) Accessing the system

From **13:00 on Monday 27 June** the data collection pages will become live on the RCS system:

<https://count.electoralcommission.org.uk/CollationApp/login>

All of the data submitted into the system during the count will be frozen.

To access the system you will need the **log-in details of the account used for your voting area on the night of the count.**

If you need to amend the password linked to the account, you can do this by clicking on the 'reset password or mobile number' link and following the process that leads you through. Please note you will not require a phone number to enter the administration data.

In the event that you are unable to access the log-in details used for the count, please send an email to electoraldata@electoralcommission.org.uk, including the email address you wish to register with a new user account. If you already have an account (but it was not used for the count) please specify this in your email. An email will then be sent to the email address provided asking you to complete the registration process.

2) Inputting the data

Once you have logged into the system you will be taken to the default landing page. It shows a summary of the figures you or your colleagues have entered into the system and a table showing the stages in the process your area has completed.

At the top of the screen you should see the table showing the stages in the process your area has completed.

The 'stage' column reflects each of the processes you have to complete. The red crosses will turn to green ticks as you complete each stage.

You should see green ticks for the stages completed on the night of the count and two new red crosses. The two new stages are:

- Electoral Administration Submit
- Electoral Administration Confirm

Counting Area	Stage	Last Update	Next Stage
Woking	✓✓✓✓✓✓✓✗✗	24 May 2016 21:48	Electoral Administration Data Submit

To input your data select the data input tab at the top of the screen.

You will then be directed to Form K:

EUROPEAN UNION
REFERENDUM 2016 Dashboard Data input Logout

Form K: Statement as to Postal Ballot Papers

A. Issue of postal ballot papers

1. Total number of postal ballot papers issued under regulation 71 ?
2. Total number of postal ballot papers issued under regulation 77 (spoilt and returned for cancellation), regulation 78 (lost or not received) and regulation 78A (cancelled due to change of address) ?
3. Total number of postal ballot papers cancelled under regulation 86A (where the first ballot paper was cancelled and retrieved) ?
4. Total number of postal ballot papers issued (1 to 3) ?
5. Total number of ballot papers cancelled under paragraph 78A ?

B (1). Receipt of and replacement postal ballot papers

6. Number of covering envelopes received by the Counting Officer or at a polling station before the close of poll (excluding any undelivered or returned under regulation 77(1) (spoilt), regulation 78(1) (lost) and regulation 86A (cancelled ballot papers)) ?
7. Number of covering envelopes received by the Counting Officer after the close of poll, excluding any returned as undelivered ?
8. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued ?
9. Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued ?
10. Number of ballot papers cancelled and retrieved in time for another ballot paper to be issued ?
11. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued ?
12. Number of covering envelopes returned as undelivered up to the 25th day after the date of poll ?
13. Number of covering envelopes not received by the Counting Officer by the 25th day after the date of poll ?

To view the guidance for each field, click on the ? symbol.

1. Total number of postal ballot papers issued under regulation 71 ? *

This refers to the number of postal votes issued (including postal proxies). Do not include any replacements issued for lost and spoilt postal ballot papers.

Once you have finished inputting the data into the fields and are happy it is correct please enter your name into the 'confirm name' field at and click submit at the bottom of the page.

Confirm Name *

Submit

You will then be taken to the additional data form. Again click on the ? to access the guidance for each field.

EUROPEAN UNION REFERENCE 2016 Dashboard Data input Logout NAME: NAME - LCU
07901578889

Additional Data Form

 Print

Form K Successfully submitted

1. Appointed Proxy total *

2. Appointed Emergency Proxy total *

3. Postal Voter waivers total *

4. Postal Votes rejected for

a) Want of a signature *

b) Want of a date of birth *

c) Want of both *

d) Mismatched Signature *

e) Mismatched DoB *

f) Both mismatched *

g) Ballot paper unreturned *

h) Postal voting statement unreturned *

5. Covering Envelopes returned on polling day before 10pm *

Once you have completed the additional data form, please enter your name into the 'confirm name' field again and click submit.

If you do not tick the 'submit final' check box you will be able to log back in and edit the data you have input.

Confirm Name *

Submit Final. No further changes

If you do not select the check box, you will still see one red cross indicating that you have completed the electoral administration data submit stage but not the confirm stage.

Counting Area >	Stage ^	Last Update >	Next Stage >
Islington	✓✓✓✓✓✓✓✓✗	23 Jun 2016 09:54	Electoral Administration Data Confirm

Once your data is final and you do not anticipate making any changes please select the 'submit final' check box and submit the forms. Once you have done this your data will be submitted into the system as final and you will not be able to make any further edits.

Please ensure that you have completed the 'electoral administration data – confirm' stage by 8 July. Once you have done so your statutory obligation is fulfilled.

Links to forms and guidance

For your reference the forms are available in excel format in the Part F resources section here: <http://www.electoralcommission.org.uk/i-am-a/electoral-administrator/eu-referendum>

A Welsh language version is available in the Part F resources section here: <http://www.electoralcommission.org.uk/cymru/i-am-a/electoral-administrator/eu-referendum>

Contact

If you have any queries, please contact your [local commission office](#).

If you have any difficulties related to using the RCS specifically, please contact electoraldata@electoralcommission.org.uk

Appendix: data to be collected

Form K: STATEMENT AS TO POSTAL BALLOT PAPERS

A. Issue of postal ballot papers	Further guidance on completing this form
1. Total number of postal ballot papers issued under regulation 71	This refers to the number of postal votes issued (including postal proxies). Do not include any replacements issued for lost and spoilt postal ballot papers.
2. Total number of postal ballot papers issued under regulation 77 (spoilt and returned for cancellation), regulation 78 (lost or not received) and regulation 78A (cancelled due to change of address)	This refers to the total number of replacement postal ballot papers issued as replacements for those that were: - spoilt and returned for cancellation - lost or not received - cancelled due to change of address
3. Total number of postal ballot papers cancelled under regulation 86A (where the first ballot paper was cancelled and retrieved)	This is the number of times that a cancellation required the locating and removal of a ballot paper from the postal ballot box, the postal voters' ballot box or the receptacle for ballot paper envelopes.
4. Total number of postal ballot papers issued (1 to 3)	This figure should equal the total number of postal ballots issued originally plus those issued as replacements for lost and spoilt ballots. It will only equal the total of 1 to 3 above if there is a nil return for section 3.
5. Total number of ballot papers cancelled under paragraph 78A	This refers to the total number of ballot papers cancelled before 5pm on E-11 due to: - changes to existing absent voting arrangements (e.g. change from postal to proxy or cancellation of postal vote) - change of address

B (1). Receipt of and replacement postal ballot papers	
6. Number of covering envelopes received by the Counting Officer or at a polling station before the close of poll (excluding any undelivered or returned under regulation 77(1) (spoilt), regulation 78(1) (lost) and regulation 86A	This refers to the total number of covering envelopes (i.e. 'B' envelopes) returned by post, hand or to a polling station before the close of poll (10pm on polling day). Do not include those returned as spoilt or lost. Do not include postal votes received back which are marked as undelivered.

(cancelled ballot papers))	
7. Number of covering envelopes received by the Counting Officer after the close of poll, excluding any returned as undelivered	This refers to the total 'B' envelopes returned to the Counting Officer too late to be counted but received by the date this form was completed. Do not include those returned as spoilt or undelivered.
8. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued	This refers to the number of postal ballot papers returned because either the ballot paper or postal voting statement has been spoilt, before 5pm on polling day.
9. England and Wales: Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued Scotland: Number of postal ballot papers replaced as lost or not received but not returned for cancellation	This refers to the number of postal ballot papers identified as lost or not received by the elector before 5pm on polling day.
10. Number of ballot papers cancelled and retrieved in time for another ballot paper to be issued	This refers to the number of postal ballot papers cancelled and retrieved before 5pm on polling day.
11. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued	This refers to the number of postal ballot papers returned to the Counting Officer as spoilt after 5pm on polling day.
12. Number of covering envelopes returned as undelivered: England and Wales (up to the 25th day after the date of poll) Scotland (up to the 10th day after the date of the poll)	England and Wales: this refers to postal ballot packs returned to the Counting Officer marked as undelivered. Please submit your Form K as soon as you are able to after the 10th calendar day after polling day, and do not wait until the 25th day after the date of poll. If you need to submit an updated form after the 25th day you can do so. Scotland: This refers to postal ballot packs returned to the Returning Officer marked as undelivered. This number includes those received up to the 10th calendar day after polling day.
13. Number of covering envelopes not received by the Counting Officer: England and Wales (by the 25th day after the date of poll)	England and Wales: This refers to the number of covering envelopes (i.e. 'B' envelopes) that have not been received by the Counting Officer. Please submit your Form K as soon as you are able to after the 10th calendar day after polling day, and do not wait until the 25th day after the date of poll. If

<p>Scotland (up to the 10th day after the date of the poll)</p>	<p>you need to submit an updated form after the 25th day you can do so. Scotland: This refers to the number of covering envelopes (i.e. 'B' envelopes) that have not been received by the Returning Officer by the end of the 10th calendar day after polling day.</p>
<p>14. Total numbers 6 to 13 (this should be the same as that in 4 above)</p>	<p>This number should equal the total of 6 to 13 above. Please note that this number may differ from the number in 4 if the number of covering envelopes received did not equal the number of postal ballot papers received.</p>

<p>B (2). Receipt of postal ballot papers – Personal Identifiers</p>	
<p>15. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements</p>	<p>This refers to the total number of covering envelopes (i.e. 'B' envelopes) 'B' envelopes received back that were set aside for verification of personal identifiers against the record. This should match number 6 above.</p>
<p>16. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)</p>	<p>This refers to the total number of postal voting statements which were rejected because they were missing one or both of the required identifiers.</p>
<p>17. Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statement not matching those in the personal identifiers record (excluding prior cancellations)</p>	<p>This refers to the total number of postal voting statements rejected because one or both of the required personal identifiers did not match the personal identifiers record. This does not include statements where one or both of the required identifiers has not been given (which should instead be included in 16 above).</p>

<p>C. Count of postal ballot papers</p>	
<p>18. Number of ballot papers returned by postal voters which were included in the count of ballot papers</p>	<p>This refers to the number of ballot papers from all postal vote openings which were included in the count (i.e. those ballot papers for which there was a corresponding postal voting statement returned which was not rejected).</p>

<p>19. Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under regulations 77, 78,78A and 86A are not rejections and should be included in items 2, 3, 5, 8, 9 and 10 above)</p>	<p>This is the total number of rejected postal ballots. This should match the total number contained in the rejected votes packets.</p> <p>As well as postal votes rejected before or during verification, this figure should also include those instances where a covering envelope, ballot paper or postal voting statement was marked provisionally rejected, and was then deemed rejected because it could not be matched by the end of the postal vote opening.</p>
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Additional Data

<p>1. How many proxies were appointed for this referendum?</p>	<p>This should include all proxies appointed, including emergency proxies.</p>
<p>2. How many emergency proxies were appointed for this referendum?</p>	<p>This should include emergency proxies only.</p>
<p>3. How many postal voters had waivers at this referendum?</p>	<p>This is the total number of postal vote statements issued which required only the date of birth of the elector to be stated because a waiver was granted.</p>
<p>4. How many postal votes were rejected for:</p>	
<p>a) Want of a signature</p>	<p>Should include all statements rejected because no signature was given where required, but a date of birth was given.</p>
<p>b) Want of a date of birth</p>	<p>Should include all statements rejected because no date of birth was given, but a signature was given or a waiver had been granted.</p>
<p>c) Want of both</p>	<p>Should include all statements on which neither identifier was given.</p>
<p>d) Mismatched signature</p>	<p>Should include all statements on which both a signature and a date of birth were given, and the signature only did not match the personal identifiers record.</p>
<p>e) Mismatched DoB</p>	<p>Should include all statements on which both a signature and a date of birth were given (or a waiver had been granted) and the date of birth only did not match the personal identifiers record.</p>

f) Both mismatched	Should include all statements on which both a signature and a date of birth were given, and neither matched the personal identifiers record.
g) Ballot paper unreturned	Should include any postal voting statement which was marked provisionally rejected, and which could not be matched by the end of the final postal vote opening.
h) Postal voting statement unreturned	Should include any ballot paper which was marked provisionally rejected and could not be matched by the end of the final postal vote opening.
5. How many covering envelopes were returned on polling day before 10pm?	This should include all those covering envelopes which were returned on polling day in time to be counted, including: -The regular Royal Mail delivery -The final Royal Mail sweep -Handed in at a polling station
6. How many covering envelopes were returned on the day after polling day before 10pm?	This should include all those covering envelopes which were returned within the 24 hour period after the close of poll by any method.
7. What was your issue date for postal votes sent overseas?	This should be the date when you sent postal votes overseas to existing electors (first dispatch)
8. What was your delivery date for postal votes sent to electors in the UK?	This should be the date or date range when you would expect postal votes to have been delivered to existing electors (first dispatch).
9. Total number of applications received between 01.12.15-14.05.16	Applications to register to vote received between 01.12.16-14.05.16 inclusive
10. Total number of duplicate applications received between 01.12.15-14.05.16	A duplicate is where an application can be matched to an individual already on the register at the same address.
11. Total number of applications received between 15.05.16-09.06.16	Applications to register to vote received between 15.05.16 and 09.06.16 inclusive
12. Total number of duplicate applications received between 15.05.16-09.06.16	A duplicate is where an application can be matched to an individual already on the register at the same address.
13. Total number of new electors added to the register on or between publication of the register date (01.12.15) and 14.05.16	Includes all new electors (i.e. those who were not on the register at all before), added through any mechanism. Includes movers within the authority and from outside the authority. Includes electors added and subsequently removed within this period. Excludes attainers (i.e. those who have not reached the age of 18 at E). Excludes duplicates
14. Total number of new electors added to the	Includes all new electors (i.e. those who were not on the register at all

register between 15.05.16 and 09.06.16	before), added through any mechanism. Includes movers within the authority and from outside the authority. Includes electors added and subsequently removed within this period. Excludes attainers (i.e. those who have not reached the age of 18 at E). Excludes duplicates
15. How many applications to register were received after the registration deadline?	This should be the overall figure for applications received too late for registration (i.e. those applications received on or between E-9 and E)
16. How many people tried to vote on polling day and were found not to be registered?	This number should include anyone who attempted to vote on polling day but was not registered and, to the best of your knowledge: - Was eligible to be registered - Lived inside the area covered by the polling station at which they tried to vote.
17. Total number of overseas applications received between 17.03.16 - 09.06.16	Overseas applications to register to vote received between 17.03.16 and 09.06.16 inclusive
18. Total number of new overseas electors added to the register between 17.03.16 and 09.06.16	Includes all new overseas electors (i.e. those who were not on the register at all before), added through any mechanism. Includes electors added and subsequently removed within this period. Excludes attainers (i.e. those who have not reached the age of 18 at E). Excludes duplicates
19. How many overseas applications to register were received after the registration deadline?	This should be the overall figure for overseas applications received too late for registration (i.e. those applications received on or between E-9 and E)
20. Total number of applications received between 08.06.16 and 09.06.16	Applications to vote received after the original registration deadline and before the revised registration deadline (after midnight on 07.06.2016 and up to midnight on 09.06.2016). This field is optional; please provide if you have access to the relevant information.
21. Total number of duplicate applications received between 08.06.16 and 09.06.16	Duplicate applications (where an application can be matched to an individual already on the register at the same address) received after the original registration deadline and before the revised registration deadline. This field is optional; please provide if you have access to the relevant information.