Changing your party's registered officers | 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 Officer responsibilities Your party's 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 party's registered officers You must tell us within 14 days of any changes if you want to replace a registered officer. A party must do this if an officer's appointment has ended for any reason, including if an officer has passed away. Changing your officers online You can change your officers online, using PEF Online. We have a step by step guide on using PEF Online to change your party officers. Other ways to submit your changes If you cannot change your details online, please complete a form and return it to us. Form RP4: Registering a replacement party officer Form RP5: Notification of details of deputy treasurer or campaigns officer - integrated notes The form must be signed by: the current registered treasurer the current registered party leader the current registered nominating officer the new officer (if applicable) 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) You should check your registered details to make sure the correct people sign the form. What if an officer is unable to sign an application? 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 We may ask for further information from you so that we can be satisfied that the application meets the requirements set out in law. Please note that we are unlikely to consider that an officer is unable to sign a form if they are simply unwilling to do so. If you are unable to contact a required officer, we may request that you provide evidence of attempts you have made to contact that officer. Treasurers If the treasurer's appointment has ended, or they have passed away, then the responsibility to sign a change of officer falls to the leader. If the treasurer was also the party leader, then the responsibility falls to the nominating officer. If the treasurer took all three roles, then the responsibility falls to the additional officer or campaigns officer. This only applies to changes to the treasurer of the party and not the leader or nominating officer. We will likely request that you demonstrate that the treasurer's appointment has ended so that we can be satisfied that the application meets the requirements set out in law. Campaigns officers If you are changing your campaigns officer, the process is the same as for changing any other officer. However, if you are changing the structure of your party to add or remove the role of campaigns officer itself, this is a change to the register and requires a £25 fee. You may also need to send us a revised financial scheme. Revised financial scheme You may need to send us a revised copy of your financial scheme if you are changing registered party officers who are named in the scheme. If you are appointing a campaigns officer, you may need to send us a revised copy of your financial scheme to reflect the changes in responsibility. Last updated: 24 November 2022 Book traversal links for Changing your party's registered officers Changing your

accounting units Officer responsibilities