











## FACT SHEET

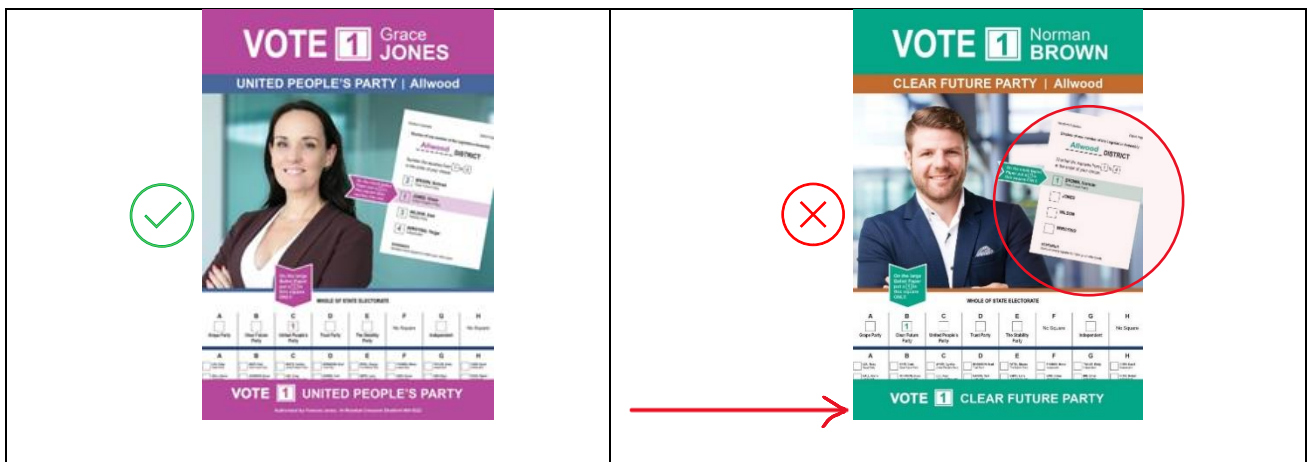
# How-to-vote Card: Registration

How-to-vote Cards (HTVC) are a guide for electors on how to vote by illustrating how to complete a ballot paper and indicate preference for participants in an election. HTVCs are now required to be registered with the Western Australian Electoral Commission (WAEC) and this fact sheet will help you navigate the steps required to successfully register a HTVC.

**HTVC registration opens 8am Friday 14 February 2025 and closes 5pm  
Thursday 27 February 2025.**

	<p><b>Legislation</b></p> <p>The <i>Electoral Act 1907</i> requires registration of HTVCs to ensure materials do not mislead electors in the casting of their vote. Publishing or distributing an unregistered HTVC, including within 100 metres of a place to vote, is a criminal offence. The penalty is a \$24,000 fine and two years in prison.</p>
	<p><b>Definition of a HTVC</b></p> <p>A HTVC is a card, pamphlet, handbill, or document (physical or digital) that is shown or given to an elector for the purpose of instructing them on how to vote for a particular candidate or group in an election.</p> <p>A HTVC lists the names of one or more candidates, along with an indication of the voting preference or preferences for specific candidates or groups. It may include a full or partial representation of a ballot paper.</p>
	<p><b>Accountable person</b></p> <p>The accountable person for a HTVC is responsible for the publication and distribution of the HTVC. The accountable person is:</p> <ul style="list-style-type: none"><li>• the main point of contact for the WAEC for notices it may issue in relation to the HTVC</li><li>• responsible for ensuring publication and distribution of the HTVC complies with electoral legislation, avoiding any actions that could be considered illegal;</li><li>• able to replace or cancel the HTVC once it has been registered.</li></ul>

	<p><b>HTVC preparation and submission process</b></p> <ul style="list-style-type: none"> <li>• Read the <a href="#">HTVC Registration Guide</a></li> <li>• Prepare the HTVC using the checklist in Appendix 1 of the HTVC Registration Guide</li> <li>• Submit the final HTVC and supporting documents through the HTVC Application Portal on the <a href="#">WAEC website</a></li> <li>• The WAEC acknowledges receipt of the submission and allocates a HTVC registration number.</li> </ul>
	<p><b>HTVC approval and registration</b></p> <ul style="list-style-type: none"> <li>• The WAEC reviews submission for completeness and compliance</li> <li>• If it is found to be suitable, the WAEC registers the HTVC and notifies accountable person</li> </ul> <p>Once approved, HTVC is published on WAEC website.</p>
	<p><b>HTVC refusal</b></p> <p>The WAEC will refuse a HTVC if it is found to be unsuitable. The WAEC will notify the authorised person and outline the reason/s for unsuitability. A HTVC may be refused if it:</p> <ul style="list-style-type: none"> <li>• Misrepresents a ballot paper</li> <li>• Contains incorrect voting instructions</li> <li>• Is considered offensive or inappropriate overall</li> <li>• Is substantially similar to a HTVC already registered by the distributor</li> <li>• Does not contain all required information</li> <li>• Contain errors, such as the spelling of names</li> <li>• Does not contain an authorisation statement</li> <li>• Does not contain the following statement: “<i>Registered by the Western Australian Electoral Commission</i>”</li> </ul> <p>If a HTVC submission is refused by the Commission, the distributor may resubmit a corrected version within 3 days.</p>
	<p><b>QR codes and web links</b></p> <p>If the HTVC contains a link or QR code, the content of the linked webpage will also be assessed to ensure it is not misleading or deceptive in relation to how to vote or mark a ballot paper.</p>
	<p><b>Social media</b></p> <p>A HTVC can only be shared on social media if it is an exact replica of a registered HTVC, otherwise it will be considered distribution of an unregistered HTVC. Refer to the <a href="#">HTVC Social Media User Guidelines</a> for more information.</p>
<p><b>Example How-to-vote Cards</b></p> <p>NOTE: These are simple examples only. Please refer to the <a href="#">HTVC Suitability User Guidelines</a> for more information.</p>	



**Need more information?** Visit the [Commission website](https://www.waec.wa.gov.au), call 08 9214 0400 (+61 8 9214 0400 overseas callers) or email: [FAD@waec.wa.gov.au](mailto:FAD@waec.wa.gov.au)