

Reporting a donation or visit

Note: If you would like to report a loan or credit facility, please use form RD1C

There are different rules for Northern Ireland party members, members associations and office holders in Northern Ireland. Please use form RD1F to report these donations.

Who should fill in this form?

You should fill in this form:

(a) if you are

- an MEP, MSP, Welsh AM, GLA member, elected mayor or a local councillor (excluding parish and community councillors); **or**
- a member of a political party registered with the Commission; **or**
- acting on behalf of an organisation whose membership is wholly or mainly made up of members of a particular registered party (a 'members association') **and**

(b) you have accepted a donation or someone else has paid for a visit relating to your political activities **and**

(c) the value of that donation, or of all donations, visits or loans from the same source in this calendar year, is over £1,500 (for individuals), or over £7,500 (for members associations). When adding up different donations from the same source, you need only count donations of over £500.

When you receive a donation, you have 30 calendar days to decide whether to accept it. You are deemed to accept the donation if you do not return it within this time. **If you accept a donation, you have 30 calendar days from the date of your decision to report to us.**

Note: You can only accept donations over £500 from certain UK-based sources, and you are responsible for making checks to confirm the identity of your donors. These sources are listed at section 3 of the notes on completing the form.

If you cannot confirm that a donation comes from one of these sources within 30 calendar days, you should return it to the donor. If this is not possible, you must send the money to us within 30 calendar days of receiving it. Money sent to us is paid into public funds.

You must report to us if you receive an impermissible or anonymous donation and tell us how you have dealt with it, within 30 calendar days of when you return it or send the money to us. You can do this on form RD1B.

This applies to all donations except overseas visits, which you can accept from any source.

What is a donation?

Donations include gifts of money or property, and goods or services provided on non-commercial terms. Sponsorship of an event or publication on your behalf, or payment of your expenses on a visit are also donations.

What are political activities?

Political activities include

- party, parliamentary and governmental activities
- promoting a candidate in an election for office within the party
- promoting the selection of someone as a candidate for election
- campaigning outside the period for which you have to submit a candidate's expenses return
- promoting policies for adoption by the party
- promoting the interests of a particular group or other entity to the party

You can find more detailed guidance in our publication *Donations and loans: guidance for regulated donees*. This contains more information on who you can accept donations from, what is and is not a donation, how to value donations and more details on reporting to us.

The document is available on our website, www.electoralcommission.org.uk

You can also call us on 020 7271 0616, or write to us at:

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

Reporting a donation or visit

The completion notes contain guidance on filling in the numbered boxes.

Section A Your details (to be completed by all) [1]

Name	<input style="width: 95%;" type="text"/>	Address [1]	<input style="width: 95%; height: 100px;" type="text"/>
Telephone number	<input style="width: 95%;" type="text"/>		
Email address	<input style="width: 95%;" type="text"/>		Postcode
I am (please tick)	an MEP <input type="checkbox"/>	an AM <input type="checkbox"/>	an MSP <input type="checkbox"/>
		a councillor <input type="checkbox"/>	
	other <input style="width: 95%;" type="text"/>		

Section B Donation details (if reporting a visit, go straight to Section C)

Name of donor	<input style="width: 95%;" type="text"/>	Donor status [3] (please tick)	
Address of donor [2]	<input style="width: 95%; height: 150px;" type="text"/> Postcode	individual <input type="checkbox"/>	registered party <input type="checkbox"/>
		building society <input type="checkbox"/>	trade union <input type="checkbox"/>
		friendly society <input type="checkbox"/>	unincorporated association <input type="checkbox"/>
		limited liability partnership <input type="checkbox"/>	company (please give the company registration number below) <input type="checkbox"/>
			<input style="width: 95%;" type="text"/>
		public funds (for members associations only) <input type="checkbox"/>	
		Provision under which public funds made	
		<input style="width: 95%; height: 100%;" type="text"/>	

Section D Declaration (to be completed by all)

I confirm, to the best of my knowledge and belief, that the donation was from a permissible donor (please tick)

I declare, to the best of my knowledge, that the information provided on this form is accurate.

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

Signed

Date

Print name

Individuals must sign this personally. No one else can do this on your behalf.

In the case of a members association, the association's treasurer or the person responsible for managing the donations to the association must sign.

Please return this form to:

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

Tel: 020 7271 0616

Fax: 020 7271 0505

E-mail: pef@electoralcommission.org.uk

Website: www.electoralcommission.org.uk

Electoral Commission use only

Date received

On time? Yes No

Referred to enforcement team? Yes No > Date

Date received back from enforcement team

Date logged

Completion notes – form RD1A

Section A – Your details

1 Address

Please note that we have to publish your address on our register. If you wish, you may use an office address at which you can easily be contacted.

Section B – Donation details

2 Donor's address

If the donor is an individual, please give the address at which they are shown on the electoral register. If the donation is a bequest, please give the last address at which the donor is shown on the register. Individuals' addresses are not made public. If the donor is registered anonymously, you do not need to give an address (please see note 4 below).

If the donor is an organisation, please give the registered office address (or main office address for an unincorporated association).

3 Donor status

You can only accept donations if they come from one of the following sources:

- an individual registered in a UK electoral register
- a UK registered company which is incorporated within the European Union (EU) and carries on business in the UK
- a GB registered political party, trade union, building society or friendly society
- a UK registered limited liability partnership that carries on business in the UK
- a UK based unincorporated association that carries on business or other activities in the UK
- certain types of trust. If you are reporting a donation from a trust, please contact the Commission for the appropriate form.

Members associations may also accept donations from public funds.

MEPs representing the combined region of the South West of England and Gibraltar and members associations associated with Gibraltar parties may accept donations from Gibraltar sources.

4 Anonymous electors

If a donor has an anonymous entry in the electoral register, they receive written confirmation of their entry from the local Electoral Registration Officer. You must verify that you have seen this confirmation. Please note that we will publish the donor's name on our register, but not an address or location.

5 Date donation received

This will usually be the date on which you receive the cash or services which make up the donation. If a donation is directly transferred into a bank account, it is the date on which you are notified of the deposit. This could be through a bank statement or by checking online.

6 The donation is being reported as an aggregation

You should tick this box if you are reporting to us because you have received several donations of more than £500 from the same source in this calendar year, and they now add up to over £1,500 (for individuals) or £7,500 (for members associations).

7 The donation is a sponsorship

You should tick this box if the donation was given to help you pay the cost of any conference, meeting or other event held on your behalf, or any publication, study or research organised by you or on your behalf.

Section C – Visit details

8 Value of the visit

We understand that it is not always possible to give an accurate valuation of an overseas visit if there is no clear commercial equivalent. If this is the case, please tick the declaration on the form.

Returning this form

Please return the signed form to:

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

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).

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