

# Pre-poll donation and loan report - referendum on the UK's membership of the EU 2016

**Campaigners that are also registered parties (except minor parties) do not need to complete pre-poll reports.**



You should read the related guidance before completing this report. You can also submit pre-poll donation and loan reports [online](#).

An Excel pre-poll donation and loan report is available [here](#).

## Who this form is for:

The responsible person must complete the pre-poll donation and loans report and submit them to the Electoral Commission.

We use the word “must” in this guidance to indicate where there is a legal requirement to provide information.

## What is pre-poll reporting?

In the run up to the referendum, there are rules that require registered campaigners to reporting of donations and loans. This includes rules about reporting donations and loans to us **prior** to the referendum. We call these pre-poll reports because they cover donations and loans received before the poll. Campaigners will need to submit four reports to us, three of which must be submitted before the date of the poll and one after the poll.

### Related guidance:

- [Pre-poll reporting for EU referendum campaigners](#)
- [Spending for EU referendum campaigners](#)
- [Donations for EU referendum campaigners](#)
- [Loans for EU referendum campaigners](#)

In each pre-poll report, you must report all donations you have received and loans that you have entered into that are over £7,500 in that pre poll reporting period in your report. You must report all donations received and loans entered into on or after 1 February 2016 including those received or entered into prior to registering.

You must submit pre-poll reports even if you haven't received or entered into any reportable donations and/or loans. We refer to these as 'nil reports'.

If you haven't received or entered into any reportable donations and/or loans you must enter zero values on the main form and sign the declaration.



## Pre-poll reporting timetable

Registered campaigners must complete and submit four pre-poll reports that cover set periods of time. Each report must be submitted by a deadline date.

The table below sets out the reporting periods and deadline dates the pre-poll reports must be received by us.

Pre-poll reporting period	Deadline for pre-poll reports
1 February – 21 April	28 April
22 April – 12 May	19 May
13 May – 9 June	16 June
10 June – 22 June	29 June

If you register on or after 22 April your first report must include all donations received and loans entered into over £7,500 from 1 February 2016.

## Explanatory notes

### Section 1 – Details of the registered campaigner

Please provide the details that are required in this section. Please also provide your unique reference number provided on registration.

You must include the pre-poll reporting period the report relates to.

### Section 2 – Summary of donations

Use the donations worksheet (the **red** tab) to report all donations received during the relevant reporting period with a value of more than £7,500.

Use your first pre-poll report to report all donations and loans you have received or entered into from 1 February 2016. For each donation received you must provide the following details:

- the full name of the donor (if known)
- the address, or registered address, of the donor (if known)
- the date you received the donation
- the amount (for a monetary donation) or value (for a non-monetary donation)
- the type of donation If the donation was a non-monetary donation, please provide a description of the goods and services that were received, for example, advertising, premises or hospitality.
- if the donor has an anonymous entry in an electoral register, attach a 'certificate of anonymous registration'

If the donation came from a trust, please contact us for more information on what you need to tell us.

#### Important

For more information see:

- [Donations for EU referendum campaigners](#)
- [Permissibility for EU referendum campaigners](#)

Examples of non-monetary donations include:

- free or discounted use of office space
- a gift of leaflets
- free hire of transport
- discounted design of website

You must report all donations received that are over £7,500 even if you subsequently return them, either before or after the report is finalised.



## Section 3 – Summary of transactions (Loans, credit facilities and securities and guarantees)

Use the transactions worksheets (the **blue, green and orange** tabs) to report all loans entered into of more than £7,500.

We have provided separate worksheets for loans (the **blue** tab), credit facilities – including overdrafts (the **green** tabs), and any guarantees or securities given (the **orange** tabs).

For each loan or credit facility, you must report:

- the full name and address of the lender (to the extent known)
- the date the loan was entered into
- the date the loan is due to be repaid or a statement that it is indefinite, or otherwise how the date will be determined under the agreement
- the value of the loan
- the rate of interest, or how the rate will be determined under the agreement, or a statement that no interest is payable
- whether any security has been given for the loan
- whether the agreement contains a provision that enables outstanding interest to be added to any sum for the time being owed in respect of the loan or credit facility
- if a loan has been entered into with someone who is not a permissible lender, the date when and the manner in which, the transaction was dealt with in accordance with the relevant legislative provisions
- if a loan was entered into with someone who is a permissible lender with an anonymous entry in an electoral register, attach a ‘certificate of anonymous registration’

For more information on types of loans and how to value them see:

- [Loans for EU referendum campaigners](#)

Please note that you must value credit facilities as the maximum amount that may be borrowed; not the amount you have borrowed.

For securities and guarantees you must tell us:

- the nature of the transaction – what type of arrangement it is by which form of security
- the name and address of the guarantor (to the extent known)
- the date the guarantee or security was given
- the amount the guarantor would be liable for in the event of a default
- a description of the principal features of the transaction
- details of any consideration given in return, or a statement that no consideration was given
- if the security includes rights over a property, the nature of that property
- if a transaction has been entered into with someone who is not a permissible lender, the date when and the manner in which the transaction was dealt with in accordance with the relevant legislative provisions
- if the transaction has been entered into with someone who is a permissible lender with an anonymous entry in an electoral register, attach a 'certificate of anonymous registration'

## Section 4 – Declarations

The responsible must sign the declaration to confirm the return is complete and correct.

## Completing and sending the forms to us

The responsible person must return donation and loan reports to us.

You can submit pre-poll donation and loan reports [online](#).

Excel pre-poll donation and loan report available [here](#) should be returned to:

Party and Election Finance  
The Electoral Commission  
3 Bunhill Row  
London EC1Y 8YZ

Tel: 0333 102 1928  
Fax: 0207 271 0505

Email: [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)  
Web: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

 Important

You may be liable for a penalty if you don't submit your reports on time.

## How we can help

You can find more information in the guidance documents we have suggested in this document, or you can view our full range of guidance and up-to-date resources on our website.

If it's easier, you can also contact us on one of the phone numbers or email addresses below. We are here to help, so please get in touch.

Call us on:

- England: 0333 103 1928  
[pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)
- Scotland: 0333 103 1928  
[infoscotland@electoralcommission.org.uk](mailto:infoscotland@electoralcommission.org.uk)
- Wales: 0333 103 1929  
[infowales@electoralcommission.org.uk](mailto:infowales@electoralcommission.org.uk)
- Northern Ireland: 0333 103 1928  
[infonorthernireland@electoralcommission.org.uk](mailto:infonorthernireland@electoralcommission.org.uk)

Visit us at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

We welcome feedback on our guidance – just email us at:  
[pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)