

Weekly donation & regulated transaction report by a registered political party (GB)

The party treasurer must submit a signed weekly return.

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

Alternatively, you can fill in your weekly return by using this form and submit it by post.

Who this form is for

Political parties registered in Great Britain who are:

- contesting the 2024 UK Parliamentary general election; or
- not contesting the 2024 UK Parliamentary general election and have not submitted the declaration of exemption.

If you have not received any donations or entered into any regulated transactions, please complete a declaration of nil return which can be found [here](#).

There is a separate form for [Northern Ireland](#). A declaration that your party is not contesting the UK Parliamentary general election can be found [here](#).

You will be making a declaration when you sign this form. It is a criminal offence to make a false declaration knowingly or recklessly.



What is a donation?

A donation is money, goods or services given to a party without charge or on non-commercial terms, with a value of over £500. Donations over £11,180 must be reported.

You must report a donation you receive in the relevant reporting period even if you haven't yet done the permissibility checks.

What is a reportable regulated transaction?

A regulated transaction is a loan, credit facility or connected transaction with a value of over £500. Regulated transactions over £11,180 must be reported.

Loan

Any loan with a value of more than £11,180 entered into by the party headquarters where all participants are permissible lenders.

Credit facility

Any credit facility with a value of more than £11,180 such as a bank overdraft or credit card.

Connected transactions

Securities or guarantees for a party's obligations to someone else with a value of more than £11,180.

Weekly reporting timetable

You must submit a weekly return of donations received and regulated transactions entered into once Parliament has been dissolved.

We will update our [guidance](#) with the reporting periods and reporting deadlines once the election is announced.

Explanatory notes

Section 1 Registered party details

Please insert the name, reference number of the party and the dates of the period to which the report relates.

Section 2 and 3 Statement as to donations, regulated transactions, declaration and signature

Please answer each question and then go to the relevant section when you have answered each question and completed the declaration.

The declaration must be signed by the person registered as the party treasurer.

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

Section 4 Donations Received

You must report all donations you receive with a value over £11,180, even if you subsequently return them because they are impermissible.

For each donation, please give the information listed below.

Donor details

Full name and address

Please insert the full name and address of the donor. If the donor has an anonymous address on the electoral register, please indicate that here.

Status and company no.

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

- an individual registered on a UK electoral register, including overseas electors and those leaving bequests

For more information about permissible donors, see:

- [Donations to Political Parties](#)

- a UK registered company which is incorporated within the UK 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 association that is based and carries on business or other activities in the UK

If you have not made a decision on permissibility, please put 'unknown'. If you have decided the donation is impermissible, please put 'impermissible'.

Date received

Please specify the date on which you received the 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.

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.

Other information

Please indicate in the box whether the donation was in the form of sponsorship or a bequest. Where the donor has an anonymous entry on the register, please indicate here that you have seen the prescribed evidence.

Section 5 New loans

You must declare all new loans over £11,180 entered into during the relevant reporting period.

For each transaction, please give the information listed below.

Loan details

Reference Number

Please insert the reference number of the loan.

Full name and address

Please insert the full name and address of the lender. If the lender has an anonymous address on the electoral register, please indicate that here.

Status and company no.

Please indicate the status of each lender, from one of the categories below - if a registered company, please include the company registration number and the company's registered office address as recorded on the 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 UK 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 association that is based and carries on business or other activities in the UK

For more information about permissible sources, see:

- [Donations to political parties](#)

Date entered into

Please indicate the date the transaction was entered into.

Date repayable

Please indicate the date that the loan is repayable or whether it is indefinite or repayable on agreement.

Value

Please indicate the amount or value of the loan.

Interest rate

Please indicate the interest rate

Other information

Use this box to tell us anything else important, such as:

- if there is any security for the loan
- whether interest can be added to the loan
- if the donor has an anonymous entry on the register, please indicate here that you have seen the prescribed evidence.

Section 6 New credit facilities

You must declare all new credit facilities over £11,180 entered into during the relevant reporting period.

For each transaction, please give the information listed below.

Credit facility details

Reference Number

Please insert the reference number of the credit facility.

Full name and address

Please insert the full name and address of the lender. If the lender has an anonymous address on the electoral register, please indicate that here.

Status and company no.

Please indicate the status of each lender, from one of the categories below - if a registered company, please include the company registration number and the company's registered office address as recorded on the 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 UK 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

Date entered into

Please indicate the date the facility was provided to you.

End date of facility

Please indicate the date that the credit facility will end.

Value

Please indicate the amount or value of the credit facility.

For more information about permissible sources, see:

- [Donations to political parties](#)

Interest rate

Please indicate the interest rate

Other information

Use this box to tell us anything else important, such as:

- if there is any security for the credit facility
- whether interest can be added to the facility
- if the donor has an anonymous entry on the register, please indicate that you have seen the prescribed evidence

Section 7 Details of connected transactions

Please use this section to tell us about any connected transactions over £11,180 that the party has entered into during the relevant weekly period.

For each transaction, please give the information listed below.

Connected transaction details

Reference Number

Please insert the reference number of the transaction.

Full name and address

Please insert the full name and address of the guarantor.

Status and company no.

Please indicate the status of each guarantor, from one of the categories below - if a registered company, please include the company registration number and the company's registered office address as recorded on the 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 UK 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

For more information about permissible sources, see:

- [Donations to political parties](#)

- a UK registered friendly society
- a UK unincorporated association that is based and carries on business or other activities in the UK

Date entered into

Please indicate the date the transaction was entered into.

Value

Please indicate the amount or value of the transaction.

Principal features of transaction

Please briefly describe the transaction, including if the guarantor will receive any consideration from the party.

Section 8 Changes to previously reported connected transactions

Please use this section to tell us of any changes to previously reported connected transactions. You must tell us about:

- Any changes to the details of the lender
- If a new lender is involved in the connected transaction
- Variations to connected transactions
- Any other reportable changes

If there have been no changes to reported connected transactions please indicate this on the form.

Completing and sending the form to us

The party treasurer must send the weekly return to us by the relevant deadline.

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

Submit the forms online

We encourage you to complete your returns and declarations by using [PEF Online](#), our online database 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 return online, you can send it to us by post at:

Compliance and Transparency Team
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 (0333 103 1929 in Wales) or email pef@electoralcommission.org.uk