

IEC Candidate and Official Document Folder Checklist

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This checklist is for an **already registered political party**. It is arranged in a simple folder order so that each ward file is easy to manage. The key legal point is that the **councillor candidate** is the IEC election contestant, while the **GR First official** is mainly an internal organisational role unless that person is separately appointed as a party agent. [1](#) [2](#)

Recommended main folder order

Folder No.	Main folder name	What to store inside
01	Party Registration Master File	Proof that the party is already registered with the IEC, party constitution, party registration certificate or confirmation, authorised representative details, logo files, and core IEC party documents.
02	Election Timetable and IEC Notices	Election timetable, IEC notices, deposit notices, nomination deadlines, ward notices, and all official instructions for the election cycle.
03	Municipality Files	One folder per municipality. Inside each municipality folder, create ward folders.
04	Ward Candidate Files	One folder per ward candidate standing as councillor. This is the main IEC nomination file.
05	Ward Official Files	One folder per GR First official. This is mainly an internal support and compliance file, not the main IEC candidate file.
06	Party Agent Files	Appointment forms and polling/counting documents for any official who will serve as a party agent, because a party agent must be formally appointed and may not be a candidate in that election. 2
07	Proof of Payments and Submission Receipts	Deposit payments, upload confirmations, online nomination records, email confirmations, and proof of IEC submissions.
08	ID, Photos and Compliance Backups	Backup copies of IDs, candidate photos where required, signed acceptances, and any scanned originals kept separately for safety.

Inside each municipality folder

Create the folders in this order:

- 1 **Municipality Overview**

- 2 **Ward 01**
- 3 **Ward 02**
- 4 **Ward 03**
- 5 Continue until the last ward in that municipality.

Inside each **ward folder**, create these subfolders:

- 6 **01_Councillor Candidate**
- 7 **02_GR First Official**
- 8 **03_Party Agent**
- 9 **04_Submission Proofs**
- 10 **05_Backups**

Documents for the councillor candidate folder

Store these documents in this order:

- 11 **Candidate profile sheet** with full name, ID number, municipality, ward number, mobile number, email address, and physical address.
- 12 **Copy of South African ID** or smart ID face, because the IEC requires the candidate to provide ID proof.[1](#)
- 13 **Signed acceptance of nomination** by the candidate.[1](#)
- 14 **Party ward nomination form** signed by the party's authorised representative.[1](#)
- 15 **Proof that the nominating representative is authorised**, if kept separately for the election file.[1](#)
- 16 **Proof of payment of the election deposit** for the relevant election.[1](#)
- 17 **IEC online nomination printout or submission confirmation** from the nomination system, where used.[3](#)
- 18 **Candidate photo**, only if specifically required for the route being used. An A5 head-and-shoulders colour photo is specifically mentioned for independent ward candidates.[1](#)
- 19 **Criminal record, tax, CV, qualifications, and internal screening documents**, if the party wants stronger internal compliance, even where not strictly required by the IEC.
- 20 **Campaign contact sheet** with emergency contacts and next of kin, for internal administration.

Documents for the GR First official folder

Store these documents in this order:

- 21 **Official profile sheet** with full name, municipality, ward, mobile number, email address, and address.
- 22 **Copy of South African ID** for internal verification.

- 23 **Signed GR First application or appointment letter** showing the person’s role in the ward.
- 24 **Code of conduct or confidentiality undertaking**, if used internally.
- 25 **Voter-support or community-support forms**, if GR First requires these internally for activation.
- 26 **Communication and training records**, including WhatsApp group assignment, induction notes, and role description.
- 27 **Internal compliance checklist** showing whether the person is only a ward official or may also be considered for other duties.

Extra documents if the official will also be a party agent

Store these in the **Party Agent** folder:

- 28 **Party agent appointment form** signed by the party.[2](#)
- 29 **Copy of the party agent’s South African ID.**
- 30 **Proof that the person is not a candidate in that election**, because a party agent may not be a candidate.[2](#)
- 31 **Notice or appointment copy for the presiding officer**, where required operationally.[2](#)
- 32 **Polling station allocation sheet.**
- 33 **Election-day instructions and result-recording template.**

Simple example of the folder path

Level	Example folder
Main	03_Municipality Files
Municipality	George Municipality
Ward	Ward 12
Candidate	01_Councillor Candidate
Official	02_GR First Official
Agent	03_Party Agent

A practical path would therefore read:

03_Municipality Files / George Municipality / Ward 12 / 01_Councillor Candidate

and

03_Municipality Files / George Municipality / Ward 12 / 02_GR First Official

Short practical rule

Only the **councillor candidate folder** is the main IEC nomination folder. The **official folder** is mainly for GR First's internal organisation, unless that official is separately appointed into a recognised IEC role such as **party agent**.[1](#) [2](#)

References

[How to contest municipal elections](#)

[\[2\] Party agents](#)

[\[3\] Parties and candidates information centre](#)