GUIDELINES FOR FILLING UP THE APPLICATION FORM 7

General Instructions

Who can file Form-7

1. Can be filed only by a person whose name is already included in that Roll in order to object inclusion of a name proposed to be included in that part of the Electoral Roll or for seeking deletion of a name already included in that part of the Electoral Roll.

When Form-7 can be filed

1. The application can be filed after draft publication of Electoral Roll of the Constituency to object to the proposed inclusion of an entry in the draft roll. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.

2. Only one copy of the application is to be filed.

3. The Application seeking deletion of an entry from the final Electoral Roll can be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

Where to file Form-7

1. During revision period, the application can be filed at the designated locations where the draft Electoral Roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.

2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill the Form-7

1. The application should be addressed to the Electoral Registration Officer of the Constituency in which another elector registered in that roll objects the proposed inclusion of an entry in the draft Electoral Roll. The name of the Constituency should be mentioned in the blank space.

2. Details of person inclusion of whose name is objected to / Details of person whose entry is to be deleted:

Out of the two alternative options, the first alternative is relevant after draft publication of Electoral Roll during revision of Electoral Roll. In other words, to show the objected entries in the draft roll in the list of deletions at the time of final publication of the roll.
The second alternative is relevant during continuous updation after final publication of Electoral Roll. In other words for deletion of an entry already included in the final Electoral Roll. (Please strike out the inappropriate alternative while filling up the Form)

Besides the name of the person whose entry is objected for inclusion or sought to be deleted, the other details of the Electoral Roll Part No., Serial No. of the entry in that Part of Electoral Roll and Identity Card No. issued to that person is also required to be filled up. These details are available in the relevant part of Electoral Roll. The Part No. of the Electoral Roll is printed on the right hand top corner of the Electoral Roll. Every entry is given a serial number. Please check the Electoral Roll and write the serial number at which the name of the person whose entry is objected for inclusion/sought to be deleted is listed. In case the person has already been issued an Identity Card that No. is also printed against that entry. Please write that card no. in full in the space provided.

Separate Application is required to be filed for objecting inclusion/seeking deletion of each entry.

**Details of Objector**

An “Objector” can file Application in Form-7 only in respect of persons included in the part of the Electoral Roll in which he/she is registered. In Part II of the Application, the objector has to fill up in the space provided his/her name including surname, relation’s name (Father/Mother/Husband), sex, part no. of Electoral Roll and serial number at which his/her name is registered in that part of the Electoral Roll.

The Objector must fill up his full address in the space provided in Part-III of the Application.

**Reasons(s) for objection/deletion**

In Part-IV of the Application, the applicant ‘objector’ must specify the reasons(s) as to why according to him/her the person whose name is objected is not qualified for inclusion in that part of Electoral Roll viz. Due to death, due to shifting, not ordinarily residing at the registered address etc. The onus of proof to Substantiate the reason given for removal of the name lies with the Objector.

**Declaration**

In Part-V of the Application the applicant must give a declaration that the facts and particulars mentioned in the application are true to the best of his/her knowledge and belief. Please indicate date from which you are residing in the given address. Giving a false declaration is punishable under Section31 of the Representation of the People Act, 1950.
Instructions for using Internet Portal to submit Form-7

1. Registration of a Form 7 Application on the Portal

Citizen has to click on the Form7 button. They will be redirected to the Select AC Page where Citizen has to select the District Pin code, Locality and the Assembly Constituency. Based on the Pin code, the locality would be displayed. The following screens show the screen shots of the user navigation interface.

Step 1:

- Open a browser, example: chrome, Firefox or internet explorer.
- Type voterreg.kar.nic.in as shown in the screenshot above and press enter.
- This will lead to screen below.
Step 2: Register if you are new user - Click on the Register link. After clicking on the Register link, it leads to screen below.

Step 3: Enter the required details and submit, a message will display kindly read and Proceed
Step 4: Go back to home page and enter username and password and submit, which is forwarded to change password screen

Step 5: Change Password and submit, read the message and logout

Step 6: Enter the username and password and submit

User will login and forwarded to homepage form.
Click on form 7 button. The following page will appear.

Select Your District and AC, Click on Click here button it will redirect you to the following page.
In the first part i.e. Applicant’s details, there are two options. One is objector, the other one is yourself. If the person himself wants to delete his name from electoral roll, he must select the second option. If someone else doing it on behalf of him, they must select the first option.
Fill the application details in the portal as shown below. Click on submit button to SUBMIT the application. It’ll show a pop up message that “Do You Wish to Submit?” Click on YES button and it’ll proceed further.

Once you click on submit button Form 7 Acknowledge page will appear as shown below. where you can find out the submitted applications.
Click on the select link in the application list to select the submitted application.

Further click on the Generate Acknowledgement button for generating the submitted form 7 application.

**Important:** Your submitted application will displayed, You can take Print out of the same and sign and send the ERO/AERO Copy with the supporting documents to the Postal Address given in the ERO/AERO Copy.
The Status of your application will be known through the link Application Status by entering the application No which is printed in the acknowledgement copy.