

Form TP4 (ii)

## Donations return for registered non-party campaigners: May 2016 Elections

### Who this form is for:

The 'responsible person' as notified to the Electoral Commission must complete this form and submit it to us.

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

Guidance on how to set-up an account on PEF Online can be found [here](#).

Alternatively, you can fill in your donations return by using this form and submitting it to us by post. You can type directly into the form and print it off to sign and return to us.

It is a legal requirement to provide the information specified in the form, except where we have indicated this is optional.

### Donations to your campaign

Following the May 2016 Elections to the Scottish Parliament, National Assembly for Wales and the Northern Ireland Assembly, registered non-party campaigners are required to submit a report detailing donations made to them towards regulated campaign spending to the Electoral Commission. These reports should be submitted with the [spending return](#) that non-party campaigners must submit after the election.

You should read the related guidance before completing this form.

The deadline for submitting your donation and spending returns is **5 August 2016**.

If you are using an older version of Adobe Reader, you may be unable to save the filled-in form. We suggest you download and install the new version of [Adobe](#) to use this form.

For more information see related guidance:

- [Overview of donations to non-party campaigners](#)
- [Permissibility for non-party campaigners](#)
- [Managing non-party campaign spending](#)

Details of the following donations should be reported in the report:

- all impermissible donations
- all accepted donations over £7,500
- all accepted donations that add up to over £7,500 from the same donor
- the total of all other accepted donations that were worth more than £500 and less than or equal to £7,500. You do not need to provide any more information about these donations.

We will publish details of donation reports on our website after the election.

Registered non-party campaigners that are also registered parties (except minor parties) do not have to submit a donation report with their spending return, but must include details of all donations received in the relevant quarterly donation report.

## Explanatory notes

### Section A1 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 regulated period

### Section A2 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 (including a registered minor party), the person registered as the responsible person with the Commission

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

## Section B1 Donations Accepted

### Donor details

#### Full name and address

Please insert the full name and address of the individual or organisation which made the donation.

#### Donor status

Please indicate the status of each donor, selecting one of the categories below - if a registered company, please also include the company registration number and the company's registered office address as recorded on 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 EU 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 donors, see:

- [Permissibility for non-party campaigners](#)

### Donation details

Please provide the following details about each accepted donation:

- **Type of donation:** Please indicate whether the donation was a cash or non-cash 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 (information on how to calculate the value of such a donation is set out in our guidance on [Donations to non-party campaigners](#)).
- **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.
- **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**, or whether the donor has an **anonymous entry** in the electoral register.

## Section B2 Donations Rejected

Please complete this section with details about any donations that you were unable to accept.

### Donor details

Full name and address

Please insert the full name and address of the impermissible donor.

### Donation details

For each impermissible donation received, please provide the following details:

- **Type of donation:** Please indicate whether the donation was a cash or non-cash 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 (information on how to calculate the value of such a donation is set out in our guidance on [Donations to non-party campaigners](#)).
- **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.
- **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 received the donation and who you returned it to:** Please give details of the person/organisation to whom the donation was returned. This should be the person who made the donation or a person acting on his behalf.
- Please tick the box to indicate whether the donation deemed as impermissible was in the form of **sponsorship** or **bequest**.

For each unidentifiable donation received, please tick the box to confirm that the donation came from an unidentifiable source and provide the following details:

- **Type of donation:** Please indicate whether the donation was a cash or non-cash 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 (information on how to calculate the value of such a donation is set out in our guidance on [Donations to non-party campaigners](#)).
- **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.
- **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 received the donation and how you dealt with it:** Please describe briefly the manner in which the donation was offered e.g. whether it came via a third party on behalf an unidentified donor, was paid into a bank account, or received in the form of cash in an envelope delivered without any indication of its source.

If the donation came via an identifiable financial institution and was returned to that institution, please give its name and address.

If the donation was returned to the third party who transmitted the donation, please give the name and address of that person. If there was no means of returning the donation, please confirm that the donation has been submitted to the Commission for payment into the Consolidated Fund.

## Section B3 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 B1 above.

# Completing and sending the form to us

The responsible person must submit the donation report to us by **5 August 2016**.

 Important

### Submit the report 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 donation report on time.

### Submit your return by post:

If you are not submitting your report online, you can send it to us by post at:

Party and Election Finance  
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)