

# Notification of alteration of recognised third party details

## Explanatory notes on completing form TP2

**Note:** registered political parties that are recognised third parties should notify the Commission of changes to their registered details in accordance with the controls on political parties (the Commission will automatically update the party's recognised third party register entry). This form should only be used by registered parties which are minor parties, to notify the Commission of a change to the person registered as responsible person.

Each note corresponds to a numbered section on form TP2

### 1 Details of recognised third party

Please insert the name and reference number of the recognised third party.

### 2 Declaration and signature

This notification must be signed and dated:

- in the case of an individual, by that individual;
- in the case of a registered party, by the party leader and nominating officer, (and by an additional officer if the same person is leader and nominating officer);
- in the case of any organisation or body, by the body's secretary or a person who acts in a similar capacity. The position held should also be stated.

### 3 Detail(s) to be altered

Please specify which of the following detail(s) is or are to be altered:

- registered name;
- registered address;
- name of responsible person (this does not apply to individual recognised third parties);
- address of responsible person.

### 4 Altered details

Please use the appropriate box to give details of the alteration specified at section 3.

Form TP2 should be returned 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.org.uk](mailto:pef@electoralcommission.org.uk)

Web: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

**Important:** when dealing with TP2 alterations, The Electoral Commission is mindful of the requirements of equal access legislation, including the Race Relations Act 1976 (and Race Relations Amendment Act 2000) and the Disability Discrimination Act 1985.

# Notification of alteration of recognised third party details

Important: the accompanying explanatory notes should be read before completing this form.

## 1 Details of recognised third party

Name

Reference number

## 2 Declaration and signature

I hereby notify The Electoral Commission of the following changes to the registered details of the above Third Party, in accordance with section 88 of the Political Parties, Elections and Referendums Act 2000.

Signed

Printed name

Date

dd

mm

yyyy

Position held

Signed

Printed name

Date

dd

mm

yyyy

Position held

## 3 Detail(s) to be altered

Please indicate which detail you wish to alter

Third party name

Third party address

Name of responsible person

Responsible person's address

## 4 Altered details

Please insert the amended detail specified at section 3 in the correct box below.

Name of individual

or Name of organisation

Address

Town

County

Postcode

Name of responsible person

Address

Town

County

Postcode

For Electoral Commission use

Date of receipt

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Checked by

Date entered in  
database

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

File reference  
number

Return the form to:

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Fax: 020 7271 0505

Email: [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)

Website: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

## 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.