

Form MA1

Quarterly nil report of gifts received by a members' association after a political contribution was made

You need to complete this form if your members' association has notified us that it made total political contributions of more than £37,270 in a calendar year. You will have done this by completing form UA1, which you can find on our website at <http://www.electoralcommission.org.uk/guidance/resources-for-those-we-regulate/organisations>.

You should complete this form for every quarter until your reporting responsibility lapses.

You must report to us at the end of every quarter after the contribution date, which is the day the political contributions exceed £37,270 in a calendar year, for the year in which you made the contribution and the next calendar year. Unless you make another political contribution your reporting responsibility will lapse at the end of the second calendar year.



Important: you should complete this form and return it to us within **30 days** of the end of the calendar quarter

You can use this form to tell us that:

- you have not received any gifts during a quarterly reporting period, or
- to confirm that you have already complied with your reporting responsibilities by reporting all the gifts you have received as donations and loans to your members' association

For more information on reporting donations and loans by members' associations see our website www.electoralcommission.org.uk.

The calendar quarters are:

- Quarter 1 (January – March)
- Quarter 2 (April – June)
- Quarter 3 (July – September)
- Quarter 4 (October – December)



See the **Definitions box** at the end of this document for an explanation of the legal terms used in this note.

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.

Note: If you are completing this form you will have completed:

- UA1 'Notification of an unincorporated association making a political contribution'

You may also need to complete forms:

- RD1A 'Reporting a donation or a visit'
- RD1C 'Report of a controlled transaction by a regulated participant'

Explanatory notes

Section 1 – Details of the members' association

Please insert the full name and address of your organisation's main office and insert a reference number if we have already assigned one to you.

Section 2 – Statement of nil return or compliance

You must tick one of the boxes in this section. If you fail to tick either of the boxes in section 2 we will return the form to you as incomplete.

Section 3 – Declaration and signatures

The declaration must be signed and dated by the person named as the authorised individual for your organisation. You told us the name of this person when you notified us that you made the political contributions.

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 on members associations see our guidance page www.electoralcommission.org.uk/our-guidance/other-regulated-individuals-and-organisations.

Return the form by post or email to:

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

Tel: 0333 103 1928

Electoral Commission use:

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Section 1 Details				
Name of association	<input type="text"/>			
Address	<input type="text"/>			
Town	<input type="text"/>	Postcode	<input type="text"/>	
Telephone number	<input type="text"/>	<input type="text"/>		
Email address	<input type="text"/>			
Reference number	<input type="text"/>			
Quarter	1	3	Year	<input type="text"/>
	2	4		

Section 2 Statement of nil return or compliance

No gifts have been received that we are required to report to the Electoral Commission under Part IX of the Political Parties, Elections and Referendums Act 2000

We have already reported all of the gifts we have received to the Electoral Commission as part of our reporting responsibilities under Parts IV and IVA of the Political Parties, Elections and Referendums Act 2000

Section 3 Declaration and signatures

I am the person authorised to make this declaration under Part IX of the Political Parties, Elections and Referendums Act 2000. I hereby declare, to the best of my knowledge and belief, that the above statement of nil return is accurate and that during the above reporting period no gifts have been received by the above named association.

Signed

Printed name

Position held

Date

For Electoral Commission use

Date of receipt

Checked by

Date entered in database

File reference number

Definitions box

Members' association

An association comprising wholly or mainly of party members

Responsible person

The person authorised by the association to make a declaration on behalf of an association without a treasurer.

Gift

A gift includes anything given or transferred to any officer, member, trustee or agent of an unincorporated association in that person's capacity within the association. It includes:

- any donation to the association of money or property
- a bequest
- any subscription or other fee paid for affiliation to, or membership of the association
- any money spent in paying expenses incurred by the association
- the provision – other than on commercial terms – of any property, services or facilities for the use or benefit of the association (including the services of a person)

Political contribution

- a donation or a loan to a registered political party
- a donation to a registered non-party campaigner
- a donation to a registered referendum campaigner
- a donation to a registered recall petition campaigner
- a donation or loan to a regulated donee, which is:
 - a holder of elective office
 - a member of a political party
 - a group of party members (also known as a members association)

Donation

- any gift to the party or organisation of money or property
- any sponsorship provided in relation to the party or organisation
- any subscription or other fee paid for affiliation to, or membership of the party or organisation
- any money spent in paying expenses incurred directly or indirectly by the party or organisation
- the provision – other than on commercial terms – of any property, services or facilities for the use or benefit of the party (including the services of a person)

Holder of a relevant elective office

- a member of the House of Commons
- a member of the Scottish Parliament
- a member of the Senedd
- a member of the Northern Ireland Assembly
- a member of any local authority in any part of the UK, including the Common Council of the City of London but excluding a parish or community council
- a member of the Greater London Assembly
- Mayor of London
- another elected mayor

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 contact us on one of the phone numbers or email addresses below. We are here to help, so please get in touch.

Visit us at www.electoralcommission.org.uk

Email or call us on:

- England: 0333 103 1928
pef@electoralcommission.org.uk
- Scotland: 0333 103 1928
infoscotland@electoralcommission.org.uk
- Wales: 0333 103 1929
infowales@electoralcommission.org.uk
- Northern Ireland: 0333 103 1928
infonorthernireland@electoralcommission.org.uk

Privacy notice

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 electoralcommission.org.uk/privacynotice for information about how we process personal data.