

# Change of PEF Online administrator

You should read the related guidance before completing this form.



## Who this form is for:

Registered political parties, minor parties, registered non-party campaigners (third parties) and registered referendum campaigners (permitted participants) that want to change their PEF Online administrator.

Related guidance:

- [PEF Online: Getting started](#)

## Explanatory notes

### Section 1 – Name of the organisation or individual

Tell us the name of the organisation or individual which appears on the register. This should be the full name of your political party, campaigning organisation or members' association.

### Section 2 – Details of the PEF Online administrator

Fill in all of the contact details of the nominated administrator. These details are required fields in the PEF Online database and we can only process your application if we have all of the necessary information.

Particular terms and conditions apply to working with PEF Online. See:

- [PEF Online terms and conditions](#)

### Section 3 – New PEF Online administrator's declaration

You must sign and date the form to tell us that you accept the responsibilities of the new role.

## Section 4 – Nomination of the new PEF Online administrator

### Political parties

Your party leader, nominating officer, treasurer and – if appointed – your campaigns officer must all sign this form to show they all agree to the appointment of your new PEF Online administrator.

### Minor parties

Your party leader and nominating officer must both sign the form to show they agree to the appointment of your PEF Online administrator.

### Other organisations

If you are a registered non-party campaigner, referendum campaigner or a members' association, your responsible person must sign this form.

## Completing and sending the form to us

The party treasurer, the party leader in the case of a minor party, or the responsible person should complete this form and return it 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.

Please do not submit this form electronically. It needs signatures because it contains declarations, so you can either post or fax it to us.

Choosing your PEF Online administrator is an important decision. See:

- [PEF Online: Getting started](#)



## Return the form by post or fax to:

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

Tel: 020 7271 0616  
Fax: 020 7271 0505  
Email: [pef@electoralcommission.uk](mailto:pef@electoralcommission.uk)  
Web: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

Electoral Commission use:

## Change of PEF Online administrator

### Section 1 Regulated organisation or individual

Name

### Section 2 Details of the PEF Online administrator

Title

First  
name(s)

Surname

Address

Town/ City

Postcode

Country

Tel  
number

Mobile  
number

Fax  
number

Email  
address

### Section 3 PEF Online administrator declaration

I accept the role of PEF Online administrator for the above named regulated entity

Signed

Date

## Section 4 Nomination of PEF Online administrator

I/ We authorise the above named individual to act as PEF Online administrator

I/ We revoke any previous authorisation of an individual to act as the PEF Online administrator

I/ We accept [the terms and conditions of use of the PEF Online system](#)

Name  Role

Signed  Date

Name  Role

Signed  Date

Name  Role

Signed  Date

Name  Role

Signed  Date

For Electoral Commission use

Date of receipt  Checked by

Date entered in database  File reference number

## Privacy Statement

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 is Jo Crofton-Diggins ([dataprotection@electoralcommission.org.uk](mailto:dataprotection@electoralcommission.org.uk)).

You can read our privacy notice at <https://www.electoralcommission.org.uk/privacy-notice> for information about how we process personal data.