

Form MA1

Quarterly nil report of gifts received by a members' association after a political contribution was made

You need to complete this form if your members' association has notified us that it made total political contributions of more than £25,000 in a calendar year. You will have done this by completing form UA1, which you can find on our website at <http://www.electoralcommission.org.uk/guidance/resources-for-those-we-regulate/organisations>.

You should complete this form for every quarter until your reporting responsibility lapses.

You must report to us at the end of every quarter after the contribution date, which is the day the political contributions exceed £25,000 in a calendar year, for the year in which you made the contribution and the next calendar year. Unless you make another political contribution your reporting responsibility will lapse at the end of the second calendar year.



Important: you should complete this form and return it to us within **30 days** of the end of the calendar quarter

You can use this form to tell us that:

- you have not received any gifts during a quarterly reporting period, or
- to confirm that you have already complied with your reporting responsibilities by reporting all the gifts you have received as donations and loans to your members' association

For more information on reporting donations and loans by members' associations see our website www.electoralcommission.org.uk.

The calendar quarters are:

- Quarter 1 (January – March)
- Quarter 2 (April – June)
- Quarter 3 (July – September)
- Quarter 4 (October – December)



See the **Definitions box** at the end of this document for an explanation of the legal terms used in this note.

Completing and sending the form to us

You can type directly into the form and print it off to sign and send to us or you can print the form out, complete it by hand and send it to us.

Please do not submit this form electronically. The form needs a signature because it contains a declaration, so you can either **post** or **fax it to us**.

Note: If you are completing this form you will have completed:

- UA1 'Notification of an unincorporated association making a political contribution'

You may also need to complete forms:

- RD1A 'Reporting a donation or a visit'
- RD1C 'Report of a controlled transaction by a regulated participant'

Explanatory notes

Section 1 – Details of the members' association

Please insert the full name and address of your organisation's main office and insert a reference number if we have already assigned one to you.

Section 2 – Statement of nil return or compliance

You must tick one of the boxes in this section. If you fail to tick either of the boxes in section 2 we will return the form to you as incomplete.

Section 3 – Declaration and signatures

The declaration must be signed and dated by the person named as the authorised individual for your organisation. You told us the name of this person when you notified us that you made the political contributions.



You will be making a declaration when you sign this form. You should be careful to ensure that you do not make a false declaration.

For more information on members associations see our guidance page <http://www.electoralcommission.org.uk/guidance/resources-for-those-we-regulate/organisations>.

Return the form by post or fax to:

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

Tel: 020 7271 0616

Fax: 020 7271 0505
Email: pef@electoralcommission.org.uk
Web: www.electoralcommission.org.uk

We will acknowledge all notifications.

Electoral Commission use:

Form MA1

Quarterly nil report of gifts received by a members' association after a political contribution was made

Section 1 Details				
Name of association	<input type="text"/>			
Address	<input type="text"/>			
Town	<input type="text"/>	Postcode	<input type="text"/>	
Telephone number	<input type="text"/>	<input type="text"/>		
Email address	<input type="text"/>			
Reference number	<input type="text"/>			
Quarter	1	3	Year	<input type="text"/>
	2	4		

Section 2 Statement of nil return or compliance

No gifts have been received that we are required to report to the Electoral Commission under Part IX of the Political Parties, Elections and Referendums Act 2000

We have already reported all of the gifts we have received to the Electoral Commission as part of our reporting responsibilities under Parts IV and IVA of the Political Parties, Elections and Referendums Act 2000

Section 3 Declaration and signatures

I am the person authorised to make this declaration under Part IX of the Political Parties, Elections and Referendums Act 2000. I hereby declare, to the best of my knowledge and belief, that the above statement of nil return is accurate and that during the above reporting period no gifts have been received by the above named association.

Signed

Printed name

Position held

Date

For Electoral Commission use

Date of receipt

Checked by

Date entered in database

File reference number



Definitions box

How the law defines the legal terms used in this note

Members' association

An association comprising wholly or mainly of party members

Responsible person the person authorised by the association to make a declaration on behalf of an association without a treasurer.

Gift

A gift is anything given or transferred to any officer, member, trustee or agent of an unincorporated association in that person's capacity within the association. You must report a bequest and you should report:

- any donation to the association of money or property
- any subscription or other fee paid for affiliation to, or membership of the association
- any money spent in paying expenses incurred directly or indirectly by the association; or
- the provision – other than on commercial terms – of any property, services or facilities for the use or benefit of the association (including the services of a person)

Political contribution

- a donation to a registered party
- a loan of money, or a credit facility – including guaranteed securities – provided to a registered party
- a donation to a member of a registered party, a members' association, or a holder of elective office
- a loan of money, or a credit facility – including guaranteed securities – provided to a member of a registered party, a members' association, or a holder of elective office
- a donation made to a recognised third party; or
- a donation made to a permitted participant in a referendum

Donation

- any gift of money or property to the party or organisation, or to a party officer, member, trustee or agent of a registered party in their capacity as such
- any sponsorship provided in relation to the party or organisation
- any subscription or other fee paid for affiliation to, or membership of the party or organisation
- any money spent in paying expenses incurred directly or indirectly by the party or organisation; or
- the provision – other than on commercial terms – of any property, services or facilities for the use or benefit of the party (including the services of a person)

Where can I get further advice?

If you have any questions about notifying the Commission about political contributions, and reporting the gifts made to unincorporated associations please contact us for further advice.

You can get further advice from:

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

Tel: 020 7271 0616
Fax: 020 7271 0505
Email: pef@electoralcommission.org.uk
Web: www.electoralcommission.org.uk

Or

The Electoral Commission
Scotland Office
38 Thistle Street
Edinburgh EH2 1EN

Tel: 0131 225 0200
Fax: 0131 225 0205
Email: infoscotland@electoralcommission.org.uk

The Electoral Commission
Wales Office
Caradog House
1–6 Saint Andrews Place
Cardiff CF10 3BE

Tel: 029 2034 6800
Fax: 029 2034 6805
Email: infowales@electoralcommission.org.uk

The Electoral Commission
Northern Ireland Office
Seatem House
28-32 Alfred Street
Belfast BT2 8EN

Tel: 028 9089 4020
Fax: 028 9089 4026
Email: infonorthernireland@electoralcommission.org.uk