

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