

# Political party registration checklist

Please ensure you have completed this checklist to ensure that your application is complete and compliant before sending your application to the Victorian Electoral Commission (VEC).

## 1 Application form

- Details of the registered political party (name)
- Details (including name and address where applicable) and signed acknowledgement of the proposed registered officer, any deputy registered officers and party secretary

## 2 Registered Political Party membership requirement - Statutory Declaration

- A statutory declaration made by the secretary stating that at least 500 members of the political party are:
  - enrolled to vote in Victoria
  - members in accordance with the rules of the political party
  - not members of another registered political party or of a political party applying for registration
- Declarant's details and signature
- Witness' details and signature
- Witness is qualified to be a statutory declaration witness

## 3 Application for the registration of a political party logo (optional)

- A completed logo application that meets the format requirements in the VEC's logo guidelines (Registered political parties logo guidelines)

Technical requirements for logo

- Include a copy of the proposed party logo in Encapsulated Post Script (EPS) format. The logo must be:
  - a black-and-white image
  - a vector graphic
  - smaller than 5MB
  - in Cyan-Magenta-Yellow-Black (CMYK) at 100% black
  - 10mm x 10mm and reproducible at 7mm x 7mm; and

The logo must not contain live text, transparency, overprinting, custom halftone transfer curve, or colour profile settings.

- Include a copy of the logo in PDF format, with a file size of under 5MB, that complies with ISO 32000-2:2020

Note: the logo in the PDF and EPS files must be identical

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## 4 Member list file format specifications

Member list uses VEC template and meets the format specified by the VEC (Member list format specifications)

Member list is up-to-date and includes at least 500 eligible members.

An eligible member is a member who is:

- An elector;
- A member in accordance with the rules of the party; and
- Not a member of another registered political party or of a political party applying for registration.

Members' name and residential address match the Victorian register of electors

Member list contains compliant and complete entries; this means that each entry appears once and each entry contains the following information for each member:

- name, surname and middle name (where applicable); and
- residential address (unit number, street number, street name, suburb and postcode).

The name, surname and residential address provided should match the details as they appear on the register of electors.

A postal address can be provided if different to the residential address.

Optional: member list contains date of birth, phone number and email address for members

Recommended: member list is password protected and the password is provided to the VEC in a separate email to [rppregistration@vec.vic.gov.au](mailto:rppregistration@vec.vic.gov.au)

## 5 Party constitution

An up-to-date copy of the political party's constitution which includes:

- an object or activity of the party to promote the election of a member or members of the party to Parliament
- provision for a party secretary or equivalent position, who would be responsible for the administration and correspondence of the party
- rules for membership of the party.

## 6 Application payment fee

Registration application fee of 50 fee units.

This fee can be paid by direct deposit to:

- Name of account: VEC- Revenue account
- BSB: 033-222
- Account number: 103321
- Reference: Registration fee (Party Name)

Please email the VEC if you make a funds transfer and include the date of payment and party name: [rppregistration@vec.vic.gov.au](mailto:rppregistration@vec.vic.gov.au).

If payment is by cheque, please make the payment to the Victorian Electoral Commission.

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## 7 Attestation

- I, the undersigned, understand and abide by the requirements of the registration as per the *Electoral Act 2002* (Vic).
- I have read and understood the VEC's Privacy statement  
Refer to [www.vec.vic.gov.au/privacy](http://www.vec.vic.gov.au/privacy).

|  |                                  |
|--|----------------------------------|
| Name                                       | <input type="text"/>             |
| Position (registered officer or secretary) | <input type="text"/>             |
| Name of political party                    | <input type="text"/>             |
| Signature                                  | <input type="text"/>             |
| Date                                       | <input type="text" value="/ /"/> |

Once completed, send your application to:

[rppregistration@vec.vic.gov.au](mailto:rppregistration@vec.vic.gov.au)

or by post to:

Regulatory Services  
Victorian Electoral Commission  
Level 11, 530 Collins Street  
Melbourne VIC 3000