

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 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.

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 you do not receive any reportable donations during that period.

There are two stages of 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 weekly pre-poll reports**. Different reporting requirements apply for quarterly pre-poll reports. You can [access the form for quarterly pre-poll donation reports here](#).

You are required to submit weekly reports within 7 days of the reporting period. The table below sets out the reporting periods and deadline dates the weekly reports must be received by us.

Reporting period	Pre-poll report is due by
30 May 2024 – 5 June 2024	12 June 2024
6 June 2024 – 12 June 2024	19 June 2024
13 June 2024 – 19 June 2024	26 June 2024
20 June 2024 – 26 June 2024	3 July 2024
27 June 2024 – 3 July 2024	10 July 2024
4 July 2024 (single day only)	11 July 2024

Explanatory notes

Part 1 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 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 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 does not include aggregated donations.

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. 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 please 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, please 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 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 or industrial and provident society
- a UK unincorporated association that is based and carries on business or other activities in the UK

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.

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-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**.

Completing and sending the form to us

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

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](#).

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

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 or 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 or email pef@electoralcommission.org.uk