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## Removing your party from the register | Electoral Commission

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This guidance is for parties who want to know how to maintain and make changes to their registered details. Registered political parties and their officers must comply with the law, in particular as set out in the Political Parties, Elections and Referendums Act 2000 (PPERA). Under PERA, once you have registered, you must keep your party's details up to date. This is the responsibility of your party treasurer.

As party treasurer, you are responsible for keeping your party's details up to date. It covers: how to submit your annual confirmation registration how to change your registered details how to remove your party from the register Fees Depending on what details you need to change you may have to pay an administration fee. Any fees will be shown on your online application or on the relevant form. Where there is a charge, the non-refundable fee is £25 per application, unless you are changing your minor party status. It is £150 to change your minor party status. You can make more than one amendment per application. You should allow 20 working days for us to process your application. Our online system You can amend your application online. If you don't have a PEF Online account, you will need to set one up to amend your details online. All of your party officers must have separate email accounts. You can pay any fee electronically when you apply online. We have a step by step guide for using PEF Online to update your details . If you cannot amend your details online, you will need to complete a form. To find the form, please go to the page that is about the change you want to make. [Book traversal links for How to maintain your registered political party](#) [Your annual confirmation of registered details](#)

maintain your registered political party You are in the How to maintain your registered political party section Home How to maintain your registered political party View the navigation tree Go to main guidance section: How to maintain your registered political party Your annual confirmation of registered details Changing your party addresses Changing your accounting units Changing your party's registered officers Changing which elections you intend to contest Changing your minor party status Changing your party name, descriptions or emblems Changes to your financial scheme Changes to your constitution Removing your party from the register Changing your accounting units Accounting units Most parties operate as a single unit, which means the treasurer of the party has oversight over the finances of the entire party. However, you may wish to register party branches that have financial autonomy. These are called "accounting units" and each unit is responsible for its own finances. Registering accounting units is optional. Your financial scheme must specify if your party will have accounting units. Please note that our standard template scheme is not suitable for parties with accounting units. If you have branches that are not financially autonomous, you do not need to register them as accounting units and they do not need to appear in your financial scheme. However, you may still want to refer to them in your constitution. If you choose to register accounting units, each unit must have their own treasurer and second officer. You must also register the accounting unit's headquarters address or a correspondence address if the accounting unit does not have a headquarters. We can provide further advice on what is required, so please contact us in the first instance if you need more advice on accounting units. Changes to your accounting units You must tell us within 28 days if you make changes to your accounting units. You must tell us if there are any changes to: the name of an accounting unit the names of an accounting unit's registered officers Submit online You can do this using PEF Online . Other ways to submit If you cannot change your details online, complete a form and return it to us. Form RP3: Notification of change of registered details - integrated notes Your party treasurer must sign the form. If you change the name of an accounting unit, including if you are adding, removing or merging accounting units, then this will require you to update your financial scheme. Your registered party treasurer should contact our Party Registration team with your revised list of accounting units as soon as possible. Last updated: 24 November 2022 Book traversal links for Changing your accounting units Changing your party addresses Changing your party's registered officers

Changing your party name, descriptions or emblems | Electoral Commission

How to maintain your registered political party      You are in the How to maintain your registered political party section Home How to maintain your registered political party View the navigation tree Go to main guidance section: How to maintain your registered political party Your annual confirmation of registered details Changing your party addresses Changing your accounting units Changing your party's registered officers Changing which elections you intend to contest Changing your minor party status Changing your party name, descriptions or emblems Party name Party emblems on ballot papers Party descriptions on ballot papers Joint party descriptions How we assess your identity marks Changes to your financial scheme Changes to your constitution Removing your party from the register Changing your party name, descriptions or emblems We refer to your party name, descriptions and emblems collectively as "Identity Marks". These are how a party may be identified on a ballot paper at elections. Some identity marks are mandatory whilst others are optional. You must have a registered party name. This is a mandatory identity mark. You may register up to three emblems and 12 descriptions. These are optional identity marks. You do not need to register any party identity marks that you intend to use on campaign materials, unless you also intend to use them on a ballot paper. You can apply to change your party name, descriptions, and emblems, and you can add joint descriptions. Submit online You can submit your application using PEF Online . Other ways to submit If you cannot submit online, complete a form and return it to us. 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 The form must be signed by: the current registered party treasurer the current registered party leader the current registered nominating officer If one person holds all three positions (treasurer, party leader and nominating officer) the form must be signed by either: your registered additional officer your registered campaigns officer (if you have one) If a registered party officer is unable to sign, they can authorise another party officer to sign on their behalf. The application must include both: a declaration explaining that the replacement person is authorised to sign in the required officer's place a statement explaining why the required officer is unable to sign The fee There is a fee of £25. If you submit a number of changes to your identity marks in a single application, then there is only a single fee. You can pay your fee online during the confirmation process on PEF Online . You can also pay by cheque, money order or by direct bank transfer. Please make any cheques payable to the Electoral Commission. Tests for identity marks There are certain statutory tests and requirements which identity marks must meet in order to be registered. We will assess your application to register identity marks against these tests. We explain these tests in the next sections of this document. From time to time, the Commission will also carry out reviews of identity marks on our registers. This is part of our duty to ensure we are maintaining the register of political parties. Last updated: 24 November 2022 Book traversal links for Changing your party name, descriptions or emblems Changing your minor party status Party name



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constitution Your constitution should be kept up to date. You should provide us with

an updated copy whenever you change it, or if you change your party's name. You must

notify us of any changes made to your constitution since you last delivered your

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## Changing your party's registered officers | Electoral Commission

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