

Explanatory notes on completing form RD1f: Report of acceptance of a donation by a Northern Ireland regulated donee

Revised version March 2018

Regulated donees must submit a donation return to the Electoral Commission within 30 days of accepting a relevant donation:

- with a value of more than £7,500 (members associations)
- with a value of more than £1,500 (holders of relevant elective office and members of political parties)

A separate form should be completed in respect of each donation reported.

Please note that in respect of any donor who is an Irish citizen, a copy of one of the following documents which has been certified by the Department of Foreign Affairs and Trade – Ireland must be attached to the return:

- the donor's Irish passport
- the donor's Irish certificate of nationality
- the donor's Irish certificate of naturalisation

In respect of any donor that is an Irish unincorporated association, a letter from a solicitor currently practising in Ireland confirming the name and address of the association and the association's status must be included.

Each of the following notes corresponds to a numbered section on form RD1f.

1 Regulated donee details

This part should be completed by all regulated donees.

Please give the following information:

- name of the regulated donee
- an address where the donee can be reached (not necessarily a home address)
- elective office held (if applicable)

2 Declaration and signature

This part should be completed by all regulated donees.

This declaration must be signed by the individual regulated donee or, in the case of a members association, either by the association's treasurer or by the person responsible for managing donations made to the association.

Important: It is an offence to make a false declaration knowingly or recklessly, or to fail to submit a return within 30 days of receipt of a donation.

3 Donation details

This part should be completed by all regulated donees.

Please provide the following details about the donation:

- whether the donation was from an Irish source
- the amount or value of the donation; this is a requirement for all donations, including overseas visits; where the exact value is not known, please estimate
- where the donation has come from an Irish individual or unincorporated association an indication that the required documentation has been submitted to support the permissibility of the donor
- the status of the donor, selecting one of these categories:
 - individual
 - company
 - registered political party
 - trade union
 - building society
 - limited liability partnership
 - friendly or other registered society
 - unincorporated association
- in the case of a company, the company registration number
- full name of the donor
- registered address of the donor
 - for a UK elector, the address at which they are registered to vote
 - for a bequest from a UK elector, the last address at which the individual was registered to vote in the five years ending with the date of their death
 - no address is required for Irish citizens (including bequests)
 - for a registered organisation, the organisation's registered address
 - for an unincorporated association, the address of the association's main office
 - for a donation transmitted by a trustee on behalf of a beneficiary of the trust, the full name and address of the beneficiary
- whether the donation was:

- a bequest
- sponsorship
- from an anonymously registered UK elector
- the nature of the donation in the case of a non-cash donation
- date of receipt: the date on which the donee took possession of the donation; this may be the day on which it was presented to them or, if paid directly into an account, the day on which they became aware of the donation. Please note as of 28 March 2018 it is a legal requirement to report this date for any donation received before 01 July 2017.¹
- date of acceptance: the date the donee determined the donation was permissible and decided to accept it.
- whether the donation was in relation to an overseas visit and if so:
 - the date or dates of the visit
 - the destination of the visit
 - the purpose of the visit
- whether the donation was:
 - from public funds, and if so, the statutory or other provision
 - from a trust

4 Donations from UK permissible donor exempt trusts

This part should be completed only by regulated donees reporting a donation accepted from a UK permissible donor exempt trust.

Please tick the box to indicate that the donation was received from the trustee of a UK permissible donor exempt trust, and provide the following details about the trust:

- the full name of the individual or organisation that originally created the trust
- the registered address of the individual or organisation that originally created the trust*
- the status of the trust creator*
- the company registration number of the trust creator, if applicable

For each individual or organisation that contributed to the trust (including through bequests), please supply the following information:

- name
- registered address*
- status*
- amount of transfer
- company registration number (where applicable)

¹ Article 8, The Transparency of Donations and Loans etc. (Northern Ireland Political Parties) Order 2018, SI 2018/328.

* See notes on completing part 3 for guidance on these.

- date of transfer

5 Donations from UK pre-1999 exempt trusts

This part should be completed only by regulated donees reporting a donation accepted from a UK pre-1999 exempt trust.

Please tick the box to indicate that the donation was received from the trustee of a UK pre-1999 exempt trust and provide the following details:

- the full name of the individual or organisation that originally created the trust
- the date the trust was created

For each individual or organisation that contributed to the trust before 27 July 1999 (including through bequests), please supply the following information:

- full name
- date of transfer

Please note that a trust is not a pre-1999 exempt trust if it has accepted any contribution of money or other property since 27 July 1999.

6 Donations from Irish post-2007 exempt trusts

This part should be completed only by regulated donees reporting a donation accepted from an Irish post-2007 exempt trust.

Please tick the box to indicate that the donation was received from the trustee of an Irish post-2007 exempt trust and provide the following details:

- date the trust was created
- full name of the person who created the trust
- address of trust creator* (only where creator was an organisation rather than an individual)
- status of trust creator*
- company registration number of trust creator (where relevant)
- where the trust creator was an Irish individual or unincorporated association, an indication that the required documentation has been submitted to support the permissibility of the creator

In respect of each individual or body that has transferred money or property to the trust (or under whose will money or property has been transferred) since 1 November 2007, please provide the following information:

* See notes on completing part 3 for guidance on these.

- their full name
- their address* (except in the case of individuals)
- their status*
- the amount transferred
- the company registration number (where applicable)
- the date of the transfer

For any Irish citizen or unincorporated association that has transferred money or property to the trust, the relevant documentation must be supplied.

7 Donations from Irish pre-2007 exempt trusts

This part should be completed only by parties reporting a donation accepted from an Irish pre-2007 exempt trust.

Please tick the box to indicate that the donation was received from the trustee of an Irish post-2007 exempt trust and provide the following details:

- full name of the person who created the trust
- date the trust was created
- the amount or value of the donation

In respect of each individual or body that has transferred money or property to the trust (or under whose will money or property has been transferred) since 1 November 2007, please provide the following information:

- their full name
- their address* (except in the case of individuals)
- their status*
- the amount transferred
- the company registration number (where applicable)
- the date of the transfer

For any Irish citizen or unincorporated association that has transferred money or property to the trust since 1 November 2007, the relevant documentation must be supplied.

Form RD1f should be returned to:

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

Tel: 020 7271 0616

Fax: 020 7271 0505

Or

The Electoral Commission
Ground Floor
4 Cromac Place
The Gasworks
Belfast BT7 2JB

Tel.: 0333 103 1928

Fax: 028 9031 4827

Email: infonorthenireland@electoralcommission.org.uk