

Form R1

Notice of appointment of a responsible person by a members' association with no treasurer

When to complete this form

You should complete this form to appoint a responsible person when your members' association does not have a treasurer.

Note: Do not complete this form if you have already appointed a responsible person.

The decision to appoint a responsible person is voluntary unless:

- you have accepted a reportable permissible donation or loan, which is a donation or loan of more than £7,500
- you are in receipt of a donation or loan of more than £500 from an impermissible source

This notice will be in force from the date we receive it. Please note that it will lapse **12 months** after the date of receipt. We will remind you to renew this notice one month before it is due to expire.

The information provided in this form is kept for our records and is not added to any of our public registers.



Important: you must appoint a responsible person **within 30 days** of receipt of a reportable donation or loan.

Completing and sending the form to us

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



See the **Definitions** section at the end of this document for an explanation of the terms used in this form.

Explanatory notes

Section 1 – Details of the members' association

Please insert the full name and address of the members' association.

Section 2 – Details of responsible person

Please insert the full name and address of the individual to be appointed as responsible person.

Section 3 – Declaration and signatures

This declaration must be signed and dated by the responsible person to be appointed.

This form must also be signed on behalf of the members' association confirming the appointment of the responsible person.



You will be making a declaration when you sign this form. You should be fully aware of the responsibilities this position holds.

For more information see our *Briefing note: members' associations – responsibility for reporting*, which can be found on our website at www.electoralcommission.org.uk/guidance/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 notices of appointment.

Electoral Commission use:

Form R1

Notice of appointment of a responsible person by a members' association with no treasurer

Section 1: Details of members' association

Name of members' association

Address

Town

Postcode

Telephone number*

Email address*

* This information is optional.

Section 2: Details of responsible person to be appointed

Name of responsible person

Address

Town

Postcode

Telephone Number*

Email Address*

* This information is optional

Section 3: Declaration and signatures

Signed on behalf of the members' association

Name of person signing on behalf of members' association

Date

I declare that I have accepted the position of responsible person in connection with reporting controlled donations and loans. This notice is entered into in accordance with Schedules 7 and 7A of the Political Parties Elections and Referendums Act 2000.

Signed by responsible person

Printed name

Date

For Electoral Commission use

Date of receipt

Checked by

Date entered in database

File reference number



Definitions

How the law defines the terms used in this notice of appointment.

Responsible person

An individual appointed by a members association with no treasurer to be responsible for managing and reporting controlled donations and loans.

Members' association

An association comprised wholly or mainly of party members.

Donation

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

Loans

A loan, credit facility or guarantee or security given to a holder of relevant elective office, for example:

- a mortgage owed to a bank on an Member of the Scottish Parliament's constituency office
- the loan of cash by a supporter to pay for a party member's leadership campaign
- a credit facility extended to a holder of relevant elected office, such as a bank overdraft or a credit card in connection with their political activities

Permissible donation

- a transaction received from a permissible donor with a value of more than £7,500

Impermissible donation

- a transaction received from an impermissible donor with a value of more than £500

Permissible donor

- an individual registered on a UK electoral register (including bequests)
- a UK registered company which is incorporated within the EU and carries on business in the UK
- a Great Britain registered political party
- a registered trade union
- a registered building society
- a UK registered limited liability partnership that carries on business in the UK
- a UK registered friendly society
- a UK based unincorporated association that carries on business or other activities in the UK
- some types of trust

Impermissible donor

- a donor that does not fall into the category of permissible donors above, or from a source that cannot be identified (e.g. a transaction given anonymously with a value of more than £500)

Please note: You can accept donations from individuals or organisations that are not permissible donors provided that the purpose of the donation is to meet the reasonable costs of an overseas visit.

Where can I get further advice?

If you have any questions about managing or reporting donations or loans, 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

Form R1 and explanatory notes – Notice of appointment of a responsible person by a members' association with no treasurer

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