

Form UA3

Quarterly report of gifts received by an unincorporated association after a political contribution was made

Once you have notified us that you have made political contributions of more than £25,000 in a calendar year, you must send quarterly reports to us about any gifts received by the association after making those contributions.

Each quarter you need to tell us:

- the details of all reportable gifts you have received in the quarter, or
- that you have received no gifts in the quarter – submit a nil return

Reportable gifts are:

- a single gift with a value of more than £7,500 or
- two or more gifts of more than £500 from the same source in the same calendar year that add up to more than £7,500 or
- any additional gifts given by a source that you have already reported as having given a gift in the calendar year, if those gifts have a value of, or they add up to, more than £1,500

We will publish the information you provide on the **public register of recordable gifts to unincorporated associations**. We do not publish the home addresses of givers who are individuals.

Quarter end dates and reporting deadlines are:

- 31 March – deadline of 30 April
- 30 June – deadline of 30 July
- 30 September – deadline of 30 October
- 31 December – deadline of 30 January

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.



See the Definitions Box at the end of this document for an explanation of some of the terms used in this explanatory note.

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 should have already completed:

- form UA1 'notification of an unincorporated association making a political contribution' and
- form UA2 'report of gifts received by an unincorporated association before a political contribution was made'

Explanatory Notes

Each note explains how to complete the form for that numbered section on the form.

1 Details of the unincorporated association

Please insert the full name and address of your organisation's main office and the reference number we sent you after notification.

2 Declaration and signature

The declaration must be signed and dated by someone who has been authorised by the unincorporated association.



You will be making a declaration when you sign this form. It is an offence to knowingly, or recklessly make a false declaration. For more information see our Briefing note: unincorporated associations, which can be found on our website at www.electoralcommission.org.uk

3 Type of return

If your organisation has **not received reportable gifts** during the quarterly reporting period then you should tick the box for '**no gifts**'. The return will be treated as a nil return.

If your organisation has received reportable gifts you should tick the box for 'gifts received' and complete the statement of gifts in section 4.



If you do not tick either of the boxes in section 3 the form will be returned to you as incomplete.

4 Statement of gifts

The government intends to make secondary legislation to clarify what constitutes a gift, but in the meantime you should err on the side of caution when deciding what to report – see the definitions box for guidance.

- a. Please tell us how many people or organisations gave you the gifts that you are reporting – this number should correspond with the number of entries you make on section 4 of this form.
- b. Please fill in as many details as you have for each giver.
- c. Please tell us the total amount or value of the gift. If the gift, or part of the gift, was a non-cash gift you should give the market value. Non-commercial discounts on purchases of assets and benefits such as reduced rates for property, services or facilities are also likely to constitute gifts. In these cases the value of the discount, or benefit received, is the amount of the gift.
- d. Please tell us the date the gift was received. If you are reporting a multiple gift then you should use the date on which you received the gift that took the value over the reporting threshold of £7,500, or £1,500 in the case of further gifts in the same calendar year from the same source.
- e. Please tick the box to tell us whether the gift you are reporting is a single gift or a multiple gift. A multiple gift means you received two or more gifts greater than £500 from the same source, in the same calendar year that add up to more than £7,500 (or £1,500 if you have already reported a gift from that source in the same calendar year).

Note: If you are reporting a multiple gift you will also need to complete section 5 for this gift.

- f. If the gift was a single gift please tell us the form it took e.g. cash, non-cash, a bequest

Use the link on the form to access more copies of this section of the form if you need to tell us about more than three givers.

5 Multiple gift details

Use this page to tell us more about gifts that are made up of several gifts.
Use the link on the form if you need more copies of this page.

For each of the gifts of more than £500 that comprise the multiple gift, please tell us:

- a. the form the gift took e.g. cash, non-cash, a bequest
- b. the amount or value of the gift. If the gift was non-cash you should give a market value and
- c. the date the particular gift was received

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

Electoral Commission use:

Report of gifts received by an unincorporated association that has made political contributions

Section 1 Details of the unincorporated association

Name	<input type="text"/>
Address	<input type="text"/>
Email address	<input type="text"/>
Reference number	<input type="text"/>

Section 2 Declaration and signature

I am authorised by the unincorporated association to make this declaration. I declare that to the best of my knowledge and belief, everything stated in this report is accurate and the report contains everything that it is required to contain by Schedule 19A of the Political Parties, Elections and Referendums Act 2000.

Signed	<input type="text"/>
Printed name	<input type="text"/>
Position of individual	<input type="text"/>
Date	<input type="text"/>

Section 3 Type of return

We have received (please tick):

No gifts – we have received no gifts that have to be reported by us under Part IX of the Political Parties, Elections & Referendums Act 2000.

➡ **If you have ticked ‘no gifts’, you do not need to complete the statement of gifts below.**

Gifts – we have received gifts that have to be reported by us under Part IX of the Political Parties, Elections & Referendums Act 2000.

➡ **If you have ticked ‘gifts’, please complete the statement of gifts below.**

Section 4 Statement of gifts

Total number of
givers – people or
organisations you
received gifts from

➡ **Please provide details of each giver and their gifts below**

Giver 1

Name of the
giver

Address of
the giver

Total cash
amount or
value

Date
received

This gift given as

A single gift

Form of gift

Multiple gifts

➡ **If the gift was given as multiple gifts, you must give us details of these individual gifts by completing the ‘Section 5 Multiple gift details’ at the end of this form**

Giver 2

Name of the giver

Address of the giver

Total cash amount or value

Date received

This gift given as

A single gift

Form of gift

Multiple gifts

⌚ If the gift was given as multiple gifts, you must give us details of these individual gifts by completing the 'multiple gift section' at the end of this form

Giver 3

Name of the giver

Address of the giver

Total cash amount or value

Date received

This gift given as

A single gift

Form of gift

Multiple gifts

⌚ If the gift was given as multiple gifts, you must give us details of these individual gifts by completing the 'multiple gift section' at the end of this form

If you need to tell us about more individuals, or organisations, that have given your association gifts you can download more pages here ⌚

For Electoral Commission use

Date of receipt

Checked by

Date entered in database

File reference number

⊕ Please complete Section 5 for each giver who has given multiple gifts. You can find more copies of section 5 pages by clicking this link.

Section 5 Multiple gift details

Giver number

Name

Gift 1 – nature of gift

Cash amount or value

Date received

Gift 2 – nature of gift

Cash amount or value

Date received

Gift 3 – nature of gift

Cash amount or value

Date received

Gift 4 – nature of gift

Cash amount or value

Date received

Gift 5 – nature of gift

Cash amount or value

Date received



Definitions box

Authorised individual the person authorised by the association to make a declaration on behalf of the association.

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 of benefit of the association (including the services of a person)

If your organisation benefits from sponsorship of an event, a publication, a study or research please contact us as to whether this should or should not be reported as a gift.

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 registered campaigner (permitted participant) in a referendum

Donation

- any gift to a party or organisation of money or property
- 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 of 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.

Further advice can be obtained 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

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.