

Explanatory notes on completing form RP10aNI: Quarterly donations return by a Northern Ireland registered party

Revised version March 2018

Registered political parties are required to submit a donation return to the Electoral Commission within 30 days of the end of each calendar quarter, giving details of any of the following donations:

- any donations (including aggregate donations) of more than £7,500 accepted by a party HQ
- any donations (including aggregate donations) of more than £1,500 accepted by a party's accounting units
- any donations (including aggregate donations) of more than £1,500 accepted by a party from a donor who has already been reported in a donation report during the same calendar year;
- any donations which fall to be reported as 'section 62' donations (i.e. aggregate donations of more than £7,500 made to different sections of the party)
- any impermissible or unidentifiable donations received by any section of a party

Parties which do not have any relevant donations to report should record a nil return using form RP10QN(NI).

Please note that in respect of each 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 each 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 RP10aNI.

1 Party details

This part should be completed by all parties.

Please give the name and reference number of the party. In addition, please indicate the relevant quarter and year to which the return relates, i.e.:

Quarter 1 (January–March)

Quarter 2 (April–June)

Quarter 3 (July–September)

Quarter 4 (October–December)

2 Declaration and signature

This part should be completed by all parties.

This declaration must be amended as appropriate and signed by the person registered as party treasurer.

Important: It is an offence for a treasurer to make a false declaration knowingly or recklessly, or to fail to submit a return within 30 days of the end of the reporting period.

Please use the tick boxes to indicate what types of donations the party is reporting in the reporting period. You do not have to submit blank copies of the sections which do not apply to your return.

3 Accepted cash donations

This part should be completed only by parties reporting cash donations they have accepted.

Give the number of cash donations accepted and reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form. Please note that details of donations from exempt trusts should be entered in Part 5 or 6 rather than Part 3 or 4.

Please attach a separate copy of Part 3 in respect of each cash donation reported. Each donation should be numbered sequentially and any accompanying documentation should be labelled with the appropriate donation number.

Please provide the following details about each donation:

- whether the donation was received by the central party or one of its accounting units
- 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
- the status of each donor, selecting one of these categories:
 - individual
 - company
 - registered 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
- 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 amount of the donation in pounds and pence
- date of receipt: the date on which the party took possession of the donation; this may be the day on which it was presented to the party or, if paid directly into an account, the day on which the party became aware of the donation. Please note as of 08 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 party determined the donation was permissible and decided to accept it
- whether the donation was:
 - a bequest
 - sponsorship
 - from an Irish source

¹ Article 6, The Transparency of Donations and Loans etc. (Northern Ireland Political Parties) Order 2018, SI 2018/328.

4 Accepted non-cash donations

This part should be completed only by parties reporting non-cash donations they have accepted.

Give the number of non-cash donations accepted and reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form. Please note that details of donations from exempt trusts should be entered in Part 5 or 6 rather than Part 3 or 4.

Please attach a separate copy of Part 5 in respect of each non-cash donation reported. Each donation should be numbered sequentially and any accompanying documentation should be labelled with the appropriate donation number.

Please give the following information in respect of each donation:

- whether the donation was received by the central party or one of its accounting units
- 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
- the status of each donor, selecting one of these categories:
 - individual
 - company
 - registered 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
- 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 value of the goods or services provided on the date on which the party took possession of the donation

- date of receipt: the date on which the party took possession of the donation. Please note as of 08 March 2018 it is a legal requirement to report this date for any donation received before 01 July 2017.²
- Date of acceptance: the date the party determined the donation was permissible and decided to accept it
- whether the donation was:
 - a bequest
 - sponsorship
 - from an Irish source
- a description of the goods or services received, including the length of any period for which they were made available, e.g. free use of a car for a period of three weeks

5a Donations from UK permissible donor exempt trusts

This part should be completed only by parties reporting donations accepted from UK permissible donor exempt trusts.

Give the number of UK permissible donor exempt trust donations accepted and reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form.

Please attach a separate copy of Part 5a in respect of each UK permissible donor exempt trust donation reported. Each donation should be numbered sequentially and any accompanying documentation should be labelled with the appropriate donation number.

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 each donation:

- the name of the trust which made the donation
- 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
- whether or not the donation was a bequest
- the amount or nature and value of the donation
- the date on which the donation was received. Please note as of 08 March 2018 it is a legal requirement to report this date for any donation received before 01 July 2017.³
- the date on which the donation was accepted

² Ibid.

³ Ibid.

- whether the donation was received by the central party or a particular accounting unit

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)
- date of transfer

5b Donations from UK trusts created before 27 July 1999

This part should be completed only by parties reporting donations accepted from UK pre-1999 exempt trusts.

Give the number of UK pre-1999 exempt trust donations accepted and reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form.

Please attach a separate copy of Part 5b in respect of each UK pre-1999 exempt trust donation reported. Each donation should be numbered sequentially and any accompanying documentation should be labelled with the appropriate donation number.

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 name of the trust
- the full name of the individual or organisation that originally created the trust
- the date the trust was created
- the amount or value and nature of the donation
- the date on which the donation was received. Please note as of 08 March 2018 it is a legal requirement to report this date for any donation received before 01 July 2017.⁴
- the date on which the donation was accepted
- whether the donation was received by the central party or a particular accounting unit

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

⁴ Ibid.

- 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.

6a Donations from Irish post-2007 exempt trusts

This part should be completed only by parties reporting donations accepted from Irish post-2007 exempt trusts.

Give the number of Irish post-2007 exempt trust donations accepted and reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form.

Please attach a separate copy of Part 6a in respect of each Irish post-2007 exempt trust donation reported. Each donation should be numbered sequentially and any accompanying documentation should be labelled with the appropriate donation number.

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:

- name of trust
- date the trust was created
- address of the trust's office
- the amount or value of the donation
- full name of the person who created the trust
- address of creator (only where the 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
- the nature of the donation (for a non-cash donation)
- the date the donation was received. Please note as of 08 March 2018 it is a legal requirement to report this date for any donation received before 01 July 2017.⁵
- the date the donation was accepted
- whether the donation was received by the central party or a particular accounting unit

⁵ Ibid.

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, the relevant documentation must be supplied.

6b Donations from Irish pre-2007 exempt trusts

This part should be completed only by parties reporting donations accepted from Irish pre-2007 exempt trusts.

Give the number of Irish pre-2007 exempt trust donations accepted and reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form.

Please attach a separate copy of Part 6b in respect of each Irish pre-2007 exempt trust donation reported. Each donation should be numbered sequentially and any accompanying documentation should be labelled with the appropriate donation number.

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:

- name of trust
- address of the trust's office
- full name of the person who created the trust
- date the trust was created
- the amount or value of the donation
- the nature of the donation (for a non-cash donation)
- the date the donation was received. Please note as of 08 March 2018 it is a legal requirement to report this date for any donation received before 01 July 2017.⁶
- the date the donation was accepted
- whether the donation was received by the central party or a particular accounting unit

⁶ Ibid.

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.

7 Payments from public funds

This part should be completed only by parties reporting donations from UK public funds.

Give the number of payments from public funds reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form.

Please attach a separate copy of Part 7 in respect of each donation from public funds reported. Each donation should be numbered sequentially.

For each payment from public funds, please give the following information:

- whether the donation was received by the central party or a particular accounting unit
- the amount of the donation
- the full name and address of the organisation making the payment, e.g. House of Commons Fees Office
- the provision under which the payment to the party has been made, e.g. Resolution of the House of Commons (give date and number, if applicable)
- the amount of the payment
- the date on which the donation was received. Please note as of 08 March 2018 it is a legal requirement to report this date for any donation received before 01 July 2017.⁷
- the date on which the donation was accepted

⁷ Ibid.

8 Visits provided

This part should be completed only by parties reporting donations arising from foreign visits.

Give the number of donations arising from foreign visits reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form.

Please attach a separate copy of Part 8 in respect of each donation arising from foreign visits reported. Each donation should be numbered sequentially.

For each visit provided, please give the following information:

- whether the donation was received by the central party or a particular accounting unit
- the name and address of the individual or organisation that funded the visit
- the destination of the visit including the country or countries visited
- the start and end dates of the visit
- a brief description of the purpose of the visit
- the cash amount provided to fund the visit, or the value of the visit and a description of what was provided (e.g. hotel costs or flights)
- the date the donation was received. Please note as of 08 March 2018 it is a legal requirement to report this date for any donation received before 01 July 2017.⁸
- the date the donation was accepted

9 Impermissible donations

This part should be completed only by parties reporting impermissible donations. Give the number of impermissible donations reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form.

Please attach a separate copy of Part 9 in respect of each impermissible donation. Each donation should be numbered sequentially.

For each donation from an impermissible source, please provide the following details:

- whether the donation was received by the central party or a particular accounting unit
- who the donation (or the equivalent sum) was returned to; this should be the donor or a person acting on their behalf

⁸ Ibid.

- the name and address of the donor and the type of organisation
- the amount or value of the donation
- the reason the donor was found to be impermissible
- the date the donation was received.
- the date the donation was returned
- for a non-cash donation, the nature of that donation

10 Unidentifiable donations

This part should be completed only by parties reporting impermissible donations. Give the number of donations from unidentifiable sources reported by the party (including all accounting units) in the return. This only needs to be done once for each part of the form.

Please attach a separate copy of Part 10 in respect of each donation from an unidentifiable source. Each donation should be numbered sequentially.

For each donation from an unidentifiable source, please provide the following details:

- whether the donation was received by the central party or a particular accounting unit
- the manner in which the donation was made (e.g. through a third party, a direct payment into a bank account, cash received anonymously)
- the amount or value of the donation
- whether there was any attempt to conceal the source of the donation and if so how the attempt was discovered
- the date the donation was received.
- the nature of the donation (if it was a non-cash donation)
- details of the financial institution or other individual or organisation to which the donation (or an equivalent amount) was returned
- whether the donation (or an equivalent amount) was sent to the Electoral Commission
- the date the donation was returned or sent to the Commission

Form RP10aNI should be returned to:

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

Tel.: 0333 103 1928

Fax: 028 9031 4827

Email: infonorthernireland@electoralcommission.org.uk