

## Form UA2

### Report of gifts received by an unincorporated association before a political contribution was made

This form should be completed by the authorised individual for an unincorporated association. You need to complete this form when your association has notified us that it has made total political contributions of more than £25,000 in a calendar year. You will have done this by completing form UA1, which you can find on our website [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

This form will tell us about the gifts your association received on and before the contribution date, which is the day the political contributions you made during the year exceeded £25,000. We will publish the information you provide on the **public register of recordable gifts to unincorporated associations**.

You need to tell us about every gift of more than £7,500 received during the reporting period. The reporting period begins with the start of the year before the calendar year in which the contribution date occurred, and it ends on the contribution date.

**Note: you do not need to include any gifts received before 21 July 2009**



Important: you should complete this form and return it to us within 60 days of the contribution date.

### Completing and sending the form to us:

You can type directly into the form and print it off to sign and send to us. Alternatively, you can print the form out, complete by hand and send it to us.

**Please do not submit this form electronically.** The form needs a signature because it contains a declaration so you can either **post** or **fax it to us**.

**Note:** If you are completing this form you will also need to complete a form UA3 'Quarterly report of gifts received after the contribution was made' at the end of the quarter (March 31, June 30, September 30, December 31).



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

## Explanatory Notes

Each note gives details of the information required to complete the form for that numbered section on the form.

### 1. Details of the unincorporated 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.

### 2. Declaration and signatures

The declaration must be signed and dated by the person authorised by the unincorporated association.



You will be making a declaration when you sign this form. It is an offence to knowingly, or recklessly make a false declaration. For more information see our Briefing note: unincorporated associations, which can be found on our website at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

### 3. Type of return

If your organisation has **not received gifts** of more than £7,500 during the reporting period then you should tick the box for '**no gifts**'. The return will be treated as a nil return and you do not need to complete anything else on the form.

If your organisation has received gifts of more than £7,500 during the reporting period you should tick the box for 'gifts received' and complete the statement of gifts in section 4.



If you fail to tick either of the boxes in section 3 we will return the form to you as incomplete.

### 4. Statement of gifts

The government intends to make secondary legislation to clarify what constitutes a gift. In the meantime see the definitions box for guidance and if you are unsure whether something should or should not be reported as a gift, you should report it.

- a. Please tell us how many people or organisations gave you the gifts that you are reporting – this number should correspond with the number of entries you make in section 4. Use the link on the form to access more copies of this section if you need to tell us about more than three givers.
- b. Please provide us with whatever details you know of the individual or organisation that gave you each gift of more than £7,500 during the reporting period.

- c. Please tell us the total amount or value of the gift. If the gift, or part of the gift, was non-cash then a market value should be applied. Discounts on asset purchases and benefits such as reduced rates for property rental, services or facilities are also likely to constitute gifts. In these cases the value of the benefit received is the amount of the gift.
- d. Please tell us the date the gift was received.

**Note:** the association is treated as having received a gift of more than £7,500 from an individual or organisation on the day that it received the gift which took the total over £7,500.

- e. Please tick the box to tell us whether the gift you are reporting is a single gift or a multiple gift. A multiple gift means you received two or more gifts greater than £500 from the same person, or organisation, in the same calendar year that total more than £7,500.

**Note:** If you are reporting a multiple gift you will also need to complete section 5 for this gift.

- f. If the gift was a single gift, please tell us the form it took e.g. cash, non-cash, discounted office space or services, or a bequest.

## **5. Multiple gift details**

Use this page to tell us more about gifts that are made up of several gifts. Use the link on the form if you need more copies of this page.

For each gift of more than £500 that contributes to a multiple gift, please tell us:

- a. the form the gift took e.g. cash, non-cash, a bequest
- b. the amount or value of the gift and
- c. the date the particular gift was received.

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

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

Electoral Commission use:

**Form UA2**

## **Report of gifts received by an unincorporated association that has made political contributions**

### **Section 1 Details of unincorporated association**

Name

Address

Email  
address

Reference  
number

### **Section 2 Declaration and signatures**

I declare that to the best of my knowledge and belief, all relevant gifts are recorded in this return and that no other relevant gifts have been accepted in respect of the notification that has been made under Part IX of the Political Parties, Elections and Referendums Act 2000

Signed

Printed  
name

Position  
held

Date

### Section 3 Type of return

**We have received** (please tick):

**No gifts** – we have received no gifts that have to be reported by us under Part IX of the Political Parties, Elections & Referendums Act 2000. This is a nil return.

➡ **If you have ticked ‘no gifts’, you do not need to complete Sections 4 or 5.**

**Gifts** – we have received gifts that have to be reported by us under Part IX of the Political Parties, Elections & Referendums Act 2000.

➡ **If you have ticked ‘gifts’ please complete the statement of gifts below.**

### Section 4 Statement of gifts

Total number of  
givers – people or  
organisations you  
received gifts from

➡ **Please provide details of each giver and their gifts below**

#### Giver 1

Name of the  
giver

Address of  
the giver

Total cash  
amount or  
value

Date  
received

This gift given as

A single gift

Form of gift

Multiple gifts

➡ **If the gift was given as multiple gifts, you must give us details of these individual gifts by completing the ‘Section 5 Multiple gift details’ at the end of this form**

## Giver 2

Name of the giver

Address of the giver

Total cash amount or value

Date received

This gift given as

A single gift

Form of gift

Multiple gifts

➡ If the gift was given as multiple gifts, you must give us details of these individual gifts by completing the 'multiple gift section' at the end of this form

## Giver 3

Name of the giver

Address of the giver

Total cash amount or value

Date received

This gift given as

A single gift

Form of gift

Multiple gifts

➡ If the gift was given as multiple gifts, you must give us details of these individual gifts by completing the 'multiple gift section' at the end of this form

If you need to tell us about more individuals, or organisations, that have given your association gifts you can download more pages here ➡

For Electoral Commission use

Date of receipt

Checked by

Date entered in database

File reference number

➡ Please complete Section 5 for each giver who has given multiple gifts. You can find more copies of section 5 pages by clicking this link.

### Section 5 Multiple gift details

Giver number

Name

Gift 1 – nature of gift

Cash amount or value

Date received

Gift 2 – nature of gift

Cash amount or value

Date received

Gift 3 – nature of gift

Cash amount or value

Date received

Gift 4 – nature of gift

Cash amount or value

Date received

Gift 5 – nature of gift

Cash amount or value

Date received

## **Definitions box**

### **Authorised individual**

The person authorised by the association to make a declaration on behalf of the association.

### **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)

If your organisation benefits from sponsorship of an event, a publication, a study or research worth over £7,500 please contact us as to whether this should or should not be reported as a gift.

### **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](http://www.electoralcommission.org.uk)

Email or call us on:

- England: 0333 103 1928  
[pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)
- Scotland: 0333 103 1928  
[infoscotland@electoralcommission.org.uk](mailto:infoscotland@electoralcommission.org.uk)
- Wales: 0333 103 1929  
[infowales@electoralcommission.org.uk](mailto:infowales@electoralcommission.org.uk)
- Northern Ireland: 0333 103 1928  
[infonorthernireland@electoralcommission.org.uk](mailto: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](mailto:dataprotection@electoralcommission.org.uk).

You can read our privacy notice at [electoralcommission.org.uk/privacynotice](https://electoralcommission.org.uk/privacynotice) for information about how we process personal data.