

## Pre-poll quarterly 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 pre-poll report online by using [PEF Online](#), our online submission system. This is convenient as you can review your report 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 email or post.

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 who intend to spend more than £20,000 on regulated campaigning in England, or £10,000 in Scotland, Wales, or Northern Ireland, must submit pre-poll reports of donations to support regulated campaigning.

You should read our [guidance on pre-poll reporting](#) before completing this form.

If you have registered with us, but have declared to us that you do not intend to spend more than the thresholds above, you do not have to submit donation reports. You do not have to submit a report for a given period if there are no reportable donations during that period.

There are two stages for pre-poll reporting:

- From the start of the pre-poll reporting period on 17 December 2023 until the day before the dissolution of Parliament, you must report certain donations you have

**received and accepted** or **returned** every three months. We call these 'quarterly pre-poll reports'.

- From the dissolution of Parliament until polling day, you must submit weekly reports of donations that you have **received** over a certain value. We call these 'weekly pre-poll reports'.

Please note that **this form is only suitable for submitting quarterly pre-poll reports**. Different reporting requirements apply for weekly pre-poll reports. You can [access the form for weekly pre-poll donation reports here](#).

You are required to submit quarterly reports within 30 days of the end of the reporting period. The table below sets out the reporting periods and deadline dates the quarterly reports must be received by us.

Reporting period	Pre-poll report is due by
17 December 2023 – 16 March 2024	15 April 2024
17 March 2024 – 29 May 2024	28 June 2024

Weekly pre-poll reporting begins on the day of dissolution which is 30 May 2024. Please see our guidance linked above for the weekly pre-poll reporting timetable.

## Explanatory notes

### Part 1 Non-party campaigner details

Please provide the following details:

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

## Part 2 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, the person registered as the responsible person with the Electoral Commission

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

## Part 3 Donations Accepted

Details of the following donations you have accepted during the relevant reporting period must be reported in the quarterly report:

- a donation or aggregate of donations that you have accepted from a single source that add up to over £7,500
- a donation or aggregate of donations that you have accepted that add up to over £1,500 which come from a source that you have previously reported to us in an earlier quarterly report
- any donations of more than £500 from impermissible sources
- any donations of more than £500 from unidentifiable sources

For each donation accepted, 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. The addresses of individual donors will not be published on the register of donations.

If the donor is a voter who has an anonymous entry on the electoral register, do not provide an address, but instead tick to confirm that you have seen evidence that they have such an entry. Evidence will be in the form of a certificate of anonymous registration. You must submit a copy of the certificate with your report.

If the donation is a bequest, you must provide the last address at which the donor was registered to vote.

### Type of donor

Please indicate the type of each donor, selecting one of the categories below.

- an individual registered on a UK electoral register, including overseas voters 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 or industrial and provident society
- a UK unincorporated association that is based and carries on business or other activities in the UK

For more information see:

- [Who can you accept donations from?](#)

If a registered company, you must include the company registration number and the company's registered office address as recorded on Companies House register. If a registered voter, you may find it helpful to note the person's electoral number, as a record of your check.

You can also accept donations from some types of trusts. Please contact us for advice on confirming the permissibility and reporting donations from trusts.

You must not accept donations from a political party.

If you have accepted a donation over £500 which is not from one of the above sources, or is from an unidentifiable source, please contact us as soon as possible.

### Donation details

Please provide the following details about each accepted donation:

- **Monetary or non-monetary donation:** please indicate which type of donation
- **Value:** If the donation was a monetary donation, please insert the amount which was received in cash, cheque etc.

If the donation was a non-monetary donation, please give details of the amount of the value of the goods or services that were provided (see our guidance on [How do you value a donation?](#)).

- **Nature of non-monetary donation:** If the donation was a non-monetary 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.
- **Date accepted:** Please specify the date on which the donation was accepted.
- Please tick the box to indicate whether the donation was in the form of **sponsorship** or **bequest**.

## Section 4 Donations Rejected

Please complete this section with details of any donations over £500 that you were unable to accept, either because the donor was not permissible or because you were unable to identify the donor.

### Donor details

#### Full name and address

Please insert the full name and address of the impermissible donor. If you were not able to identify the donor, please tick to confirm that the donor was unidentified.

### Donation details

For each donation rejected, please provide the following details:

- **Monetary or non-monetary donation:** please indicate which type of donation
- **Value:** If the donation was a monetary donation, please insert the amount which was received in cash, cheque etc. If the donation was a non-monetary donation, please give details of the amount of the value of the goods or services that were provided (see our guidance on [How do you value a donation?](#)).
- **Nature of non-monetary donation:** If the donation was a non-monetary 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.

- **Date dealt with:** Please specify the date on which the donation was returned.
- **How you dealt with the donation:**
  - For unidentified donors, describe briefly how the donation was received, for example, whether it came via a third party on behalf of an unidentified donor, was paid into a bank account, or received in cash without any indication of its source.
- Please give details of the person/organisation to whom the donation was returned:
  - For impermissible donors, this should be the person who made the donation or a person acting on their behalf.
  - For unidentified donors, this should be the details of the financial institution it was received from, or the third party who made the donation on behalf of the unidentified donor. If there were no means of returning the donation, please confirm that the donation has been submitted to the Commission for payment into the Consolidated Fund.
- Please tick the box to indicate whether the donation was in the form of a **sponsorship** or **bequest**.

## Section 5 Total other donations over £500

Please specify the total value of all permissible donations of between £500 and £7,500 that you received towards your spending on regulated campaign activity, which are not required to be reported separately in section 3 above.

# Completing and sending the form to us

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

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 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 form by email or post:

If you are not submitting your report online, you can send it to us by email at [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk) or post at:

Financial Reporting 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 or email [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)