

ifb-Form31

Information sheet regarding the process of casting written ballots (postal voting)

Indications regarding the casting of written ballots (postal voting) for persons eligible to vote

Dear voters,

Enclosed with this information sheet, you will receive all documents necessary for the casting of a written ballot (postal voting) for the election of the works council election within the following company:
.....

The following documents are included

- the election notice from the,
- the publication of the voting proposal/voting proposals,
- one voting ballot and one (small) voting envelope,
- a personal statement regarding the casting of written ballots (postal voting),
- one (larger) return envelope to enclose all documents.

Please proceed as follows to vote.

1. Be certain that you can vote without being observed.
2. Read the present information sheet, the election notice and the voting proposal/voting proposals carefully.
3. Vote by an unambiguous and clear marking of the voting ballot. Please take the explanations on the ballot regarding the number of crosses into account. Be certain, that you fill out the ballot **personally and without being observed**.
4. Fold the ballot in a manner that your vote is only visible after the ballot has been unfolded. Immediately put the ballot into the (small) voting envelope and close the envelope without sealing it.
5. Put the (small) voting envelope into the (larger) return envelope.
6. Fill out the personal declaration regarding postal voting and sign it after having indicated the place and the date.
7. Put the personal declaration into the (larger) voting envelope together with the (smaller) voting envelope you have closed already, and seal the larger envelope. Please be certain that you did not put the personal declaration into the (smaller) voting envelope. **This would void your ballot.**
8. Send the return envelope to the election board in time. This can be done through normal postal service or by handing it directly to the office of the election board. Said office is located in:
..... (building/location/company)
Street.....
Postal code and city

Your vote can only be taken into account for the election if the voting documents are available on the at to the latest.

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Please be aware that sending out the documents before the deadline is not sufficient. Only the date on which the office of the election board receives the documents is relevant.

The election board

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Head of the election board

.....
Member of the election board¹

¹ Indication: A signature of the head of the election board and another member of the election board is sufficient. However, all members of the election board may sign.