



# **VEC DISCLOSURES – REGISTERED OFFICER/AGENT OR DEPUTY REGISTERED OFFICER/AGENT GUIDE**

**Victorian Electoral Commission online disclosure system**

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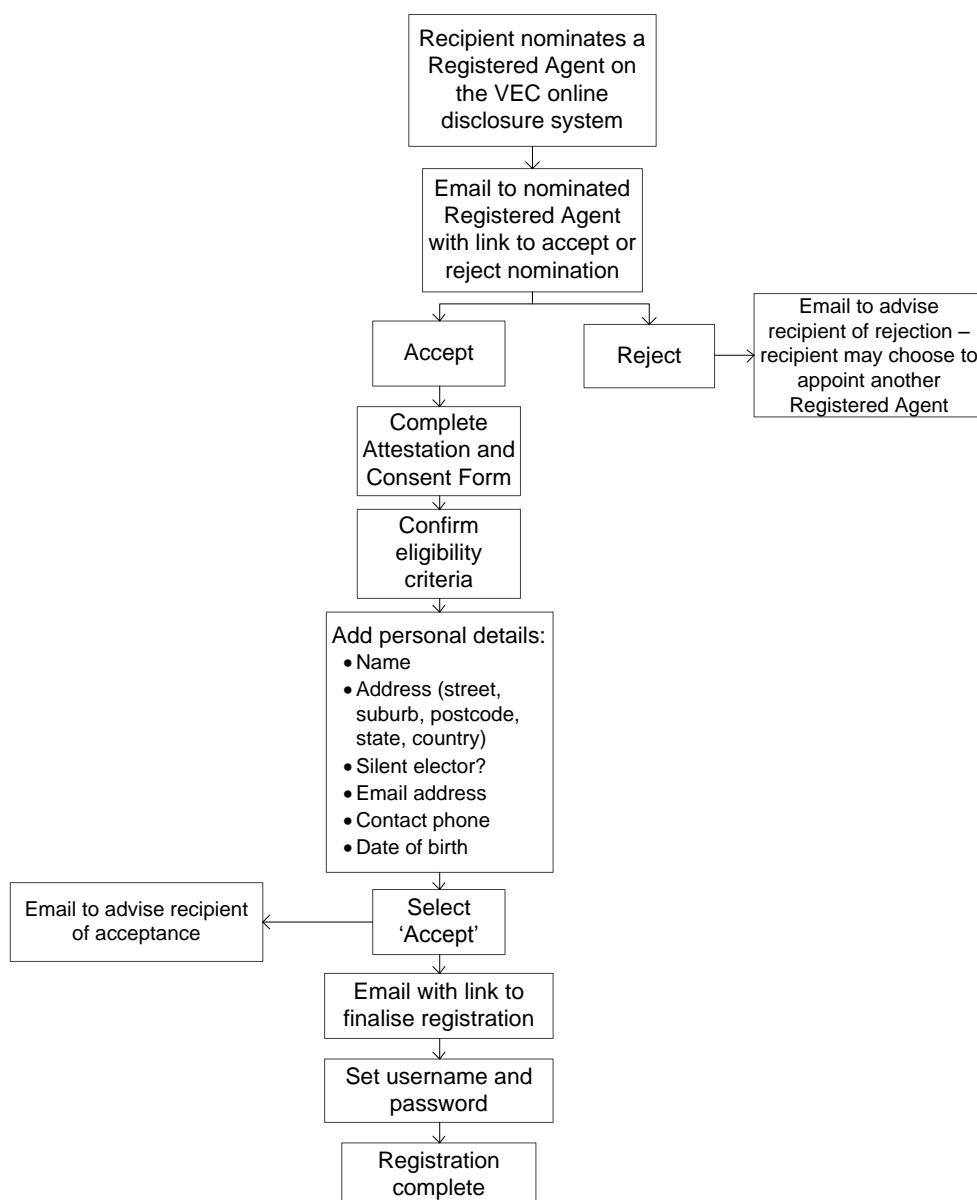
# HOW TO ACCEPT OR REJECT A REGISTERED AGENT NOMINATION

## Why have I been nominated as a Registered Agent?

Recipient of political donations may elect to nominate a Registered Agent to manage their funding and disclosure obligations. This includes disclosing all donations via the VEC online disclosure system, managing the State campaign account, submitting annual returns, and, if applicable, managing payments of funding.

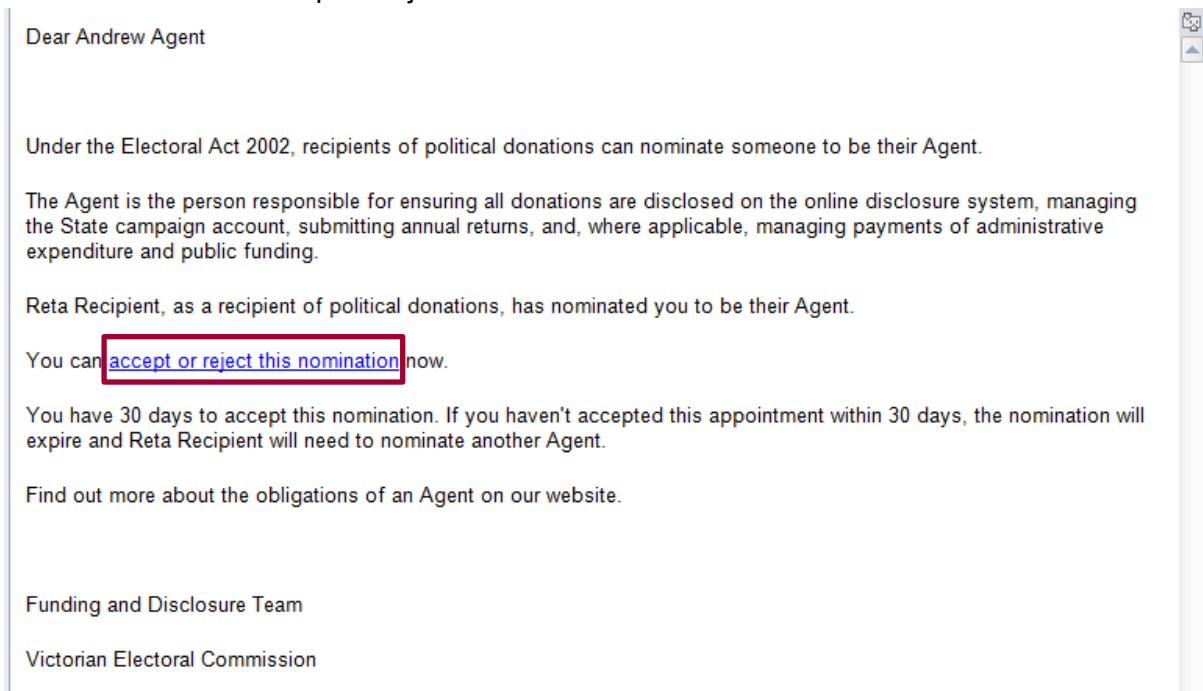
To be eligible to be appointed as a Registered Agent of a recipient, a person must be at least 18 years of age and must not have any convictions against the funding and disclosure provisions (Part 12) of the *Electoral Act 2002* (Vic), or the funding and disclosure provisions (Part XX) of the *Commonwealth Electoral Act 1918* (Cth).

## Registered Agent nomination process overview

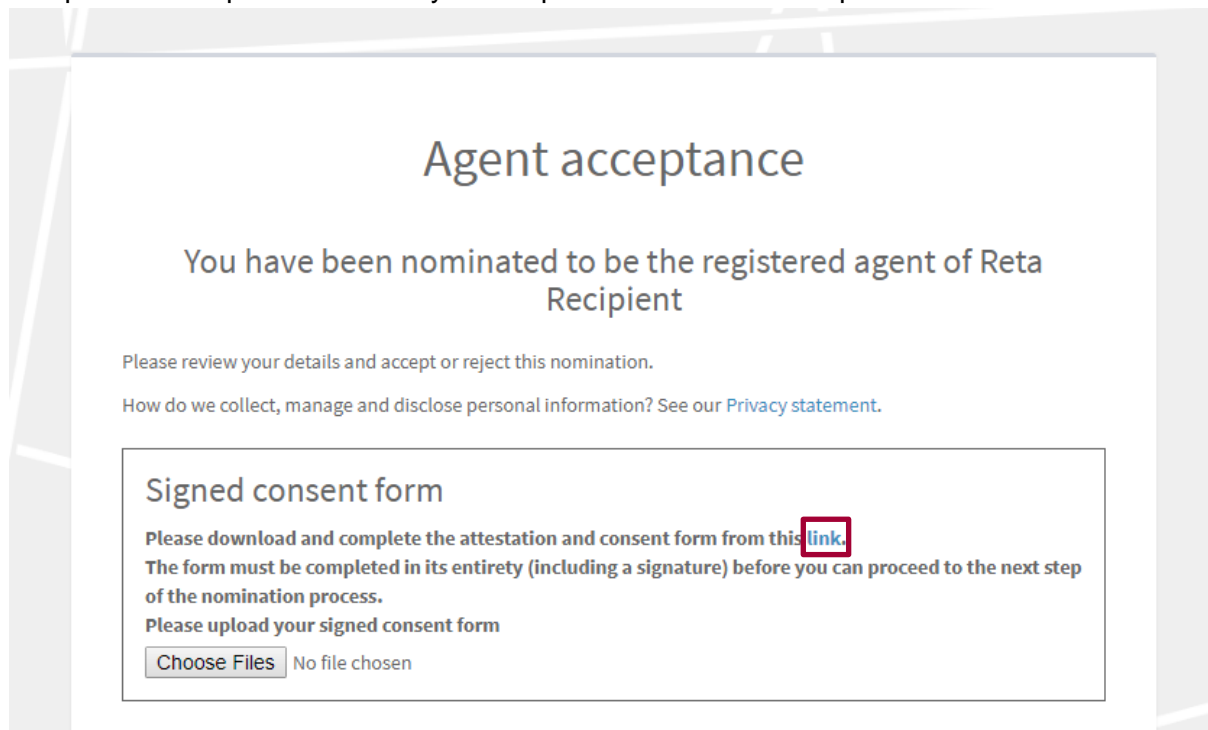


## Registered Agent nomination process – accept nomination

1. You will receive an email advising you have been nominated as a Registered Agent. Select the link in the email to 'accept or reject the nomination'.



2. Download the *Registered Agent Nomination* form by selecting the 'link'. This form must be completed and uploaded before you can proceed to the next step.



3. Complete the *Registered Agent Nomination* form, scan it and save it to your computer (you must keep an original version).

**Nominated Agent Attestation and Consent**

FD-2.1.1.a


Once complete, please return this form to the person/organisation that nominated you to be their Agent.

**Nominated Agent attestation and consent (please use BLOCK LETTERS)**

**Nominated Agent details:**  
(To be completed by the nominee)

Name	Title <b>MR</b>	First name <b>ANDREW</b>	Middle name
	Last name <b>AGENT</b>		
Address <small>(post office boxes will not be accepted)</small>	Address <b>1 QUEENS ROAD</b>		
	Suburb/Town <b>MELBOURNE</b>		
	State <b>VICTORIA</b>		Postcode <b>3004</b>
	Country <b>AUSTRALIA</b>		
Contact details	Telephone <b>03 9277 7126</b>		Mobile <b>0433 333 333</b>
	Email <b>ANDREW@RECIPIENT.COM</b>		
	Preferred Method of contact <b>EMAIL</b>		
Date of birth	Day <b>25</b>	Month <b>MAY</b>	Year <b>1973</b>

1 of 2 Pages

Victorian Electoral Commission 

**Nominated Agent Attestation and Consent**

FD-2.1.1.a

Nominated Agent attestation and consent

I, **ANDREW AGENT**, agree to be the Registered Agent for **BETA RECIPIENT**.

I certify that to the best of my knowledge the information contained in this Nominated Agent Attestation and Consent form is true and complete. ☒

I declare I am eligible to be appointed as the Registered Agent, to have my name entered on the Register of Agents as set out under Division 1A, section 207A of the *Electoral Act 2002* and declare as follows: ☒

- I am over 18 years of age
- I have not been convicted of an offence against the funding and disclosure provisions (Part 12) of the *Electoral Act 2002* (Vic) or the funding and disclosure provisions (Part XX) of the *Commonwealth Electoral Act 1918*
- I am Australian citizen or resident.

I give my consent to the appointment as the Registered Agent and acknowledge that by accepting the appointment I take responsibility, on behalf of the recipient, for the funding and disclosure obligations, as a Registered Agent, under the *Electoral Act 2002*. ☒

I have completed and signed this Nominated Agent Attestation and Consent to certify my consent to the appointment as the Registered Agent. ☒

I understand that the appointment as the Registered Agent will take effect when the VEC enters my name on the Register of Agents. ☒

I understand that the VEC may remove my name from the Register of Agents if one of the following occurs: ☒


- the VEC receives written notice from the recipient of a change in my eligibility
- I resign as the Registered Agent
- my appointment is revoked by the recipient
- I have been convicted of an offence against the funding and disclosure provisions (Part 12) of the *Electoral Act 2002* (Vic) or the funding and disclosure provisions (Part XX) of the *Commonwealth Electoral Act 1918*.

**Nominated Agent signature\*** Date

*AAgent* **25 : 11 : 2018**

\*Please provide the original signed document (a scanned copy is acceptable provided the original document is retained for records).

2 of 2 Pages

Victorian Electoral Commission 

4. Upload the completed *Registered Agent Nomination* form by selecting 'Choose Files'.

**Agent acceptance**

**You have been nominated to be the registered agent of Reta Recipient**

Please review your details and accept or reject this nomination.

How do we collect, manage and disclose personal information? See our [Privacy statement](#).

**Signed consent form**

Please download and complete the attestation and consent form from [this link](#).

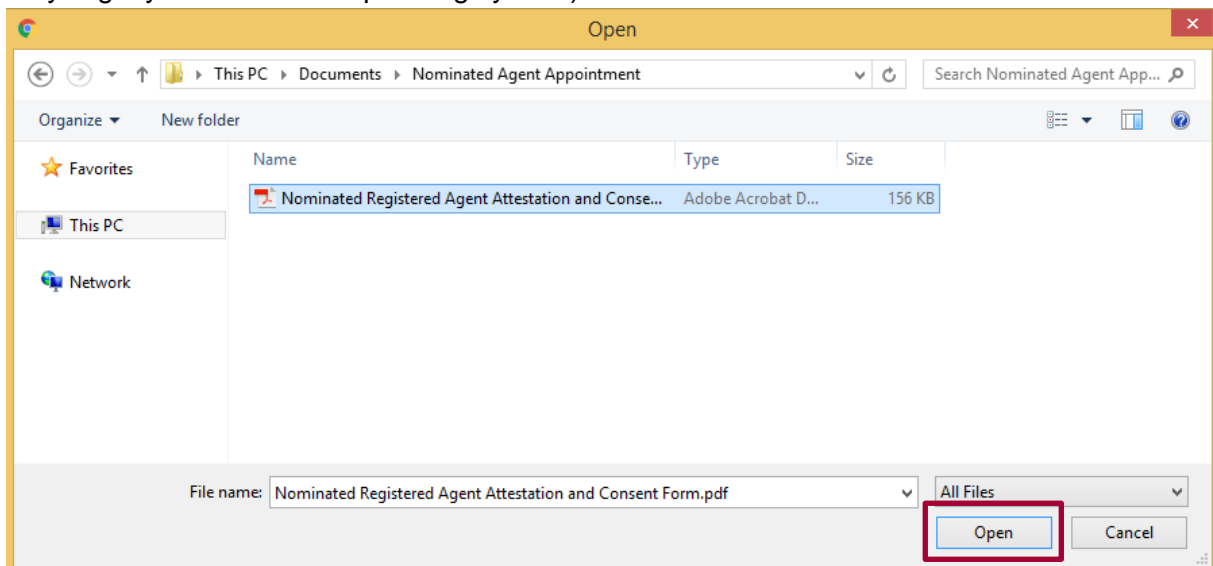
The form must be completed in its entirety (including a signature) before you can proceed to the next step of the nomination process.

Please upload your signed consent form

**Choose Files**

 No file chosen

5. Once you have selected 'Choose Files', find the document you have saved locally and select 'Open'. (Please note, this example is using a Windows operating system – the process may vary slightly on a different operating system).



6. The document will now be uploaded and you can continue with the nomination process.

A screenshot of a web page titled 'Agent acceptance'. The main heading is 'You have been nominated to be the registered agent of Reta Recipient'. Below this, it says 'Please review your details and accept or reject this nomination.' and 'How do we collect, manage and disclose personal information? See our Privacy statement.' A section titled 'Signed consent form' contains instructions: 'Please download and complete the attestation and consent form from this link. The form must be completed in its entirety (including a signature) before you can proceed to the next step of the nomination process. Please upload your signed consent form'. At the bottom, there is a 'Choose Files' button and a text input field containing 'Nominated...Form.pdf', which is highlighted with a red rectangle.

7. Confirm you meet the eligibility criteria by selecting each check box. If you do not meet one of the eligibility criteria, you cannot be a Registered Agent and you will need to reject the nomination.

### Signed consent form

Please download and complete the attestation and consent form from this [link](#).

The form must be completed in its entirety (including a signature) before you can proceed to the next step of the nomination process.

Please upload your signed consent form

Nominated...Form.pdf

I confirm that I:

- \* ☐ am 18 years or older
- \* ☐ am an Australian citizen or resident
- \* ☐ have not been convicted of an offence against Part 12 of the Electoral Act 2002 (Vic) or Part XX of the Electoral Act 1918 (Cwlth).



8. Once you have confirmed you meet the eligibility criteria, you will be prompted to enter your details. You **must** complete the following mandatory fields:
- first and last name (this will be pre-populated based on the information provided by the recipient)
  - address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
  - email address (this will be pre-populated based on the information provided by the recipient)
  - contact phone (either landline or mobile – must be 10 digits – this may be pre-populated based on the information provided by the recipient)
  - date of birth (drop-down list).

I confirm that I:

- \* ☒ am 18 years or older
- \* ☒ am an Australian citizen or resident
- \* ☒ have not been convicted of an offence against Part 12 of the Electoral Act 2002 (Vic) or Part XX of the Electoral Act 1918 (Cwlth).

### Your details

#### Name

Mr	* Andrew	Middle name
* Agent		

#### Address

* Street		
* Suburb	* Postcode	
* Select a state ... ▼		
* Australia ▼		

#### Silent Elector

Are you a Silent Elector?

No ▼
------

A silent elector is someone who has formally registered with the Victorian Electoral Commission to have their address suppressed on the electoral roll. It is not someone who does not want to provide their address. You will need to enter your address, but we will not publish it on the public facing website if we verify that you are a silent elector.

#### Email

* 	andrew@recipient.com
---	----------------------

#### Contact phone 1 (include local area code)

* 0433333333
--------------

#### Date of birth

Day ▼	Month ▼	Year ▼
-------	---------	--------

9. Once you have entered all details and read the acknowledgement, select 'Accept'.

### Your details

**Name**

Mr

\* Andrew

Middle name

\* Agent

**Address**

\* 1 Queens Road

\* Melbourne

\* 3004

\* Victoria

\* Australia

**Silent Elector**

Are you a Silent Elector?

No

A silent elector is someone who has formally registered with the Victorian Electoral Commission to have their address suppressed on the electoral roll. It is not someone who does not want to provide their address. You will need to enter your address, but we will not publish it on the public facing website if we verify that you are a silent elector.

**Email**

\* andrew@recipient.com

**Contact phone 1 (include local area code)**

\* 0433333333

**Date of birth**

25

May

1973

**I acknowledge that by accepting this nomination, I am responsible for:**

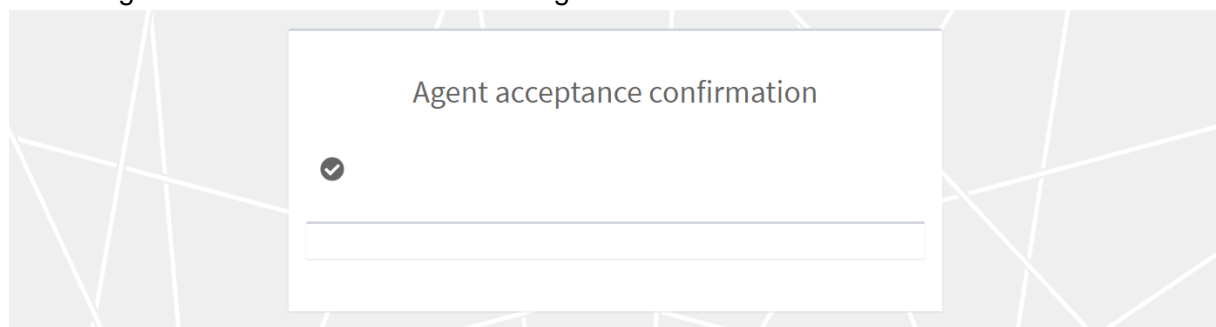
- disclosing all donations for Reta Recipient
- managing Reta Recipient's State campaign account
- submitting Reta Recipient's annual returns, and
- managing payments of administrative expenditure and public funding (where applicable) to Reta Recipient.

**I acknowledge that I may be held liable for any breaches of the funding and disclosure obligations under the Electoral Act 2002; including financial penalties and imprisonment.**

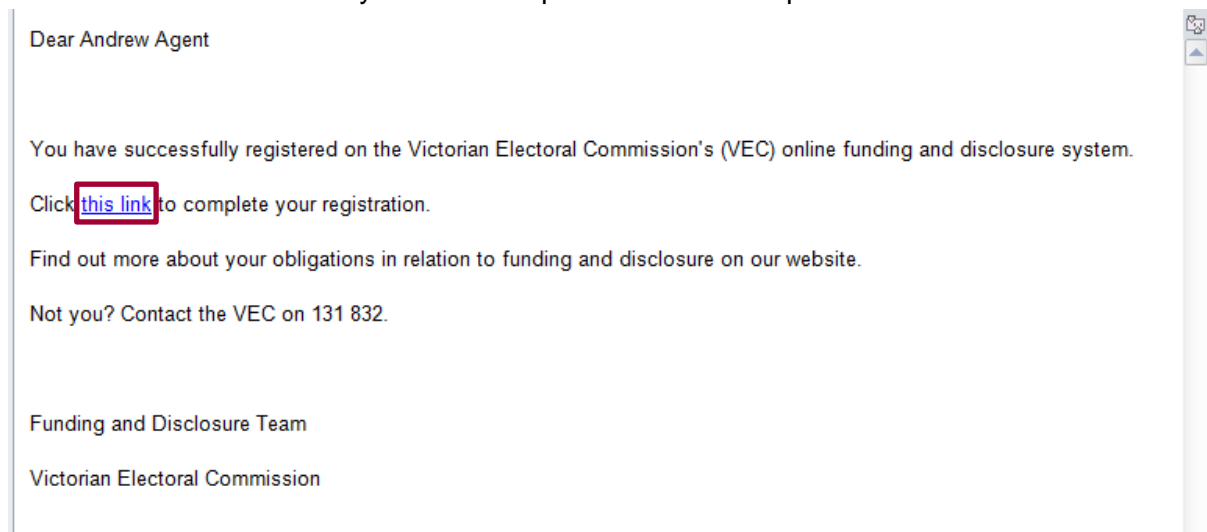
✕ Reject

✓ Accept

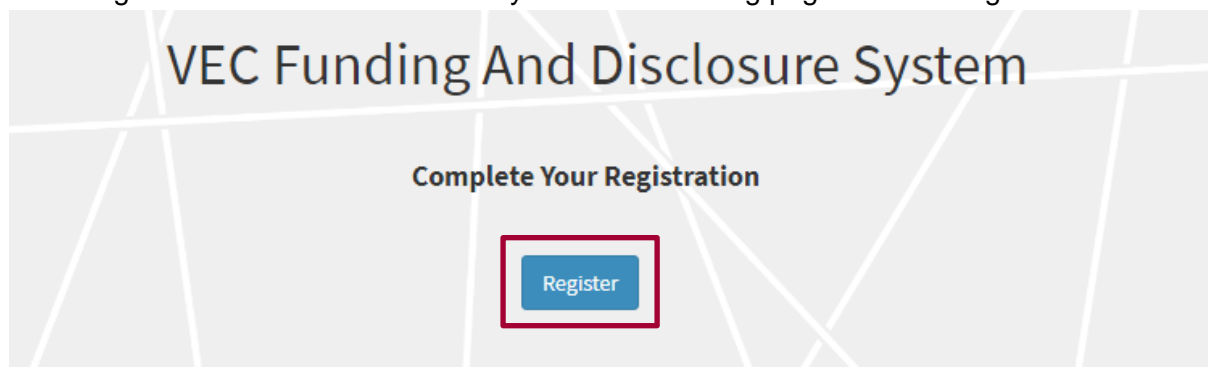
10. You will get a confirmation screen following submission.



11. You will also receive a confirmation email from the VEC. Select the link in the email to return to the VEC online disclosure system to set up a username and password.



12. Selecting the link in the email will take you to the following page. Select 'Register'.



13. On the next page, enter your preferred username and password and then select 'Register'. Please note, your password must be at least eight characters and contain at least three of the following four classes: uppercase, lowercase, digit and non-alphanumeric (e.g. ! @ # \$ % &).

The screenshot shows a registration form titled "Register for a new local account". The form has four input fields, each with a label and an asterisk:

- \* Email: andrew@recipient.com
- \* Username: andrew@recipient.com
- \* Password: .....
- \* Confirm Password: .....

A blue button with the text "Register" is located at the bottom of the form and is highlighted with a red rectangular border.

14. You are now registered on the VEC online disclosure system. You will be taken to your Registered Agent dashboard where you can: disclose and view donations, add Deputy Registered Agents and update your details or the details of your recipient.

The screenshot displays the VEC Registered Agent dashboard. On the left is a sidebar with the VEC logo and user information for Andrew Agent, Reta Recipient, and a list of navigation links. The main content area features a 'Dashboard' header, four summary cards for reconciliation status, and two expandable sections for 'Activity' and 'Reconciliation status'.

**Dashboard** Home / Dashboard

**Summary Cards:**

- 0 UNRECONCILED BY YOU \$0
- 0 UNRECONCILED BY DONOR \$0
- 0 RECONCILED \$0
- 0 TOTAL DONATIONS \$0

**Activity**

**Reconciliation status**

**Legend:**

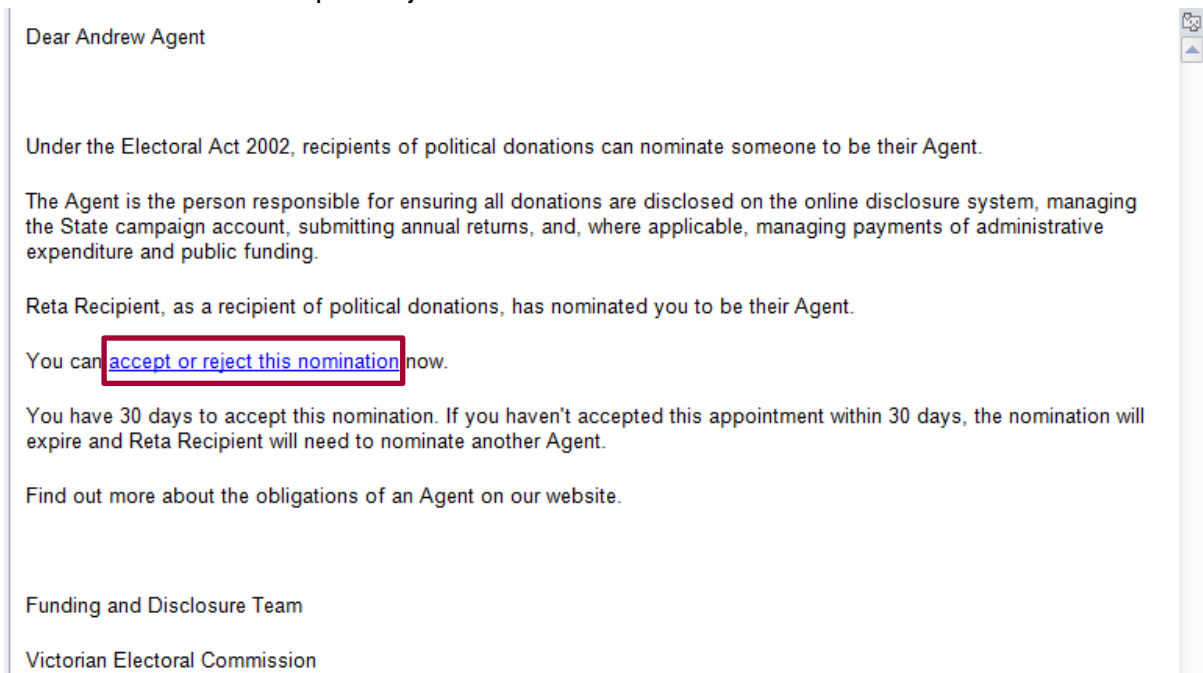
- Unreconciled by you
- Unreconciled by them
- Reconciled

**Sidebar Navigation:**

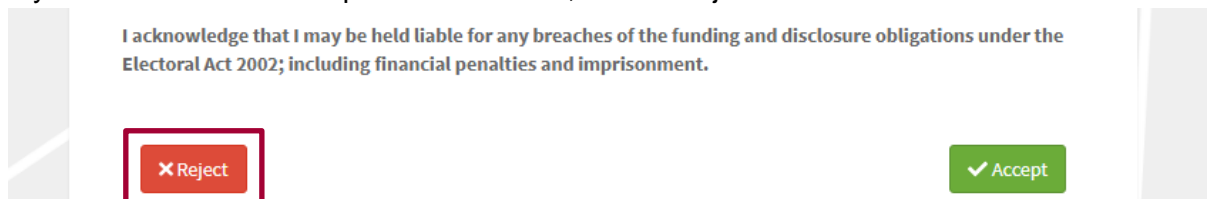
- Dashboard
- Donations
- Recipients and users
- My profile
- Enquiries & support
- Log out
- Public Information
  - Donations
  - Nominated Entities
  - Annual Returns

## Registered Agent nomination process – reject nomination

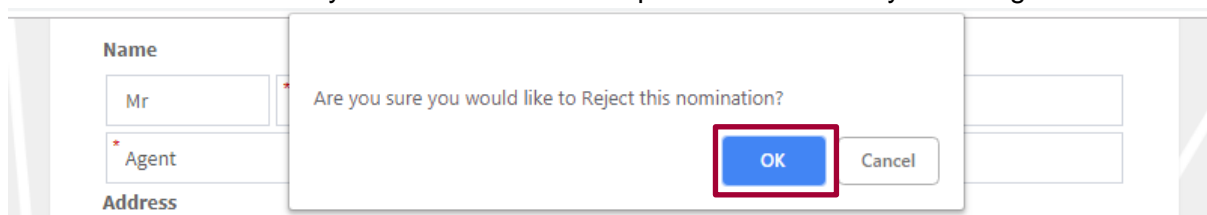
1. You will receive an email advising you have been nominated as a Registered Agent. Select the link in the email to 'accept or reject the nomination'.



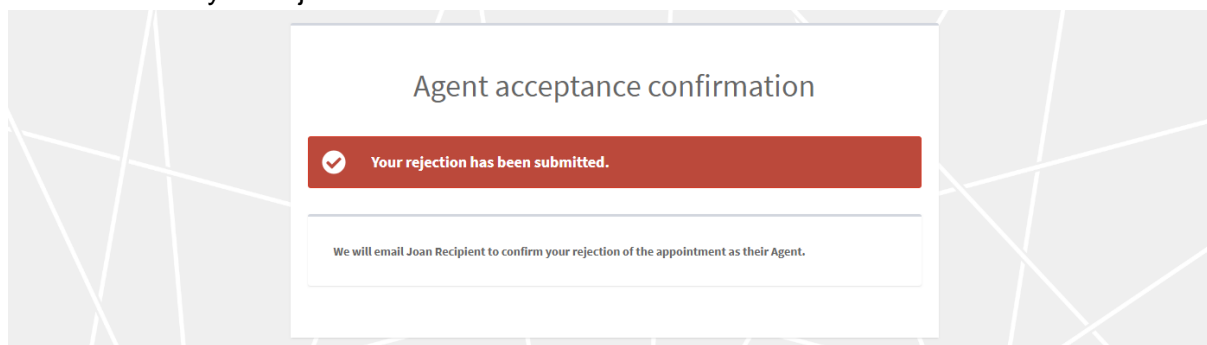
2. If you do not want to accept the nomination, select 'Reject' at the bottom of the form.



3. You will need to confirm you do not want to accept the nomination by selecting 'OK'.



4. You will receive a screen confirming your rejection. An email will also be sent to the recipient to advise them of your rejection.



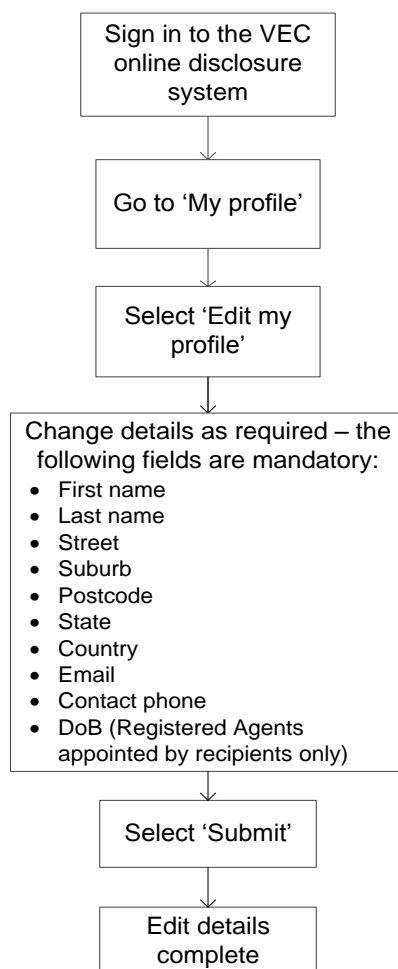
# HOW TO EDIT MY DETAILS AS A REGISTERED OFFICER OR REGISTERED AGENT

## Why would I edit my details?

As a Registered Officer or Registered Agent, you are responsible for managing your recipient's funding and disclosure obligations. This includes disclosing all donations via the VEC website, managing the State campaign account, submitting annual returns, and, if applicable, managing funding. As the person responsible for these obligations, the VEC does need to be able to get in touch with you from time to time, and this means your details need to be up-to-date at all times.

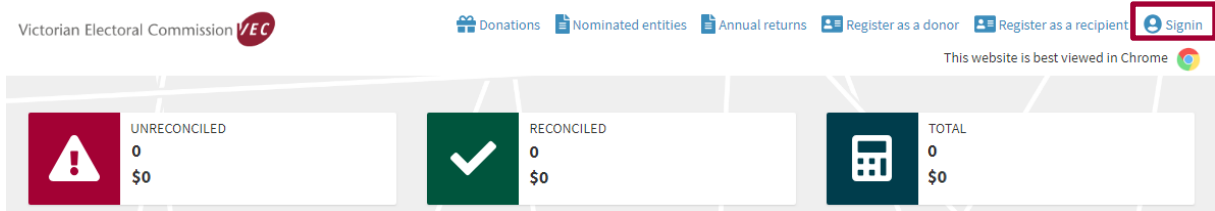
For Registered Agents appointed by a recipient, to be eligible to be appointed or remain a Registered Agent, you person must be at least 18 years of age and must not have any convictions against the funding and disclosure provisions (Part 12) of the *Electoral Act 2002* (Vic), or the funding and disclosure provisions (Part XX) of the *Commonwealth Electoral Act 1918* (Cth). If you no longer meet these eligibility requirements, you cannot be a Registered Agent.

## Edit process overview

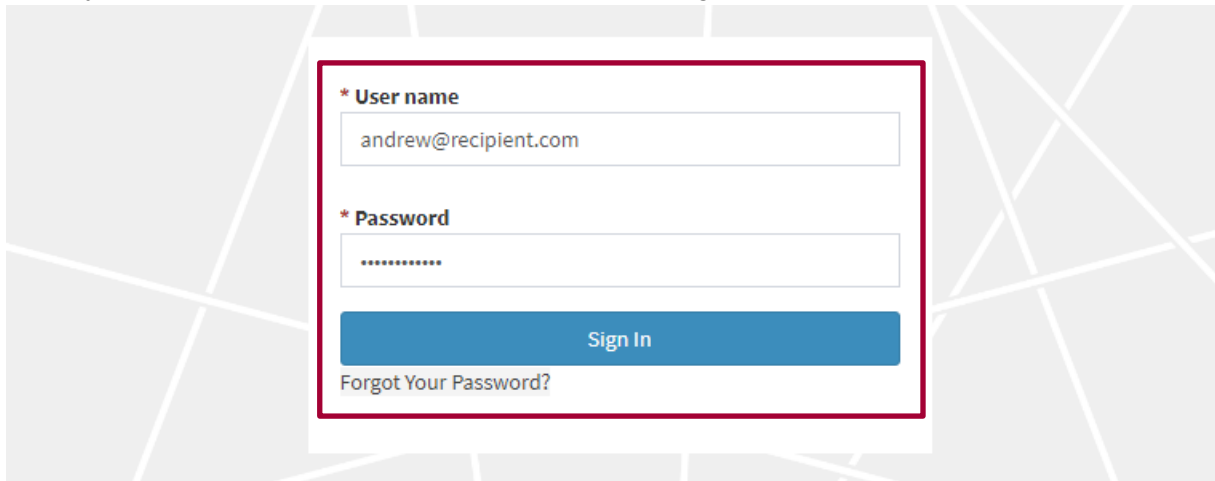


## Edit process

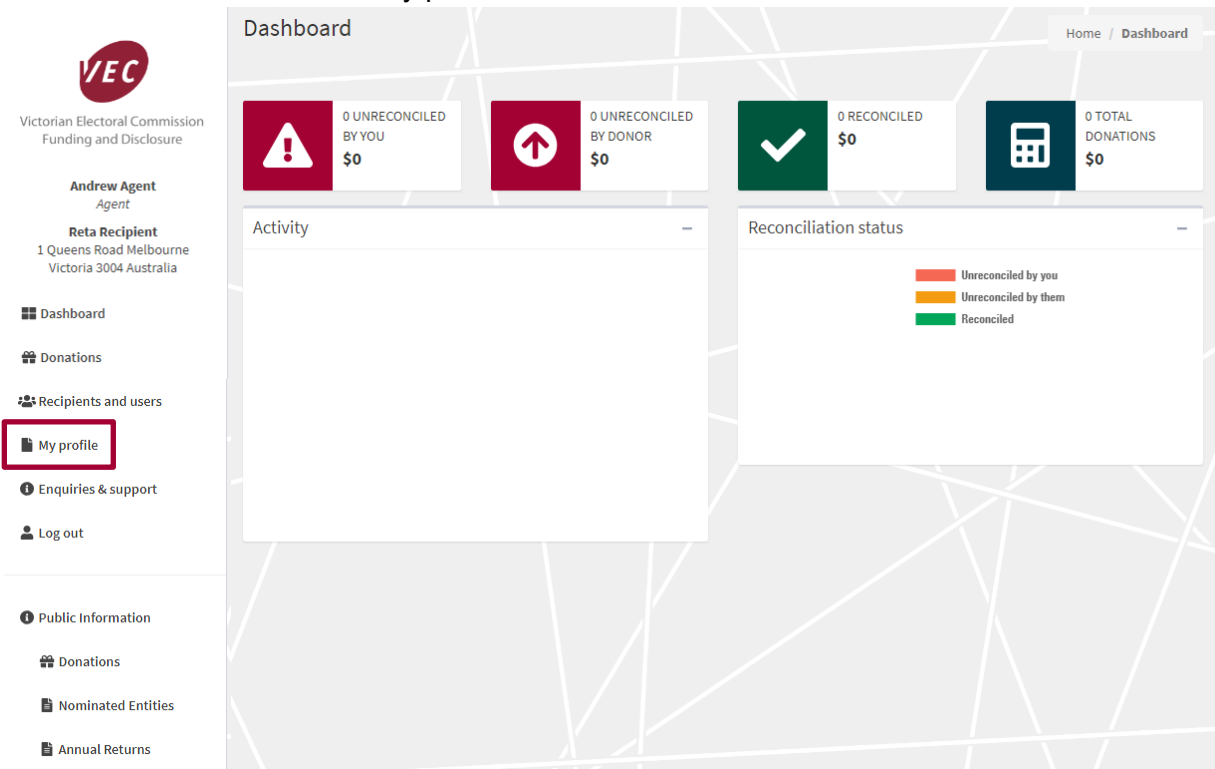
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.



3. From the dashboard, select 'My profile' on the left-hand menu.



4. Select 'Edit my profile' below your details.

My profile Home / Recipients and users / My profile

Recipient details

Recipient name	Reta Recipient
Address	1 Queens Road Melbourne Victoria 3004 Australia
Email	reta@recipient.com
Contact phone 1	0392777126

[Edit recipient details](#)

Account details

Name	Mr Andrew Agent
Email	andrew@recipient.com
Contact phone 1	0433333333
Contact phone 2	—
Electorate	—
Address	1 Queens Road Melbourne Victoria 3004 Australia
Silent elector	—

[Edit my profile](#)

5. Select the fields you need to edit. The following mandatory fields **must** be completed:

- first and last name
- address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
- email address
- contact phone (either landline or mobile – must be 10 digits)
- date of birth (drop-down list).

Edit my profile (Andrew Agent) Home / Recipients and users / Edit user

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

Name

Mr	* Andrew	Middle name
* Agent		

Address

* 1 Queens Road	
* Melbourne	* 3004
* Victoria	* Australia

Email

* andrew@recipient.com
------------------------

Contact phone 1 (include local area code) Contact phone 2 (include local area code)

* 0433333333	Contact phone 2 (include local area code)
--------------	---

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*



6. Once you have filled in all details, select 'Submit'.

Edit my profile (Andrew Agent)

Home / Recipients and users / Edit user

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

**Name**

Mr \* Andrew Middle name

\* Agent

**Address**

\* 1 Queens Road

\* Melbourne \* 3004

\* Victoria \* Australia

**Email**

\* andrew@recipient.com

**Contact phone 1 (include local area code)** **Contact phone 2 (include local area code)**

\* 0433333331 Contact phone 2 (include local area code)

< Cancel Deregister user Submit

7. You will be given a confirmation screen following submission.

Edit user confirmation

Home / Recipients and users / Edit user / Edit user confirmation

✓ Your details have been successfully updated.

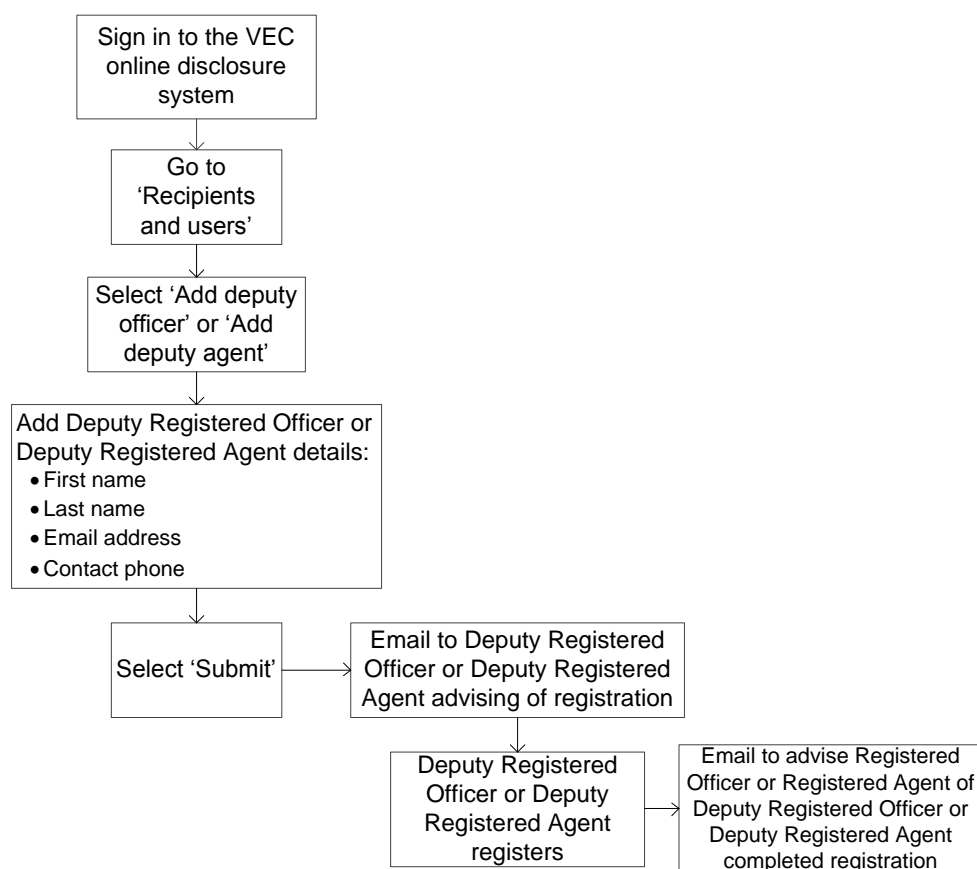
# HOW TO REGISTER A DEPUTY REGISTERED OFFICER OR DEPUTY REGISTERED AGENT (AS A REGISTERED OFFICER OR REGISTERED AGENT)

## Why should I register a Deputy Registered Officer or Deputy Registered Agent?

A Registered Officer or Registered Agent is responsible for managing a recipient's funding and disclosure obligations. This includes disclosing all donations via the VEC website, managing the State campaign account, submitting the annual returns, and, if applicable, managing funding. You may elect to appoint a Deputy Registered Officer or Deputy Registered Agent assist you with these obligations.

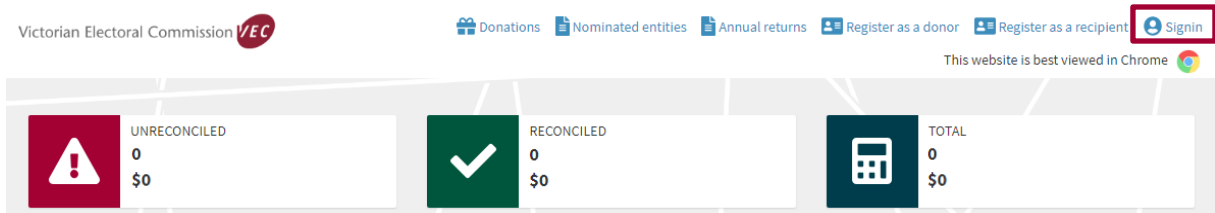
**NB: Any task a Deputy Registered Officer or Deputy Registered Agent performs on behalf of the Registered Officer or Registered Agent will remain the responsibility of the Registered Officer or Registered Agent. As such, Registered Officers or Registered Agents should ensure there is strong internal governance, including the appropriate delegations when appointing Deputy Registered Officer or Deputy Registered Agents.**

## Deputy Registered Officer or Deputy Registered Agent registration process overview

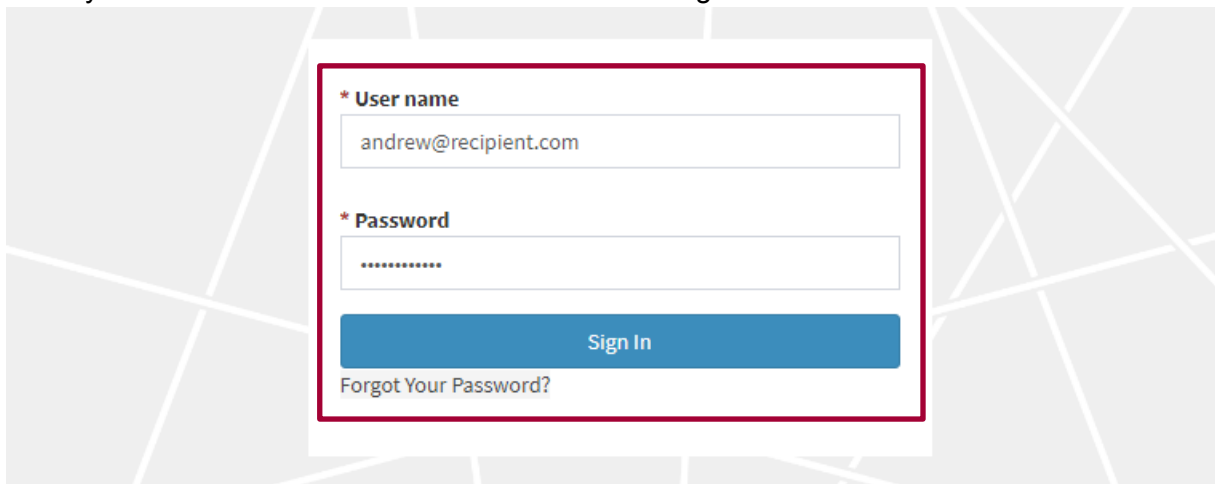


# Deputy Registered Officer or Deputy Registered Agent registration process

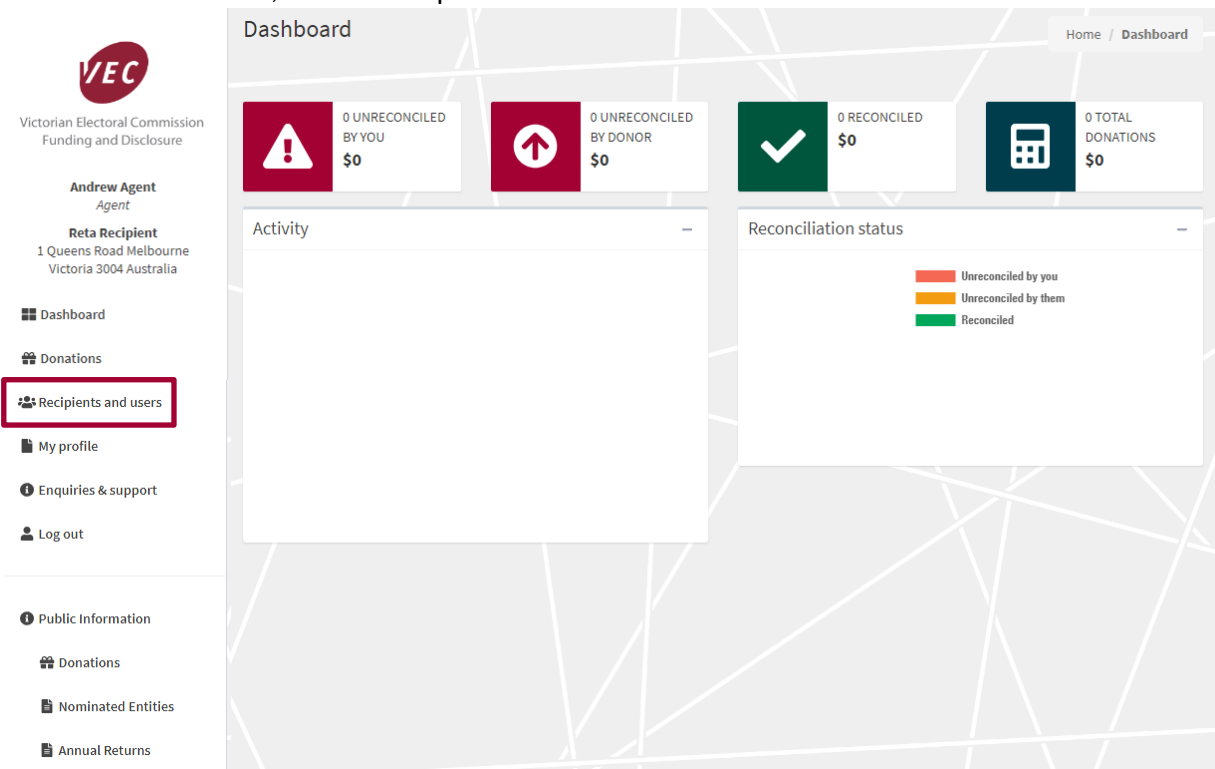
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.



3. From the dashboard, select 'Recipients and users' on the left-hand menu.



4. Select 'Add deputy agent' from the top menu.

Recipients and users

Home / Recipients and users

+ Add deputy agent

Search

	Name	Role	Contact number	Email	Electorate	Silent elector	Action
+	Andrew Agent	Agent	0433333331				Edit
+	Reta Recipient	Recipient	0392777126		Prahran		Edit

Showing 1 to 2 of 2 rows

5. Enter the details of your Deputy Registered Officer or Deputy Registered Agent. You **must** complete the following mandatory fields:

- first and last name
- email address
- contact phone (either landline or mobile – must be 10 digits).

Add deputy agent ?

Home / Recipients and users / Add deputy agent

We are collecting this information to provide your Deputy Agent with access to the system. How do we collect, manage and disclose personal information?  
See our [Privacy statement](#).

**Name**

Title \* First name Middle name

\* Last name

**Email**

\* Email

**Contact phone 1 (include local area code)**

\* Contact phone 1 (include local area code)

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*

6. Once all details are filled in, select 'Submit'.

**Name**

Mr \* Darany Middle name

\* Deputy

**Email**

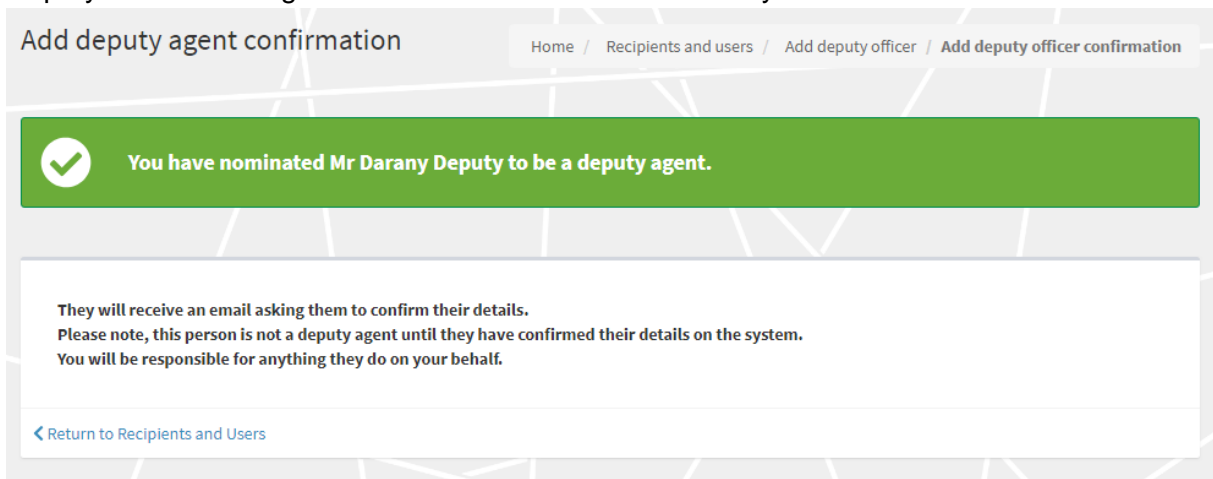
\* darany@recipient.com

**Contact phone 1 (include local area code)**

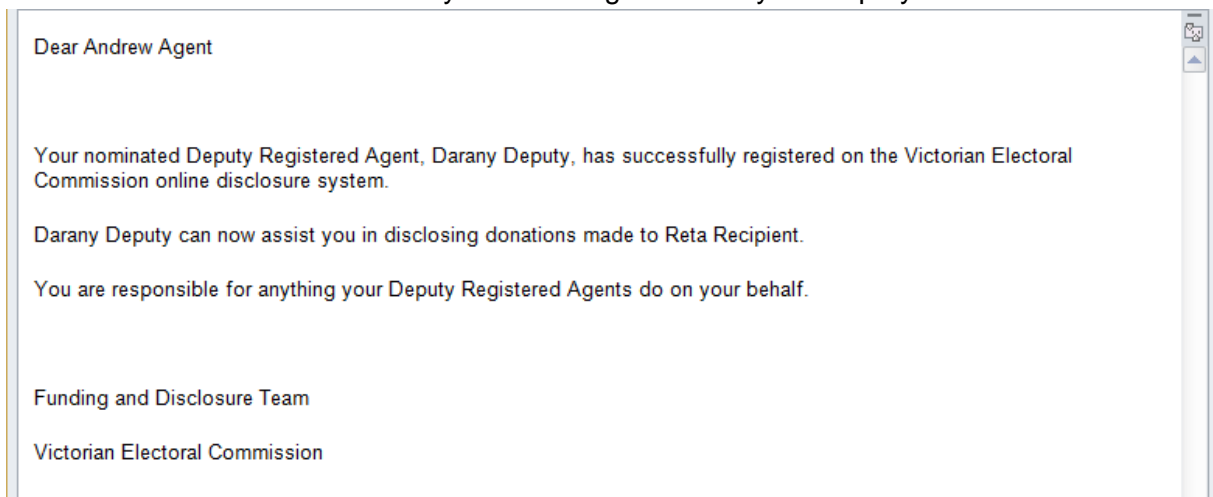
\* 0422222222

Reset Submit

7. You will be given a confirmation screen following submission. The Deputy Registered Officer or Deputy Registered Agent will receive two emails – one in relation to their responsibilities as a Deputy and one to register for the VEC online disclosure system.



8. Once the Deputy Registered Officer or Deputy Registered Agent registers on the system, you will receive an email to advise they are now registered as your Deputy.

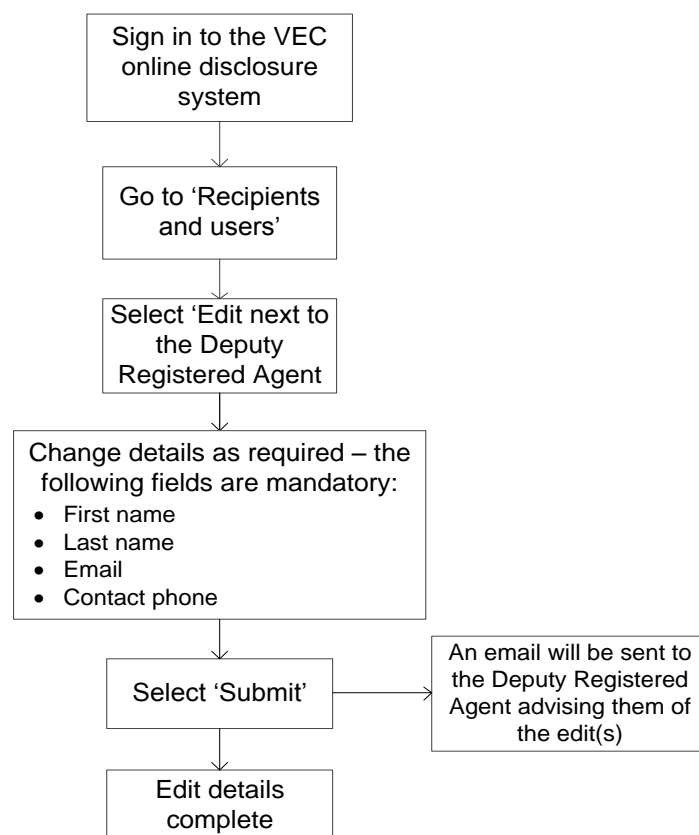


# HOW TO EDIT THE DETAILS OF A DEPUTY REGISTERED OFFICER OR DEPUTY REGISTERED AGENT (AS A REGISTERED OFFICER OR REGISTERED AGENT)

## Why would I edit the details of a Deputy Registered Officer or Deputy Registered Agent?

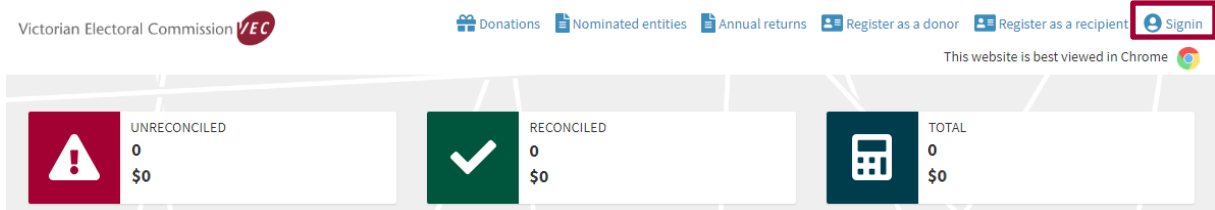
Deputy Registered Officers or Deputy Registered Agents assist Registered Officers or Registered Agents in managing a recipient's funding and disclosure obligations. The VEC may need to get in touch with Deputy Registered Officers or Deputy Registered Agents, so their details should be kept up-to-date at all times.

## Deputy Registered Officer or Deputy Registered Agent edit process overview

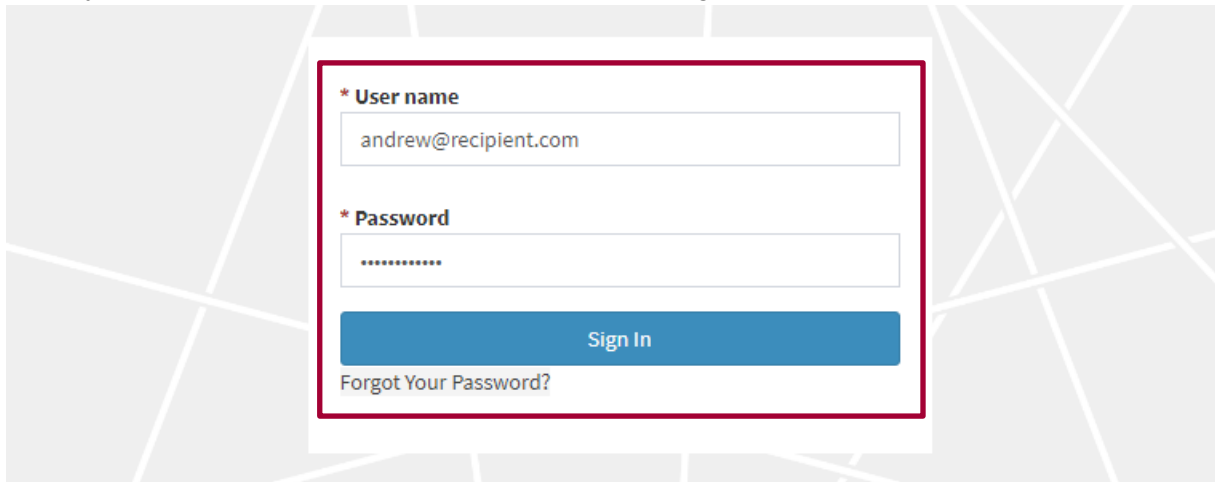


## Deputy Registered Officer or Deputy Registered Agent edit process

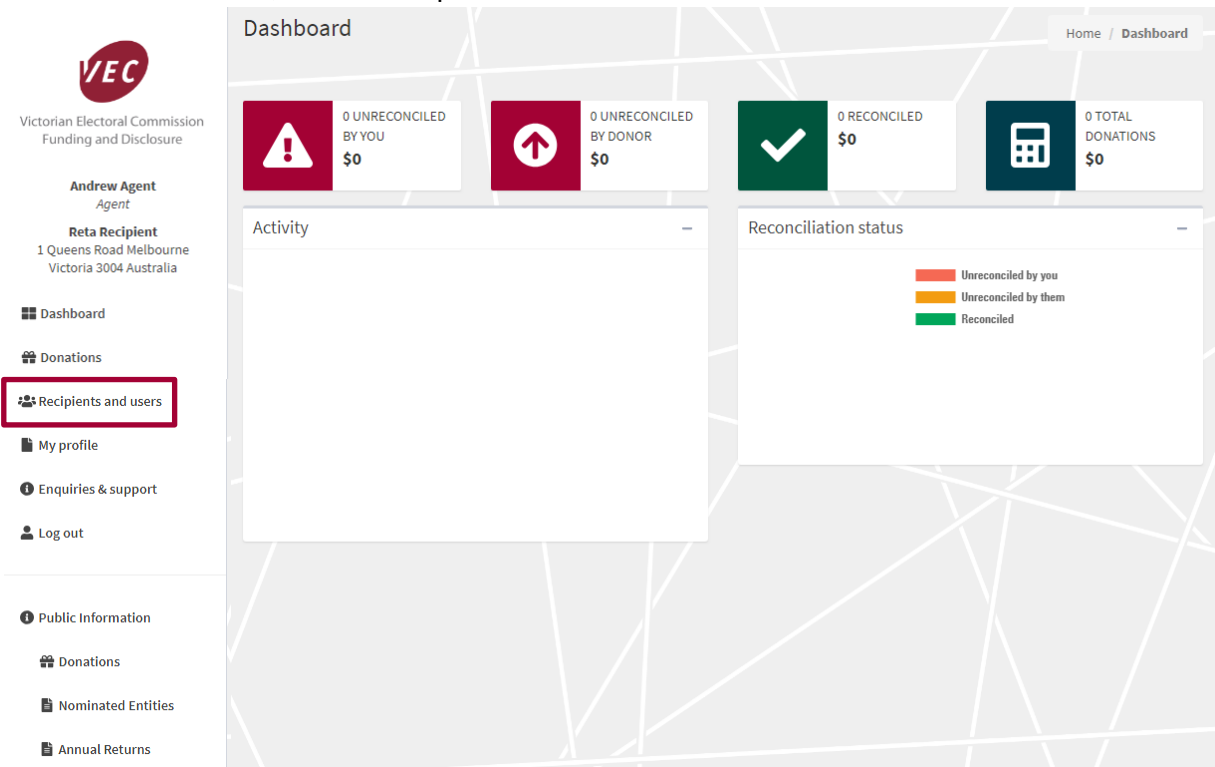
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.



3. From the dashboard, select 'Recipients and users' on the left-hand menu.



4. Select 'Edit' next to the Deputy Registered Officer or Deputy Registered Agent you want to edit.

Recipients and users Home / Recipients and users

[+ Add deputy agent](#)

Search

	Name	Role	Contact number	Email	Electorate	Silent elector	Action
+	Andrew Agent	Agent	0433333333				<a href="#">Edit</a>
+	Darany Deputy	Deputy Agent	0422222222				<a href="#">Edit</a>
+	Reta Recipient	Recipient	0392777126		Prahran		<a href="#">Edit</a>

Showing 1 to 3 of 3 rows

5. Select the fields you need to edit. The following mandatory fields **must** be completed:

- first and last name
- email address
- contact phone (either landline or mobile – must be 10 digits).

Edit Darany Deputy Home / Recipients and users / Edit user

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

**Name**

Mr

\*

**Address**

**Email**

\*

**Contact phone 1 (include local area code)**  **Contact phone 2 (include local area code)**

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*



6. Once you have filled in all details, select 'Submit'.

**Name**

Mr \* Darany Middle name

\* Deputy

**Address**

Street

Suburb Postcode

Select a state ... Australia

**Email**

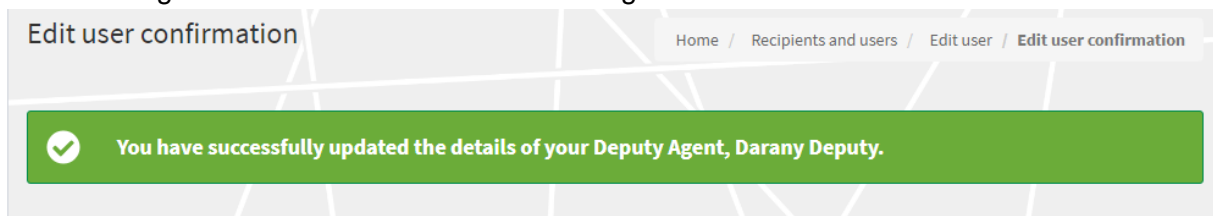
\* darany@recipient.com

**Contact phone 1 (include local area code)** **Contact phone 2 (include local area code)**

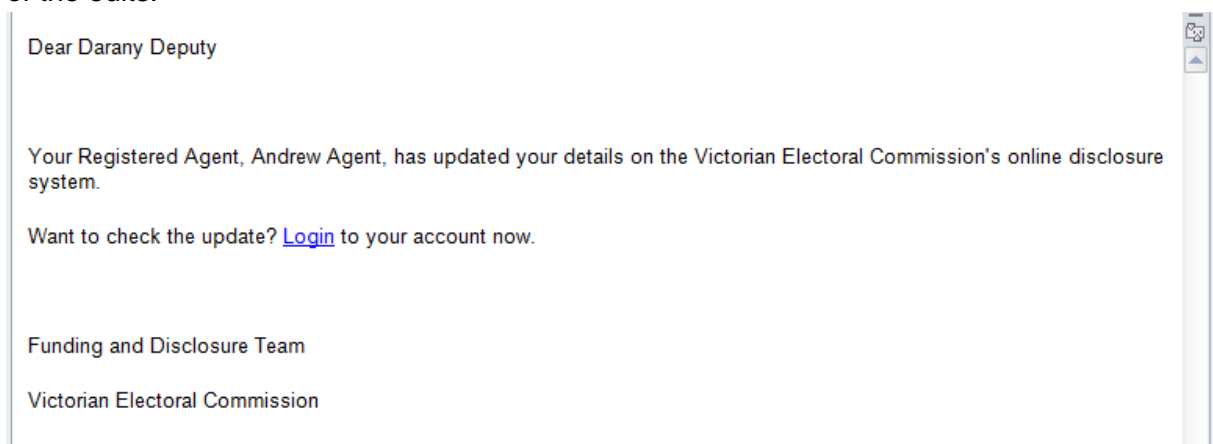
\* 0422222221 Contact phone 2 (include local area code)

< Cancel **Deregister user** **Submit**

7. You will be given a confirmation screen following submission.



8. The Deputy Registered Officer or Deputy Registered Agent will receive an email to advise them of the edits.

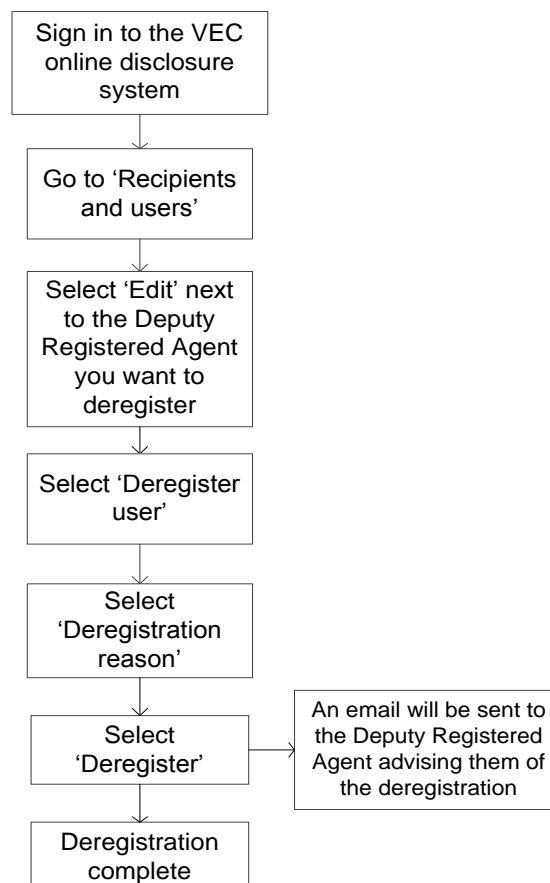


# HOW TO DEREGISTER A DEPUTY REGISTERED OFFICER OR DEPUTY REGISTERED AGENT (AS A REGISTERED OFFICER OR REGISTERED AGENT)

## Why would I deregister the Deputy Registered Officer or Deputy Registered Agent?

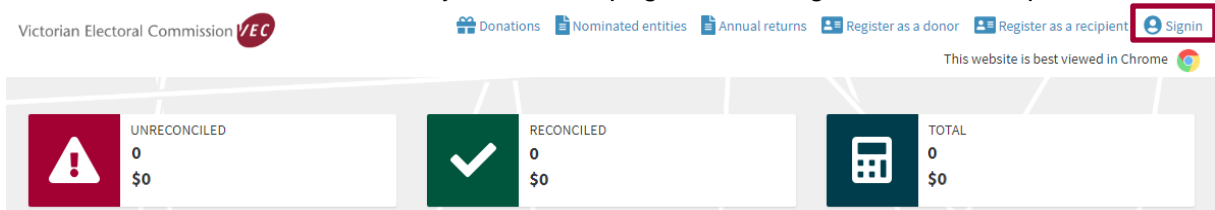
Deputy Registered Officers or Deputy Registered Agents assist Registered Officers or Registered Agents in managing a recipient's funding and disclosure obligations. If the Deputy Registered Officer or Deputy Registered Agent is no longer undertaking the duties of a Deputy, you can deregister them.

## Deputy Registered Officer or Deputy Registered Agent deregistration process overview

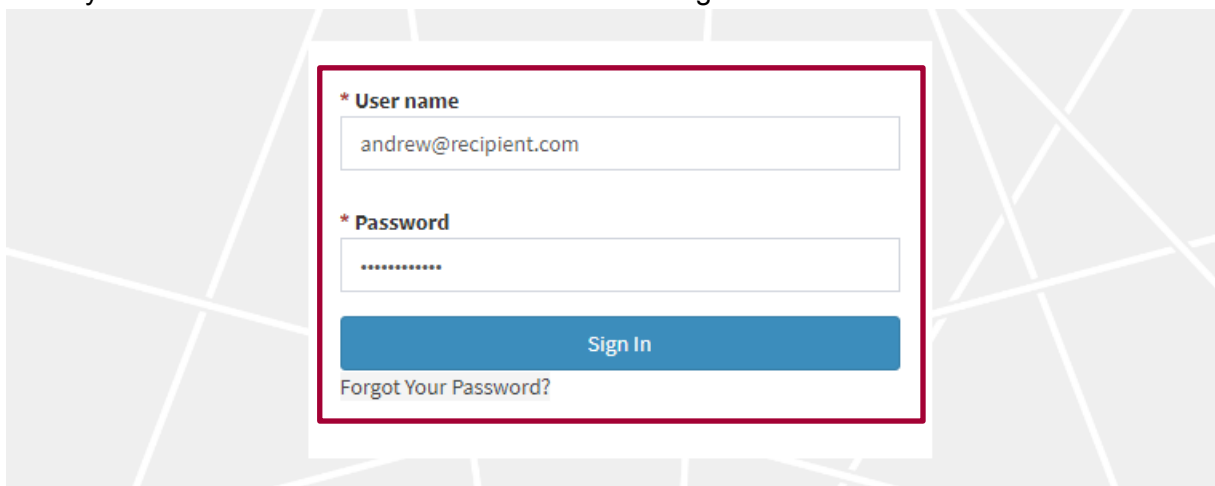


# Deputy Registered Officer or Deputy Registered Agent deregistration process

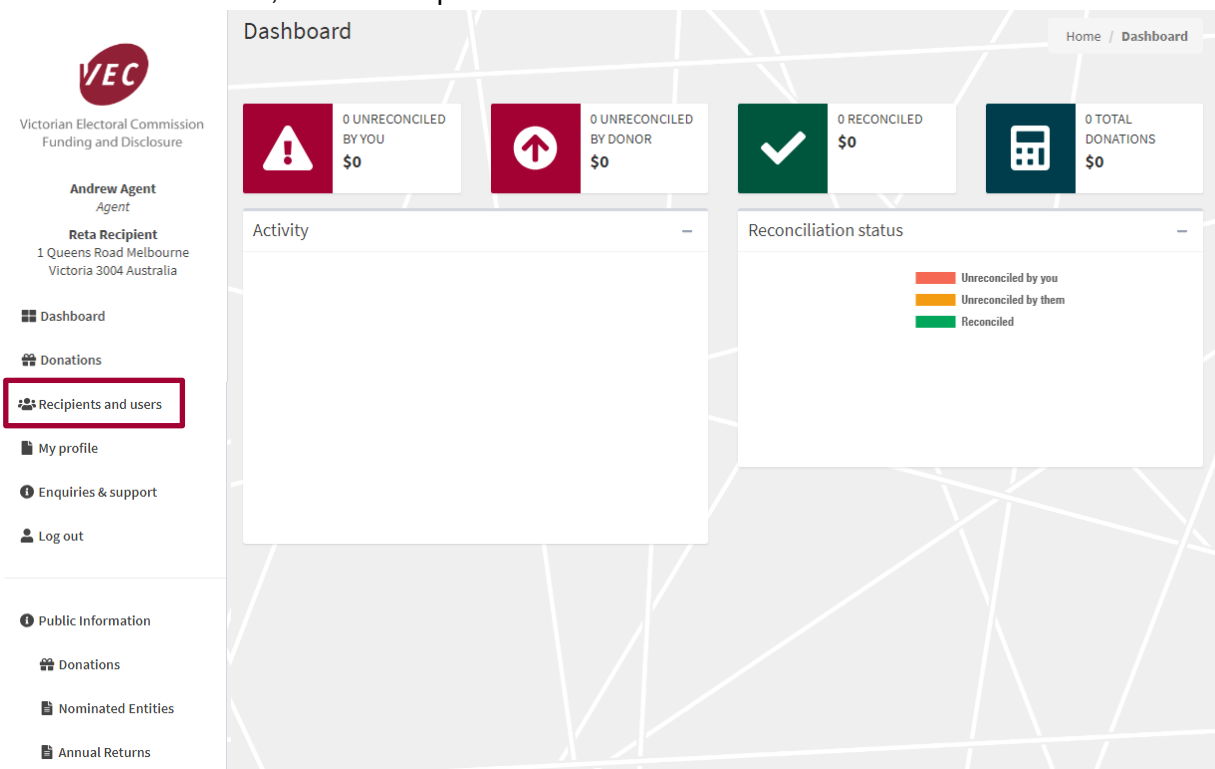
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.



3. From the dashboard, select 'Recipients and users' on the left-hand menu.



4. Select 'Edit' next to the Deputy Registered Officer or Deputy Registered Agent you want to deregister.

Recipients and users Home / Recipients and users

[+ Add deputy agent](#)

Search

	Name	Role	Contact number	Email	Electorate	Silent elector	Action
+	Andrew Agent	Agent	0433333333				<a href="#">Edit</a>
+	Darany Deputy	Deputy Agent	0422222222				<a href="#">Edit</a>
+	Reta Recipient	Recipient	0392777126		Prahran		<a href="#">Edit</a>

Showing 1 to 3 of 3 rows

5. Select 'Deregister user' at the bottom of the page.

Edit Darany Deputy Home / Recipients and users / Edit user

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

**Name**

Mr

**Address**

**Email**

**Contact phone 1 (include local area code)**  **Contact phone 2 (include local area code)**

[Cancel](#) [Deregister user](#) [Submit](#)

6. Select the reason for deregistration from the drop-down list.

The screenshot shows the 'Deregister Darany Deputy' page. At the top, there is a breadcrumb trail: Home / Recipients and users / Deregister. Below this is a yellow warning banner with a triangle icon and the text: 'By deregistering your Deputy Agent they will no longer be able to access the online disclosure system to assist with ensuring all donations for your recipient(s) are disclosed on the online disclosure system.' The main form area has a section titled 'Deregistration reason' with a dropdown menu. The dropdown is open, showing three options: 'Deceased', 'No longer eligible', and 'Resignation'. The 'Resignation' option is highlighted in blue. To the right of the dropdown is a red button with a white 'X' icon and the text 'Deregister'.

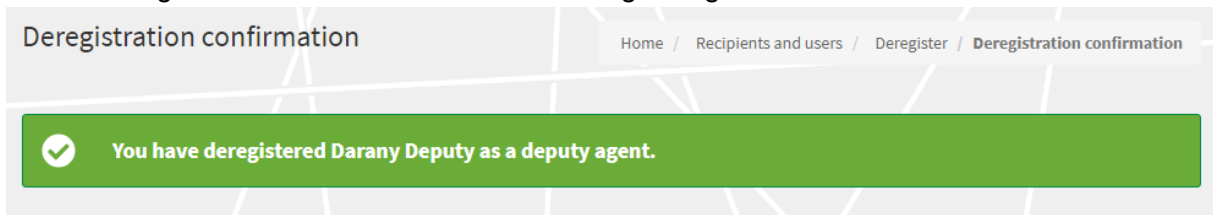
7. Once you have selected the reason for deregistration, select 'Deregister'.

This screenshot shows the same 'Deregister Darany Deputy' page. The 'Deregistration reason' dropdown now has 'Resignation' selected. Below the dropdown is a grey button with a white 'X' icon and the text 'Cancel'. To the right of the 'Cancel' button is a red button with a white 'X' icon and the text 'Deregister', which is highlighted with a red rectangle.

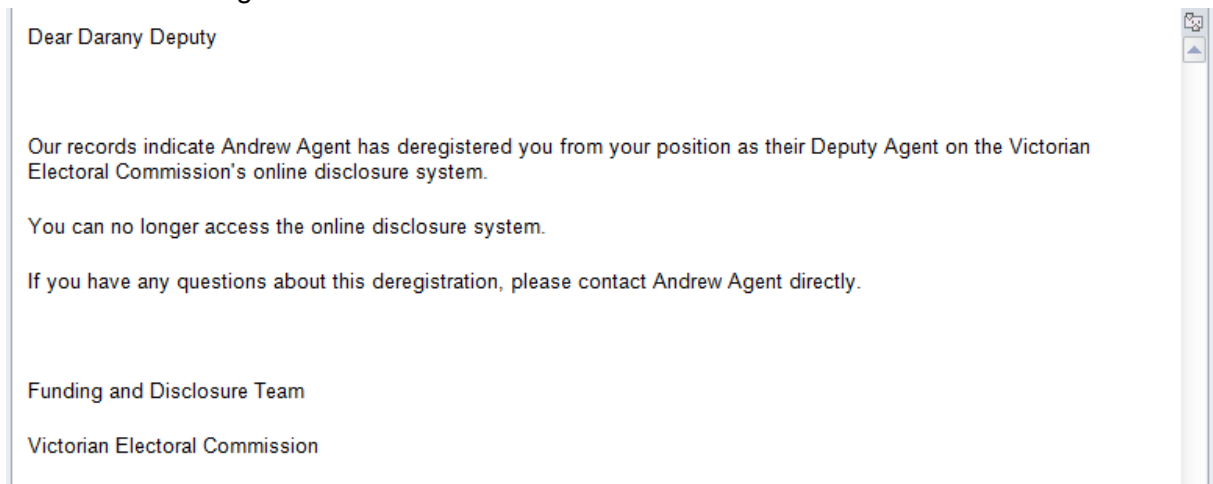
8. Confirm the deregistration by selecting 'OK'.

This screenshot shows the 'Deregister Darany Deputy' page with a confirmation dialog box open. The dialog box has a title bar that says 'Deregister Darany Deputy' and a message: 'You are about to confirm the deregistration of Darany Deputy as your deputy agent.' Below the message are two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'. The background page is slightly dimmed, but the 'Deregistration reason' dropdown still shows 'Resignation' and the 'Deregister' button is visible at the bottom right.

9. You will be given a confirmation screen following deregistration.



10. An email will be sent to the Deputy Registered Officer or Deputy Registered Agent to advise them of their deregistration.



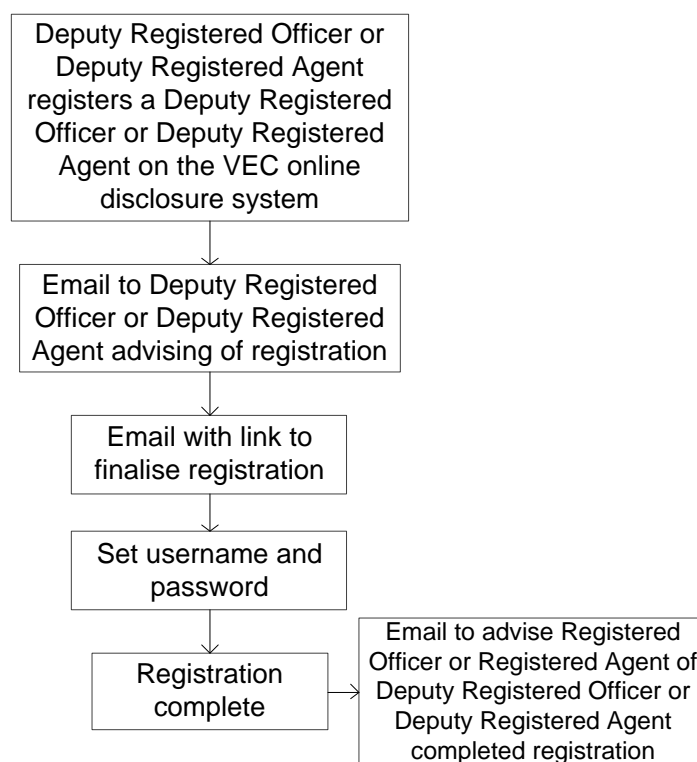
# HOW TO REGISTER AS A DEPUTY REGISTERED OFFICER OR DEPUTY REGISTERED AGENT

## Why have I been registered as a Deputy Registered Officer or Deputy Registered Agent?

A Registered Officer or Registered Agent is responsible for managing a recipient's funding and disclosure obligations. This includes disclosing all donations via the VEC website, managing the State campaign account, submitting the annual returns, and, if applicable, managing funding. They may elect to appoint a Deputy Registered Officer or Deputy Registered Agent to assist them with these obligations.

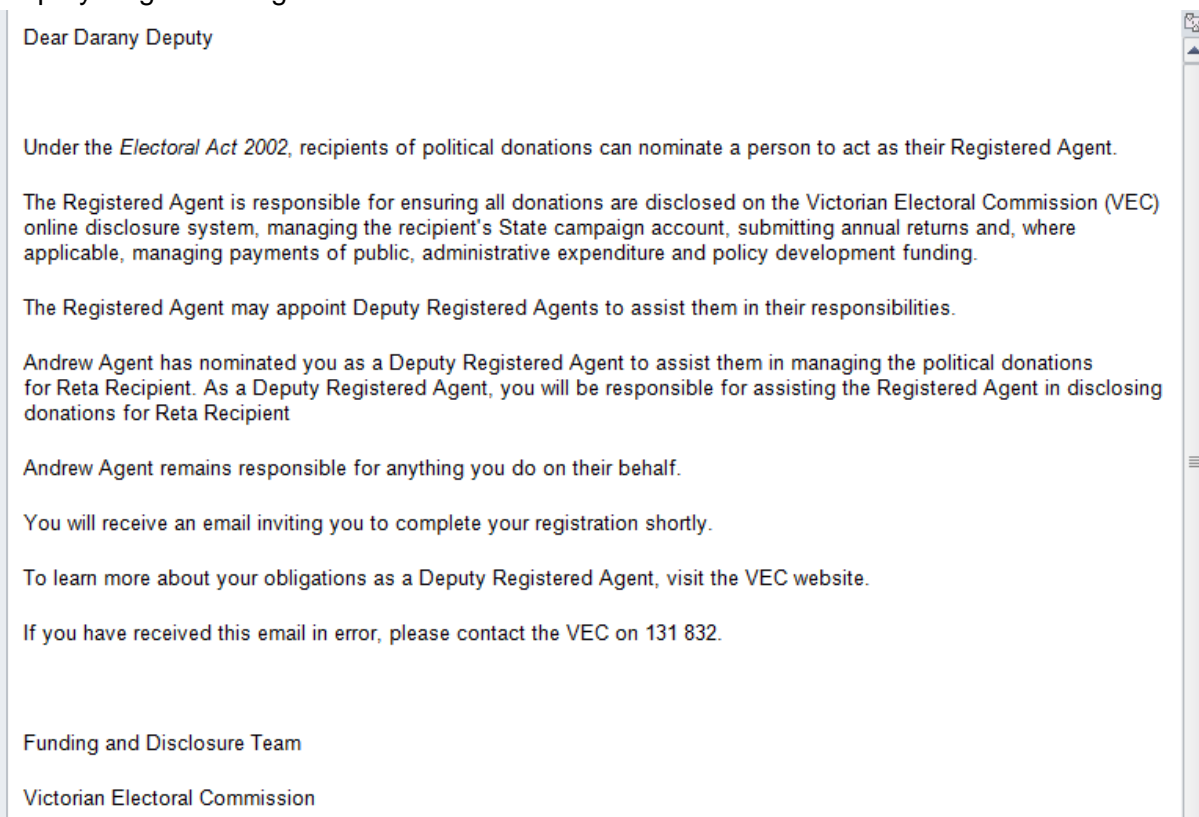
***NB: Any task a Deputy Registered Officer or Deputy Registered Agent performs on behalf of the Registered Officer or Registered Agent will remain the responsibility of the Registered Officer or Registered Agent. As such, Registered Officers or Registered Agents should ensure there is strong internal governance, including the appropriate delegations when appointing Deputy Registered Officer or Deputy Registered Agents.***

## Deputy Registered Officer or Deputy Registered Agent registration process overview

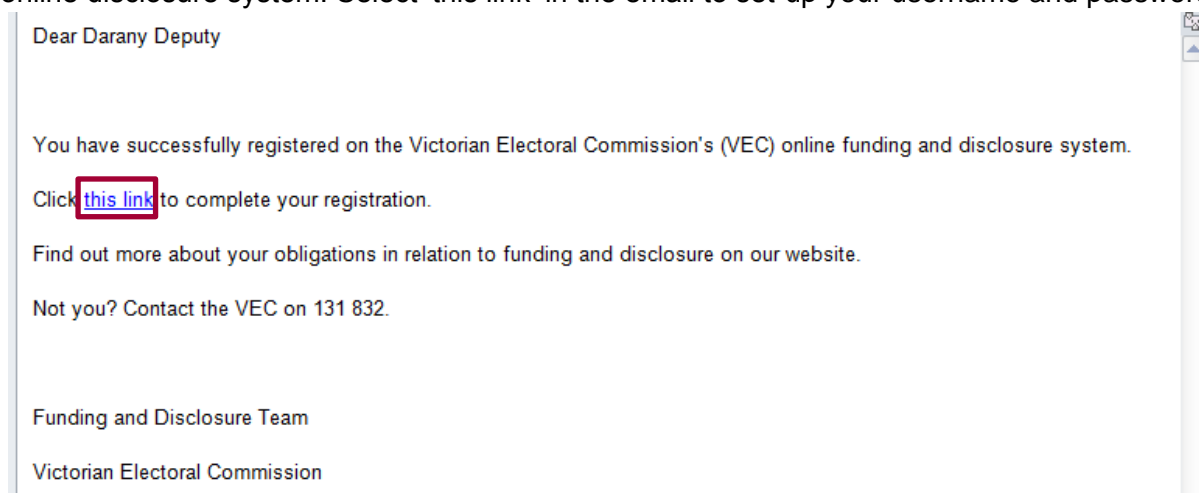


## Deputy Registered Officer or Deputy Registered Agent registration process

1. You will receive an email advising you have been registered as a Deputy Registered Officer or Deputy Registered Agent.

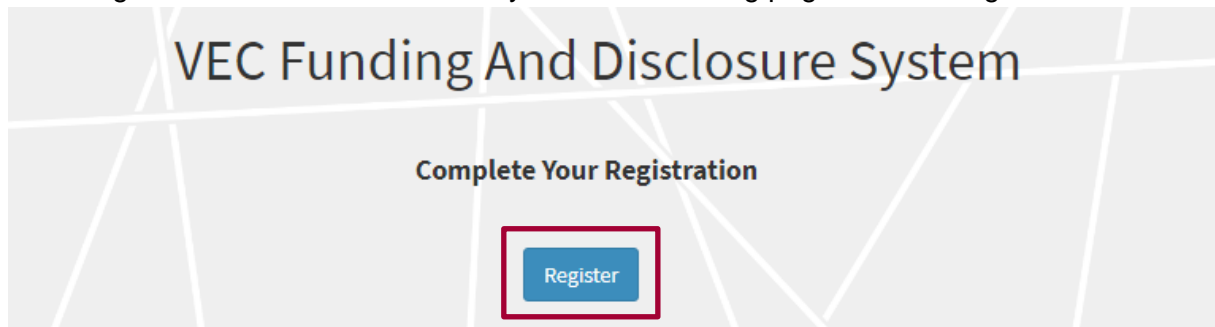


2. You will receive a second email prompting you to set-up a username and password for the VEC online disclosure system. Select 'this link' in the email to set-up your username and password.





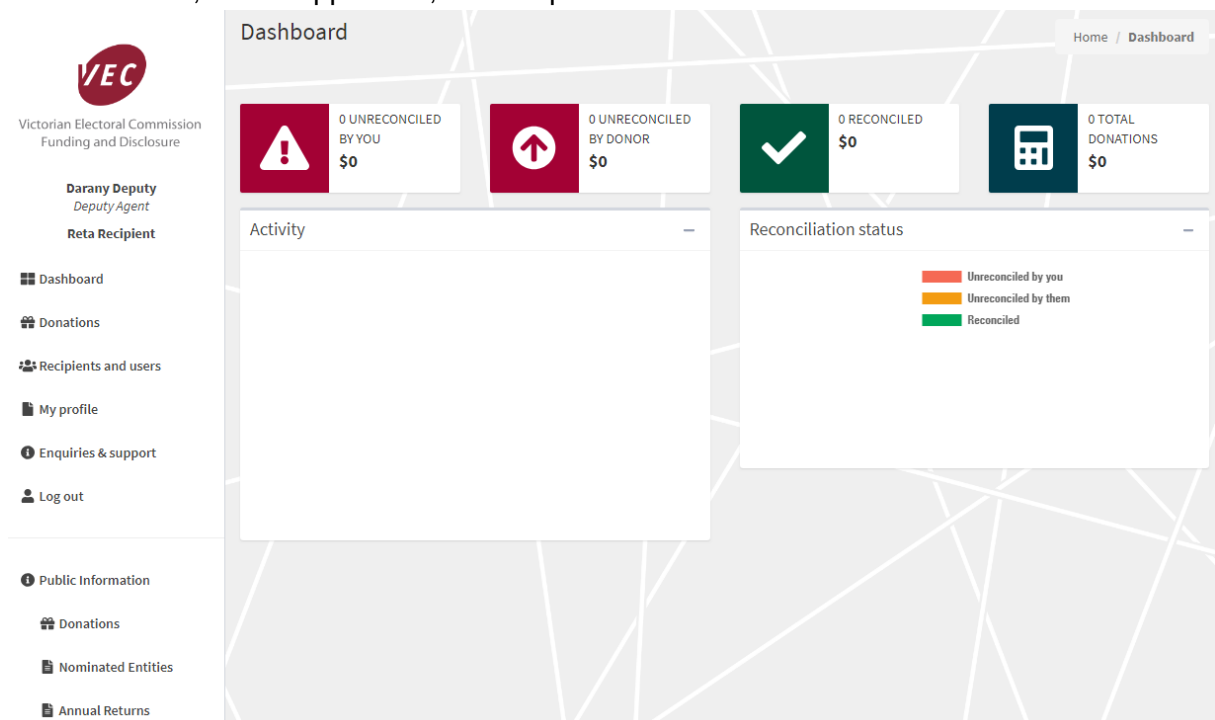
3. Selecting the link in the email will take you to the following page. Select 'Register'.



4. On the next page, enter your preferred password and then select 'Register'. Please note, your password must be at least eight characters and contain at least three of the following four classes: uppercase, lowercase, digit and non-alphanumeric (e.g. ! @ # \$ % &).

The screenshot shows a registration form titled 'Register for a new local account'. It contains four input fields: '\* Email' with the value 'darany@recipient.com', '\* Username' with the value 'darany@recipient.com', '\* Password' with masked characters '\*\*\*\*\*', and '\* Confirm Password' with masked characters '\*\*\*\*\*'. A blue 'Register' button is at the bottom right of the form and is highlighted with a red rectangular border.

5. You are now registered on the VEC online disclosure system. You will be taken to your Deputy Registered Officer or Deputy Registered Agent dashboard where you can: disclose and view donations and, where applicable, add recipients.

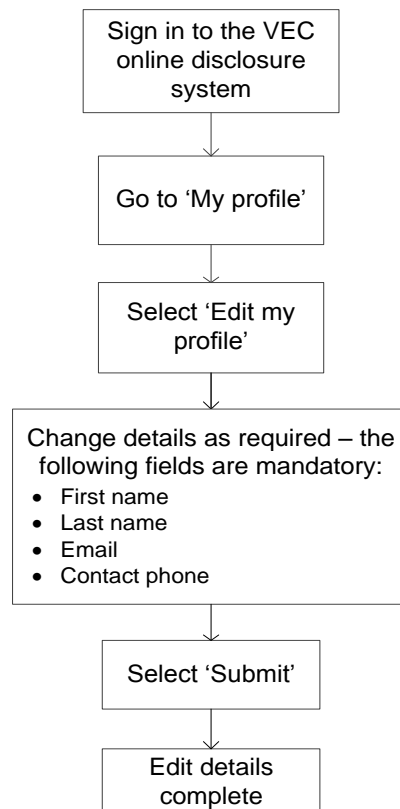


# HOW TO EDIT MY DETAILS AS A DEPUTY REGISTERED OFFICER OR DEPUTY REGISTERED AGENT

## Why would I edit my details?

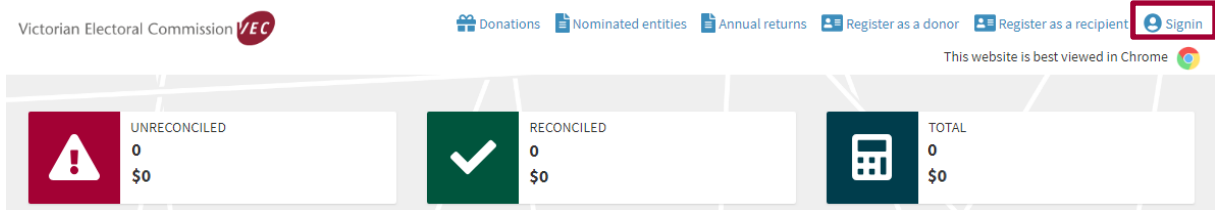
As a Deputy Registered Officer or Deputy Registered Agent, the VEC may need to get in touch with you from time to time, so you should keep your details up-to-date at all times.

## Edit process overview



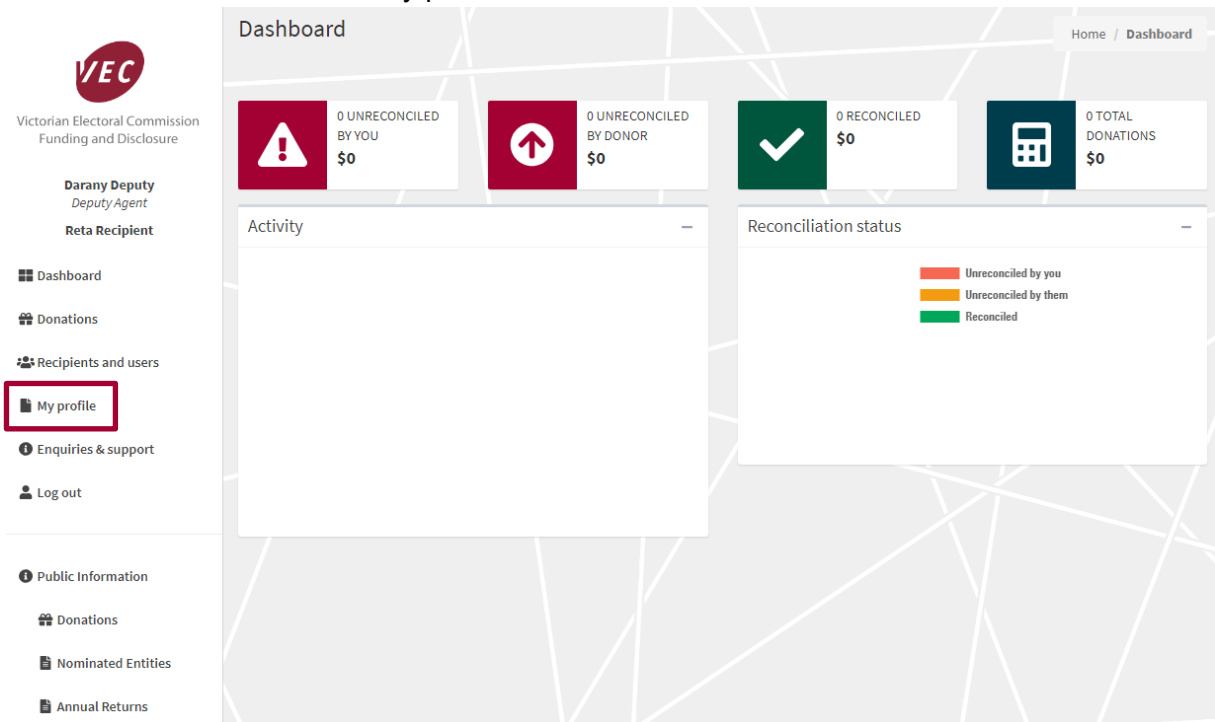
## Edit process

1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.

3. From the dashboard, select 'My profile' on the left-hand menu.



5. Select 'Edit my profile' below your details.

My profile Home / Recipients and users / My profile

Recipient details

Recipient name	Reta Recipient
Address	1 Queens Road Melbourne Victoria 3004 Australia
Email	reta@recipient.com
Contact phone 1	0392777126

[Edit recipient details](#)

Account details

Name	Mr Darany Deputy
Email	darany@recipient.com
Contact phone 1	0422222222
Contact phone 2	—
Electorate	—
Address	—
Silent elector	—

[Edit my profile](#)

6. Select the fields you need to edit. The following mandatory fields **must** be completed:

- first and last name
- email address
- contact phone (either landline or mobile – must be 10 digits).

Edit my profile (Darany Deputy) Home / Recipients and users / Edit user

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

**Name**

Mr

\*

**Address**

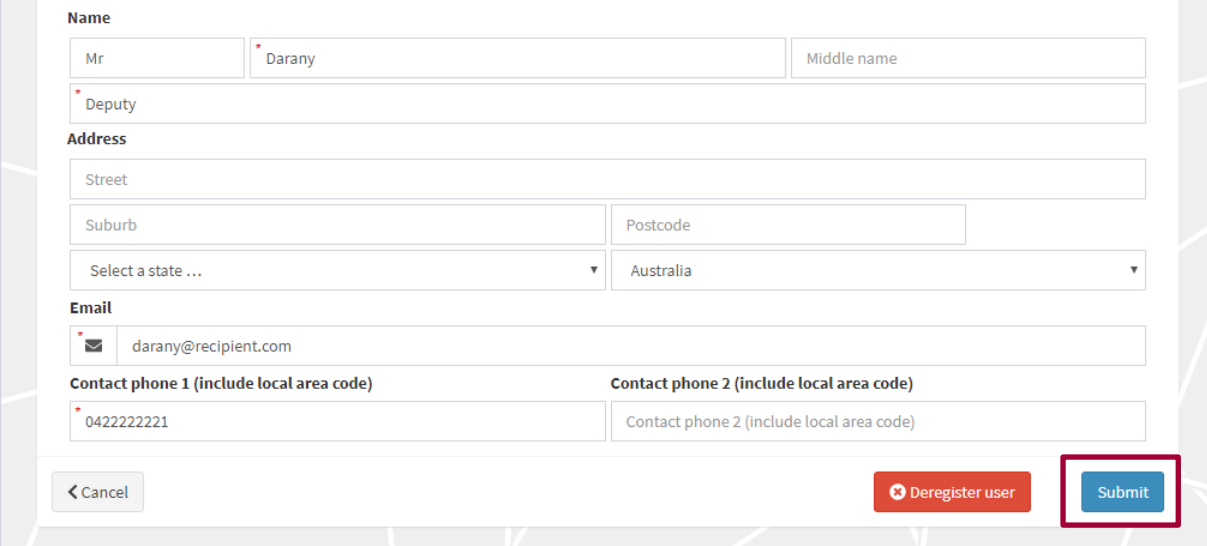
**Email**

\*

**Contact phone 1 (include local area code)**  **Contact phone 2 (include local area code)**

Note: mandatory fields have a red asterisk (\*) in the top left-hand side.

7. Once you have filled in all details, select 'Submit'.



The screenshot shows a web form for editing user details. The form is organized into sections: Name, Address, and Email. The 'Name' section includes fields for Title (Mr), Surname (Darany), Middle name, and Deputy. The 'Address' section includes fields for Street, Suburb, Postcode, State (a dropdown menu), and Country (Australia). The 'Email' section includes an email address field (darany@recipient.com). Below these sections are two phone number fields: 'Contact phone 1 (include local area code)' and 'Contact phone 2 (include local area code)'. At the bottom of the form, there are three buttons: 'Cancel', 'Deregister user', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

**Name**

Mr \* Darany Middle name

\* Deputy

**Address**

Street

Suburb Postcode

Select a state ... Australia

**Email**

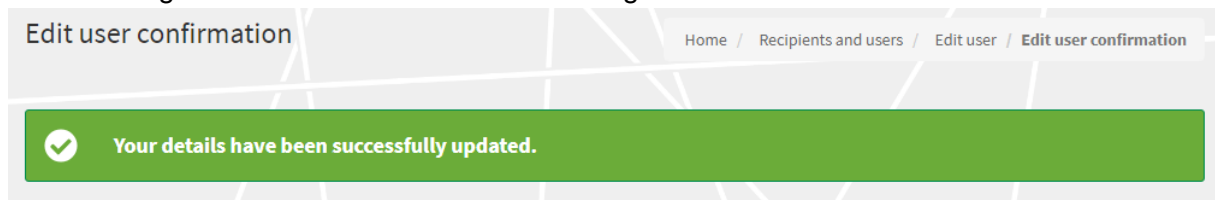
\* darany@recipient.com

**Contact phone 1 (include local area code)** **Contact phone 2 (include local area code)**

\* 042222221 Contact phone 2 (include local area code)

< Cancel Deregister user Submit

8. You will be given a confirmation screen following submission.



# HOW TO REGISTER A RECIPIENT OF A REGISTERED POLITICAL PARTY

## Why do I need to register party member recipients?

In Victoria, recipients of political donations – being registered political parties, candidates, groups of candidates, elected members, associated entities, third party campaigners, and nominated entities of registered political parties – must disclose all political donations worth \$1,000 or more on the Victorian Electoral Commission (VEC) website within 21 days of receiving them.

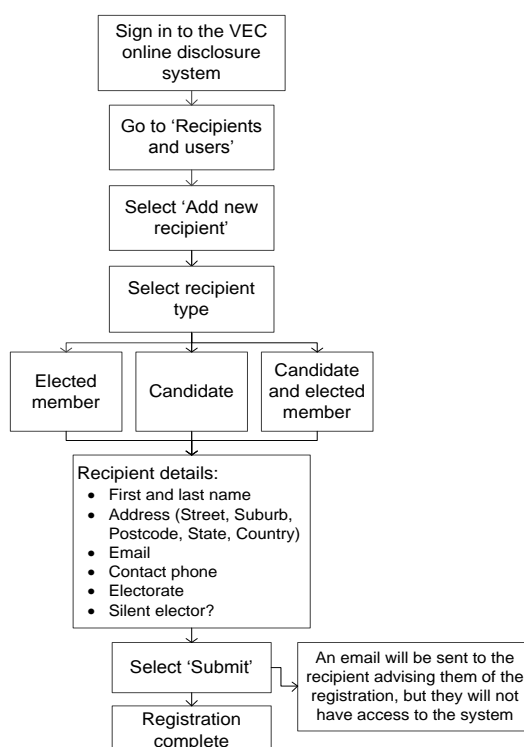
Before disclosing any donations for that recipient, they must first be registered on the VEC online disclosure system.

If you give false or misleading information when disclosing a donation, including address and contact details, you may be fined or imprisoned, or both. The fine for this offence is 300 penalty units (more than \$48,000). The imprisonment term is two years.

The Registered Officer of a registered political party is the Registered Agent. The Registered Agent is responsible for registering all candidates, elected members and groups endorsed by the party (and where applicable its nominated entity – covered in a different how-to guide) and disclosing all of the donations they receive. The Registered Officer may register Deputy Registered Agents to assist them in registering recipients on the VEC online disclosure system.

## Party member registration process overview

(for candidates, elected members, and groups<sup>1</sup> endorsed by a registered political party)

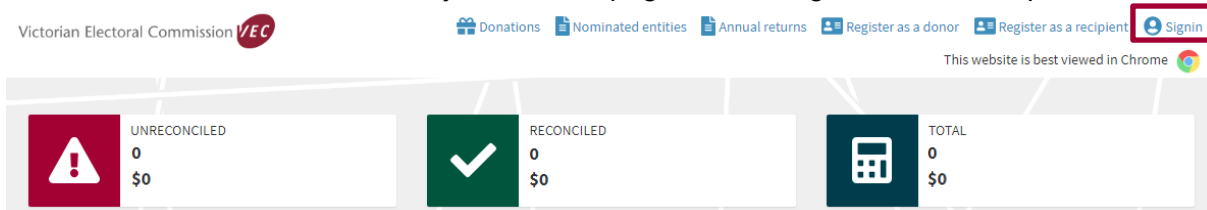


*NB: only a Registered Officer or a Deputy Register Officer registered on the online disclosure system can register the recipients of a registered political party.*

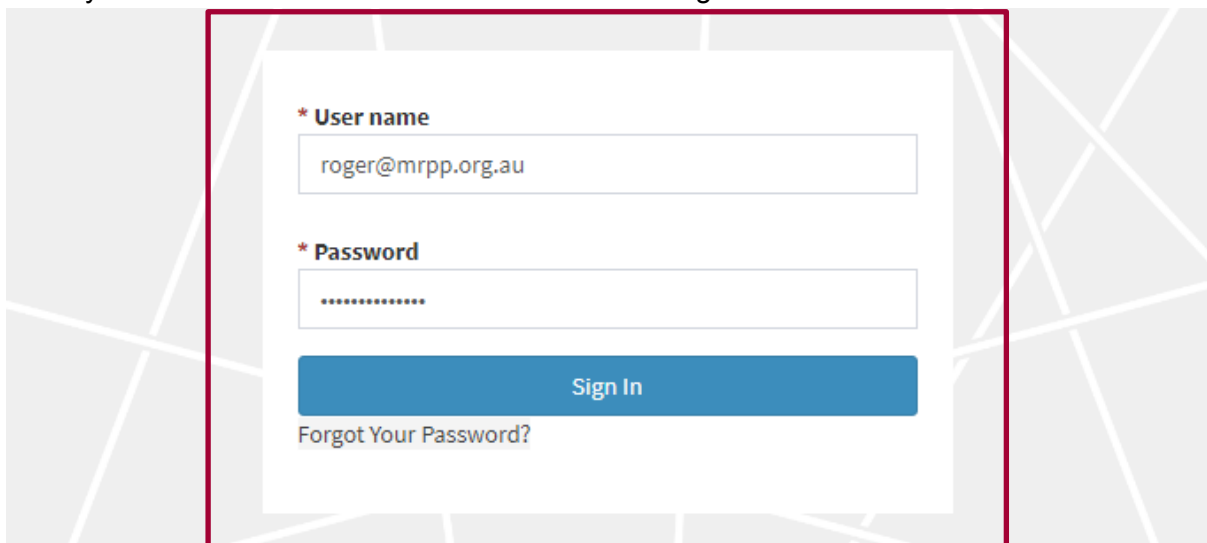
<sup>1</sup> Groups can only be registered between the issue of the writ and election day in an election year.

## Party member registration process

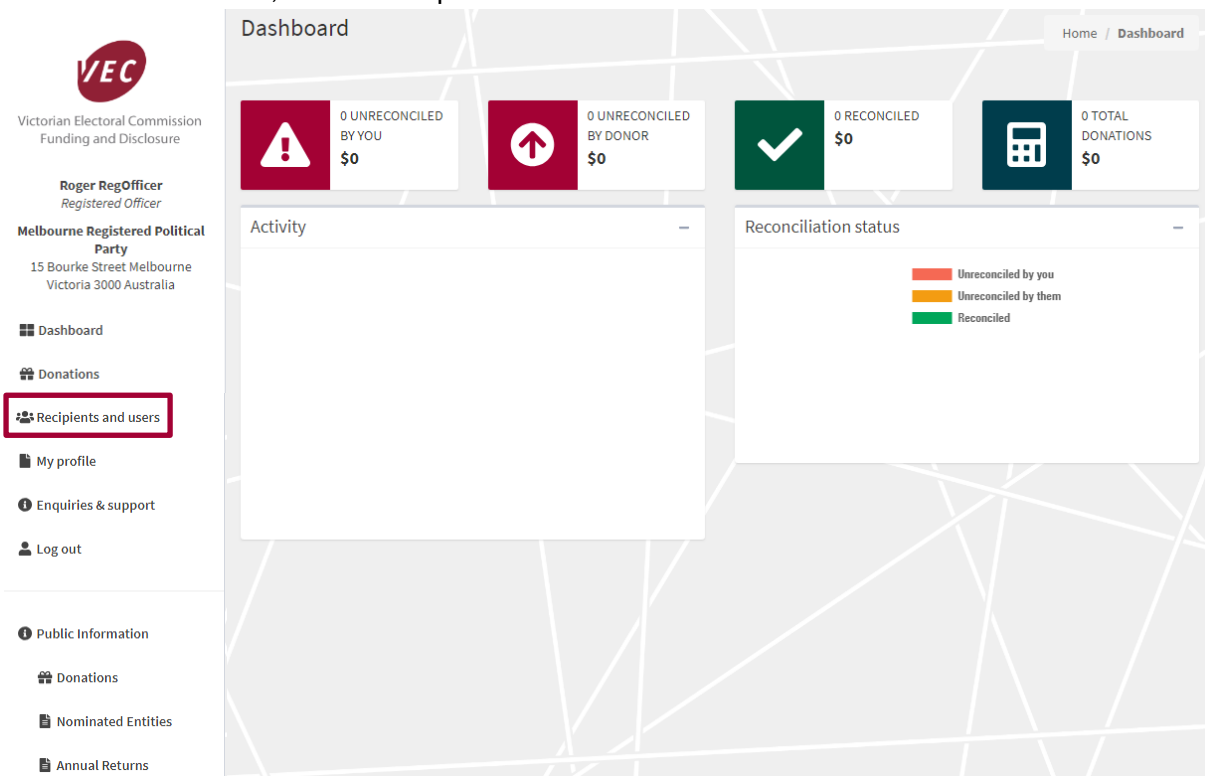
9. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



10. Enter your 'User name' and 'Password' and select 'Sign in'.



11. From the dashboard, select 'Recipients and users' on the left-hand menu.



12. Select 'Add new recipient' in the top menu.

Recipients and users

Home / Recipients and users

**Add new recipient** Add deputy officer Add nominated entity

Search

13. Select the recipient's 'Recipient type' from the drop down list – either 'Elected member', 'Candidate' or 'Elected member and candidate'.

Add recipient

Home / Recipients and users / Add recipient

**\* Recipient type**

Recipient type

Recipient type

Elected Member

Candidate

Elected Member & Candidate

14. Once you have selected the recipient type, you will be prompted to enter the details of the recipient. You **must** complete the following mandatory fields:

- first and last name
- address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
- email address
- contact phone (either landline or mobile – must be 10 digits)
- electorate.

**\* Recipient type**

Elected Member

**Your details**

**Name**

Title \* First name Middle name

\* Last name

**Address**

\* Street

\* Suburb \* Postcode

\* Select a state ... \* Australia

**Email**

\* Email

**Contact phone 1 (include local area code)** **Contact phone 2 (include local area code)**

\* Contact phone 1 (include local area code) Contact phone 2 (include local area code)

**Electorate**

\* Select an Electorate ...

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*



15. Confirm whether the recipient is a silent elector by selecting 'Yes' or 'No' from the drop-down list. Please note, a silent elector is someone who has formally registered with the Victorian Electoral Commission to have their address details suppressed on the electoral roll. Silent elector details are required, but the VEC will not publish address details on the website if silent elector status is verified.

The screenshot shows a registration form for a recipient. The form includes fields for Name (Ms, Eva, Middle name), Elected status, Address (92 Maroondah Highway, Ringwood, 3134, Victoria, Australia), Email (eva@mrpp.org.au), Contact phone 1 (0488888888), Contact phone 2, and Electorate (Ringwood). A red box highlights the 'Are you a Silent Elector?' section, which contains a dropdown menu with 'No' selected, and explanatory text: 'A silent elector is someone who has formally registered with the Victorian Electoral Commission to have their address suppressed on the electoral roll. It is not someone who does not want to provide their address. You will need to enter your address, but we will not publish it on the public facing website if we verify you are a silent elector.'

16. Once you have filled in all details, select 'Submit'.

This screenshot shows the bottom of the registration form. The 'Are you a Silent Elector?' dropdown is still set to 'No'. At the bottom left is a 'Reset' button, and at the bottom right is a 'Submit' button, which is highlighted with a red box.

17. You will get a confirmation screen following submission. From here, you can 'Register another recipient' or 'Disclose a donation'.

The screenshot shows a confirmation screen titled 'Add recipient confirmation'. It features a green banner with a checkmark icon and the text 'New recipient successfully added'. Below this, a message states: 'You have successfully registered Eva Elected as one of your recipients.' At the bottom, there are two links: 'Continue on to Register another recipient.' and 'Continue on to Disclose a donation.'

18. The recipient will receive an email to advise them they have been registered on the VEC online disclosure system. This will not provide them access to the system, but will simply advise them they have been registered.

Dear Eva Elected

Your Registered Officer, Roger RegOfficer, as your Registered Agent, has registered you as a recipient of political donations on the Victorian Electoral Commission online disclosure system.

For more information, please contact your Registered Officer.

Funding and Disclosure Team

Victorian Electoral Commission

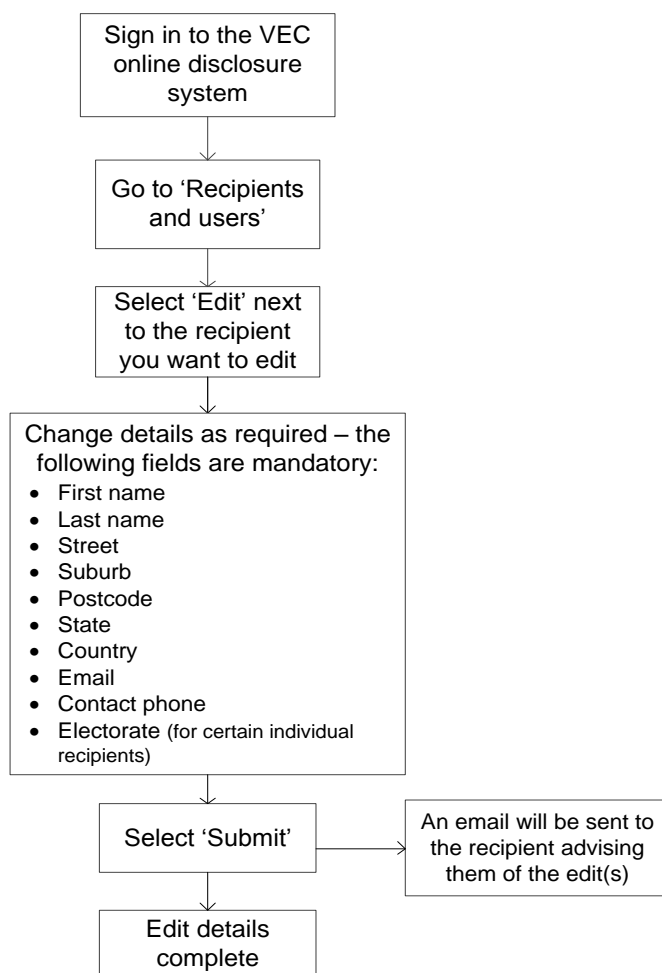


# HOW TO EDIT A RECIPIENT

## Why would I edit the details of my recipient(s)?

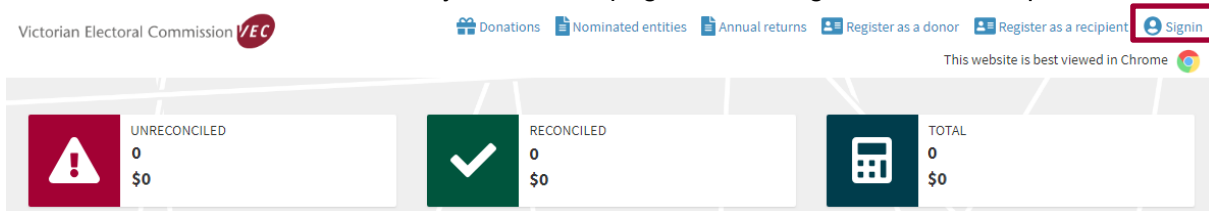
All recipients of political donations must ensure their details are up-to-date at all times. If false or misleading information about a recipient is given when disclosing a donation, including address and contact details, the person responsible for disclosing the donation may be fined or imprisoned, or both. The fine for this offence is 300 penalty units (more than \$48,000). The imprisonment term is two years.

## Recipient edit process overview

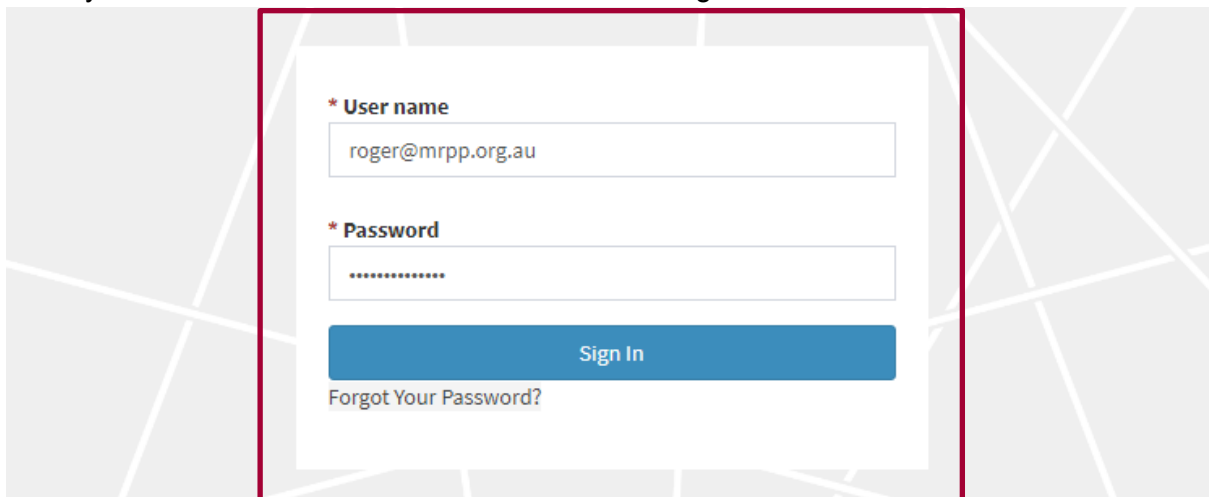


## Edit recipient details

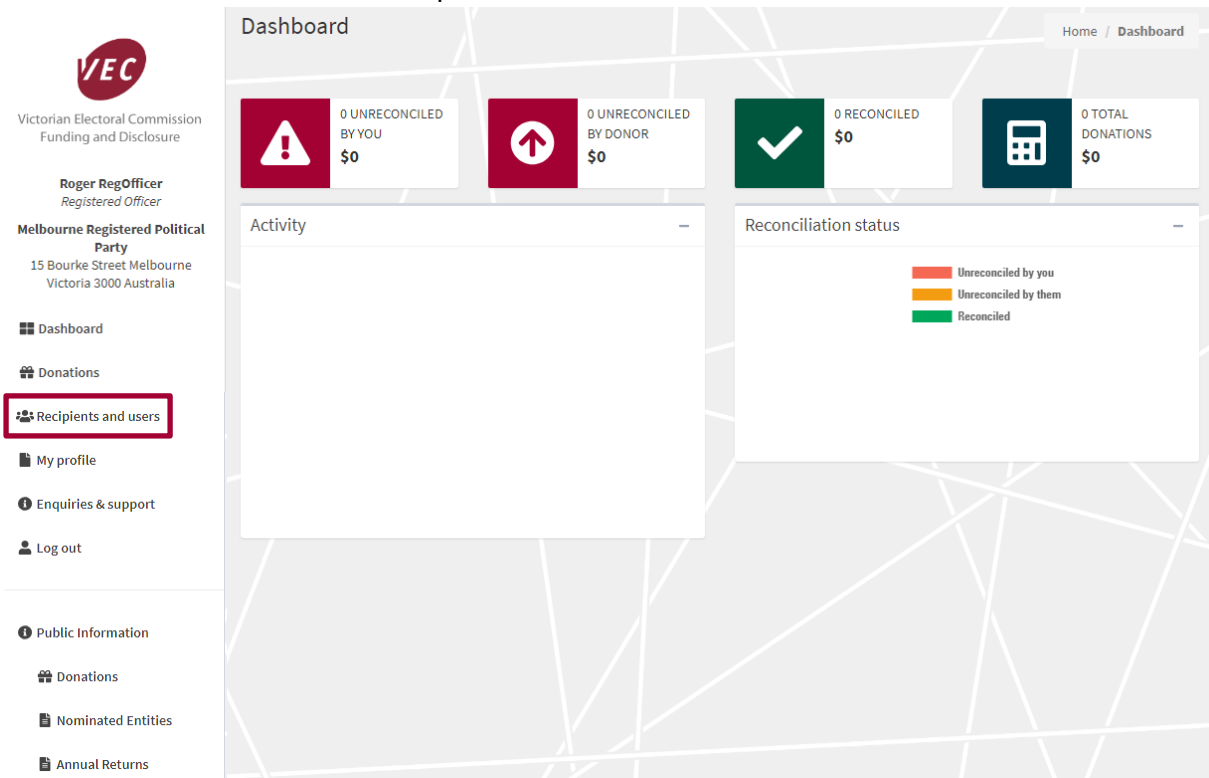
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.



3. From the dashboard, select 'Recipients and users' on the left-hand menu.






4. Select 'Edit' next to the recipient you want to edit.

Recipients and users Home / Recipients and users

[+ Add new recipient](#) [+ Add deputy officer](#) [+ Add nominated entity](#)

Search

	Name	Role	Contact number	Email	Electorate	Silent elector	Action
+	Melbourne Registered Political Party		0390009000				 Edit
+	Eva Elected	Recipient	0488888888		Ringwood		 Edit
+	Roger RegOfficer	Registered Officer	0400900900				 Edit

Showing 1 to 3 of 3 rows

5. Select the fields you need to edit. The following mandatory fields **must** be completed:

- first and last name
- address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
- email address
- contact phone (either landline or mobile – must be 10 digits)
- electorate.

Edit Eva Elected Home / Recipients and users / Edit user

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

**Name**

Ms \* Eva Middle name

\* Elected


**Address**

\* 92 Maroondah Highway

\* Ringwood \* 3134

\* Victoria \* Australia

**Email**

\*  eva@mrpp.org.au

**Contact phone 1 (include local area code)** **Contact phone 2 (include local area code)**

\* 0488888888 Contact phone 2 (include local area code)

**Electorate**

\* Ringwood

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*

6. Once you have filled in all details, select 'Submit'.

Edit Eva Elected

Home / Recipients and users / Edit user

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

**Name**

Ms Eva Middle name

Elected

**Address**

92 Maroondah Highway

Ringwood 3134

Victoria Australia

**Email**

eva@mrpp.org.au

**Contact phone 1 (include local area code)** **Contact phone 2 (include local area code)**

048888881 Contact phone 2 (include local area code)

**Electorate**

Ringwood

< Cancel Deregister user Submit

7. You will be given a confirmation screen following submission.

Edit user confirmation

Home / Recipients and users / Edit user / Edit user confirmation

✓ You have successfully updated the details of your recipient, Eva Elected.

An email will be sent to the recipient to notify them of these changes.

8. The recipient will receive an email to advise them of the edits.

Dear Eva Elected

Your details have been updated on the Victorian Electoral Commission's online disclosure system.

Contact your Registered Officer/Registered Agent, Roger RegOfficer, to find out more.

Funding and Disclosure Team

Victorian Electoral Commission

# HOW TO DISCLOSE A DONATION

## Why do I need to disclose my donations?

In Victoria, recipients of political donations – being registered political parties, candidates, groups of candidates, elected members, associated entities, third party campaigners, and nominated entities of registered political parties – must disclose all political donations worth \$1,000 or more on the Victorian Electoral Commission (VEC) website within 21 days of receiving them.

This must be done by:

- the recipient themselves – if they are not a candidate, elected member or group endorsed by a registered political party, and have not appointed a Registered Agent
- the Registered Officer of the recipient – if the recipient is a candidate, elected member or group endorsed by a registered political party
- the Registered Agent of the recipient – if the recipient has appointed a Registered Agent.

Deputy Registered Officers and Deputy Registered Agents may also disclose donations on behalf of the Registered Officer or Registered Agent.

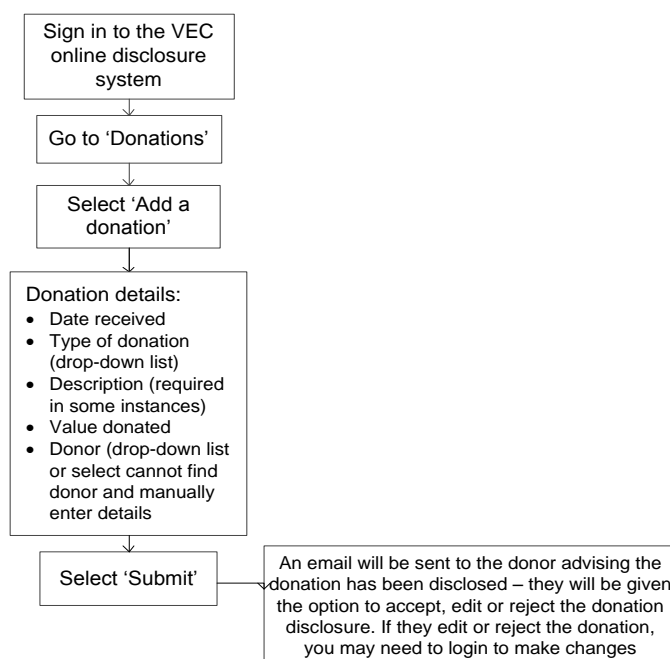
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth \$1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than \$32,000).

If false or misleading information is given when disclosing a donation, including address and contact details, the person providing this information may be fined or imprisoned, or both. The fine for this offence is 300 penalty units (more than \$48,000). The imprisonment term is two years.

**NB: This process is for disclosing a donation that has not yet been disclosed by the donor. If the donation has already been disclosed by the donor you will need to follow the process for [Accepting a donation disclosure process](#), [Editing a donation disclosure process](#), or [Rejecting a donation disclosure process](#).**

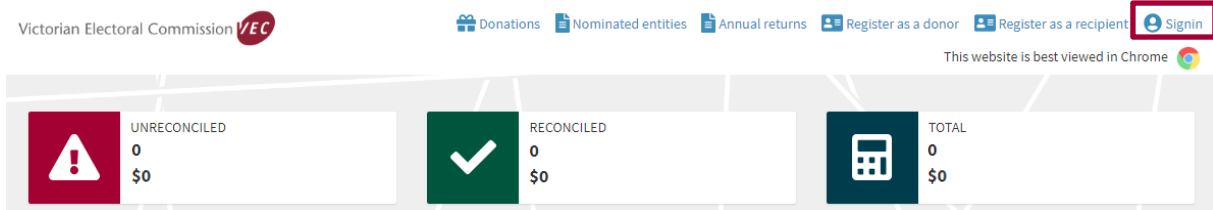
## Donation disclosure process overview

(when entering a donation that has not yet been disclosed by the donor)

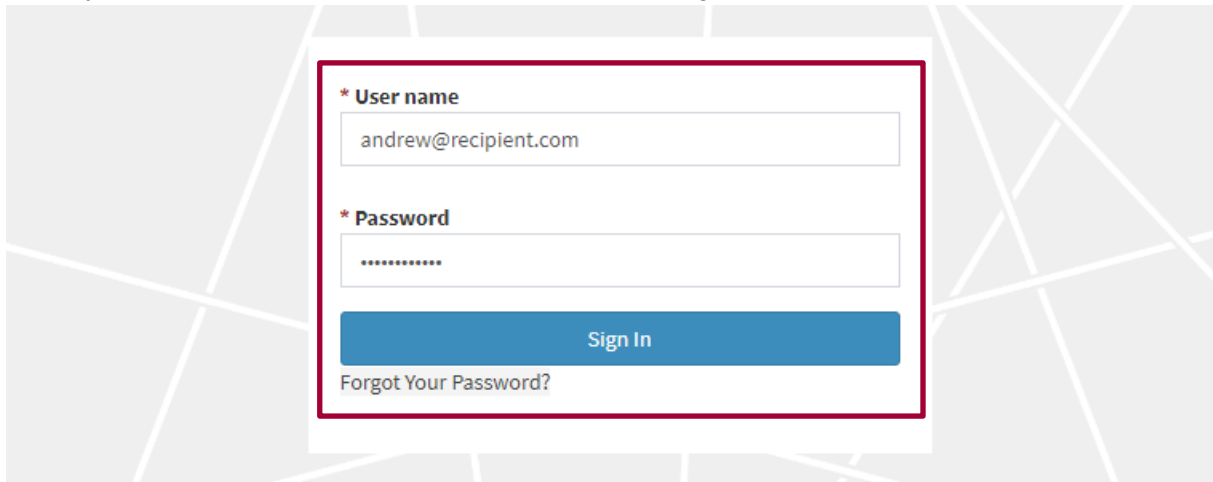


## Donation disclosure process

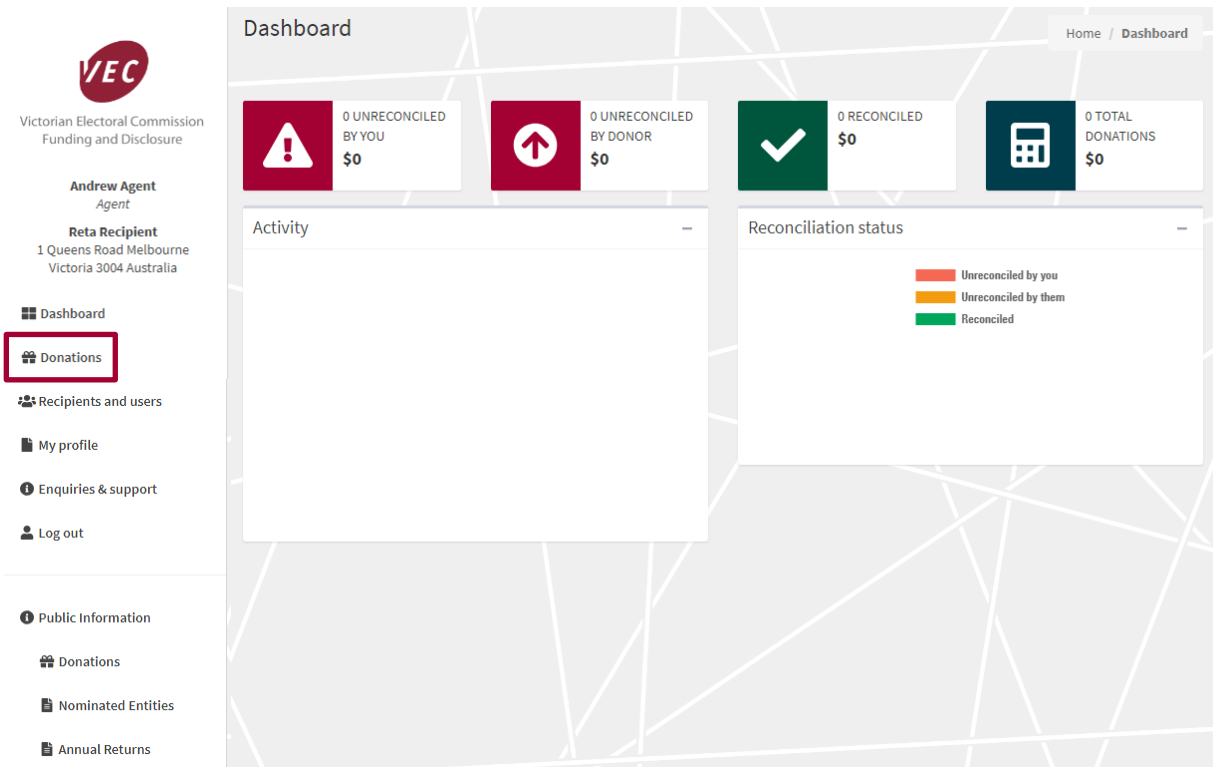
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.



3. From the dashboard, select 'Donations' on the left-hand menu.





4. Select 'Add a donation' from the top menu.

The screenshot shows the 'Donations' dashboard. At the top left, there is a blue button labeled 'Add a donation' with a plus icon, which is highlighted by a red rectangle. Below this are four summary cards: 
 

- Card 1: Red background with a white exclamation mark icon, text '0 UNRECONCILED BY YOU \$0.00', and a 'Show' button.
- Card 2: Red background with a white upward arrow icon, text '0 UNRECONCILED BY DONOR \$0.00', and a 'Show' button.
- Card 3: Green background with a white checkmark icon, text '0 RECONCILED \$0.00', and a 'Show' button.
- Card 4: Dark blue background with a white calculator icon, text '0 TOTAL DONATIONS \$0.00', and a 'Showing' button.

 Below the cards is a search bar and a table with columns: Ref, Donor, Recipient, Date, Added by, Status, Type, Value, and Reconcile. The table contains the message 'No matching records found'.

5. Enter the details of the donation. You **must** complete the following mandatory fields:

- date donation received (date selector)
- type of donation (drop-down list – money, service, loan guarantee, money)
- value donated
- donor (drop-down list) – if you cannot find the donor, refer to step 9 or 10.

The screenshot shows the 'Add a donation' form. The form is titled 'Add a donation' and has a breadcrumb trail 'Home / Donations / Add a donation'. The form contains several fields:
 

- Date**: A date selector with a red asterisk (\*) and a placeholder 'dd/mm/yyyy'.
- Type of donation**: A dropdown menu with a red asterisk (\*) and a placeholder '-- Select --'.
- Description**: A text input field with a placeholder 'Description'.
- Value donated**: A text input field with a red asterisk (\*) and a placeholder '\$ Amount of donation'.
- Supporting documents**: A section with a 'Choose Files' button and the text 'No file chosen'.
- Donor**: A dropdown menu with a red asterisk (\*) and a placeholder '-- Select --'.
- I can't find donor from the list**: A checkbox with a red asterisk (\*) and a placeholder 'I can't find donor from the list'.

 The fields 'Date', 'Type of donation', 'Value donated', and 'Donor' are highlighted by a red rectangle. At the bottom of the form, there is a link to the 'Privacy statement'.

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*

6. Once you have entered all fields, select 'Submit donation'.

The screenshot shows a web form for adding a donation. The form is divided into several sections:

- Date:** A text input field containing "25/11/2018".
- Type of donation:** A dropdown menu with "Money" selected.
- Description:** A text input field with the placeholder "Description".
- Value donated:** A text input field with a currency symbol "\$" and the value "1000".
- Supporting documents:** A section with a "Choose Files" button and the text "No file chosen".
- Donor:** A dropdown menu with "Daya Donor - Geelong" selected. Below it is a checkbox labeled "I can't find donor from the list".
- Footer:** A "Cancel" button on the left and a "Submit donation" button on the right, which is highlighted with a red rectangle.

Below the donor dropdown, there is a link: "How do we collect, manage and disclose your personal information? See our [Privacy statement](#)."

7. You will be given a confirmation screen following submission.

The screenshot shows a confirmation screen titled "Add a donation confirmation". At the top, there is a breadcrumb trail: "Home / Donations / Add a donation / Add a donation confirmation".

A green banner with a checkmark icon contains the message: "Your donation has been successfully added. We will notify the other party you have disclosed the donation."

Below the banner, a white box contains the following text: "We have seven days from when we first receive a donation disclosure to publish it, regardless of whether the other party has disclosed the donation. If both parties have not disclosed the donation, it will display as an unreconciled donation."

At the bottom, there is a link: "Return to Donations".

8. The donor will receive an email to advise them you have disclosed the donation. They will be given the option to accept, edit or reject the donation disclosure. If they edit or reject the donation, you will receive an email prompting you to login and review the edited details or rejection.

Dear Daya Donor

Under the *Electoral Act 2002*, any political donations of \$1,000 or more (including multiple donations that equal \$1,000 or more) must be disclosed by the person giving and the person receiving that donation via the Victorian Electoral Commission's (VEC) online disclosure system. This disclosure must be done within 21 days of giving or receiving that donation.

Our records indicate Reta Recipient has disclosed a political donation you have given them via the VEC's online disclosure system.

You must also disclose this donation on the online disclosure system.

If you have not yet registered for the online disclosure system, you can [register now](#).

If you have already registered, [login](#) now to review the donation.

We will publish the donation disclosure on our [website](#) within seven days, regardless of whether you have disclosed the donation.

Not you? Contact the VEC on 131 832.

Funding and Disclosure Team

Victorian Electoral Commission

### ***If you can't find an individual donor in the list***

9. If you can't find an individual donor in the list, check the box 'I can't find the donor from the list'. New fields will now display. For the question 'Which is the donor?', select 'Individual' and then enter the details of the donor. You **must** complete the following mandatory fields:

- first name and last name
- email address
- contact phone (either landline or mobile – must be 10 digits).

Once you have entered all fields, select 'Submit donation'.

The screenshot shows the 'Add a donation' form. At the top, there's a breadcrumb trail: Home / Donations / Add a donation. The form has several sections:

- Date:** A text field with '25/11/2018' and a red asterisk (\*) in the top left.
- Type of donation:** A dropdown menu with 'Money' selected and a red asterisk (\*) in the top left.
- Description:** A text field with a placeholder 'Description' and a help icon (?) in the top right.
- Value donated:** A text field with '\$ 1000' and a red asterisk (\*) in the top left.
- Supporting documents:** A 'Choose Files' button and the text 'No file chosen'.
- I can't find donor from the list:** A checked checkbox with the label 'I can't find donor from the list'. Below it, there's a link to the 'Privacy statement'.
- Which is the donor?:** Two radio buttons: 'Individual' (selected) and 'Organisation'.
- Donor details:**
  - Name:** Two text fields. The first has 'Dave' and a red asterisk (\*). The second has 'Donor' and a red asterisk (\*).
  - Is the donor a silent elector?:** A dropdown menu with 'No' selected.
  - Is the donor a silent elector? If yes, let us know so we know not to publish their address details publicly. If you are unsure, please check no and we will verify with the donor.** (This text is only visible if the 'Yes' option is selected).
- Email:** A text field with 'dave@donorsemail.com' and a red asterisk (\*) in the top left.
- Contact phone 1 (include local area code):** A text field with '0444444444' and a red asterisk (\*) in the top left.
- Contact phone 2 (include local area code):** A text field with a placeholder 'Contact phone 2 (include local area code)' and a red asterisk (\*) in the top left.
- Buttons:** A 'Cancel' button and a 'Submit donation' button (highlighted with a red box).

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*

***If you can't find an organisation donor in the list***

10. If you can't find an organisation donor in the list, check the box 'I can't find the donor from the list'. New fields will now display. For the question 'Which is the donor?', select 'Organisation' and then enter the details of the donor. You **must** complete the following mandatory fields:

- organisation name
- ABN or ACN
- first name and last name of contact person
- email address
- contact phone (either landline or mobile – must be 10 digits).

Once you have entered all fields, select 'Submit donation'.

The screenshot shows the 'Add a donation' form. At the top, there's a breadcrumb trail: Home / Donations / Add a donation. The form has several sections:

- Date:** A text field with '25/11/2018' and a red asterisk (\*) in the top left.
- Type of donation:** A dropdown menu with 'Money' selected and a red asterisk (\*) in the top left.
- Description:** A text field with 'Description' as a placeholder.
- Value donated:** A text field with '\$ 1000' and a red asterisk (\*) in the top left.
- Supporting documents:** A 'Choose Files' button and the text 'No file chosen'.
- I can't find donor from the list:** A checkbox that is checked, with a red asterisk (\*) in the top left. Below it is a link to the 'Privacy statement'.
- Which is the donor?:** Two radio buttons: 'Individual' and 'Organisation'. 'Organisation' is selected.
- Donor details:** Two text fields: 'Organisation name' (containing 'Donor 2 Pty Ltd') and 'ABN or ACN' (containing '777444111'), both with red asterisks (\*) in the top left.
- Contact person:** Two text fields: 'Name' (containing 'Derrick') and 'Last name' (containing 'Donor'), both with red asterisks (\*) in the top left.
- Email:** A text field with 'derrick.donor@donor2.com' and a red asterisk (\*) in the top left.
- Contact phone 1 (include local area code):** A text field with '0386201350' and a red asterisk (\*) in the top left.
- Contact phone 2 (include local area code):** A text field with 'Contact phone 2 (include local area code)' as a placeholder.
- Buttons:** A 'Cancel' button and a 'Submit donation' button (highlighted with a red box).

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*

# HOW TO ACCEPT A DONATION DISCLOSURE

## Why do I need to accept a donation disclosure?

In Victoria, recipients of political donations – being registered political parties, candidates, groups of candidates, elected members, associated entities, third party campaigners, and nominated entities of registered political parties – must disclose all political donations worth \$1,000 or more on the Victorian Electoral Commission (VEC) website within 21 days of receiving them.

This must be done by:

- the recipient themselves – if they are not a candidate, elected member or group endorsed by a registered political party, and have not appointed a Registered Agent
- the Registered Officer of the recipient – if the recipient is a candidate, elected member or group endorsed by a registered political party
- the Registered Agent of the recipient – if the recipient has appointed a Registered Agent.

Deputy Registered Officers and Deputy Registered Agents may also disclose donations on behalf of the Registered Officer or Registered Agent.

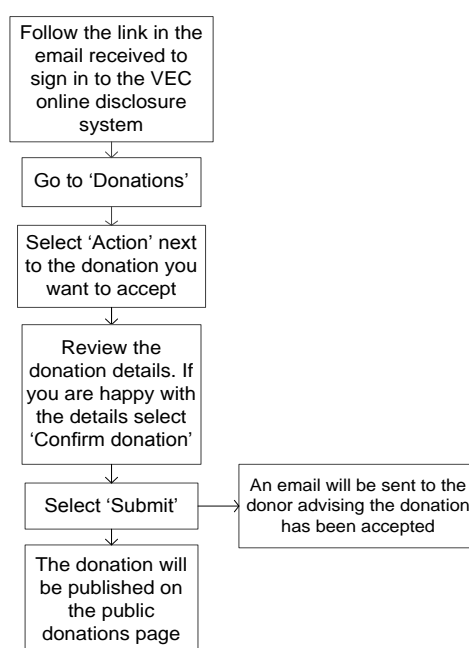
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth \$1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than \$32,000).

If false or misleading information is given when disclosing a donation, including address and contact details, the person providing this information may be fined or imprisoned, or both. The fine for this offence is 300 penalty units (more than \$48,000). The imprisonment term is two years.

**NB:** This process is for accepting a donation that has been disclosed or edited by the donor. To add a new donation disclosure you will need to follow the [Donation disclosure process](#). To edit or reject a donation disclosure you will need to follow the [Editing a donation disclosure process](#) or the [Rejecting a donation disclosure process](#).

## Accepting a donation disclosure process overview

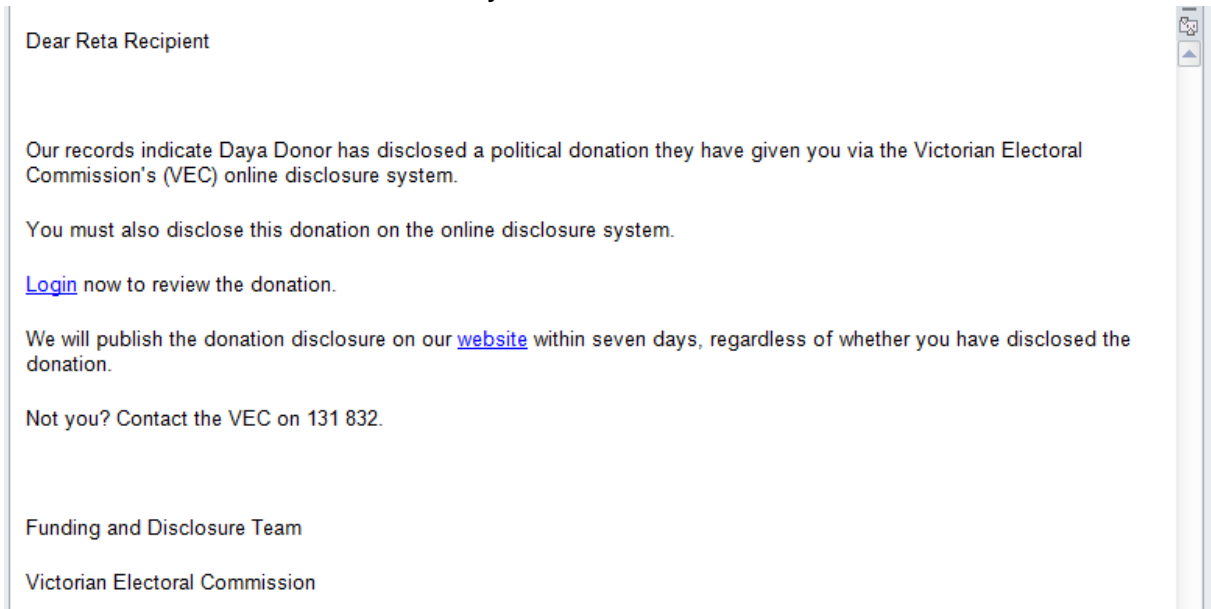
(when accepting a donation that has been disclosed or edited by the donor)



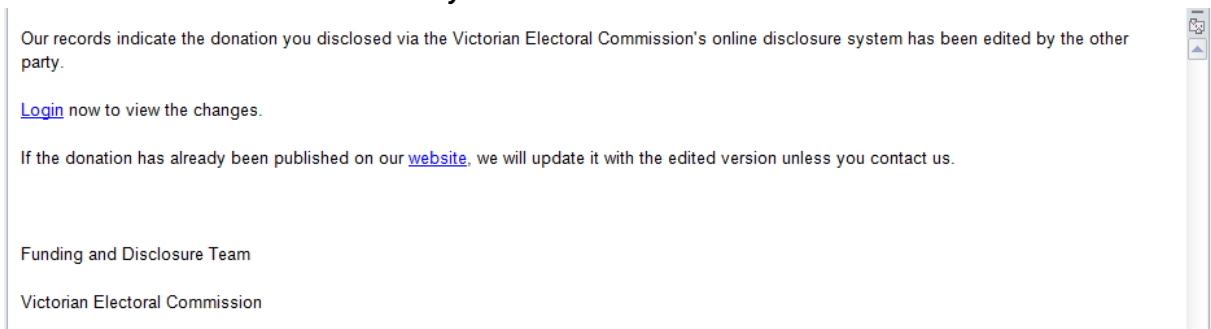
## Accepting a donation disclosure process

1. You will receive an email advising either a donation has been disclosed by the donor, or a donation you disclosed has been edited by the donor. Select the 'login' link in the relevant email to be taken to the VEC online disclosure system home page.

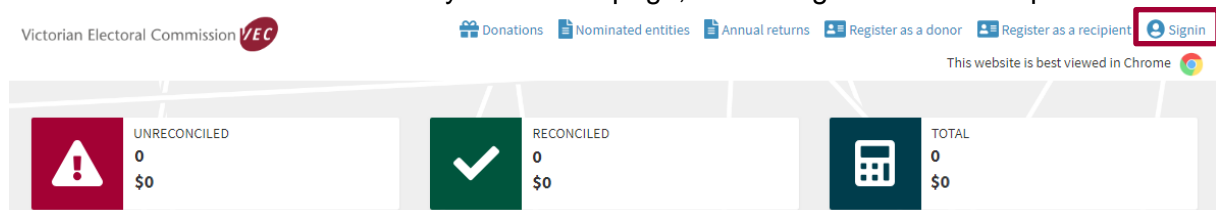
### *Email received when donation disclosed by donor*



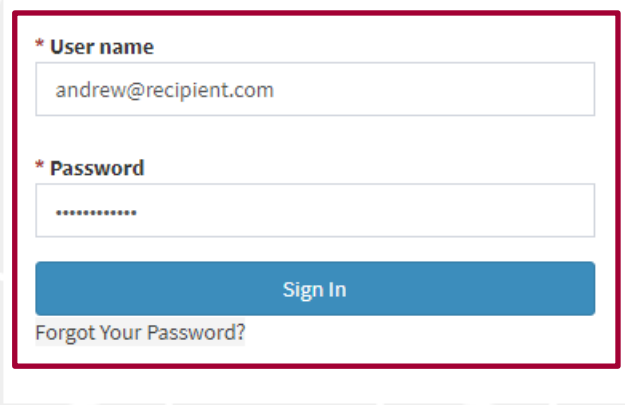
### *Email received when donation edited by donor*



2. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



3. Enter your 'User name' and 'Password' and select 'Sign in'.



\* **User name**

andrew@recipient.com

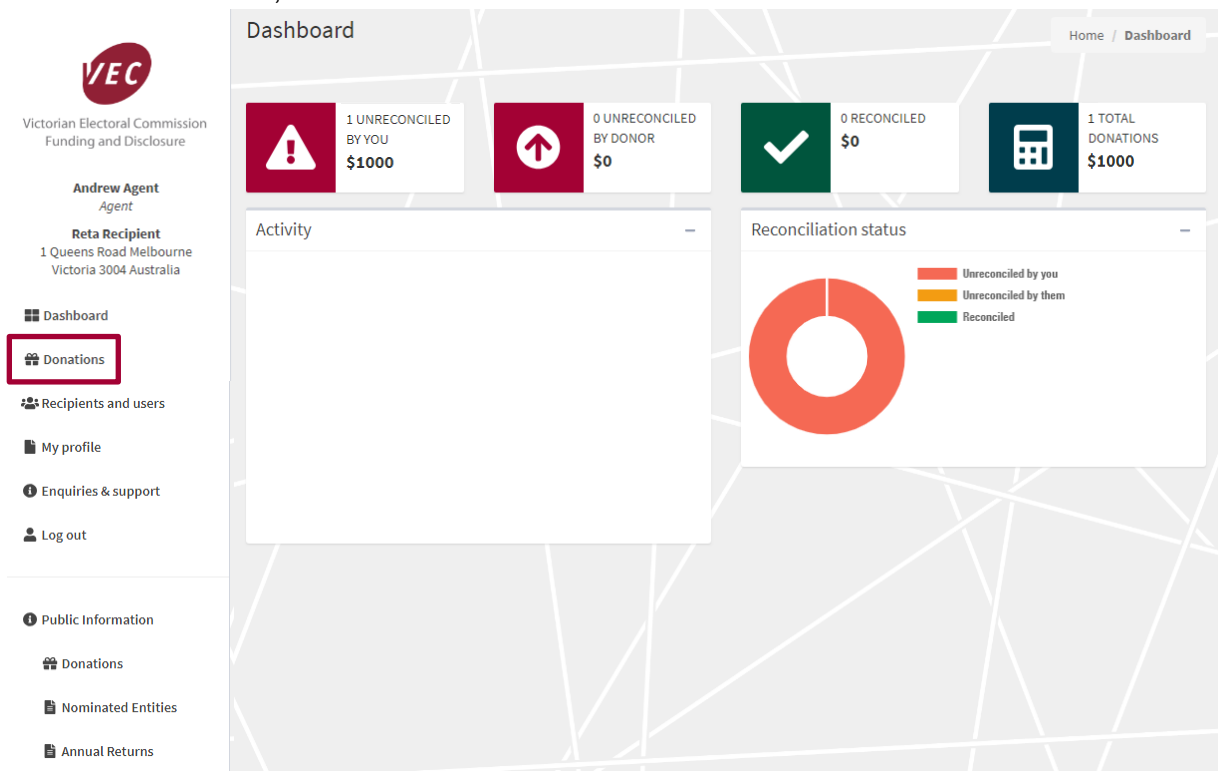
\* **Password**

\*\*\*\*\*

Sign In

[Forgot Your Password?](#)

4. From the dashboard, select 'Donations' on the left-hand menu.



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Victorian Electoral Commission  
Funding and Disclosure

**Andrew Agent**  
Agent

**Reta Recipient**  
1 Queens Road Melbourne  
Victoria 3004 Australia

Dashboard

**Donations**

Recipients and users

My profile

Enquiries & support

Log out

Public Information

Donations

Nominated Entities

Annual Returns

Dashboard

Home / Dashboard

1 UNRECONCILED BY YOU  
\$1000

0 UNRECONCILED BY DONOR  
\$0

0 RECONCILED  
\$0

1 TOTAL DONATIONS  
\$1000

Activity

Reconciliation status

Unreconciled by you  
Unreconciled by them  
Reconciled



5. Select 'Action' next to the donation you want to accept.

Donations

Home / Donations

+ Add a donation

1 UNRECONCILED BY YOU  
\$1000

0 UNRECONCILED BY DONOR  
\$0

0 RECONCILED  
\$0

1 TOTAL DONATIONS  
\$1000

Show Show Show Showing

Search

↻

Ref	Donor	Recipient	Date	Added by	Status	Type	Value	Reconcile
DON10751	Daya Donor	Reta Recipient	25 Nov 2018 updated 5 minutes ago	Donor	Recipient Unreconciled	Money	\$1000.00	Action

Showing 1 to 1 of 1 rows

6. Review the donation details. If you are happy with the details, select 'Confirm donation'. If you need to edit any of the details, see the [Editing a donation disclosure process](#). If you want to reject the donation, see the [Rejecting a donation disclosure process](#).

Reconcile donation

Home / Donations / Reconcile donation

Review donation details from Daya Donor

Review donation details to confirm they are correct before submitting.

Date

25/11/2018

Type

Money

Amount

1,000.00

Description

Donor

Daya Donor

Details incorrect

Details will be sent back for their confirmation to reconcile.

Edit details

Accept

You verify these details are correct.

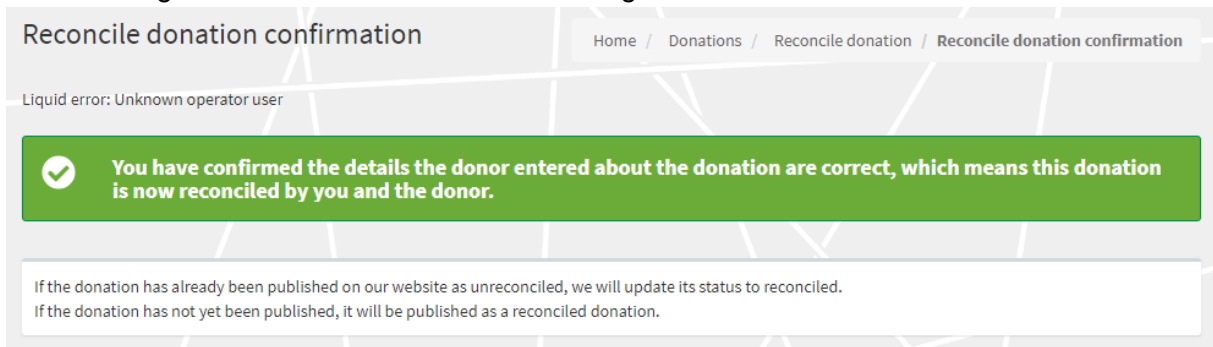
Confirm donation

Reject

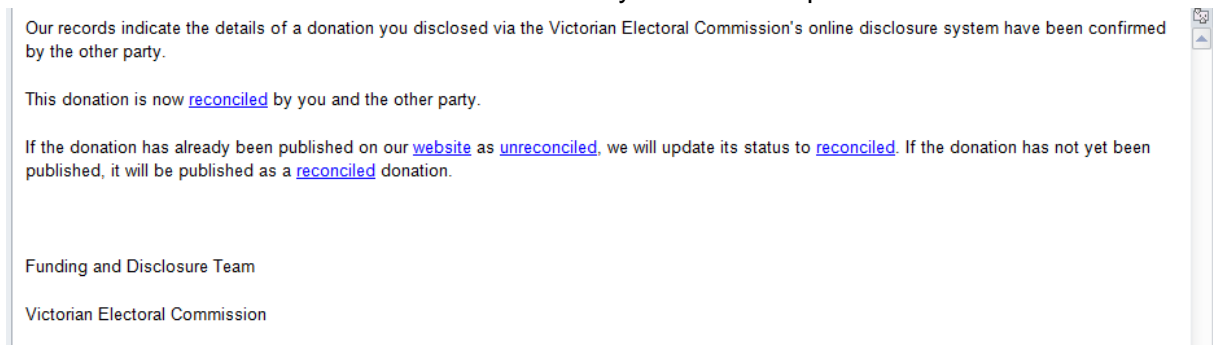
Reason

Please select a reason...

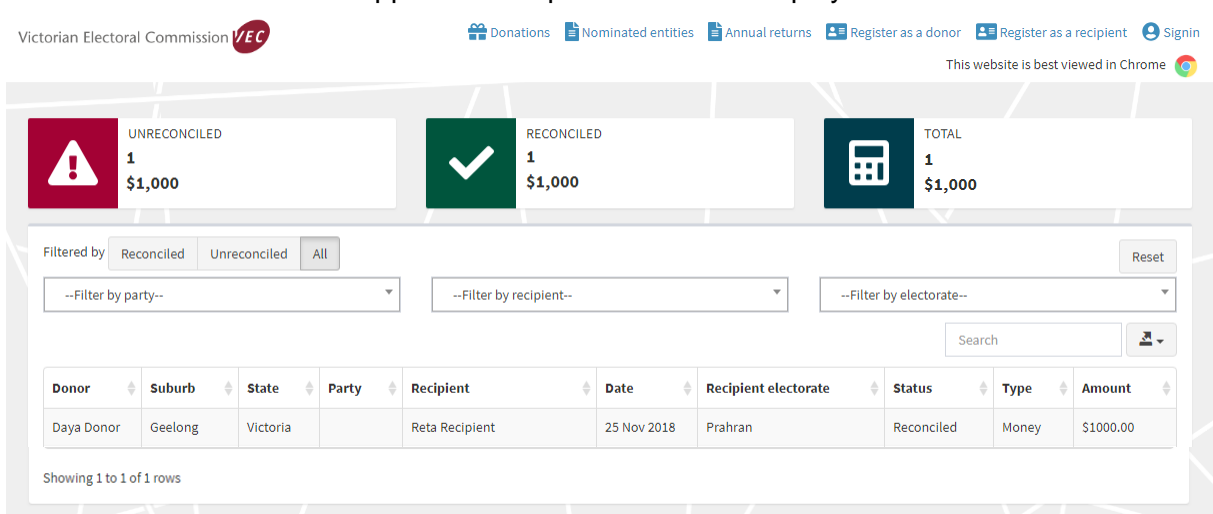
7. You will be given a confirmation screen following submission.



8. The donor will receive an email to advise them you have accepted the donation disclosure.



9. The donation will now also appear on the public donation display.



# HOW TO EDIT A DONATION DISCLOSURE

## Why do I need to edit a donation disclosure?

In Victoria, recipients of political donations – being registered political parties, candidates, groups of candidates, elected members, associated entities, third party campaigners, and nominated entities of registered political parties – must disclose all political donations worth \$1,000 or more on the Victorian Electoral Commission (VEC) website within 21 days of receiving them.

This must be done by:

- the recipient themselves – if they are not a candidate, elected member or group endorsed by a registered political party, and have not appointed a Registered Agent
- the Registered Officer of the recipient – if the recipient is a candidate, elected member or group endorsed by a registered political party
- the Registered Agent of the recipient – if the recipient has appointed a Registered Agent.

Deputy Registered Officers and Deputy Registered Agents may also disclose donations on behalf of the Registered Officer or Registered Agent.

If a donor has already disclosed a donation they gave you, or has edited a donation you disclosed, but you do not agree with the details, you can edit those details. Once you have made your edits, the donor will be given the option to accept, edit or reject your changes.

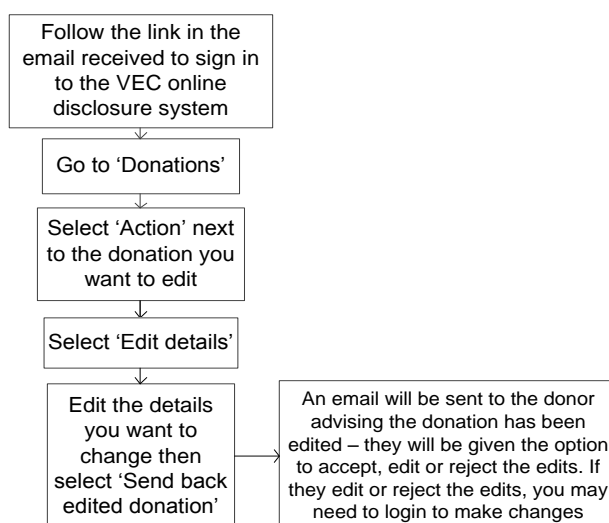
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth \$1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than \$32,000).

If false or misleading information is given when disclosing a donation, including address and contact details, the person providing this information may be fined or imprisoned, or both. The fine for this offence is 300 penalty units (more than \$48,000). The imprisonment term is two years.

**NB:** This process is for editing a donation that has been disclosed or edited by the donor. To add a new donation disclosure you will need to follow the [Donation disclosure process](#). To accept or reject a donation disclosure you will need to follow the [Accepting a donation disclosure process](#) or the [Rejecting a donation disclosure process](#).

## Editing a donation disclosure process overview

(when editing a donation that has been disclosed or edited by the donor)



## Editing a donation disclosure process

1. You will receive an email advising either a donation has been disclosed by the donor, or a donation you disclosed has been edited by the donor. Select on the 'login' link in the relevant email to be taken to the VEC online disclosure system home page.

### ***Email received when donation disclosed by donor***

Dear Reta Recipient

Our records indicate Daya Donor has disclosed a political donation they have given you via the Victorian Electoral Commission's (VEC) online disclosure system.

You must also disclose this donation on the online disclosure system.

[Login](#) now to review the donation.

We will publish the donation disclosure on our [website](#) within seven days, regardless of whether you have disclosed the donation.

Not you? Contact the VEC on 131 832.

Funding and Disclosure Team

Victorian Electoral Commission

### ***Email received when donation edited by donor***

Our records indicate the donation you disclosed via the Victorian Electoral Commission's online disclosure system has been edited by the other party.

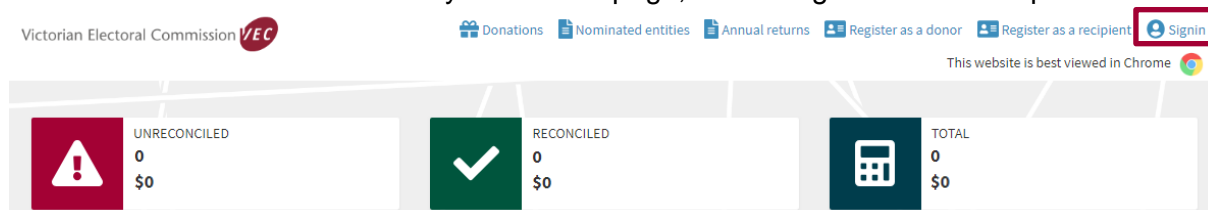
[Login](#) now to view the changes.

If the donation has already been published on our [website](#), we will update it with the edited version unless you contact us.

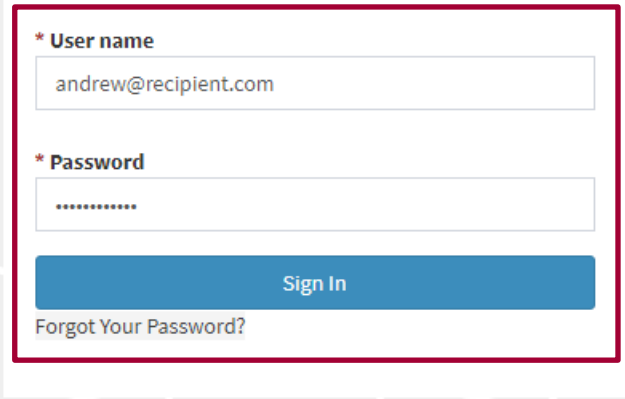
Funding and Disclosure Team

Victorian Electoral Commission

2. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



3. Enter your 'User name' and 'Password' and select 'Sign in'.



\* **User name**

andrew@recipient.com

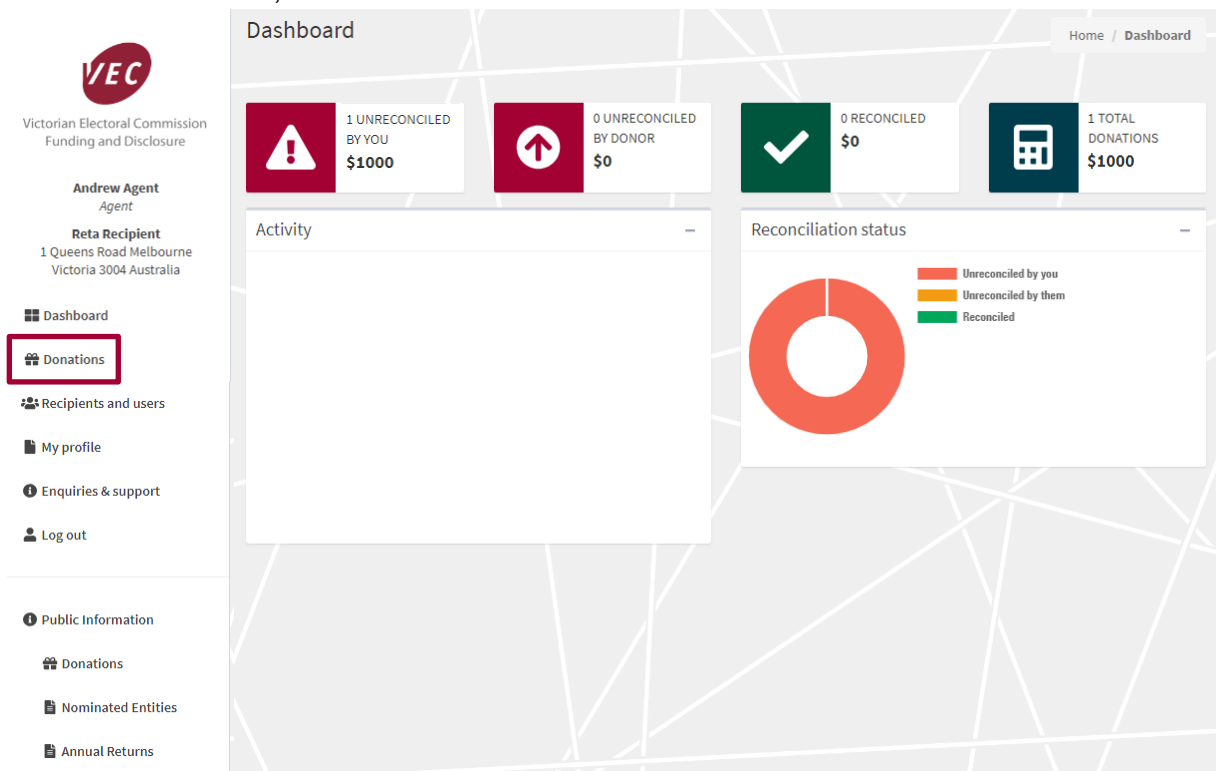
\* **Password**

\*\*\*\*\*

Sign In

[Forgot Your Password?](#)

4. From the dashboard, select 'Donations' on the left-hand menu.



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Victorian Electoral Commission  
Funding and Disclosure

**Andrew Agent**  
Agent

**Reta Recipient**  
1 Queens Road Melbourne  
Victoria 3004 Australia

- Dashboard
- Donations**
- Recipients and users
- My profile
- Enquiries & support
- Log out

**Public Information**

- Donations
- Nominated Entities
- Annual Returns

**Dashboard**

Home / Dashboard

1 UNRECONCILED BY YOU  
\$1000

0 UNRECONCILED BY DONOR  
\$0

0 RECONCILED  
\$0

1 TOTAL DONATIONS  
\$1000

**Activity**

**Reconciliation status**

- Unreconciled by you
- Unreconciled by them
- Reconciled

5. Select 'Action' next to the donation you want to edit.

Donations Home / Donations

[+ Add a donation](#)

1 UNRECONCILED BY YOU  
\$1000

Show

0 UNRECONCILED BY DONOR  
\$0

Show

0 RECONCILED  
\$0

Show

1 TOTAL DONATIONS  
\$1000

Showing

Ref	Donor	Recipient	Date	Added by	Status	Type	Value	Reconcile
DON10751	Daya Donor	Reta Recipient	25 Nov 2018 updated 5 minutes ago	Donor	Recipient Unreconciled	Money	\$1000.00	<a href="#">Action</a>

Showing 1 to 1 of 1 rows

6. Review the donation details. If you need to edit some of the details, select 'Edit details'. If you want to accept the details, select 'Confirm donation'. If you want to reject the donation, see the [Rejecting a donation disclosure process](#).

Reconcile donation Home / Donations / Reconcile donation

Review donation details from Daya Donor

Review donation details to confirm they are correct before submitting.

Date	Type	Amount
25/11/2018	Money	1,000.00

Description

Donor

Daya Donor

Accept

You verify these details are correct.

[✓ Confirm donation](#)

Reject

Reason

Please select a reason...

Details incorrect

Details will be sent back for their confirmation to reconcile.

[Edit details](#)

7. Edit the details you want to change and then select 'Send back edited donation'

Reconcile donation Home / Donations / Reconcile donation

Review donation details from Daya Donor  
Review donation details to confirm they are correct before submitting.

Donation Date	Donation Type	Amount
25/11/2018	Money	\$ 1,500.00

Description

Donor

Daya Donor

Cancel ✕

Send back edited donation →

8. You will be given a confirmation screen following submission.

Reconcile donation confirmation Home / Donations / Reconcile donation / Reconcile donation confirmation

Liquid error: Unknown operator user

✓ You have submitted your changes to the donation. We will send the other party an email to advise of your changes.

We have seven days from when we first receive a donation disclosure to publish it, so this donation may already be published on our website as unreconciled. If this donation has already been published it will be updated as per your changes, but it will remain unreconciled until the details are reconciled by both you and the other party. If the other party does not accept your changes, we may contact you both to try and reconcile the details.

9. The donor will receive an email to advise them you have edited the donation disclosure. They will be given the option to accept, edit or reject the changes. If they edit or reject the changes, you will receive an email prompting you to login and review the edited details or rejection.

Our records indicate the donation you disclosed via the Victorian Electoral Commission's online disclosure system has been edited by the other party.

[Login](#) now to view the changes.

If the donation has already been published on our [website](#), we will update it with the edited version unless you contact us.

Funding and Disclosure Team

Victorian Electoral Commission

# HOW TO REJECT A DONATION DISCLOSURE

## When would I need to reject a donation disclosure?

In Victoria, recipients of political donations – being registered political parties, candidates, groups of candidates, elected members, associated entities, third party campaigners, and nominated entities of registered political parties – must disclose all political donations worth \$1,000 or more on the Victorian Electoral Commission (VEC) website within 21 days of receiving them.

This must be done by:

- the recipient themselves – if they are not a candidate, elected member or group endorsed by a registered political party, and have not appointed a Registered Agent
- the Registered Officer of the recipient – if the recipient is a candidate, elected member or group endorsed by a registered political party
- the Registered Agent of the recipient – if the recipient has appointed a Registered Agent.

Deputy Registered Officers and Deputy Registered Agents may also disclose donations on behalf of the Registered Officer or Registered Agent.

If a donor discloses a donation they gave to the recipient, but the recipient did not receive the donation or the donation was returned to the donor, the disclosure can be rejected.

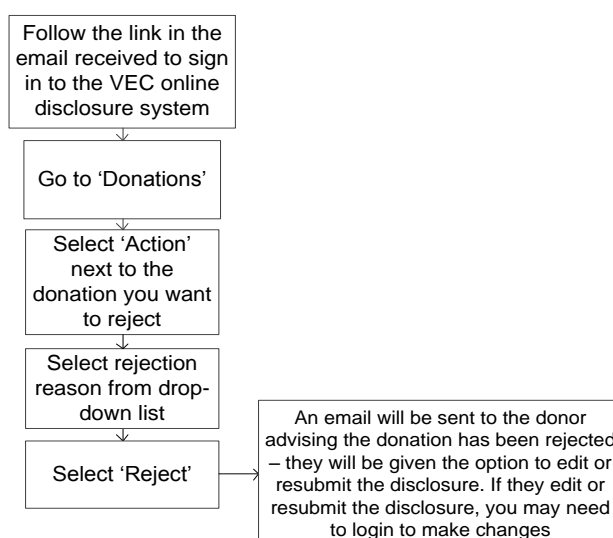
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth \$1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than \$32,000).

If false or misleading information is given when disclosing a donation, including address and contact details, the person providing this information may be fined or imprisoned, or both. The fine for this offence is 300 penalty units (more than \$48,000). The imprisonment term is two years.

**NB:** This process is for rejecting a donation that has been disclosed or edited by the donor. To add a new donation disclosure you will need to follow the process for [Donation disclosure process](#). To accept or edit a donation disclosure you will need to follow the [Accepting a donation disclosure process](#) or the [Editing a donation disclosure process](#).

## Rejecting a donation disclosure process overview

(when rejecting a donation that has been disclosed or edited by the donor)

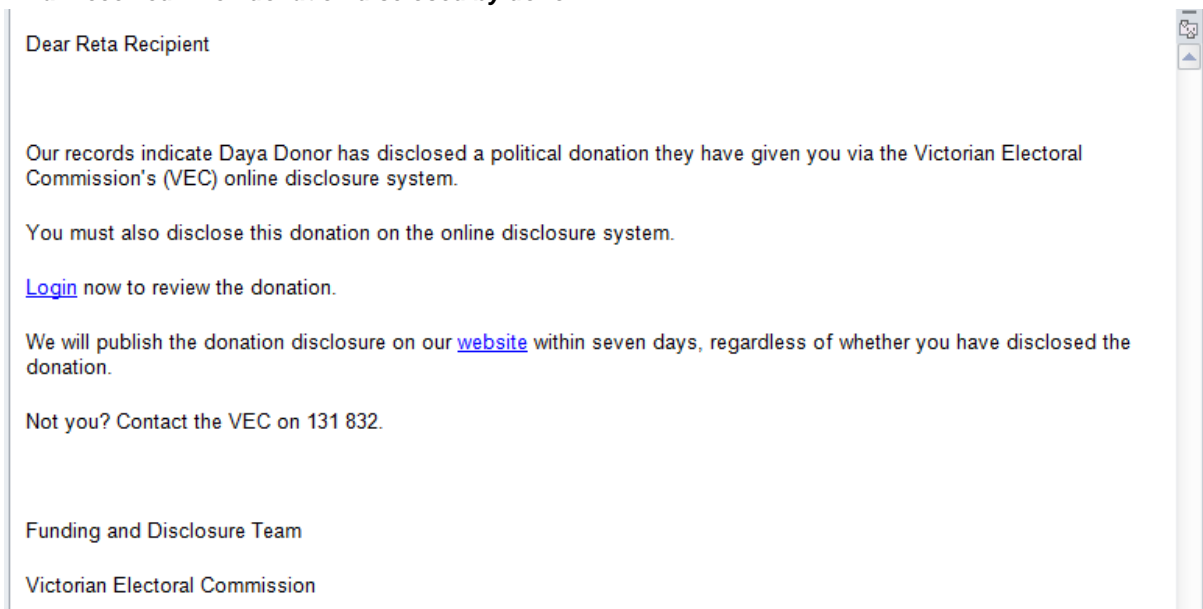




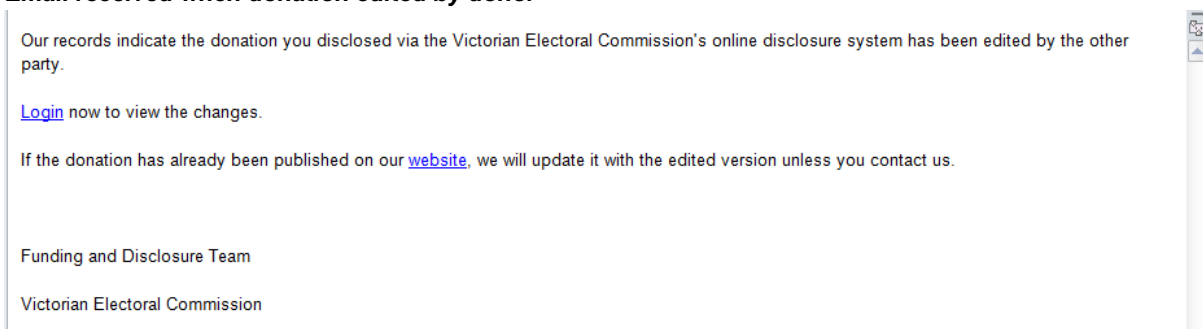
## Rejecting a donation disclosure process

1. You will receive an email advising either a donation has been disclosed by the donor, or a donation you disclosed has been edited by the donor. Select on the 'login' link in the relevant email to be taken to the VEC online disclosure system home page.

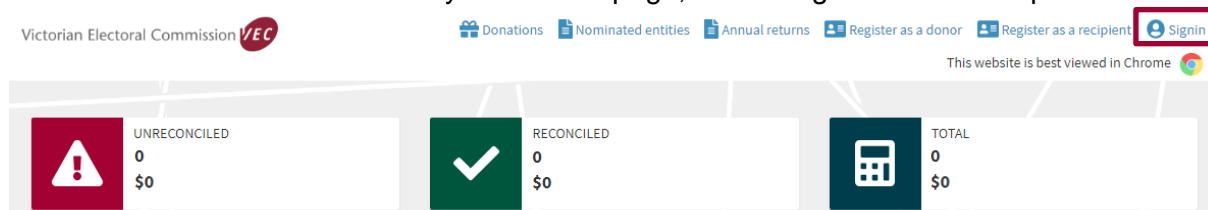
### *Email received when donation disclosed by donor*



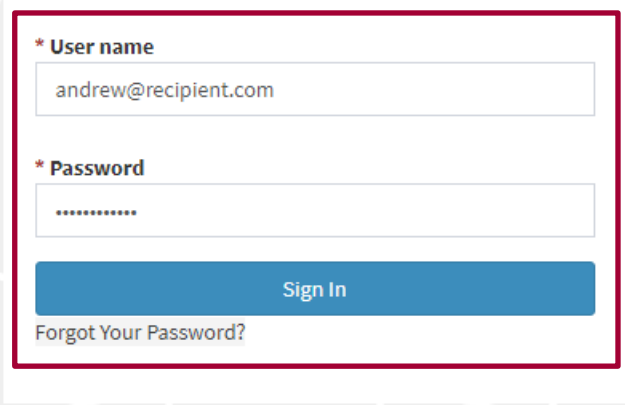
### *Email received when donation edited by donor*



2. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



4. Enter your 'User name' and 'Password' and select 'Sign in'.



\* **User name**

andrew@recipient.com

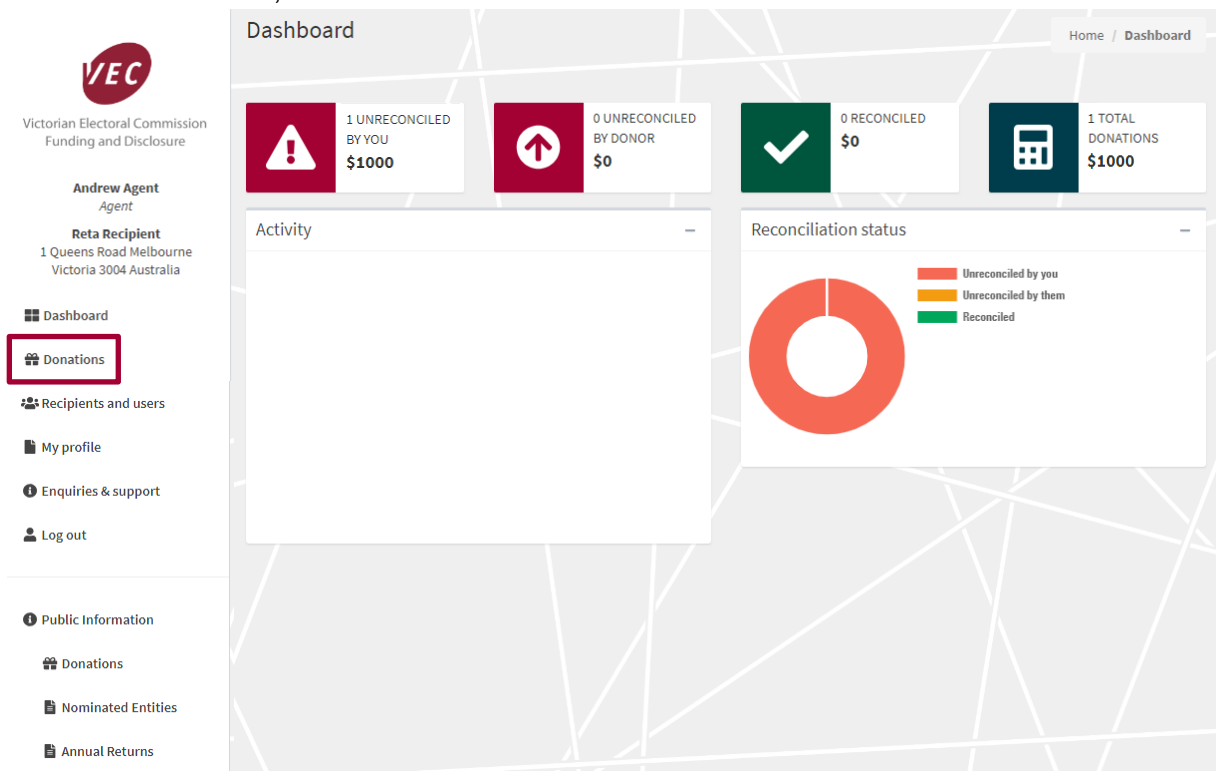
\* **Password**

\*\*\*\*\*

Sign In

[Forgot Your Password?](#)

5. From the dashboard, select 'Donations' on the left-hand menu.



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Victorian Electoral Commission  
Funding and Disclosure

**Andrew Agent**  
Agent

**Reta Recipient**  
1 Queens Road Melbourne  
Victoria 3004 Australia

- Dashboard
- Donations**
- Recipients and users
- My profile
- Enquiries & support
- Log out

**Public Information**

- Donations
- Nominated Entities
- Annual Returns

**Dashboard**

Home / Dashboard

1 UNRECONCILED BY YOU  
\$1000

0 UNRECONCILED BY DONOR  
\$0

0 RECONCILED  
\$0

1 TOTAL DONATIONS  
\$1000

**Activity**

**Reconciliation status**

- Unreconciled by you
- Unreconciled by them
- Reconciled

6. Select 'Action' next to the donation you want to reject.

The screenshot shows the 'Donations' dashboard. At the top, there are four summary cards: '1 UNRECONCILED BY YOU \$1000', '0 UNRECONCILED BY DONOR \$0', '0 RECONCILED \$0', and '1 TOTAL DONATIONS \$1000'. Below these is a table with the following columns: Ref, Donor, Recipient, Date, Added by, Status, Type, Value, and Reconcile. The table contains one row for donation DON10751 from Daya Donor to Reta Recipient, dated 25 Nov 2018, with a value of \$1000.00. The 'Reconcile' column for this row has an 'Action' button highlighted with a red box. The status is 'Recipient Unreconciled'.

Ref	Donor	Recipient	Date	Added by	Status	Type	Value	Reconcile
DON10751	Daya Donor	Reta Recipient	25 Nov 2018 updated 5 minutes ago	Donor	Recipient Unreconciled	Money	\$1000.00	Action

7. Review the donation details. To reject the donation, select your rejection reason from the drop-down list on the right-hand side. If you want to accept the details, select 'Confirm donation'. If you want to edit the donation, see the [Editing a donation disclosure process](#).

The screenshot shows the 'Reconcile donation' page. On the left, there's a form to 'Review donation details from Daya Donor'. The form fields are: Date (25/11/2018), Type (Money), Amount (1,000.00), Description (empty), and Donor (Daya Donor). Below the form, there's a section titled 'Details incorrect' with the message 'Details will be sent back for their confirmation to reconcile.' and an 'Edit details' button. On the right, there are two panels: 'Accept' and 'Reject'. The 'Accept' panel has a 'Confirm donation' button. The 'Reject' panel has a 'Reason' dropdown menu that is open, showing the following options: 'Please select a reason...', 'Not received', 'Donation returned', and 'Other'. The 'Reason' dropdown is highlighted with a red box.

8. Once you have selected a reason, a 'Reject' button will appear. Select this button to proceed.

Reconcile donation

Home / Donations / Reconcile donation

Review donation details from Daya Donor  
Review donation details to confirm they are correct before submitting.

Date	Type	Amount
25/11/2018	Money	1,000.00

Description

Donor

Daya Donor

Details incorrect

Details will be sent back for their confirmation to reconcile.

Edit details

Accept

You verify these details are correct.

Confirm donation

Reject

Reason

Not received

Reject

9. You will be given a confirmation screen following submission.

Reconcile donation confirmation

Home / Donations / Reconcile donation / Reconcile donation confirmation

Liquid error: Unknown operator user

You advised you did not give or receive the donation disclosed. We will send the other party an email to notify them of this.

We have seven days from when we first receive a donation disclosure to publish it, so this donation may already be published on our website as unreconciled. We may contact you both in relation to the donation.

10. The donor will receive an email to advise them you have rejected the donation disclosure. They will be given the option to edit or resubmit the donation disclosure. If they edit or resubmit the donation, you will receive an email prompting you to login and review the edited details or resubmission.

Our records indicate Reta Recipient advised they did not receive the donation you disclosed via the Victorian Electoral Commission's online disclosure system.

We have seven days from when we first receive a donation disclosure to publish it, so this donation may already be published on our website as unreconciled.

The donation will display on the website as unreconciled until the details are reconciled by both you and the recipient.

You may wish to contact Reta Recipient in relation to the donation.

Funding and Disclosure Team

Victorian Electoral Commission

# HOW TO APPOINT A NOMINATED ENTITY (OF A REGISTERED POLITICAL PARTY – AS A REGISTERED OFFICER)

## Why should I appoint a Nominated Entity?

Registered political parties may elect to appoint an organisation to be its Nominated Entity. Any gifts made between a registered political party and its Nominated Entity are not considered political donations. A registered political party can only appoint one organisation to be its Nominated Entity.

For this appointment to come into effect, the VEC must have accepted the registered political party's written application to appoint a Nominated Entity (which must include written consent from the proposed Nominated Entity), and formally added the organisation to the Register of Nominated Entities.

To be eligible to be appointed as a Nominated Entity, the organisation must be an incorporated body that:

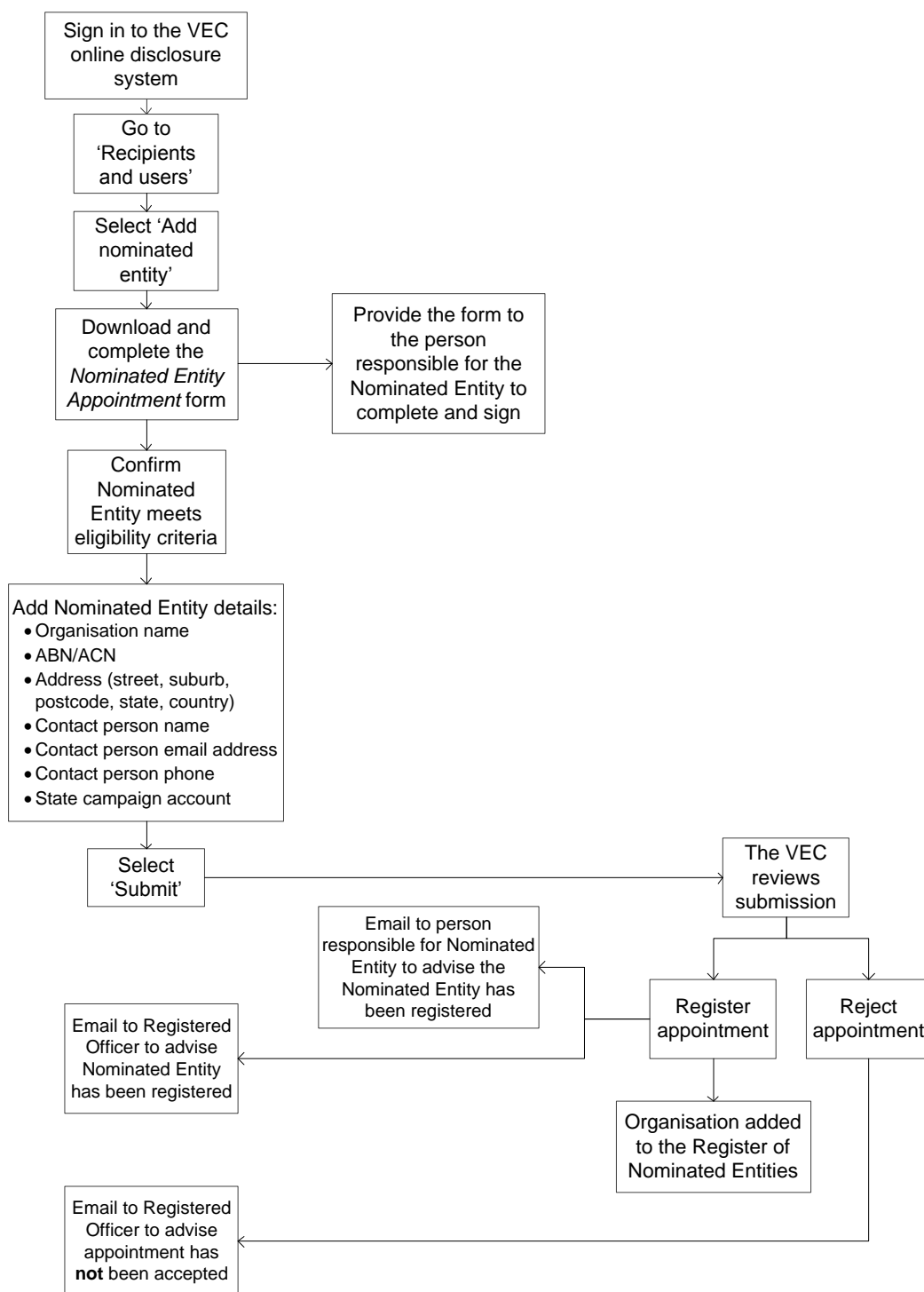
- operates for the principal benefit of the registered political party, or is established and maintained—or is the trustee of a trust established and maintained—for the principal benefit of the members of the registered political party
- does not have voting rights in the registered political party
- is not already the Nominated Entity of another registered political party
- has not been convicted of an offence under Part 12 of the *Electoral Act 2002* (Vic) (nor has an officer of the organisation).

To be eligible to be appointed as a Nominated Entity after 1 July 2020, or for any further appointments beyond the first appointment before 1 July 2020, the organisation must be an incorporated body that meets the above criteria and:

- is controlled by the registered political party (in accordance with section 50AA of the *Corporations Act 2001* (Cth))
- operates for the **sole** benefit of the registered political party, or is established and maintained—or is the trustee of a trust established and maintained—for the **sole** benefit of the members of the registered political party.

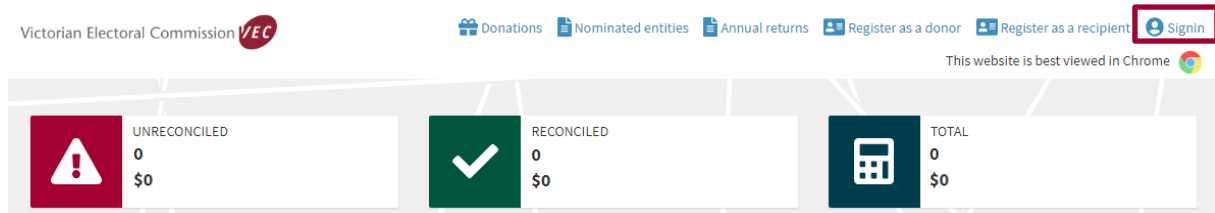
***NB: The Registered Officer of the registered political party is the Registered Agent of the Nominated Entity – meaning the Registered Officer is responsible for submitting all donation disclosures and annual returns for the Nominated Entity.***

## Nominated Entity appointment process overview



## Nominated Entity appointment process

1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.

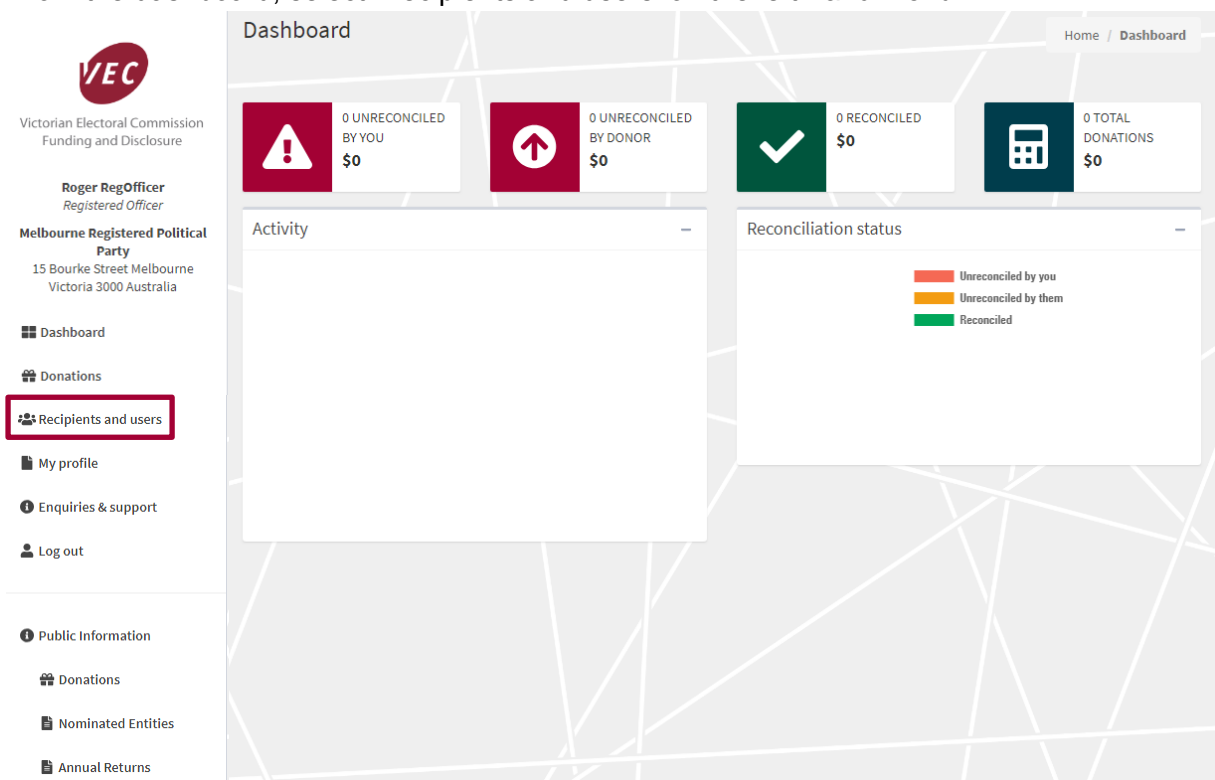
\* User name  
roger@mrpp.org.au

\* Password  
\*\*\*\*\*

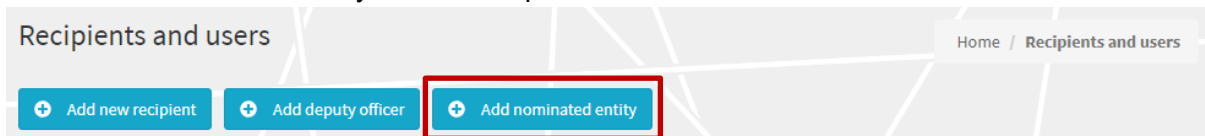
Sign In

[Forgot Your Password?](#)

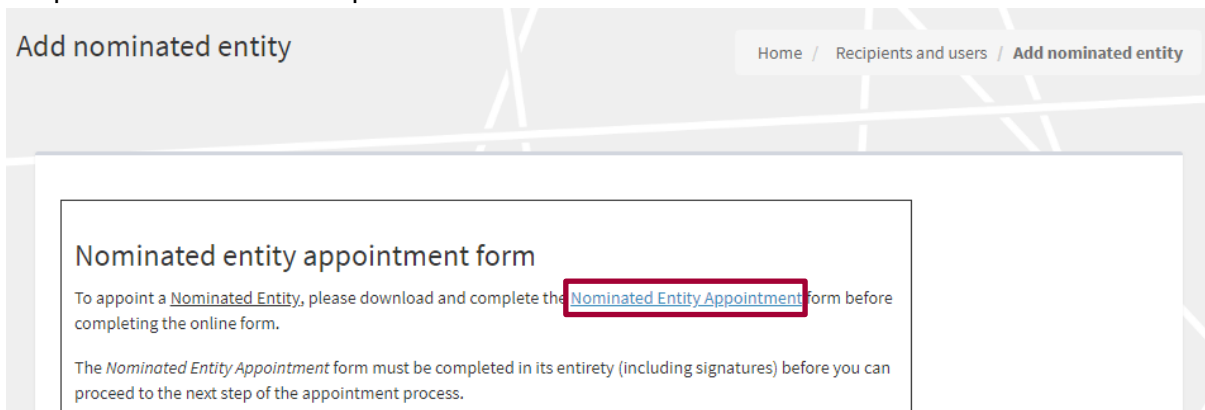
3. From the dashboard, select 'Recipients and users' on the left-hand menu.



4. Select 'Add nominated entity' from the top menu.



5. Download the *Nominated Entity Appointment* form by selecting on the 'Nominated Entity Appointment' link. This form must be completed in its entirety (including a signature) before you can proceed to the next step.



6. Complete the *Nominated Entity Appointment* form, scan it and save it to your computer (you must keep an original version).

The image shows three pages of the 'Nominated Entity Appointment Form' from the Victorian Electoral Commission.   
 Page 1 (left) contains the 'Nominated entity attestation and consent' section, including fields for the entity name (MELBOURNE NOMINATED ENTITY PTY LTD), postal address (15 BOURKE STREET, MELBOURNE, VICTORIA 3000), ABN (123333333), and contact details for the responsible person (NOREEN NOMINATED).   
 Page 2 (middle) contains the 'Nominated entity responsible person attestation and consent' section, where the responsible person (NOREEN NOMINATED) attests to the accuracy of the information and provides a declaration regarding the entity's status.   
 Page 3 (right) contains the 'Nominated entity responsible person signature' section, where the responsible person signs the form. The date is 25.11.2018.   
 Each page has a '1 of 3 Pages' or '2 of 3 Pages' or '3 of 3 Pages' indicator at the bottom left and the Victorian Electoral Commission logo at the bottom right.



7. Upload the completed *Nominated Entity Appointment* form by selecting 'Choose Files'.

**Nominated entity appointment form**

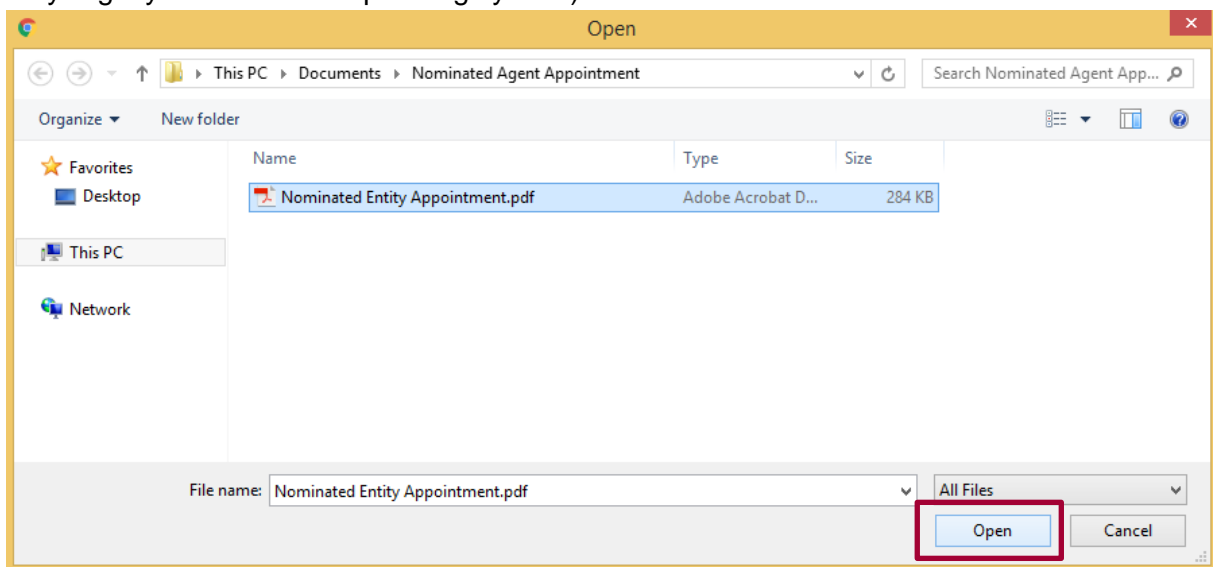
To appoint a [Nominated Entity](#), please download and complete the [Nominated Entity Appointment](#) form before completing the online form.

The *Nominated Entity Appointment* form must be completed in its entirety (including signatures) before you can proceed to the next step of the appointment process.

**Please upload the completed *Nominated Entity Appointment* form.**

**Choose Files** No file chosen

8. Once you have selected 'Choose Files', find the document you have saved locally and select 'Open'. (Please note, this example is using a Windows operating system – the process may vary slightly on a different operating system).



9. The document will now be uploaded and you can continue with the appointment process.

**Nominated entity appointment form**

To appoint a [Nominated Entity](#), please download and complete the [Nominated Entity Appointment](#) form before completing the online form.

The *Nominated Entity Appointment* form must be completed in its entirety (including signatures) before you can proceed to the next step of the appointment process.

**Please upload the completed *Nominated Entity Appointment* form.**

**Choose Files** Nominated...ment.pdf

**Confirm eligibility**

How do we collect, manage and disclose personal information? See our [Privacy statement](#).

- ☐ does not have voting rights in the registered political party.
- ☐ is not already the Nominated Entity of another registered political party.
- ☐ operates for the principal benefit of the registered political party, or is established and maintained or is the trustee of a trust established and maintained for the principal sole benefit of the members of the registered political party.
- ☐ not been convicted of an offence under Part 12 of the *Electoral Act 2002* (including any officers of that entity) ?

10. Confirm the organisation meets the eligibility criteria by selecting on each check box. If the organisation does not meet one or more of the eligibility criteria, they cannot be appointed as your Nominated Entity.

### Nominated entity appointment form

To appoint a [Nominated Entity](#), please download and complete the [Nominated Entity Appointment](#) form before completing the online form.

The *Nominated Entity Appointment* form must be completed in its entirety (including signatures) before you can proceed to the next step of the appointment process.

**Please upload the completed *Nominated Entity Appointment* form.**

Nominated...ment.pdf

### Confirm eligibility

How do we collect, manage and disclose personal information? See our [Privacy statement](#).

- \* ☐ does not have voting rights in the registered political party.
- \* ☐ is not already the Nominated Entity of another registered political party.
- \* ☐ operates for the principal benefit of the registered political party, or is established and maintained or is the trustee of a trust established and maintained for the principal sole benefit of the members of the registered political party.
- \* ☐ not been convicted of an offence under Part 12 of the *Electoral Act 2002* (including any officers of that entity) [?](#)

11. Once you have confirmed the organisation meets the eligibility criteria, you will be prompted to enter the details of the organisation you are appointing as your nominated entity. You **must** complete the following mandatory fields:

- organisation name
- ABN/ACN
- address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
- contact person first and last name
- contact person email address
- contact person phone (either landline or mobile – must be 10 digits).

### Confirm eligibility

How do we collect, manage and disclose personal information? See our [Privacy statement](#).

- ☒ does not have voting rights in the registered political party.
- ☒ is not already the Nominated Entity of another registered political party.
- ☒ operates for the principal benefit of the registered political party, or is established and maintained or is the trustee of a trust established and maintained for the principal sole benefit of the members of the registered political party.
- ☒ not been convicted of an offence under Part 12 of the Electoral Act 2002 (including any officers of that entity) [?](#)

### Organisation details

#### Organisation name

\* Organisations name, e.g. ABC P/L

\* ABN/ACN

#### Organisation address

\* Street

\* Suburb

\* Postcode

\* Select a state ...

\* Australia

### Contact person details

#### Name


Title

\* First name

Middle name

\* Surname

#### Email

\*  Email

#### Contact phone 1 (include local area code)

#### Contact phone 2 (include local area code)

\* Contact phone 1 (include local area code)

Contact phone 2 (include local area code)

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*

12. Enter the State campaign account details for the organisation you are appointing as your nominated entity (this is the account recipients must have for the receipt of political donations)  
– **this is not a mandatory field**

### Organisation details

**Organisation name**

\* Melbourne Nominated Entity Pty Ltd

\* 123333333

**Organisation address**

\* 15 Bourke Street

\* Melbourne

\* 3000

\* Victoria

\* Australia

### Contact person details

**Name**


Mrs

\* Noreen

Middle name

\* Nominated

**Email**

\*  noreen@melbournene.com.au

**Contact phone 1 (include local area code)**

\* 03 8620 1192

**Contact phone 2 (include local area code)**

\* 0453535353

### State campaign account details ?

**Account name**

Account name

**BSB**

BSB number - 6 digits

**Account number**

Account number

13. Once you have filled in all details, select 'Submit'.

### State campaign account details ?

**Account name**

\* Melbourne NE State Campaign Account

**BSB**

\* 111222

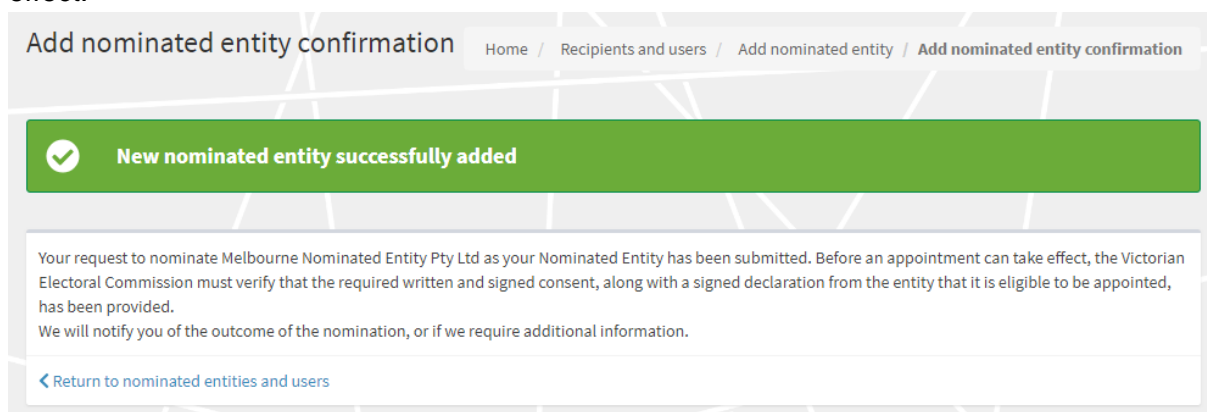
**Account number**

\* 444555

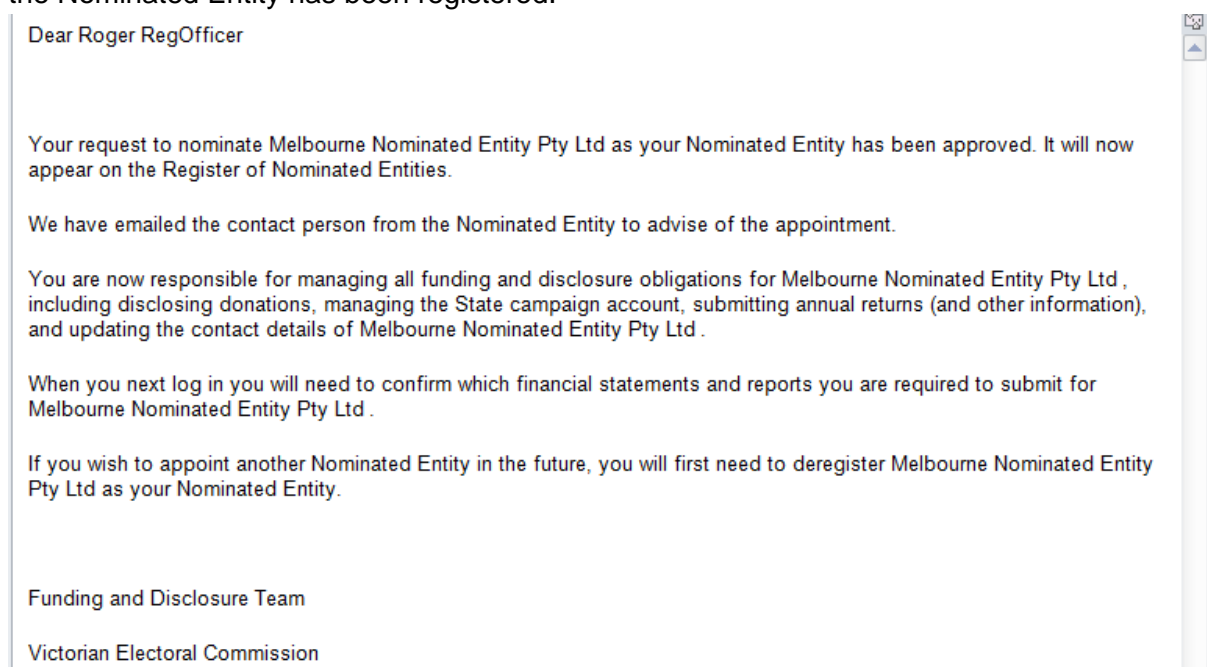
Reset

Submit

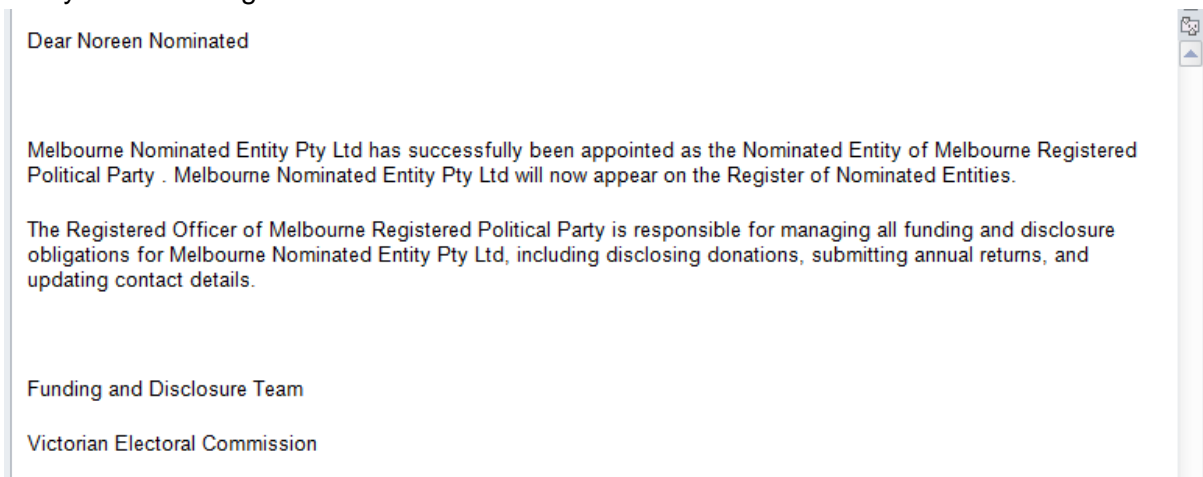
14. You will be given a confirmation screen following successful submission. Note, at this point the VEC still needs to formally register your Nominated Entity before the appointment comes into effect.



15. If the VEC registers the Nominated Entity, the Registered Officer will receive an email to advise the Nominated Entity has been registered.



16. The contact person of the Nominated Entity will also receive an email to advise the Nominated Entity has been registered.



17. The organisation will now appear on the Register of Nominated Entities on the VEC online disclosure system.

The image is a screenshot of the VEC online disclosure system. It shows a search bar at the top with the text 'Nominated entities' and a search icon. Below the search bar is a table with the following columns: 'Account Name ^', 'Business Registration Number ^', 'Address', 'Registered Political Party ^', 'Address (Registered Political Party)', 'Publish Date ^', and 'Modified On ^'. The table contains one row of data for 'Melbourne Nominated Entity Pty Ltd'.

Account Name ^	Business Registration Number ^	Address	Registered Political Party ^	Address (Registered Political Party)	Publish Date ^	Modified On ^
Melbourne Nominated Entity Pty Ltd	123333333	15 Bourke Street Melbourne Victoria 3000 Australia	Melbourne Registered Political Party	21 Bourke Street Melbourne Victoria 3000 Australia	20 Nov 2018	20 Nov 2018

# HOW TO EDIT THE DETAILS OF A NOMINATED ENTITY (AS A REGISTERED OFFICER OR DEPUTY REGISTERED OFFICER)

## Why would I edit the details of a Nominated Entity?

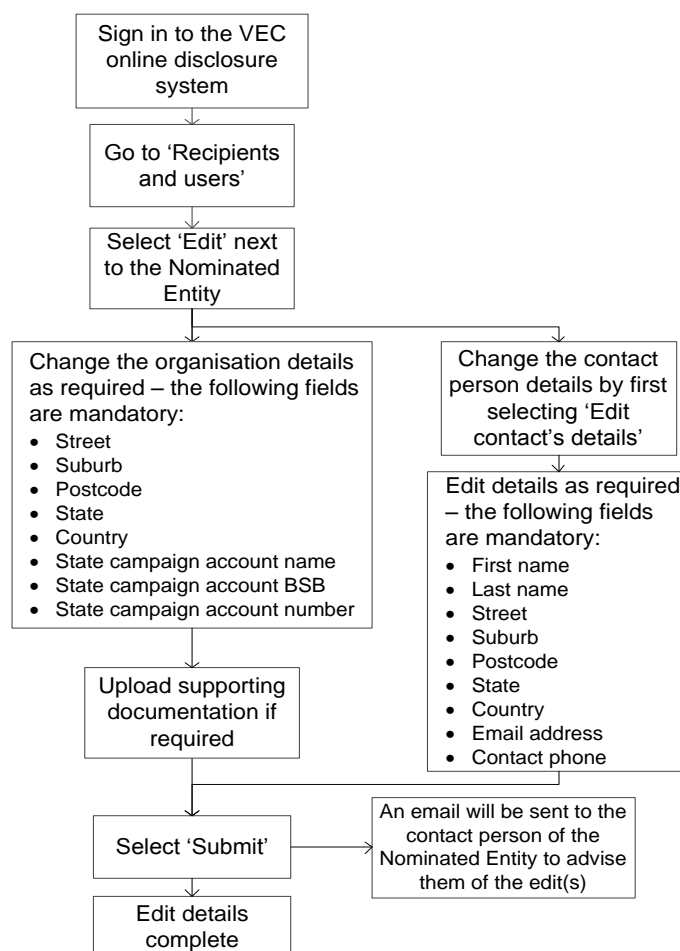
Registered Officers need to ensure the details of their Nominated Entity are up-to-date at all times. This is in relation to both the Register of Nominated Entities and the disclosure of donations.

The Victorian Electoral Commission must publish a Register of Nominated Entities on its website and this register must contain the name and address of the Nominated Entity as well as the name and address of the registered political party. If the details of the Nominated Entity change at any point, the Registered Officer of the registered political party must update these details to ensure the Register of Nominated Entities remains accurate.

In relation to donation disclosures, the Registered Officer is responsible for submitting all donation disclosures on behalf of its Nominated Entity. If false or misleading information about the Nominated Entity is given when disclosing a donation, including address and contact details, the person responsible for disclosing the donation may be fined or imprisoned, or both. The fine for this offence is 300 penalty units (more than \$48,000). The imprisonment term is two years.

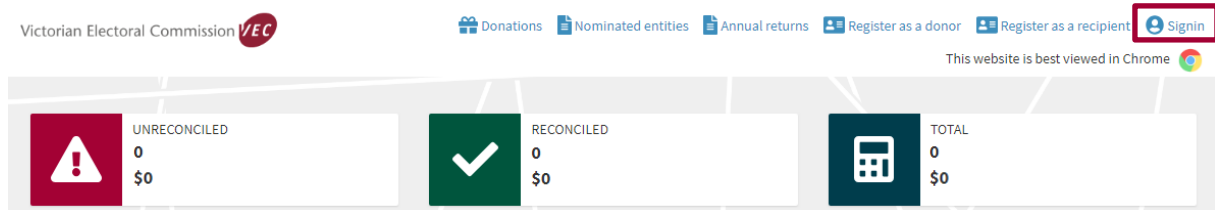
**NB: You cannot edit the name or ABN/ACN via the online disclosure system – if you need to update these details, contact the Victorian Electoral Commission on 131 832 or via [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au).**

## Nominated Entity edit process overview

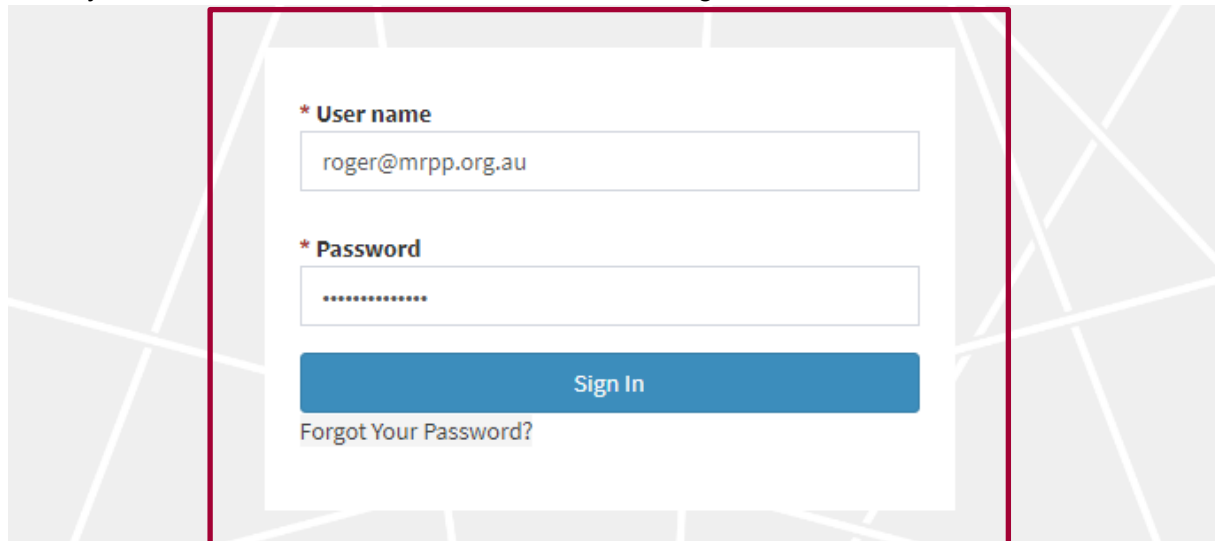


## Nominated Entity edit process

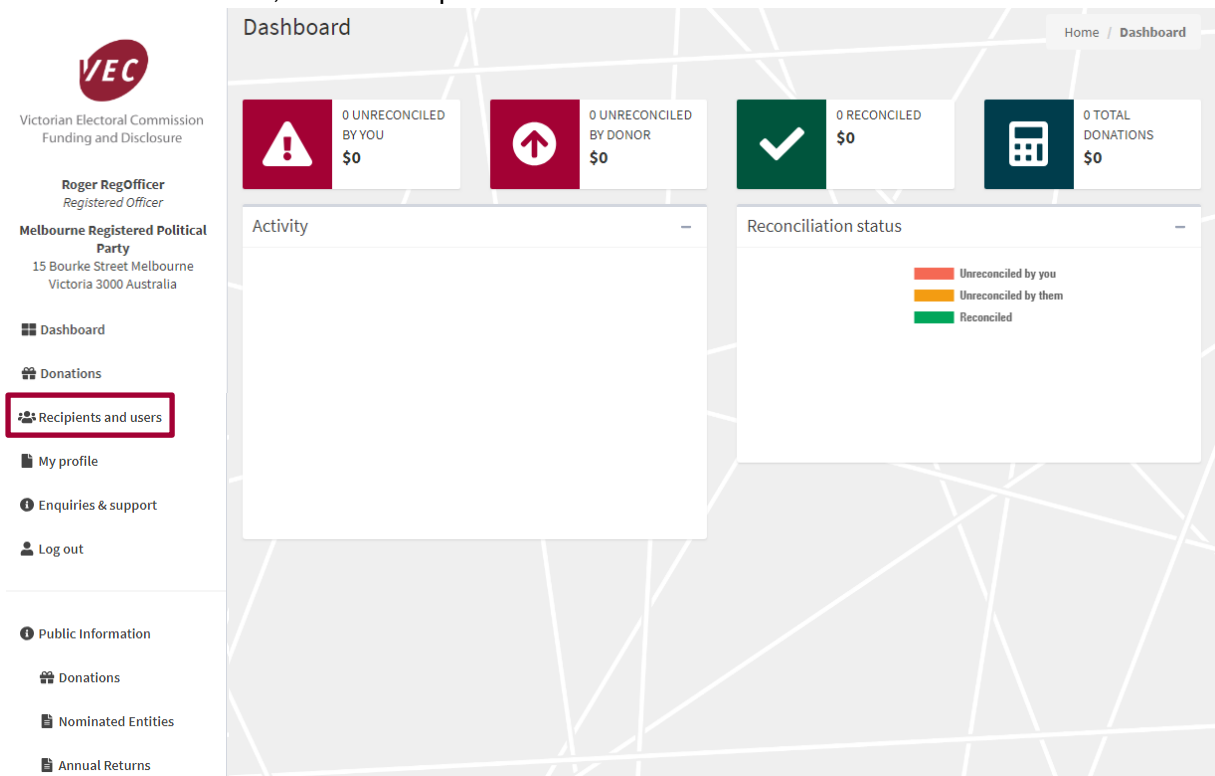
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.



3. From the dashboard, select 'Recipients and users' on the left-hand menu.





4. Select 'Edit' next to the Nominated Entity.

Recipients and users Home / Recipients and users

[+ Add new recipient](#) [+ Add deputy officer](#)

Search

	Name	Role	Contact number	Email	Electorate	Silent elector	Action
+	Melbourne Nominated Entity Pty Ltd	Nominated Entity					<a href="#">Edit</a>

5. To edit the organisation details, select the fields you need to edit. The following mandatory fields **must** be completed:

- address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
- State campaign account – account name, BSB, account number).

Edit organisation Home / Recipients and users / Edit organisation

Any amendments to details will be published on the Victorian Electoral Commission's website.  
If you need to upload evidence in support of the requested changes, please do so.  
If there is a change in the contact person of the Nominated Entity, please provide their signed consent.  
How do we collect, manage and disclose personal information? See our [Privacy statement](#).

**Organisation's name**  
 \* Melbourne Nominated Entity Pty Ltd

**ABN/ACN**  
 \* 123333333

**Address**

\* 15 Bourke Street

\* Melbourne

\* 3000

\* Victoria

\* Australia

**State campaign account details ?**

**Account name**

\* Melbourne NE State Campaign Account

**BSB** **Account number**

\* 111222

\* 444555

**Supporting documents**

Please upload a signed consent and declaration form.

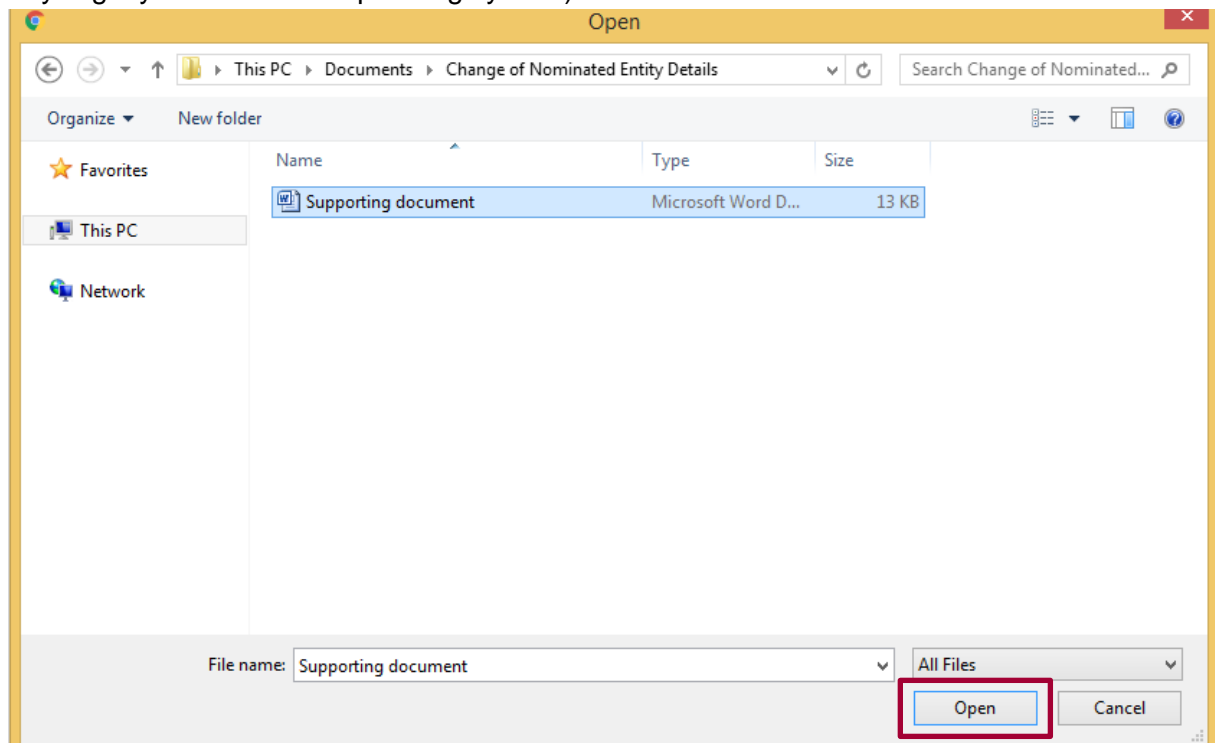
[Choose Files](#) No file chosen

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side. The Organisation name and ABN/ACN cannot be edited via the online disclosure system – if you need to edit these, contact the VEC via 131 832 or [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au).*

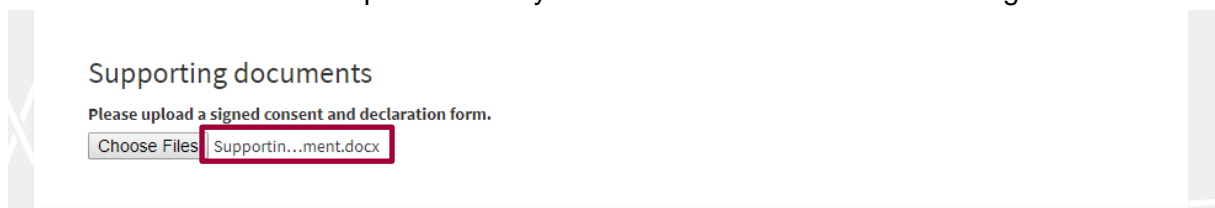
6. If you need to upload supporting documents, select 'Choose Files' beneath the 'Supporting documents' section.



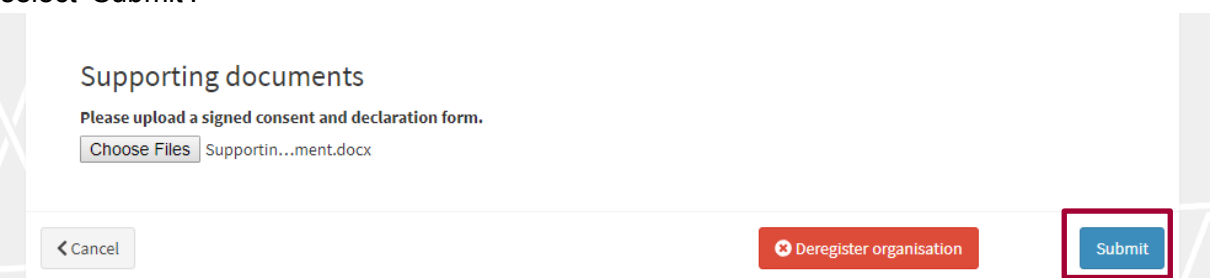
7. Once you have selected 'Choose Files' find the document you have saved locally and select 'Open'. (Please note, this example is using a Windows operating system – the process may vary slightly on a different operating system).



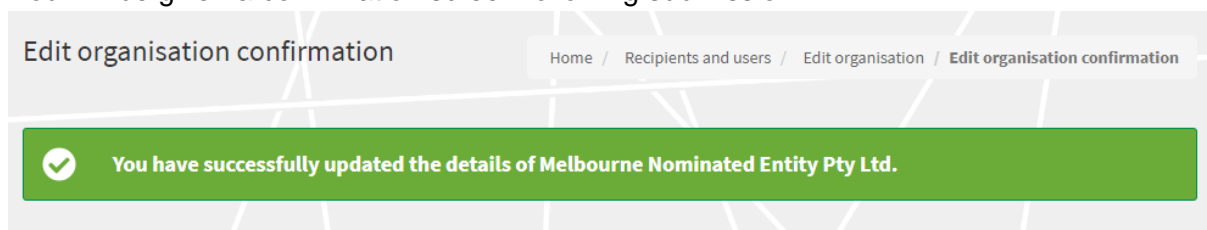
8. The document will now be uploaded and you can continue to submit the changes.



9. Once you have filled in all details (and uploaded supporting documents where applicable), select 'Submit'.



10. You will be given a confirmation screen following submission.



11. To edit the Nominated Entity contact person details, select 'Edit contact's details' at the bottom of the 'Edit organisation page' (accessed via steps 1-5)

12. To edit the Nominated Entity's contact person details, select the fields you need to edit. The following mandatory fields **must** be completed:

- first and last name
- address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
- email address
- contact phone (either landline or mobile – must be 10 digits).

*Note: mandatory fields have a red asterisk (\*) in the top left-hand side.*

13. Once you have filled in all details, select 'Submit'.

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

**Name**

Mrs \* Noreen Middle name

\* Nominated

**Address**

\* Street

\* Suburb \* Postcode

\* Select a state ... \* Australia

**Email**

\* noreen@melbournene.com.au

**Contact phone 1 (include local area code)** **Contact phone 2 (include local area code)**

\* 0386201192 \* 0453535351

[< Back](#) [Submit](#)

14. You will be given a confirmation screen following submission.

Edit user confirmation

Home / Recipients and users / Edit user / Edit user confirmation

✓ You have successfully updated the details of your recipient, Noreen Nominated.

An email will be sent to the recipient to notify them of these changes.

15. The contact person from the Nominated Entity will receive an email to advise them of the edits (either edits to organisation details or the contact person details).

Dear Noreen Nominated

Your Registered Officer, Roger RegOfficer, as your Registered Agent, has updated the details of Melbourne Nominated Entity Pty Ltd on the Victorian Electoral Commission online disclosure system.

Contact your Registered Officer for more information.

Funding and Disclosure Team

Victorian Electoral Commission

# HOW TO DEREGISTER A NOMINATED ENTITY (AS A REGISTERED OFFICER OR DEPUTY REGISTERED OFFICER)

## Why would I deregister a Nominated Entity?

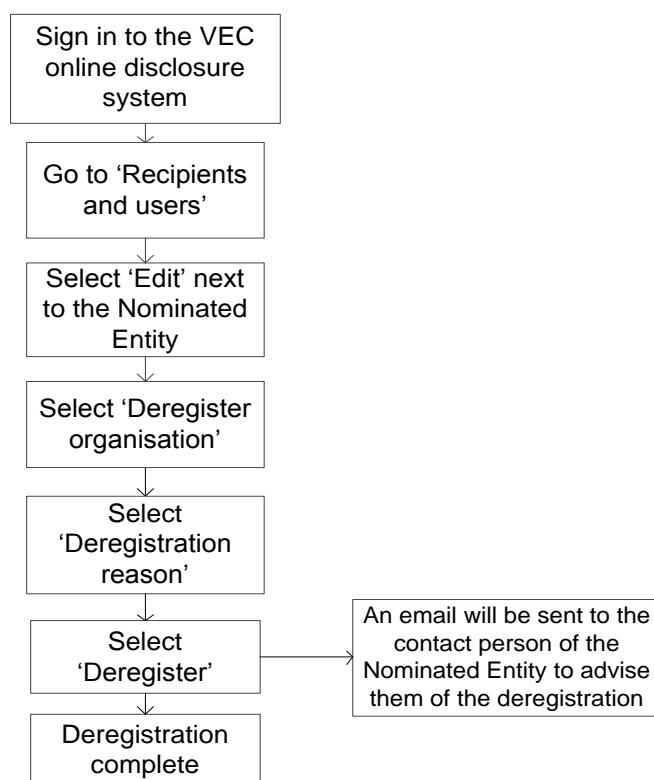
If the Nominated Entity is no longer eligible to be a Nominated Entity – as the organisation, or an officer of the organisation, is convicted of an offence against Part 12 of the *Electoral Act 2002* (Vic) or Part XX of the *Commonwealth Electoral Act 1918* (Cth) – they must be deregistered as a Nominated Entity.

The Nominated Entity must provide written notice to the Victorian Electoral Commission within seven (7) days of the Nominated Entity ceasing to be eligible.

If the registered political party that appointed the organisation to be its Nominated Entity would like to appoint a different organisation to be its Nominated Entity, it must first deregister its existing Nominated Entity (a registered political party can only have one nominated entity at any given time).

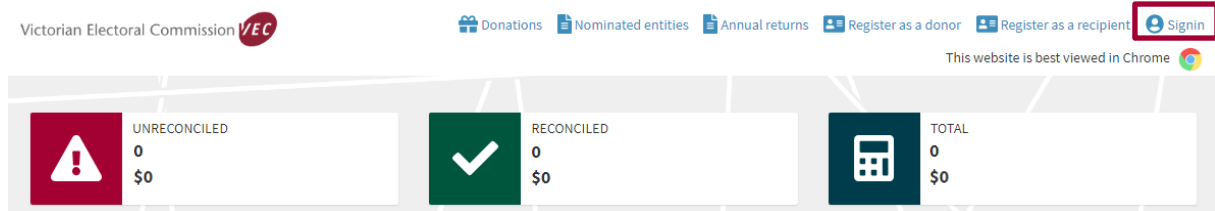
If the Nominated Entity would like to resign as the Nominated Entity, or the registered political party would like to revoke the appointment of the Nominated Entity, the Nominated Entity must be deregistered as the Nominated Entity.

## Nominated Entity deregistration process overview

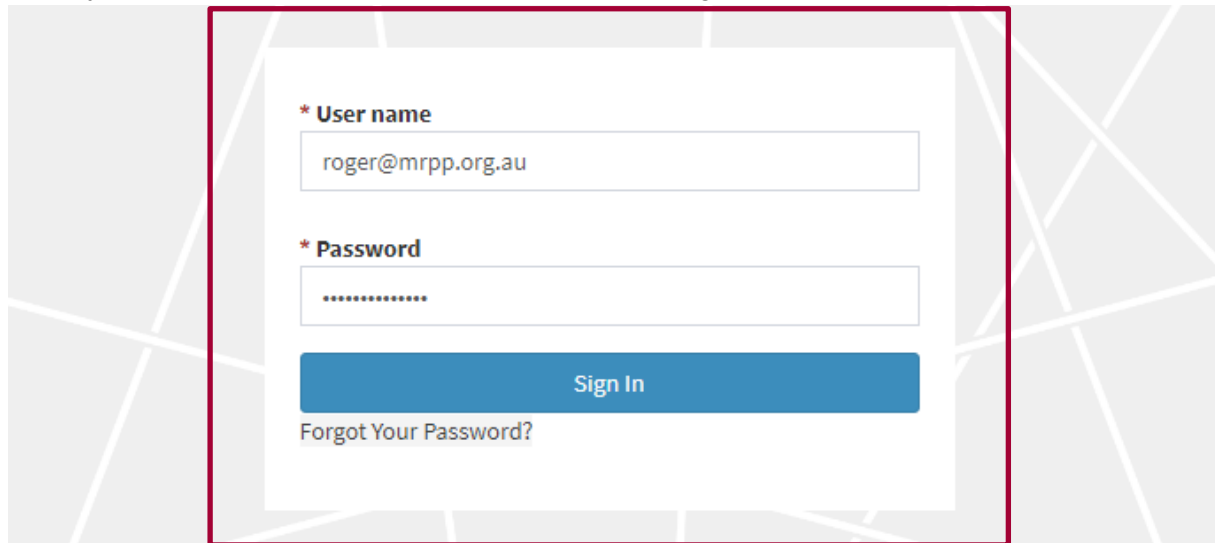


## Nominated Entity deregistration process

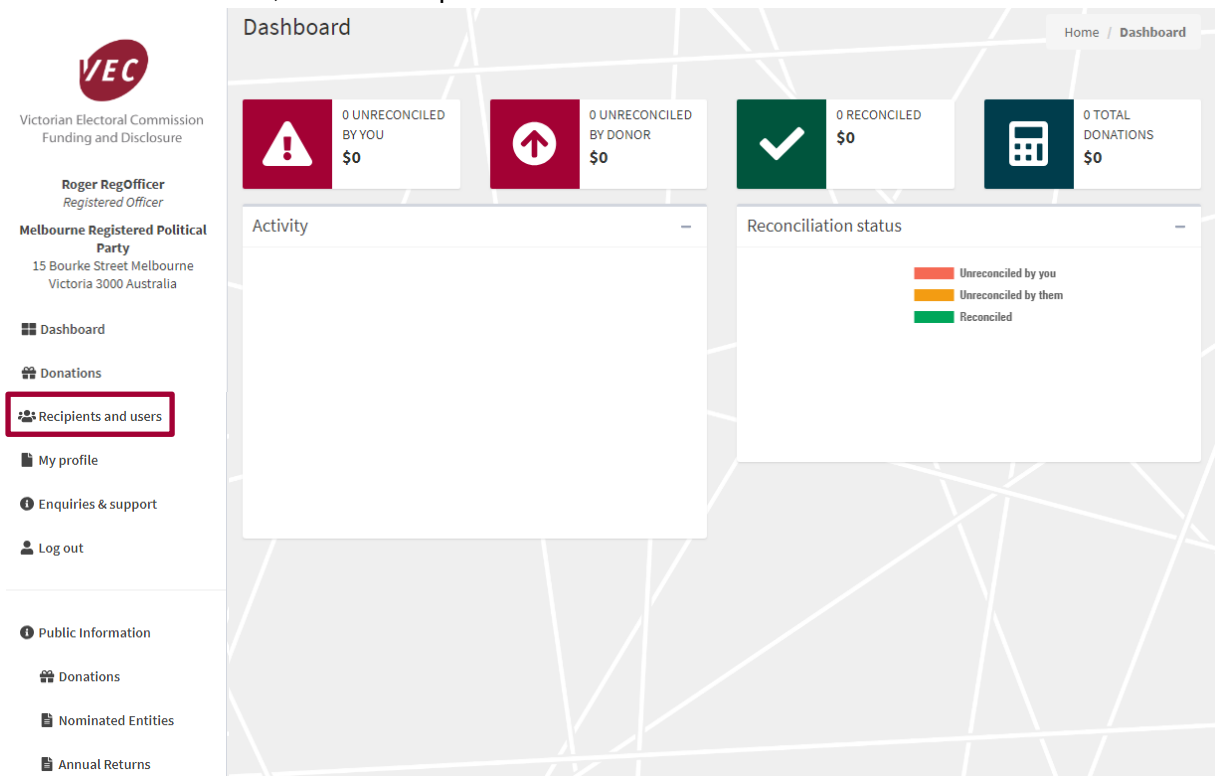
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



2. Enter your 'User name' and 'Password' and select 'Sign in'.



3. From the dashboard, select 'Recipients and users' on the left-hand menu.



4. Select 'Edit' next to the Nominated Entity.

Recipients and users Home / Recipients and users

[+ Add new recipient](#) [+ Add deputy officer](#)

Search

	Name	Role	Contact number	Email	Electorate	Silent elector	Action
+	Melbourne Nominated Entity Pty Ltd	Nominated Entity					<a href="#">Edit</a>

5. Select 'Deregister organisation' at the bottom of the page.

Edit organisation Home / Recipients and users / Edit organisation

Any amendments to details will be published on the Victorian Electoral Commission's website.  
If you need to upload evidence in support of the requested changes, please do so.  
If there is a change in the contact person of the Nominated Entity, please provide their signed consent.  
How do we collect, manage and disclose personal information? See our [Privacy statement](#).

**Organisation's name** **ABN/ACN**

\* Melbourne Nominated Entity Pty Ltd \* 123333333

**Address**

\* 15 Bourke Street

\* Melbourne \* 3000

\* Victoria \* Australia

**State campaign account details ?**

**Account name**

\* Melbourne NE State Campaign Account

**BSB** **Account number**

\* 111222 \* 444555

**Supporting documents**

Please upload a signed consent and declaration form.


[Choose Files](#) No file chosen

[← Cancel](#) [✖ Deregister organisation](#) [Submit](#)

6. Select the reason for deregistration from the drop-down list.

Deregister Melbourne Nominated Entity Pty Ltd

Home / Recipients and users / Deregister

 Deregister your nominated entity if

- you wish to appoint another nominated entity
- your current nominated entity is no longer eligible
- you or your nominated entity wishes to remove its current status as a nominated entity


Please note, once this entity is deregistered, any gifts between the registered political party and the entity will now be considered political donations and must be disclosed via the online disclosure system.

**Deregistration reason**

Appointment revoked

No longer eligible


Resignation

 Deregister

7. Once you have selected the reason for deregistration, select 'Deregister'.

Deregister Melbourne Nominated Entity Pty Ltd

Home / Recipients and users / Deregister

 Deregister your nominated entity if

- you wish to appoint another nominated entity
- your current nominated entity is no longer eligible
- you or your nominated entity wishes to remove its current status as a nominated entity


Please note, once this entity is deregistered, any gifts between the registered political party and the entity will now be considered political donations and must be disclosed via the online disclosure system.

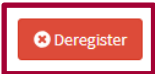
**Deregistration reason**

No longer eligible

**A nominated entity is not eligible to remain a nominated entity if it:**

- is no longer controlled by the registered political party (in accordance with section 50AA of the Corporations Act 2001 of the Commonwealth)
- no longer operates for the principal benefit of the registered political party
- now has voting rights in the registered political party
- (or one of its officers) has been convicted of an offence under Part 12 of the Electoral Act 2002.

 Cancel

 Deregister



8. Confirm the deregistration by selecting 'OK'.

**Deregister Melbourne Nominated Entity Pty Ltd**

You are about to confirm the deregistration of your nominated entity.

**Warning**

- you wish to appoint another nominated entity
- your current nominated entity is no longer eligible
- you or your nominated entity wishes to remove its current status as a nominated entity

Please note, once this entity is deregistered, any gifts between the registered political party and the entity will now be considered political donations and must be disclosed via the online disclosure system.

**Deregistration reason**

No longer eligible

**A nominated entity is not eligible to remain a nominated entity if it:**

- is no longer controlled by the registered political party (in accordance with section 50AA of the Corporations Act 2001 of the Commonwealth)
- no longer operates for the principal benefit of the registered political party
- now has voting rights in the registered political party
- (or one of its officers) has been convicted of an offence under Part 12 of the Electoral Act 2002.

**Buttons:** OK, Cancel, X Cancel, Deregister

9. You will be given a confirmation screen following deregistration. The VEC will remove the organisation from the public Register of Nominated Entities.

**Deregistration confirmation**

Home / Recipients and users / Deregister / Deregistration confirmation

**✓ You have deregistered Nominated Entity Melbourne Nominated Entity Pty Ltd and they will now be removed from the Register of Nominated Entities.**

You are no longer responsible for Nominated Entity's obligations in relation to funding and disclosure. Any gifts between your registered political party and the entity will now be considered political donations and must be disclosed via the online disclosure system.

If you wish to appoint another nominated entity, you can now do so. Nominated Entity will be notified of the deregistration.

10. An email will be sent to the contact person of the Nominated Entity to advise them of their deregistration.

Dear Noreen Nominated

Melbourne Registered Political Party has deregistered Melbourne Nominated Entity Pty Ltd as its Nominated Entity. Melbourne Nominated Entity Pty Ltd will now be removed from the Register of Nominated Entities.

If Melbourne Nominated Entity Pty Ltd accepts political donations or incurs political expenditure, you will need to register on the Victorian Electoral Commission's online disclosure system.

The Registered Officer of Melbourne Registered Political Party, is no longer responsible for managing funding and disclosure obligations for Melbourne Nominated Entity Pty Ltd, including disclosing donations, submitting annual returns, and updating contact details.

Funding and Disclosure Team

Victorian Electoral Commission

11. You will also receive an email to confirm the deregistration.

Dear Roger RegOfficer

Your request to deregister Melbourne Nominated Entity Pty Ltd as Melbourne Registered Political Party's Nominated Entity has been approved. We will now remove it from the Register of Nominated Entities.

Any gifts between your registered political party and the entity will now be considered political donations and must be disclosed via the online disclosure system.

Now that Melbourne Nominated Entity Pty Ltd has been deregistered as your Nominated Entity, you will cease to be responsible, as Melbourne Nominated Entity Pty Ltd's agent, for any of its obligations in relation to funding and disclosure.

If you wish to appoint another Nominated Entity, you can do so via the online disclosure system.

We will notify Melbourne Nominated Entity Pty Ltd of its deregistration.

Funding and Disclosure Team

Victorian Electoral Commission