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

The party treasurer must submit a signed weekly return.

You must fill in your weekly return by using this form and submit it by post.

Who this form is for

Political parties registered in Northern Ireland who are:

- contesting the 2017 UK Parliamentary general election; or
- not contesting the 2017 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 Great Britain. 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 £7,500 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 £7,500 must be reported.

Loan

Any loan with a value of more than £7,500 entered into by the party headquarters where all participants are permissible lenders.

Credit facility

Any credit facility with a value of more than £7,500 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 £7,500.

Weekly reporting timetable

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

You must submit the form within 7 days of the end of the relevant week.

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<thead>
<tr>
<th>Reporting period</th>
<th>Report is due by</th>
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<tbody>
<tr>
<td>3 May 2017 – 9 May 2017</td>
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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.

Section 4 Donations Received

You must report all donations you receive with a value over £7,500, 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.

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

For more information about permissible donors and Irish sources, see:

- Managing Donations to Political Parties
• 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 associated that is based and carries on business or other activities in the UK
• an Irish citizen (including bequests)
• an Irish-registered company which is incorporated within the European Union and carries on business in the island of Ireland
• an Irish-registered political party
• an Irish-registered trade union
• an Irish-registered building society
• an Irish-registered limited liability partnership that carries on business in the island of Ireland
• an Irish-registered friendly society
• an Irish based unincorporated association that carries on business or other activities in Ireland

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 £7,500 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 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
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**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 £7,500 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
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Date entered into
Please indicate the date the facility was provided to you.

For more information about permissible sources, see:
- Managing donations to political parties
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.

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 £7,500 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 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 EU and carries on business in the UK
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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 indicated in the timetable above.

Submit your return by post

You must send the return to us by post at:

The Electoral Commission
Ground Floor
4 Cromac Place
The Gasworks
Belfast BT7 2JB

Or

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:

Northern Ireland: 0333 103 1928 or email info@northernireland@electoralcommission.org.uk

England: 0333 103 1928 or email pef@electoralcommission.org.uk

You may be liable for a penalty if you don't submit your reports on time.
Weekly donations/ regulated transactions political party report, UKPGE 2017 (NI)

Submit this form by post:
The Electoral Commission Or Party and Election Finance
Ground Floor The Electoral Commission
4 Cromac Place 3 Bunhill Row
The Gasworks London
Belfast BT7 2JB EC1Y 8YZ

Who this form is for:
Political parties registered in Northern Ireland who are:

- contesting the UK Parliamentary general election in 2017; or
- not contesting the UK Parliamentary general election in 2017 and have not submitted
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Reporting Timetable

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Section 1 Party Details

Registered Party Name

Party Reference

Electoral Period

Electoral Commission Use Only

Date of receipt

Date entered in database

File checked by
Declarations

You must answer yes or no to each question. If you answer yes please complete the
section as requested. If the answer to all questions below is no, please complete a nil return

Section 2 Statement as to donations and regulated transactions

As defined in Part IV of the Political Parties, Elections and Referendums Act 2000, has the
above named political party:

Received any reportable donations
Yes [ ] No [ ] Total [ ]
If yes, please complete section 4
in the reporting period

Received any reportable loans
Yes [ ] No [ ] Total [ ]
If yes, please complete section 5
Been given use of a credit facility
Yes [ ] No [ ] Total [ ]
If Yes, please complete section 6
Entered into any connected transactions
Yes [ ] No [ ] Total [ ]
If yes please complete section 7
Made changes to any previously reported loan, credit facility or existing transaction
If yes please complete section 8
in the reporting period

Section 3 Declaration and signature

I hereby declare that the information contained in this report are, to the best of my
knowledge and belief, correct for the above reporting period.

Signed

Date

Print Name
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<thead>
<tr>
<th>Donor name</th>
<th>Address</th>
<th>Status and Company No</th>
<th>Date Received</th>
<th>Value £</th>
<th>Nature</th>
<th>Other Information</th>
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<th>Reference No</th>
<th>Lender Name</th>
<th>Address</th>
<th>Status and Company No</th>
<th>Date</th>
<th>Entered into Repayable</th>
<th>Value £</th>
<th>Interest Rate</th>
<th>Other Information</th>
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**TOTAL**
## Section 6 Credit facilities

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<th>Reference No</th>
<th>Lender Name</th>
<th>Address</th>
<th>Status and Company No</th>
<th>Entered Into</th>
<th>End date of facility</th>
<th>Value £</th>
<th>Interest Rate</th>
<th>Other Information</th>
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<th>Guarantor Name</th>
<th>Address</th>
<th>Status and Company No</th>
<th>Date Entered into</th>
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<td>Please tell us about any changes you have made to regulated transactions - use the reference number you assigned to cross-reference this information to the original transaction.</td>
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