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Guidance on submitting your statements of accounts | Electoral Commission Search
Guidance on submitting your statements of accounts You are in the section Home
Guidance for parties and accounting units on how to submit statements of accounts.
All political parties and accounting units must keep financial records. All parties
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Election campaign spending | Electoral Commission Search

Election campaign spending You are in the section Home Guidance on how to comply with the rules We have published our guidance for the Northern Ireland Assembly election on 5 May 2022. The regulated period for parties starts on 5 January 2022 and ends on polling day, 5 May 2022. There are rules that control spending by political parties during regulated periods. This page also contains guidance on how to comply with the rules, including the forms that you need.

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[Recall petition campaigners](#) You are in the [section Home](#) [Guidance and information for individuals and organisations that campaign for the success or failure of a recall petition](#). On this page, you will find guidance and information for individuals and organisations that campaign for the success or failure of a recall petition. We call these individuals and organisations recall petition campaigners . There are rules recall petition campaigners must follow on campaign spending, donations and reporting. Our guidance is to help recall petition campaigners comply with the rules. You do not have to follow this guidance but if you do, you will normally be doing enough to comply with the law. [Factsheet Recall of MPs 2015](#) This part covers: [When will a recall petition be triggered?](#) [Roles](#) [Spending and donations rules summary](#) [Introduction to the Recall of MPs Act 2015](#) [Guidance](#) [Spending and donations](#) This part covers: [How much you can spend](#) [The activities covered by the rules](#) [Checking permissibility](#) [Recording and reporting](#) [Working together with other campaigners](#) [Recall: Spending and donations](#) [Forms](#) [Spending and donations return](#) This part covers: [Recall spending return PDF](#) [Recall spending return Excel](#) [Recall spending return notes](#) [Factsheets](#) [Further information](#) This part covers: [Recall campaigner imprints](#) [Recall flowchart](#)

How to maintain your party's details using PEF Online | Electoral Commission Search

How to maintain your party's details using PEF Online

You are in the Registering and maintaining a party section Home Registering and maintaining a party Maintaining party details in PEF Online Any registered party is able to maintain its party details, as well as submit returns, using PEF Online . If the officers of your party already have user accounts set up for PEF Online, please follow the instructions for the each notification below. We have created these instructions with first time users of the system in mind. Please note that these instructions do not apply to minor parties and they should contact the registration team for alternative arrangements. If you do not have a user account set up for the system, please complete the steps below: If your party does not have any email accounts registered with us, please provide details of these email accounts with your parties RPP number to partyreg@electoralcommission.org.uk . Please note that the RPP number is not the number that appears on your party's entry on the register. Your RPP number is a unique reference which offers a safeguard so that we can be certain that any communications and returns between us and your party is genuine. We will have issued it to you when your party first registered. If your party has an email account registered with us, please contact us at partyreg@electoralcommission.org.uk from the registered email address. If you would like any other party officers to be registered in the system then please let us know their email addresses too. This will be necessary if your party intends to make any changes which requires their signatures too. Once your account has been created, you will receive an automated email (please check junk mail) to confirm your association with the party and temporary login details. Please follow the instructions in the email to confirm your association and create a new password. You will now have access to the system and the party's account. Notifications You can use the following instructions to make the different types of changes to your party's details within the PEF Online system. Annual Renewal Annual Renewal If all of your party details have not changed, then you can make your renewal. If this is not the case, please contact partyreg@electoralcommission.org.uk for instructions to amend your party details. The party treasurer is the only officer who is able to make the renewal. They must login to PEF Online and select which party they wish to make the renewal for from the list of all of the entities that officer is registered to. A pink menu will appear on the left hand side of the page. From this menu, select the option to 'Renew Registration'. Once on this page, you will be asked to confirm the details of the party are correct and accurate – please follow the options to complete this. From the pink menu, now select 'View details' and then navigate to the 'Submit' page, which will appear as one of the red options along the top of the page on the right hand. Once on this page, the option to 'Submit application' will appear. Please select this option – you will now be presented with options to make an online card payment. Once you have made the payment, your submission should now be complete. Please note the payment can only be made at the point of submission and you cannot come back to the payment options later. The Commission will contact you once this notification has been processed. Change of party officers Before you start this process, we advise that you have the following details to hand: Name, home address, email address, phone number for your new officers. Your party treasurer or party administrator (if you have one) must login to PEF Online and select which party they wish to complete a renewal for, from the list of all of the entities that officer is registered to. A pink menu will appear on the left hand side of the page. From this menu, select the option 'View details'. Once on this page, in the top right hand of the page, select the option to 'Change

details' and then navigate to the 'Party officers' page, which will appear as one of the red options along the top of the page. On the 'Party officers' page will be an option to 'Add officer' at the bottom of the page. You will be asked to add an email address for this user and must leave box for " User does not have an email address/does not wish to be contacted by email " unticked. Please then select the option to 'Create user'. You must now provide information for the following fields: 'First name' 'Surname' 'Phone' In the section 'Security details' you must un tick the option "Do not contact by email". Beneath this will be a section for 'Postal addresses' where you must select the option to 'Add address'. On this page you must provide the home address for this officer. Ensure that an address is selected from the drop down boxes for the sections 'Primary address' and 'Correspondence address' then select the option at the bottom of the page to 'save'. Your new officers will need to confirm their association to the party. After saving the officer details, an automated email will be sent to their email address – they must follow the instructions in the email to confirm their association with the party and create login details. Once you have repeated this for all new officers, navigate to the 'Officer roles' page (you can select the 'next' option from the bottom right of the page). On this page next to each officer role, please select the new officer from the drop down menu. The application is now ready to be authorised by all officers (incoming and outgoing). You can begin the process by navigating to the 'Declarations' page where you can authorise the application. You must now inform all other officers of the party that they need to login to the system and complete the authorisation process under the 'Declarations' page. The option 'I authorise online' should appear at the bottom of the page for each officer. You are able to see which officers have authorised on the 'Declarations' page. When all officers have green ticks next to their names on, it can be submitted by the treasurer. Navigate to the 'Submit' page and select the option to 'Submit application' at the bottom of the page. Your submission should now be complete. The Commission will contact you once this notification has been processed. Troubleshooting Annual Renewal "The 'Renew registration' option does not appear" Please ensure that the treasurer is logged in to make the renewal – this option will only appear for this officer and not any other officer. If your party started or submitted changes before the making the renewal, the option will not be available until these changes have been processed. "The 'Submit' page shows a red cross next to the 'Declarations'" You must navigate to the 'Declarations' page and select the options to authorise the renewal. Once this has been completed you will be able to submit the application. Change of party officers "An officer of my party has not received an email to confirm their association to the party/create login details" Please ensure that you have entered all of the details listed in the instructions for a new officer and have unticked the option "Do not contact by email". This email will sometimes be moved to junk mail – please note that most junk mail folders will delete after a couple of days. You may need to contact the registration team for this email to be sent again. You can do this by emailing partyreg@electoralcommission.org.uk . "I have made all of the changes but the system will not let me submit it" Please ensure that you have contacted all of your officers to authorise the application in the 'Declarations' page as the option to 'Submit application' will not appear until all officers have authorised.

Political parties: PEF Online and forms | Electoral Commission Search

Political parties: PEF Online and forms You are in the section Home Forms you will need from the initial application to register your party As a registered political party you have a number of statutory reporting requirements. This page provides all of the forms you will need from the initial application to register your party, through all of your reporting requirements to de-registration of your party.

PEF Online PEF Online is our secure database where you can complete registrations and maintain your registered details. PEF Online also allows you to submit statutory donations and loans reports, statements of accounts and campaign spending returns electronically. Login to PEF Online Important update about our postal arrangements We strongly advise that applications and statutory returns are delivered either via our PEF Online system or scanned and emailed to pef@electoralcommission.org.uk so that we receive them promptly. If you do not have access to our PEF Online system already then please write to us at the email address above making sure that you provide the following information: Your party's unique RPP number. This is a security measure which ensures that we know that correspondence sent by you is genuine. This will have been issued when your party was first registered with us. The email addresses of all officers that need to be registered in the system. Forms PEF Online users This part covers: Change of PEF Online administrator PEF Online - getting started Forms Registering with us This part covers: forms for registering with us. For more information on registering as a political party, please see [How to register your political party](#) . Show resources Form RP1 GB - Register a political party in Great Britain (PDF) Form RP1 NI - Register a political party in Northern Ireland (PDF) Form RP1M: Application to register a minor political party (PDF) Model financial scheme (DOC) Record of assets and liabilities Forms Maintaining party details This part covers: forms for maintaining your party details. For more information on your responsibilities for maintaining your party's details, see [How to maintain your registered political party](#) . Show resources Form RP2: Application to alter an entry on the register of political parties Form RP2D: Application to register party descriptions Form RP2JD: Application to register a joint description Form RP3: Notification of change of registered details - integrated notes Form RP4: Registering a replacement party officer Form RP5: Notification of details of deputy treasurer or campaigns officer - integrated notes Form RP6: Declaration of exemption of a registered political party - integrated notes Form RP7: Withdrawal of declaration of exemption made by a registered political party - integrated notes Form RP8: Confirmation of registered details of a political party - integrated notes Form RP8M: Annual confirmation of registered details of a minor party - integrated notes Form RP9: Application to deregister a political party - integrated notes Forms Reporting donations and loans (Great Britain) This part covers: the forms you will need to report any donations and loans that you receive. For more information on how to comply with the rules please see our [guidance on donations and loans](#) . Show resources Form RP10: Quarterly report of donations made to a political party Explanatory notes on completing Form RP10: Quarterly report of donations made to a political party Form RP10QN: Quarterly report of donations made to a political party: statement of nil report Explanatory notes on completing Form RP10QN: Quarterly report of donations made to a political party: Statement of nil report Form RP10b: Quarterly report of regulated transactions (loans) made to a political party Explanatory notes on completing Form RP10b: Quarterly report of regulated transactions (loans) made to a political party Form RP10QNb: Quarterly report of regulated transactions (loans) made to a political party: Statement of nil report Explanatory notes on completing Form

RP10QNb: Quarterly report of regulated transactions (loans) made to a political party: Statement of nil report Forms Reporting donations and loans (Northern Ireland) This part covers: the forms you will need to report any donations and loans that you receive. For more information on how to comply with the rules please see our guidance on donations and loans – Northern Ireland Show resources Form RP10a (NI): Quarterly report of donations made to a political party registered in Northern Ireland Explanatory notes for Form RP10a (NI): Quarterly report of donations made to a political party registered in Northern Ireland Form RP10QN (NI): Quarterly report of donations made to a political party registered in Northern Ireland: statement of nil report Explanatory notes for Form RP10QN (NI): Quarterly report of donations made to a political party registered in Northern Ireland: statement of nil report Form RP10b (NI): Quarterly report of regulated transactions (loans) made to a political party registered in Northern Ireland Explanatory notes for Form RP10b (NI): Quarterly report of regulated transactions (loans) made to a political party registered in Northern Ireland Form RP10QNb (NI): Quarterly report of regulated transactions (loans) made to a political party registered in Northern Ireland: statement of nil report Explanatory notes for Form RP10QNb (NI): Quarterly report of regulated transactions (loans) made to a political party registered in Northern Ireland: statement of nil report Forms Reporting campaign spending (GB and NI) This part covers: the forms you will need to report your campaign spending after an election. For more information on how to comply with the rules please see our guidance on campaign spending. Show resources Form RP11 GB: Campaign spending return for parties in Great Britain (XLS) Form RP11: Political Party Spending return Great Britain (PDF) Explanatory notes for form RP11 GB Form RC3 – Auditor’s report template and explanatory notes

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Guidance :

Access the guidance We regulate the finances of political parties and maintain the registers of political parties in Great Britain and Northern Ireland. Political parties must follow certain rules set out in law. You can access the guidance by clicking the button below. Use the filters of 'where am I' and 'I want to' to narrow down your search to the type of guidance you need, and use the keyword search option to help you quickly find something specific. Next Other related pages about political parties Political parties: PEF Online and forms Key dates for 2023 Find out about party registration applications and decisions

You are in the section Home Key dates As part of regulating party finance and maintaining transparency, parties must submit financial reports on donations, loans and expenditure by certain dates. Parties are also under a duty to confirm their details and renew their registration every year. Below you can find the deadline dates for the main reporting requirements for political parties in 2023.

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[Registering and maintaining a party](#) You are in the [section](#) [Home](#) [Upcoming changes to the law for new political parties](#) [8 November 2022: Changes to the law for new political parties](#) From 24 November 2022 a new legal requirement applies, meaning that if you register a new political party you need to make a declaration regarding the assets and liabilities held by the party you wish to register. If the total value of the party's assets, or total amount of the party's liabilities, are more than £500, you will also need to submit a record of assets and liabilities with your application to register the party. If the values are less you need to declare this, but no further information is required. [Registering and maintaining your party](#) [Guidance](#) [How to register your political party](#) [How to maintain your registered political party](#) [PEF Online](#) [Getting started on PEF Online](#) [How to maintain your party's details using PEF Online](#) [PEF Online](#) [Useful links](#) [Current applications](#) [Party registration decisions](#) [emblems](#) [Forms](#)