

Form CO1

Notice of appointment of a compliance officer by a holder of relevant elective office

This form should be completed by a holder of relevant elective office, who wishes to appoint a compliance officer to help them meet their obligations to report donations and loans.

A holder of relevant elective office is:

- a member of the House of Commons
- a member of the European Parliament elected in the UK
- a member of the Scottish Parliament
- a member of the National Assembly for Wales
- a member of the Northern Ireland Assembly
- a member of any local authority in any part of the UK, including the Common Council of the City of London but excluding a parish or community council
- a member of the Greater London Assembly; or
- Mayor of London or other elected mayor

Note: you do not have to register a compliance officer but may do so if you want someone else to be able to act on your behalf in dealing with donations and loans

Important: This notice will be in force from the date which it is received by us and will **lapse twelve months** after this date. We will remind you to renew this notice one month before it is due to expire.

Completing and sending the form to us

You can type directly into the form and print it off to sign and send to us. Alternatively, you can print the form out, complete by hand and send 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 box** at the end of this document for an explanation of the legal terms used in this note.

Explanatory notes

Section 1 – Details of the office holder appointing the compliance officer

Please insert the full name and home address of the office holder who is appointing the compliance officer. If the office holder is a member of a registered party, then you should also provide details of the party's name and the address of its registered headquarters.

Please specify the office to which the office holder has been elected.

Section 2 – Details of compliance officer to be appointed

Please insert the full name and address of the individual to be appointed as the compliance officer. If the compliance officer is a member of a registered party, then you should also provide details of the party's name and the address of its registered headquarters.

If the compliance officer holds a relevant elected office, then you should supply details of the office held.

Note: We will maintain a register that will be made available to the public. The register will **not include** the addresses of individuals.

Section 3 – Declaration and signatures

This declaration must be signed and dated by the compliance officer confirming their consent to the appointment.

The holder of relevant elective office must also sign and date the form.



You will be making a declaration when you sign this form. You should be careful to ensure that you do not make a false declaration and are fully aware of the responsibilities this position holds.

For more information see our **Briefing note: compliance officers for elective office-holders**, which can be found on our website at www.electoralcommission.org.uk

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

Form CO1 and explanatory notes – Notice of appointment of a compliance officer by a holder of relevant elective office

Electoral Commission use:

Notice of appointment of a compliance officer

Section 1: Details of office holder appointing the compliance officer

Name of
office
holder

Address

Town

Postcode

Telephone
number

Email
address

Details of
elected
office

Name of
registered
party

Party HQ
address

Section 2: Details of compliance officer to be appointed

Name of officer

Address

Town

Postcode

Telephone number

Email address

Details of elected office if any

Name of registered party

Party HQ address

Section 3 Declaration and signatures

Signed by
office
holder

Date

I declare that I have accepted the position of compliance officer and confirm that I have not been convicted of any offence in connection with reporting controlled donations at any time before making this declaration. This notice is entered into in accordance with Schedules 7 & 7A of PPERA 2000.

Signed by
compliance
officer

Printed
name

Position
held

Date

For Electoral Commission use

Date of
receipt

Checked
by

Date
entered in
database

File
reference
number



Definitions box

How the law defines the terms used in this note

Compliance officer

an individual appointed by a holder of relevant elective office to assist them with their responsibility to report donations and loans

Political party

a party registered with us under Part II of PPERA

Members association

an association comprised wholly or mainly of party members

Donation

- any gift to the holder of relevant elective office of money or property
- any sponsorship provided to the holder of relevant elective office
- any subscription or other fee paid for affiliation to, or membership of the holder of relevant elective office
- any money spent in paying expenses incurred directly or indirectly by the holder of relevant elective office;
- the provision – other than on commercial terms – of any property services or facilities for the use of benefit of the holder of relevant elective office (including 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 MSP'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

Holder of a relevant elective office

- a member of the House of Commons
- a member of the European Parliament elected in the UK
- a member of the Scottish Parliament
- a member of the National Assembly for Wales
- a member of the Northern Ireland Assembly
- a member of any local authority in any part of the UK, including the Common Council of the City of London but excluding a parish or community council
- a member of the Greater London Assembly; or
- Mayor of London or elected mayor;

Where can I get further advice?

If you have any questions about donations and 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

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.