



**INSTRUCTION**  
**on the Procedure for Submitting, Receiving, Processing and Archiving an Application**  
**of a Political Subject Electronically**

Sarajevo, May 2024

Pursuant to Article 2.9 paragraph (1) point 2, and in line with Article 4.1 of the Election Law of Bosnia and Herzegovina (Official Gazette of BiH, No. 23/01, 07/02, 09/02, 20/02, 25/02, 04/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14, 31/16, 41/20, 38/22, 51/22, 67/22 and 24/24) and Article 18 of the Rules of Procedure of the Central Election Commission of Bosnia and Herzegovina (Official Gazette of BiH, No. 32/23, Consolidated text), the Central Election Commission of Bosnia and Herzegovina has, at its 20<sup>th</sup> session held on May 3, 2024, passed

**INSTRUCTION**  
**on the Procedure for Submitting, Receiving, Processing and Archiving an Application**  
**of a Political Subject Electronically**

**CHAPTER I. GENERAL PROVISIONS**

**Article 1**  
**(Subject-matter)**

Instruction on the Procedure for Submitting, Receiving, Processing and Archiving an Application of a Political Subject Electronically (hereinafter: Instruction), prescribes the procedure of opening a user account, the method of submitting an application for participation in elections of a political party, independent candidate, coalition, lists of independent candidates or lists of independent candidates for the election of national minorities (hereinafter: political subject), data entry and document submission, processing of the application and data, notifying the political subject about all aspects of the process, archiving of requests and data, removal of data and documentation upon request by the political subject.

**Article 2**  
**(Definitions)**

For the purposes of this Instruction, the terms listed below are defined as follows:

- a) **e-Elections (e-Izbori)** is an online portal for accessing electronic services provided by the BiH Central Election Commission,
- b) **e-Documentation (e-Dokumentacija)** consists of data and documents submitted by the user electronically,
- c) **User of electronic services** (hereinafter: User) is a political party, independent candidate, coalition and list of independent candidates, which has been granted an account on the online portal in accordance with the procedures outlined in this Instruction.

**Article 3**  
**(The use of gender-inclusive language)**

In the interest of clarity, expressions written in this Instruction in one gender apply without discrimination to both male and female gender.

## **CHAPTER II. USER ACCOUNT AND REGISTRATION ON THE ONLINE PORTAL**

### **Article 4 (User account for the online portal)**

- (1) To open a user account and gain access to the e-Elections online portal, the political subject shall submit a written request signed by an authorized representative of the political subject, which must include the following information:
  - a) The full name of the political subject, or the name and surname of the independent candidate,
  - b) The name, surname, and Personal Identification Number of the person authorized on behalf of the political subject to access and use the application,
  - c) The address of the political subject's headquarters, and
  - d) The information on the e-mail address through which the political subject will access the e-Elections online portal.
- (2) After receiving and processing the request, the BiH Central Election Commission shall create a user account for the political subject whose request contains all required information and was submitted in accordance with paragraph (1) of this Article. Access credentials, including the e-mail address and password, shall be sent to the e-mail address specified in the request.
- (3) The BiH Central Election Commission shall send a notification to the political subject that has not submitted the request in accordance with paragraph (1) of this Article, advising them to remedy and complete the request, along with a warning about the consequences of failing to rectify the request.
- (4) If the political subject does not remedy and complete the request within two (2) days from receiving the notification from the BiH Central Election Commission, the request shall be deemed not to have been filed.
- (5) A political subject may use only one e-mail address to create an account on the e-Elections online portal. If the e-mail address has already been used for other functionalities on the e-Elections online portal, the user shall be required to change and provide a new e-mail address in order to open an account on the online portal.

### **Article 5 (Equipment and training for accessing the online portal)**

- (1) The political subject shall provide hardware and software of adequate characteristics, specialized security software, and internet access for the e-Elections online portal.
- (2) The BiH Central Election Commission is not responsible for the proper functioning of the hardware and software of the political subject and does not bear any responsibility or costs incurred by the political subject during the use of the e-Elections online portal.
- (3) For the purpose of accessing and operating the e-Elections online portal, the BiH Central Election Commission shall provide training for up to two representatives proposed by the political subject.

**Article 6**  
**(Accessing the online portal)**

- (1) The political subject shall access the online portal based on the access credentials provided by the BiH Central Election Commission after the creation of the user account as specified in Article 4 of this Instruction, within the period determined by the BiH Central Election Commission as the deadline for submitting applications by political subjects for participation in the elections.
- (2) The initial login to the e-Elections online portal requires the user to change the access password, which the user must update and create a new one in accordance with secure password recommendations (use a minimum number of characters (10), including a combination of uppercase and lowercase letters, numbers, and special characters).
- (3) The user shall keep the password and access credentials confidential and use them in accordance with the law. It is prohibited to disclose, share, or attempt to misuse the access credentials.

**Article 7**  
**(Procedure in the event of inability to log in to the online portal)**

- (1) A user who is unable to log in to the e-Elections online portal shall check the following:
  - a) Whether they have submitted a request to open an account for access to the e-Elections online portal in accordance with Article 4 of this Instruction,
  - b) Whether they have received notification and access credentials for the e-Elections online portal,
  - c) Whether they have correctly entered the access credentials, and
  - d) Whether the application period has started or ended.
- (2) If the user is still unable to access the e-Elections online portal after performing the checks outlined in paragraph (1) of this Article, they shall contact the BiH Central Election Commission for support by submitting a request via e-mail to: [politicki.subjekti@izbori.ba](mailto:politicki.subjekti@izbori.ba), or by any other suitable manner. The request should include basic information about the user and a description of the problem.

**CHAPTER III. ELECTRONIC SUBMISSION OF APPLICATIONS BY POLITICAL SUBJECTS**

**Article 8**  
**(Submission of applications by political subjects)**

- (1) The political subject shall submit the application by entering data or electronically attaching documentation in the following forms: General Information, Basic Constituency, Signatures, Authorized Representatives and Documents.
- (2) In the form *General Information* the political subject shall enter:
  - a) The name of the political subject to be used on the ballot,

- b) For a coalition, the members of the coalition, or for an independent candidates' list, the independent candidates making up the list,
  - c) Information about the address of the political subject's headquarters,
  - d) Contact telephone number, fax, and e-mail,
  - e) The account number for financing the election campaign, and
  - f) The official language and script to be used in correspondence with the political subject and on the ballot.
- (3) In the form **Basic Constituency** the political subject shall indicate the basic constituencies and the level of authority for which the candidate is running.
- (4) In the form **Signatures** the political subject shall retrieve and print the forms for collecting signatures of support and enter the personal identification number of the voter who provided the signature of support, after collecting the signatures of support for the basic constituencies in accordance with Article 4.4 of the Election Law of Bosnia and Herzegovina.
- (5) In the form **Authorized Representatives** the political subject shall enter data on authorized representative, which includes the title of the position, personal identification number, contact telephone number, and e-mail address. Additionally, the form for applying to participate in the elections is retrieved and printed.
- (6) In the form **Documents** the political subject shall upload the application for participation in the elections and other prescribed documentation in electronic form, as established by the BiH Election Law and the Rulebook on certification and conditions for certification of political subjects to participate in the 2024 Local Elections. Before uploading the documentation in electronic form, the political subject shall verify the data in the form, and the form must be manually signed by an authorized representative of the political subject, matching the signature on the personal identification document.
- (7) The entry of all data into the forms specified in paragraph (1) of this Article is mandatory. If the data is not entered completely and in the required manner, the political subject will not be able to retrieve the necessary forms, attach documentation in electronic form, or submit the application electronically. The BiH Central Election Commission shall, if the political subject does not remedy the noted shortcomings within two (2) days of receiving the notification, consider the application of the political subject as not submitted and reject it in accordance with the jurisdiction of the BiH Central Election Commission.

## **Article 9**

### **(Attachment of documents and submission of the application)**

- (1) For the political subject's application to be considered complete, the political subject shall individually upload the following documents in electronic format (jpg or pdf) via the e-Elections online portal:
- a) An electronically completed application form, manually signed by the authorized representative of the political subject, along with the accompanying certified statements,
  - b) Proof of registration of the political party with the competent authority, which is not older than 60 days,
  - c) Original forms with collected signatures of voters supporting the application of the political party or independent candidate,

- d) Proof of payment of the certification fee for participation in the elections for the political party or independent candidate,
  - e) A document appointing the authorized representative for the coalition and list of independent candidates,
  - f) A financial statement in accordance with Article 15.1a of the BiH Election Law,
  - g) A turnover statement on the transactions of the special account for financing campaign expenses, in accordance with Article 15.1d paragraph (1) of the BiH Election Law (bank statements or bank ledger),
  - h) A declaration accepting the candidacy and affirming that there are no impediments as referred to in Article 1.8 paragraph (1) and Article 1.10 paragraph (1), point 5 of the BiH Election Law,
- (2) The submission of the application electronically is completed **by pressing the *Submit Application* button**. Once submitted, the political subject cannot modify the application.
- (3) An application submitted electronically does not exempt the political subject from the obligation to deliver original documents as stipulated in the Rulebook on certification and conditions for certification of political subjects to participate in the 2024 Local Elections, in person at the headquarters of the BiH Central Election Commission.

**Article 10**  
**(Modification of Data and Completing the Application)**

- (1) The political subject shall make any changes to the data in the submitted electronic application and complete the attached documentation within the deadlines prescribed by the BiH Central Election Commission, and exclusively through the e-Elections online portal.
- (2) Records shall be kept of any changes to the application data or documentation supplements, and the political subject shall be notified via e-mail address provided in the request for opening the user account

**CHAPTER IV. STORAGE AND PROCESSING OF APPLICATIONS ELECTRONICALLY**

**Article 11**  
**(Storage of electronic applications and documentation)**

- (1) The application of a political subject for participation in elections and electronic documents submitted via the e-Elections online portal are stored in the information system of the BiH Central Election Commission in an appropriate electronic format for processing, review, and printing, with an appropriately generated title that includes the request number and type of document.
- (2) Following the storage of data and e-Documents, the request will receive the status: *“Under Review”*.
- (3) The submitted application forms for participation in elections by the political subject, along with the documentation submitted on the e-Elections online portal in electronic format, are processed in a way that compares them with the originally submitted documentation and

verifying the data compared with official records kept by the BiH Central Election Commission.

**Article 12**  
**(Processing of applications and electronic documentation)**

- (1) The processing of the application and documentation shall include the following actions undertaken by the BiH Central Election Commission:
  - a) Examination to determine whether the data entry from the application and documentation is complete,
  - b) Review and comparison of the submitted electronic documentation with the original documentation that has been submitted in person to the BiH Central Election Commission, and
  - c) Review of the entered signatures of support from voters supporting the application of the political party and independent candidate.
  
- (2) The review of the entered data and documentation shall be conducted by comparing the electronic documentation with the original documentation, to ascertain the correctness of the submitted documentation:
  - a) Whether a complete, identical in both original and electronic form, and accurate application form of the political subject has been submitted, along with the corresponding statements, personally signed and certified by the authorized representative,
  - b) Whether the documentation submitted is complete, identical, and accurate, in accordance with the Rulebook on certification and conditions for certification of political subjects to participate in the 2024 Local Elections, in both original and electronic format,
  - c) Whether the original form with signatures of support from voters for the political party and independent candidate has been submitted, whether it is identical to the attached e-Document, whether a sufficient number of signatures of support have been entered, and whether the entered data is correct,
  - d) Whether the presidents of political parties that are members of a coalition or independent candidates from the list of independent candidates have personally signed the authorization and consent for participation within the coalition or list of independent candidates,
  
- (3) Once it has been determined through the conducted checks that the application and documentation meet all the conditions referred to in paragraph (2) of this Article, the status of the application shall be changed to: *“Application meets the requirements”*.
  
- (4) The applicant shall be notified of the change in the status of the application via the on-line portal e-Elections and e-mail.
  
- (5) Information regarding the change in the status of the application on the online portal e-Elections shall be of a preliminary nature and it shall not result in legal consequences until an official decision/notification by the BiH Central Election Commission is issued.

**Article 13**  
**(Registration of Applications and Electronic Documentation with Deficiencies)**

- (1) For applications and electronic documentation that are found to have deficiencies during the review process via the online portal, the reason and type of deficiency shall be recorded as follows:
- a) For the Application form:
    - 1) If the complete and prescribed application form is not submitted, the reason shall be documented as: *“Document not submitted”*,
    - 2) For an application form that is either unsigned or not signed by an authorized representative of the political subject, the reason shall be documented as: *“Application not signed by the authorized person”*.
  - b) For the Proof of registration with the competent authority:
    - 1) If a copy of the document has not been submitted, the reason shall be documented as: *“Document not submitted”*,
    - 2) For a submitted copy of the document that is not valid or does not meet the required criteria, the reason shall be documented as: *“Proof of political organization registration is invalid”*.
  - c) For the Signatures of support forms:
    - 1) If a copy of the forms is not attached, or if the signatures of support were collected on forms not prescribed by the BiH Central Election Commission, or if the forms are not signed by the person who collected the signatures of support, the reason shall be documented as: *“Document not submitted”*,
    - 2) For incomplete signature of support forms the reason shall be documented as: *“Document is incomplete”*.
  - d) For the Proof of payment of the certification fee:
    - 1) If a copy of the proof of payment of the certification fee has not been submitted: *“Document not submitted”*,
    - 2) For incomplete proof of payment of the certification fee the reason shall be documented as: *“Document is incomplete”*.
  - e) For the Statement of compliance with the General Framework Agreement for Peace in BiH:
    - 1) If the statement is not attached: *“Document not submitted”*,
    - 2) For the statement that is not duly certified: *“Statement is not certified”*.
  - f) For the Act appointing the authorized representative of the coalition or list of independent candidates:
    - 1) If the act is not attached: *“Document not submitted”*,
    - 2) For the statement that is not duly signed and certified: *“Act not certified”*.
  - g) For financial statement:
    - 1) If the document is not attached the reason shall be documented as: *“Document not submitted”*,



- (2) After entering the reasons referred to in paragraph (1) of this Article, the status of the application will be changed to: “*Application does not meet the requirements*”.
- (3) The applicant will be notified of the change in the application status referred to in paragraph (2) of this article via the online portal and e-mail
- (4) The applicant may complete the application and electronic documentation, or address deficiencies, within the deadline set by the BiH Central Election Commission.

## **CHAPTER V. REPORTS AND NOTIFICATIONS**

### **Article 14 (Report)**

- (1) The Report on the number of submitted and processed applications shall be submitted by the competent department of the Secretariat to the BiH Central Election Commission at least once a week, and if necessary, daily.
- (2) Upon the end of the deadline set for the submission and processing of applications, the Final Report shall be submitted to the BiH Central Election Commission based on which the BiH Central Election Commission shall adopt a decision regarding the submitted application of the political subject.
- (3) The Final Report referred to in paragraph (2) of this Article, contains the following information in both written and tabular format:
  - a) Overall statistical review of submitted applications,
  - b) Political subjects that meet the requirements for certification, including: the code and name of the political subject, the number of basic constituencies/authority where the political subject meets the certification requirements,
  - c) Political subjects that partially meet the requirements for certification, including: the code and name of the political subject, the number of basic constituencies/authority where the political subject meets the certification requirements, and the number of basic constituencies/authority where the political subject does not meet the certification requirements,
  - d) Political subjects that do not meet the requirements for certification, including: the code and name of the political subject, the number of basic constituencies/authority where the political subject does not meet the certification requirements, and the reasons for failing to meet the certification requirements,
  - e) Proposal of the decision format for certification and rejection of political subject,
  - f) Review of certified political subjects grouped by basic constituencies/authority, following certification
  - g) Review of basic constituencies/authority grouped by certified political subjects.

### **Article 15 (Notification)**

- (1) The BiH Central Election Commission shall notify the political subject via e-mail of all relevant information related to the certification process and the status of the application.
- (2) The issuance of the Official Notification as referred to in paragraph (1) of this Article shall commence the deadline for addressing deficiencies.
- (3) For the notifications described in paragraph (2) of this Article, the time recorded in the database of the online portal e-Elections shall be considered relevant.

## **CHAPTER VI. HANDLING OF ELECTRONIC DATA**

### **Article 16 (Electronic data)**

- (1) Upon the completion of the certification process for applications for election participation, the BiH Central Election Commission shall grant the political subject, whose application meets the requirements, the ability to submit candidate lists via the e-Elections online portal, within the set deadline laid down in Article 4.21 of the BiH Election Law.
- (2) General information about the political subject will be published on the official website of the BiH Central Election Commission.

## **CHAPTER VII. OBLIGATIONS AND CONDUCT OF THE APPLICANT**

### **Article 17 (Obligations of the applicant)**

- (1) The applicant shall:
  - a) Accept the terms of use for the e-Elections online portal and consent to the processing of data, and
  - b) Have the right to be informed about the status of the submitted application.
- (2) The applicant shall enter all required data and attach all necessary and complete documentation electronically.
- (3) The applicant shall be held responsible for the accuracy and completeness of the data provided via the e-Elections online portal.

### **Article 18 (Handling of the application by the BiH Central Election Commission)**

- (1) The BiH Central Election Commission shall confirm the receipt of the application to the applicant via e-mail, ensure the confidentiality of the information contained in the submitted application through the online portal e-Elections, and have the right to process and verify all submitted data and electronic documentation in accordance with the law.
- (2) The BiH Central Election Commission shall, upon request of the applicant, remove all data and electronic documents from the online portal e-Elections if the application for participation in the elections is rejected/dismissed, once the need for processing such application has ceased.

## **CHAPTER VIII. FINAL PROVISIONS**

### **Article 19 (Technical instruction)**

The BiH Central Election Commission shall, in accordance with provisions of this Instruction, draw up a Technical instruction for users of the online portal, regarding the manner of submitting the application via the official website and online portal e-Elections, and inform users of the aforementioned.

**Article 20**  
**(Entry into force and publishing in the Official Gazettes)**

This Instruction shall enter into force on the day of its adoption and it shall be published in the Official Gazette of BiH, the Official, Gazette of the Federation of BiH, the Official Gazette of the RS, and the Official Gazette of Brčko District of BiH

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Sarajevo, May 3, 2024

President  
Dr. Irena Hadžiabdić