

Executive Instructions on Disclosure of Finance Resources Of
Lists Electoral Campaigns and Regulation of Expenditure
Items thereof of 2024
Issued Under Provisions of Parliamentary Election Law
No. (4) Of 2022- Article No. (72)

Article (1) Present Instructions are to be titled: (Executive Instructions on Disclosure of Finance Resources of Lists Electoral Campaigns and Regulation of Expenditure Items thereof of 2024), which Instructions to come into effect as of the publication date thereof in Official Gazette.

Article (2) **A-** The following Words and Phrases shall, whenever mentioned herein, have Meanings assigned thereto below, unless otherwise indicated

Law: Parliamentary Election Law.

**The
Commission:** The Independent Election Commission.

The Board: Board of Commissioners of the Independent Election Commission.

Chairman: Chairman of the Board of Commissioners of the Independent Election Commission.

The List: Party's list and the local list.

**The
Committee:** Committee formed hereunder.

**Electoral
Campaign:** All methods and activities permitted under applicable legislations, which methods and activities to be utilized by lists to gain support of electors.

**List's Bank
Account:** A bank account with a commercial bank operating inside the Kingdom, which account to be opened in the name of the list approved by the Commission to run for elections, in order to finance the electoral campaign.

Chartered Account: A natural person certified to practice the Profession of Certified Accounting pursuant to Provisions of Law regulating the Profession of Certified Accounting.

Lists' Final Accounts: Financial data prepared by list's delegate that are, having them certified by the certified accountant and stamped by the Association of Certified Public Accountant, to be submitted to the Commission.

Financial Expenditure: All participations, whether in kind or in rem, applied by lists running for elections to the electoral campaign.

Contributions in Kind: Materials and services participated in kind within the period of the electoral campaign, for lists running for elections, that the financial value equivalent of which is to be disclosed in lists' final accounts.

Contributions in Cash: Monies contributed in cash within the period of the electoral campaign, for lists running for elections.

B:- Definitions set out in Law, in The Independent Election Commission Law and in Political Parties Law shall, wherever mentioned herein, be applied.

Article (3) Subject to Provisions of Article No. (25) of the Law, lists approved by Commission to run for elections shall adhere to the following:

- A. Provision by list's delegate of Head of the electoral committee to which elections candidacy application was submitted with a list to be included in disclosure Form approved by the Board for such Purpose, which list to contain names of persons authorized to open, deposit into and withdraw from the list's bank account.
- B. Obtainment of a letter from Head of the electoral committee that indicates name of the list, approval of candidacy application thereof and names of persons authorized to open its bank account, for the purpose of submitting said letter to the bank.

- C. Opening of a bank account in the name of the list with a commercial bank operating inside the Kingdom, within seven days as from the date on which candidacy application was approved, into which bank account the amounts allocated to the electoral campaign are to be deposited, for the purpose of controlling both resources of the electoral campaign on a hand and the expenditure thereon and on candidacies mentioned in said list on the other hand,
- D. List's delegate shall, in case that names of persons authorized to deposit into and withdraw from the list's bank account were changed, provide Head of electoral committee with names of the new authorized persons, within a period not exceeding (48) hours as from the date on which the names thereof were changed with the bank,
- E. Deposition, on opening of the list's bank account, of a half of electoral campaign amount stated in disclosure form, provided the remaining half is to be deposited within a period of fourteen days from the date on which the account was opened.
- F. Appointment of a Chartered accountant to be responsible for auditing the bank account and financial data of the list running for elections, and provide the Commission with his name.
- G. Acknowledging in writing before director of electoral committee that the list's members are jointly and severally responsible for the timely payment of all list's obligations, whether within period of electoral process or following closure of list's bank account.

Article (4)

- A-Expenditure items and expenses of list's electoral campaign are as follows:
 - 1. Fees and securities set out in Law, that are related to list's candidacy,
 - 2. Costs of electoral advertisements, data and publications and costs of displaying and distribution thereof.
 - 3. Costs of holding electoral meetings and wages that are to be paid to providers of services necessary for

- and all necessities related to such meetings, including expenses of transportation,
4. Costs of services related to electoral campaign's electronic structure,
 5. Allowances of logistics related to the electoral campaign,
 6. Expenses of voting day, including expenses of polling stations and representatives and the supplies required for them,
 7. Costs of removing electoral advertisements following expiration of the electoral process,
 8. Wages of workers assisted in the electoral campaign.
- B-Lists shall, prior to closure of bank accounts, provide the Commission of a statement that includes names of creditors and amounts indebted thereto as a result of the electoral campaign.
- C-Lists shall, within a period not exceeding thirty days from the date on which election results were proclaimed in the Official Gazette, submit the final accounts thereof to the Commission using the form approved by the Board for such Purpose,
- D-Commission is to publish lists' final accounts reports within fourteen days as from the date on which it received said reports on its electronic website and through any other method it deems appropriate.

Article (5)

- A-1 Candidates on a list or of the party or of the parties' coalition are to appoint one or more person to be authorized to manage list's bank account, where he is to be authorized to open, close, deposit into and withdraw from that bank account, to request, receive and sign cheque books, to make bank transfers from the bank account to other beneficiaries other than list's members and to withdraw the credit balance (if any) on closure of the account, provided that the withdrawal is for the fulfillment of list's purposes.
2. List's delegate shall, in withdrawal documents, disclose the reason of withdrawal.

- B. Each and every list shall, under a written acknowledgment to be lodged with the Commission, undertake the following:
1. It has never opened a bank account before for electoral campaigns with any bank operating inside the Kingdom,
 2. Any amounts deposited by any banking means into the bank account, are from legal sources and not in violation of laws, systems and instructions issued by competent authorities, otherwise, the list including all members thereof shall, in relation to any violation of Law or legislations applicable, be jointly liable.
- C. Bank shall, without holding any responsibility, be fully authorized to suspend the execution of any transfers, depositions into or withdrawals from the account, until it has been provided with clarifications required by the bank or the Commission whenever either suspects any violation of related laws, systems or instructions.
- D. For fulfillment of Purposes hereof, electoral list's member undertakes in writing on opening of the bank account to abandon banking confidentiality provisions before the Commission.
- E. Depositions into and withdrawals from bank account are to be permitted as from the date on which the account was opened and within a period not exceeding seven days from the date on which election results was proclaimed in the Official Gazette, where neither the list nor the delegate thereof is to be permitted to withdraw the credit balance following expiration of said period, unless under a written acknowledgment approved by the Commission that releases the list from any financial obligations due to others.

Article (6)

A-Expenditure Ceiling of an electoral campaign is to include participations in kind, donations and self-financing whether in cash or in kind, provided that a list' expenditure not to exceed one hundred thousand Dinars on a local electoral district and five hundred thousand Dinars on a general electoral district, knowing that Terms and Conditions set out in Elections Law and Political Parties Law apply also to said participations.

B-Lists and candidates thereon who collect donations whether in cash or in kind from parties or from persons prior to and within electoral campaign period are to disclose such donations using the Form approved by the Board and to provide the Commission and the certified accountant therewith in order to display them in the electoral campaign's balance sheet.

Article (7)

Subject to Provisions of Article No. (3) hereof, lists are to adhere to the following:

A-Payment of electoral expenses through cheques or bank transfers in case that the value of any exceeded five hundred Dinars, where the value of any single expense is not to be split,

B-Disclosure as soon as possible to the certified accountant of all financial transactions including cash or in-kind participations that are paid to the list other than through the bank account, for the certified account to include them in the final account.

Article (8)

A-Parties lists' bank accounts are to be closed within a period of seven days as from the date on which election results were proclaimed in the Official Gazette and the remaining balance is to be deposited into the account of the party. In case that the party's list was a parties coalition, remaining balance is to be evenly distributed to the coalition's parties unless otherwise agreed.

B-Local lists' bank accounts are to be closed within seven days from the date on which election results were proclaimed in the Official Gazette and the remaining balance is to be evenly distributed to the list's member unless otherwise agreed.

C-Notwithstanding Provisions of precedent Paragraphs No. (A) and (B) hereof, the bank is to suspend the bank account of the list, in any of the following cases:

1. in case that the bank is notified in writing by the Commission of a dispute between local list's members or between some of them, where any objection by any candidate on the list on the delegate or any application by such candidate to stop or to freeze the account or to amend the terms thereof without consent by remaining list's members, constitutes a dispute.
2. In case that the bank is notified in writing by the party of a dispute with the delegate or of non-adherence by that delegate of procedures agreed to with the party, as in cases where said delegate applies to the bank to stop or to freeze that account or to amend the terms thereof without consent by the party.
3. In case that the bank is notified in writing by any of parties in a coalition of dispute with the delegate or of a dispute between the coalition list' members or with some of them, where any objection by any candidate on the list on the delegate or application by a candidate to stop or to freeze the account or to amend the terms thereof without consent by the remaining members of the list, constitutes a dispute.
4. Withdrawal, death, bankruptcy, insolvency or disqualification of list's members, unless it is agreed with the bank to keep the list's bank account and to notify the Commission of that.
5. Cashing cheques or drafts from the list's bank account in cases where no sufficient cashable balance exists.

D. Commission may, in case of no remedies sought for Violations set out in the precedent Paragraph (C) hereof within the period fixed for lists by the Commission, require the bank to close the list's bank account, to deposit the remaining balance into the account of the party or of the parties in coalition or to distribute the balance evenly to local list's members as required.

Article (9)

A-For purposes of execution hereof, Chairman is to form a committee that includes representatives of competent authorities, to carry out and to have the following tasks and powers, and to submit the related required reports and recommendations to the Board:

1. Following up the financial disclosures, to control financing and legality of electoral campaigns and the adherence thereof to the ceiling expenditure.
2. Supervising adherence by lists and candidates thereon to rules of financing the electoral campaigns and the electoral activities carried out through all means of electoral propaganda.
3. Making sure that the disclosures submitted by list running for elections were a fair display of actual expenditure on list's electoral campaign.
4. Collecting the periodic reports in the Form approved by the Board for this Purpose, from the Control Teams formed in all electoral districts under Article No. (10) Hereof.
5. Collecting within the legal periods, the final accounts of lists running for elections, then auditing and verifying them against data and reports submitted by Control Teams.
6. Commission may request lists running for elections to submit any documents or supporting documents related to expenditure of the electoral campaign.
7. Any other tasks assigned thereto by the Chairman.

B- The Commission may request assistance of any related authorities stated by the Chairman and to request any documents or supporting documents from the lists running for elections in order for the Commission to perform its tasks.

Article (10)

Audit and Control Teams formed by the Commission in all electoral districts are to be granted powers and carry out tasks as follows:

- A- Following up and collecting disclosure forms from delegates of lists running for elections in electoral districts, keeping them and providing the Commission therewith regularly,
- B- Verifying that the bank accounts of lists running for elections are opened within the legal periods and controlling expenditure items and the careful management thereof.
- C- Supervising electoral campaigns of lists running for elections and candidates and assessing volume of electoral propaganda using Forms approved by the Board for that Purpose.
- D- Attending electoral activities carried out by lists and candidates within the period of the electoral campaign and submitting the related reports to the Board.
- E- Supervising social media platforms and financed pages of lists and candidates.
- F- Supervising all audio and visual media in relation to the electoral propaganda financed by lists and candidates.
- G- Supervising level of adherence by lists and candidates within election silence period,
- H- Receiving and considering complaints related to electoral campaigns then submitting the related reports to the Commission,
- I- Supervising and following up cases related to violations set out in Law and submitting the related periodic reports to the Commission.

Article (11) Certified accountant of the list running for elections is to be granted powers and carry out tasks as follows:

- A-validating and verifying accuracy of each resource item in the financial statement and expenditure item therein in relation to the following:
 1. Accuracy of calculations, journal entries and accounting treatments.
 2. Adequacy of supporting receipts and documents.
 3. Obtainment of all permits required by list's delegate from the bank with which the bank account was opened.
 4. Verifying that the display and disclosure in financial data are fair pursuant to the monetary basis.
- B-Verifying that the payment of electoral expenses that exceed five hundred Dinars for each expense is made through cheques or bank transfers and that no single expense is split.
- C-Verifying the adherence by the list of the aggregate celling of expenditure on the electoral campaign.
- D-Verifying the cash balance with the bank against balance recorded in list's books then report any violations or differences between them to the Commission.
- E-Following up deposition of electoral list's budget amount and updating the Commission about results of follow up.
- F- Validating statement of list's delegate regarding reasons of withdrawal.
- G-Reporting to the Commission any violations hereof verified by certified accountant.
- H-Having list's final account statement certified and stamped by Jordanian Association of Certified Public Accountant.

Article (12)

A- The Commission may reject list's final account statement pursuant to Provisions of Law and refrain from approving it in the following cases:

1. Financing sources of electoral campaigns undisclosed in the final account.
2. Any manipulation of electoral campaigns financing accounts.
3. Forgery of documents attached to the final account.
4. Illegal financing sources of electoral campaign.

B- Having final statement rejected pursuant to Provisions of precedent Paragraph (A) hereof, the following results:

1. Candidates on party's list become jointly obliged, and pay half of ceiling expenditure on electoral campaigns to the treasury.
2. Candidate on party's list is deprived of running for next electoral cycle.
3. Parliament membership won by candidate on that list is to be terminated.

C- Candidates on party's list shall, in case list exceeded electoral ceiling expenditure set out herein, jointly pay the following:

1. The amount by which the ceiling expenditure was exceeded in case that the exceedance was less than (50%).
2. Twice the amount by which the ceiling expenditure was exceeded in case that the exceedance was not less than (50%) but not more than (100%).
3. Twice the amount by which the ceiling expenditure was exceeded in addition to depriving the party and the candidates on party's list of running for next electoral cycle in case that the exceedance was more than (100%).

D-Lists and candidates regarding which Commission's decisions were issued pursuant to the Provisions hereof are entitled to appeal said decisions before court of appeal, where said court shall, within thirty days as from the date on which the appeal was lodged therewith, deliver the decision thereof, which decision is to be decisive.

Article (13) Lists' delegates and candidates thereon and the representatives and supporters thereof shall adhere in their electoral campaigns to Provisions of Law and the present Instructions under legal accountability.

Article (14) The Board is to approve forms required to execute the present Instructions.

Board of Commissioners of the Independent Election Commission