

Form RP8

Confirmation of registered details of a political party

This form should be completed by the **treasurer** of your party.

You should complete this form and send it to us every year to confirm your party's registered details.

Use the form to confirm the registration status of your party and to tell us about any changes you wish to make to the registered details.

You should submit the form within six months of the deadline for sending us your statement of accounts. If your party's income and expenditure is £250,000 or less then you should submit this form within 10 months of the end of the party's financial year. If your party's income and expenditure is more than £250,000 you should submit them within 12 months and seven days of the end of the financial year.



Important: if you don't send this form to us within six months of its due date your party may be deregistered.

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.

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 may need to complete form:

- RP2 'Application to alter an entry in the register of political parties'
- RP3 'Notification of a change of registered details'
- RP4 'Register a replacement party officer'
- RP5 'Notification of details of deputy treasurer or campaign officer'
- RP6 'Declaration of exemption by a registered political party'



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 – Party details

Please insert your party's name and the unique reference number that we assigned when you registered the party.

Section 2 – Declaration and signature

The declaration must be signed and dated by the party's registered treasurer



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.

For more information see our guidance on registering a political party which can be found on our website at www.electoralcommission.org.uk

Section 3 – Exemption from submitting weekly reports during general election periods

If you have an existing general exemption from weekly reporting, please tick 'yes' or 'no' to tell us whether you would like to maintain this general exemption from weekly reporting during a general election.

If you do not have a general exemption from weekly reporting you do not need to complete this section.

If you would like to apply for an exemption from weekly reporting then you should complete form RP6 'Declaration of exemption by a registered political party'.

Section 4 – Change of registered details

Use this section of the form to notify us of a change in your party's registered details that you have not yet told us about. Indicate whether you have attached forms or the party's constitution by ticking the appropriate box.

Attach a completed form RP3 'Notification of change of details' to change the:

- address of the party or one of its accounting units
- home address of any party or accounting unit officer
- name of any treasurer or second officer of any accounting unit
- name of any accounting unit
- number of registered accounting units of the party

Attach form RP4 'Application to register a replacement party officer' to change the:

- party leader
- nominating officer
- party treasurer
- campaigns officer
- additional officers registered with the Commission

Attach form RP5 'Notification of appointment or termination of appointment of a deputy treasurer or deputy campaigns officer' to:

- appoint deputy officers
- terminate deputy officers
- notify the change of address of deputy officers

There is no additional charge for changing any of the registered details.

Section 5 – Annual confirmation fee

Tick the box to tell us you have enclosed the annual fee of £25.00.

Section 6 – Alter an entry in the register of political parties

If your party wishes to change the registered entry you need to complete form RP2 'Application to alter an entry in the register of political parties' the form allows you to:

- alter the registered party name
- change the part(s) of Great Britain in which the party is registered
- add remove or substitute a registered emblem
- add or remove a campaigns officer post
- change the status of the party if it is a registered minor party

You must pay an additional fee of £25.00 to alter the party's registered entry.

Return the form by post or fax 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

Web: www.electoralcommission.org.uk

We will acknowledge all notifications.

Form RP8 and explanatory notes – Confirmation of registered details of a political party

Electoral Commission use:

Confirmation of registered details of a political party

Section 1 Party details

Name of
registered
party

Party
reference

Section 2 Declaration and signature

I declare in accordance with section 32 of the Political Parties, Elections and Referendums Act 2000 that, to the best of my knowledge and belief, the registered details of the above named party remain accurate (subject to the amendments enclosed and specified below).

Signed

Printed
name

Registered treasurer

Date

Section 3 Exemption from weekly reporting

I confirm that the party wishes to reconfirm its declaration of exemption under section 64 of the Political Parties, Elections and Referendums Act 2000

Yes

No

Section 4 Change of registered details

Notification of change of details (Form RP3) included

Yes

No

Application to register a replacement officer (RP4 or RP5) included

Yes

No

Notification of change of constitution included

Yes

No

Section 5 Annual confirmation fee

Fee of £25 enclosed

Yes

No

Section 6 Application to alter register entry

Application to alter register entry enclosed (Form RP2)

Yes

No

If yes, an additional fee of £25 should be enclosed with the application

For Electoral Commission use

Date of receipt

Checked by

Date entered in database

File reference number



Definitions box

How the law defines the legal terms used in this note

Political party

A party registered with us under Part II Political Parties Elections and Referendums Act 2000

Register of political parties

The register of parties that intend to contest elections in England, Scotland and Wales, which is maintained by the Electoral Commission and which is called the Great Britain register.

The register of parties that intend to contest elections in Northern Ireland, which is maintained by the Electoral Commission and which is called the Northern Ireland register.

Accounting unit

A local or affiliated organisation that is responsible for its own financial affairs, which are separate to those of the political party's central organisation (e.g. a constituency party). Accounting units must be registered with the Electoral Commission.

Declaration of exemption

A declaration to the Electoral Commission, signed by the responsible officers of a party that the party does not intend to contest a particular general election (or any Parliamentary elections).

Annual statement of accounts

A statement of accounts prepared by the treasurer of the party and approved by the registered party leader which reports on the party's financial year. The statement of accounts must be audited if the party has a gross income and expenditure of more than £250,000.

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.

You can get further advice from:

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

Tel: 0333 103 1928
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 can be contacted at 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.