

## Report of an impermissible donation returned by a regulated donee

### Explanatory notes on completing form RD1B/ RD1G

Each note corresponds to a numbered section on form RD1B/ RD1G.

#### **1 Details of regulated donee**

Please insert the full name and address of the regulated donee submitting the report. If appropriate, please specify the office to which the regulated donee has been elected.

Please note that this address will be made public on the register of donations to regulated donees. It is therefore recommended that individual regulated donees use their office addresses rather than their personal addresses.

#### **2 Declaration**

This declaration must be made and signed by the regulated donee submitting the report. Where the regulated donee is a members association, the declaration must be signed by the association's treasurer, or otherwise by the person responsible for managing donations made to the association.

#### **3 Name and address of donor**

If the donation was received from an identifiable donor, please insert the name and address of the individual or organisation which made the donation.

If the donation was from an unidentifiable donor, please tick the box to indicate this.

#### **4 Date of donation**

Please insert details of the date on which the donation was received.

#### **5 Cash donation amount**

If the donation was in cash, please specify the amount of the donation.

#### **6 Non-cash donation**

If the donation was not made in cash, please specify the value of the donation, and the nature of the donation (e.g., £1,300; laptop computer).

#### **7 Manner in which unidentifiable donation was made**

Please give details of the way in which the donation was made (e.g., cash donation through the post).

## **8 Return of donation to a known donor**

If the donation was received from an impermissible donor, please give details of the date on which the donation was returned, and the person or organisation to whom the donation was returned.

## **9 Action taken in the case of a donation from an unidentifiable donor**

If the donation was received from an unidentifiable donor, please give the date on which the donation was returned, and indicate whether the donation was returned to the person who transferred the donation, a relevant financial institution, or surrendered to the Commission. Please give the name and address of the person or organisation to whom the donation was returned.

## **10 Donation surrendered to The Electoral Commission**

Please indicate whether a cheque for the value of the donation has been attached with the return.

The completed RD1B form should be returned to:

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

Tel: 020 7271 0616

Fax: 020 7271 0505

Email: [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)

Web: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

# Report of a donation not accepted by a regulated donee in Northern Ireland

# The Electoral Commission

## Confidential

Important: the accompanying explanatory notes should be read before completing this form.

### 1 Details of regulated donee

Name

Address

Town  County  Postcode

Elective office held  
(if appropriate)

### 2 Declaration

I declare to the best of my knowledge and belief that the donation recorded in the report as having been received by the donee named above, or a payment of an equivalent amount, has been returned to the donor or otherwise dealt with in accordance with the Political Parties, Elections and Referendums Act 2000.

Important: a person commits an offence if they knowingly or recklessly make a false declaration.

Signed  Date     
dd mm yyyy

Printed name

(If the regulated donee is an individual, that individual must sign the declaration. In the case of a members association, the association's treasurer must sign, or otherwise the person responsible for managing donations to the association.)

### 3 Name and address of donor

Was the donation from an unidentifiable donor?  Yes (If yes, tick the box and go straight to question 4)  No

Name of individual Title  First name(s)

or Surname

Name of body

Address

Town  County  Postcode

Name of regulated donee

4 Date donation received

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| dd                   | mm                   | yyyy                 |

5 Cash donation amount

6 Non-cash donation

Value of donation

Nature of donation

7 Manner in which a donation from an unidentifiable donor was made

8 Return of donation to known donor

Date donation returned

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| dd                   | mm                   | yyyy                 |

(if the donation was from an unidentifiable donor, go straight to question 9)

Donation returned to:

Name of individual Title

First name(s)

or

Surname

Name of body

Address

Town

County

Postcode

9 Action taken in the case of a donation from an unidentifiable donor

Date of action

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| dd                   | mm                   | yyyy                 |

What action taken:

(tick as appropriate)

If the donation was transmitted by a third person, the return of the donation to that person.

If the donation has come via an identifiable financial institution, the return of the donation to that institution.

If there is no means of returning the donation, its surrender to the Commission for payment into the consolidated fund.

Name of regulated donee

Donation returned to:

Name of individual Title

First name(s)

or

Surname

Name of body

Address

Town

County

Postcode

10 If the donation is being surrendered to The Electoral Commission,  
is a cheque to the donation attached?

(tick as appropriate)

Yes

No

Please return the form 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](mailto:pef@electoralcommission.org.uk)

Website: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

For Electoral Commission use

Date of receipt

dd

mm

yyyy

Date entered in database

dd

mm

yyyy

Checked by

Entered by

File reference

## Privacy Statement

We will only use the information you give us to support our statutory functions. We will look after your personal information securely and we will follow data protection legislation. We will not share your personal information, or the personal information you may provide on other people, to anyone else unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for us to perform tasks carried out in the public interest and to exercise official authority vested in the Electoral Commission as set out in the Political Parties, Elections and Referendums Act 2000, the Representation of the People Act 1983, associated regulations and other electoral legislation.

Some of the information collected in this form is classified as special category personal data. We process this for reason of substantial public interest, which has a basis in UK law. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Electoral Commission is the Data Controller and its Data Protection Officer is Jo Crofton-Diggins ([dataprotection@electoralcommission.org.uk](mailto:dataprotection@electoralcommission.org.uk)).

You can read our privacy notice at <https://www.electoralcommission.org.uk/privacy-notice> for information about how we process personal data.