

# Notification of appointment or termination of appointment of a deputy treasurer or deputy campaigns officer

## Explanatory notes on completing form RP5

Registered parties which wish to appoint a deputy treasurer (or deputy campaigns officer, if the party has registered a campaigns officer) must notify The Electoral Commission of the appointment of the officer using form RP5. A party can appoint up to 12 deputy officers at any one time. Where any such appointment is terminated, form RP5 should be used to notify the Commission of the termination, and whether a replacement has been appointed. Form RP5 should also be used to notify the Commission of changes to the address of any deputy officer.

Parties should note that changes to the appointment of deputy officers should be notified to the Commission within 14 days of the change taking place, while changes to their address details should be notified within 28 days of the change.

**Important:** an individual will not be considered a deputy officer for the purposes of campaign expenditure unless the appointment is registered with the Commission.

Each of the following notes corresponds to a numbered section on form RP5.

### 1 Details of registered party

Please insert the name of the registered party, and its reference number.

### 2 Signature

This form must be signed by the party's registered treasurer if a deputy treasurer is being appointed, or by the party's registered campaigns officer if a deputy campaigns officer is being appointed.

## Appointment of deputy officer

### 3 Details of officer to be registered

Please give the full name and office address of the person to be registered as a deputy officer. **This address will be included on the party's register entry.**

### 4 Declaration

The person to be registered as a deputy officer must sign and date the declaration, stating that he has not been convicted of an offence under the Political Parties, Elections and Referendums Act 2000, or in connection with any other election, during the last five years. **It is an offence for an individual to be registered as a deputy treasurer or campaigns officer if he has been convicted of such an offence.** The date on which the appointment began should also be specified.

## Change of office address

### 5 Registered office address

Please insert the current registered office address of the deputy officer.

### 6 New address

Please give details of the new office address to be registered for the deputy officer, and the date on which the change of address took place.

## Termination of appointment

### 7 Details of officer to be removed from the register

Please give the name of the deputy officer whose appointment has ended, and the date on which the appointment ended.

#### Form RP5 should be returned to:

Party Registration Team  
The Electoral Commission  
3 Bunhill Row  
London  
EC1Y 8YZ

Tel: 0333 103 1928

Fax: 020 7271 0505

Email: [partyreg@electoralcommission.org.uk](mailto:partyreg@electoralcommission.org.uk)

Web: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

**Important:** when dealing with applications, The Electoral Commission is mindful of the requirements of equal access legislation, including the Race Relations Act 1976 (and Race Relations Amendment Act 2000) and the Disability Discrimination Act 1985.

# Notification of appointment/ termination of appointment of a deputy treasurer or deputy campaigns officer

Important: the accompanying explanatory notes should be read before completing this form.

## 1 Details of registered party

Party name

Party reference

## 2 Signature

To be signed by the current registered treasurer/campaigns officer (delete as applicable)

Signed

Printed name

Date

dd

mm

yyyy

## Section A: Appointment

### 3 Details of officer to be registered

Full name

Address

Town

County

Postcode

## 4 Declaration

I declare that I have accepted the position of deputy treasurer/campaigns officer\* and confirm that I have not been convicted of any offence in connection with a relevant election or referendum at any time in the past five years. (\*delete as applicable)

Signed

Printed name

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Date on which appointment began

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

## Section B: Change of office address

### 5 Registered office address

Full name

Address

Town

County

Postcode

### 6 New office address

Date of change of address

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Address

Town

County

Postcode

## Section C: Termination of appointment

### 7 Details of officer to be removed from the register

Full name

Date on which appointment ended

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Please return the form to:

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Fax: 020 7271 0505

Email: [partyreg@electoralcommission.org.uk](mailto:partyreg@electoralcommission.org.uk)

Website: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

For Electoral Commission use

Date of receipt

  

dd

mm

yyyy

Checked by

Date entered in  
database

  

dd

mm

yyyy

File reference  
number

## 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 can be contacted at [dataprotection@electoralcommission.org.uk](mailto: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.