

Pre-poll weekly donations report for registered non-party campaigners

Who this form is for:

The responsible person must complete this report and return it to us.

You can complete and submit your spending return online by using [PEF Online](#), our online submission system. This is convenient as you can review your return at any time before submitting it and there is [help](#) if you need it. You must have a user account to do this.

Alternatively, you can still fill in your pre-poll report by using this form and submit it to us by post. You can type directly into the form and print it off to sign and return to us.

It is a legal requirement to provide the information specified in the form, except where we have indicated this is optional.

Pre-poll reporting timetable

In the run-up to a UK Parliamentary general election, registered non-party campaigners must complete and submit pre-poll reports of donations over a certain value on a regular basis before the date of the poll.

You should read our [UK Parliamentary General Election: pre-poll reporting for non-party campaigners](#) guidance before completing this form. You do not have to submit pre-poll reports for a given period if you do not receive any reportable donations during that period.

Registered non-party campaigners that are also registered parties (except minor parties) do not need to complete pre-poll reports.

If you are using an older version of Adobe Reader, you may be unable to save the filled-in form. We suggest you download and install the new version of [Adobe](#) to use this form.



Important

From the dissolution of Parliament on 6 November until polling day on 12 December 2019, you must submit weekly reports of donations that you have **received** over a certain value. We call these ‘weekly pre-poll reports’.

The table below sets out the reporting periods and deadline dates the weekly reports must be received by us for the 2017 election.

Reporting period	Pre-poll report is due by
6 Nov 2019 – 12 Nov 2019	19 Nov 2019
13 Nov 2019 – 19 Nov 2019	26 Nov 2019
20 Nov 2019 – 26 Nov 2019	3 Dec 2019
27 Nov 2019 – 3 Dec 2019	10 Dec 2019
4 Dec 2019 – 10 Dec 2019	17 Dec 2019
11 Dec 2019 – 12 Dec 2019 (shorter than 7 days)	19 Dec 2019

We will publish details of the pre-poll reports on our website before the date of the poll.

Explanatory notes

Section A1 Non-party campaigner details

Please provide the following details (these should also be entered at the top of each page of the report in the space provided):

- the name of the registered non-party campaigner
- the dates of the pre-poll reporting period that this report relates to
- your registration reference number. This begins with the pre-fix 'TP' and was provided to you on registration or alternatively is available from the register of campaigners [here](#).

Section A2 Declaration and signature

The declaration must be signed by the non-party campaigner's responsible person. This will be:

- in the case of an individual, that person
- in the case of an organisation or body (including a registered minor party), the person registered as the responsible person with the Electoral Commission

It is an offence to knowingly or recklessly make a false declaration.

Section B1 Donations Received

You must declare all donations received over £7,500, even if you subsequently return them because they are impermissible, either before or after the report is finalised.

This includes:

- donations received over £7,500, and
- donations from the same source that add up to more than £7,500

You may create as many separate sheets as you require, using the Add (+) or Remove (-) buttons. You can also shift a donation up or down in the list by clicking the arrow buttons.

For each donation received, please give the information listed below.

Donor details

Full name and address

Please insert the full name and address of the donor who made the donation.

Donor status

Please indicate the status of each donor, selecting one of the categories below - if a registered company, please also include the company registration number and the company's registered office address as recorded on Companies House register.

- an individual registered on a UK electoral register, including overseas electors and those leaving bequests
- a UK registered company which is incorporated within the EU and carries on business in the UK
- a UK registered trade union
- a UK registered building society
- a UK registered limited liability partnership (LLP) that carries on business in the UK
- a UK registered friendly society
- a UK unincorporated associated that is based and carries on business or other activities in the UK

Donation details

Please provide the following details about each accepted donation:

- **Type of donation:** Please indicate whether the donation was a cash or non-cash donation.
- **Value:** If the donation was a cash donation, please insert the amount which was received in cash, cheque etc. If the donation was a non-cash donation, please give details of the amount of the value of the goods or services that were provided (information on how to calculate the value of such a donation is set out in our guidance on [Donations to non-party campaigners](#)).

For more information about permissible donors, see:

- [Permissibility for non-party campaigners](#)

- **Nature of non-cash donation:** If the donation was a non-cash donation, please provide a description of the goods and services that were received.
- **Date received:** Please specify the date on which you received the donation.
- Please tick the box to indicate whether the donation was in the form of **sponsorship** or **bequest**, or whether the donor has an **anonymous entry** in the electoral register.

Completing and sending the form to us

The responsible person must return the weekly pre-poll donation reports to us by the relevant deadline indicated in the timetable above.

Submit the forms online:

We encourage you to complete your returns and declarations online by using [PEF Online](#), our online submission system. Guidance on how to set-up an account on PEF Online can be found [here](#).

Submit your return by post:

If you are not submitting your report online, you can send it to us by post at:

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

If you have any problems submitting your return, you can contact us by phone on 0333 103 1928 or email pef@electoralcommission.org.uk

 Important

You may be liable for a penalty if you don't submit your reports on time.