

Form UA1

Notification of an unincorporated association making a political contribution

This form is a 'notification'. The information you provide will be published on the **public register of recordable gifts to unincorporated associations**.

You should submit this form to us if your organisation is an unincorporated association and it has made political contributions that exceed £25,000 in a calendar year (beginning 1 January 2010). The total political contribution may have been made as:

- a single contribution of £25,000 or more, or
- several individual contributions that amount to £25,000 or more. You only need to count individual contributions of £500 or more towards the total. Contributions may have been made to more than one organisation or individual.

You only need to provide one notification in a calendar year.



Important: you should complete this form within **30 days** of the contribution date, which is the day the political contributions exceed £25,000 in a calendar year.

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 may also need to complete:

- form UA2 'Report of gifts received by an unincorporated association before a political contribution was made', and
- form UA3 'Quarterly report of gifts received by an unincorporated association after a political contribution was made', or
- form MA1 'Quarterly nil report of gifts received by a members association after a political contribution was made'



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

Explanatory notes

Section 1 – Details of the unincorporated association sending the notification to us

Please insert the full name and address of the organisation that is making the notification.

Section 2 – Your status

Indicate by ticking the box if you are submitting this form as a members association or not.

Section 3 – Responsible person authorised by the unincorporated association

Please specify the name and home address of the person authorised by the association to make this notification.

Note: the register will **not publish** the address of the authorised person.

Section 4 – 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. You should be careful to ensure that you do not 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

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
Web: www.electoralcommission.org.uk

We will acknowledge all notifications.

Electoral Commission use:

Notification of an unincorporated association making a political contribution

Section 1 Details of unincorporated association submitting the notification

Name of association

Address

Town

Postcode

Telephone number

Email address

Section 2 Your status

We are also a members association

Yes

☐

No

☐

Section 3 Responsible person authorised by unincorporated association

| | | | |
|---------|----------------------|---------------|----------------------|
| Title | <input type="text"/> | First Name(s) | <input type="text"/> |
| Surname | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| Town | <input type="text"/> | Postcode | <input type="text"/> |

Section 4 Declaration and signatures

I hereby give notification to The Electoral Commission that the body named here has made political contributions for the purposes of Part IX of the Political Parties, Elections and Referendums Act 2000

| | | | |
|---------------|----------------------|------|----------------------|
| Signed | <input type="text"/> | | |
| Printed name | <input type="text"/> | | |
| Position held | <input type="text"/> | Date | <input type="text"/> |

For Electoral Commission use

| | | | |
|--------------------------|----------------------|-----------------------|----------------------|
| Date of receipt | <input type="text"/> | Checked by | <input type="text"/> |
| Date entered in database | <input type="text"/> | File reference number | <input type="text"/> |

Definitions box

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 of benefit of the party (including the services of a person)

Members association

An association comprising mainly of party members

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

Email or call us on:

- **England:** 0333 103 1928
pef@electoralcommission.org.uk
- **Scotland:** 0333 103 1928
infoscotland@electoralcommission.org.uk
- **Wales:** 0333 103 1929
infowales@electoralcommission.org.uk
- **Northern Ireland:** 0333 103 1928
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.

You can read our privacy notice at electoralcommission.org.uk/privacynotice for information about how we process personal data.