

# **VEC DISCLOSURES – RECIPIENT GUIDE**

Victorian Electoral Commission online disclosure system

# CONTENTS

How to register	4
Why do I need to register?	4
Registration process overview	6
Registration process for an individual recipient	7
Registration process for an organisation recipient	13
How to edit my details	18
Why would I edit my details?	18
Edit process overview	18
Edit process for an individual recipient	19
Edit process for an organisation recipient	22
How to register a Registered Agent	27
Why should I register a Registered Agent?	27
Registered Agent registration process overview	27
Registered Agent registration process	28
How to edit the details of your Registered Agent	32
Why would I edit the details of my Registered Agent?	32
Registered Agent edit process overview	32
Registered Agent edit process	33
How to deregister a Registered Agent	
Why would I deregister my Registered Agent?	36
Registered Agent deregistration process overview	36
Registered Agent deregistration process	37
How to edit the details of a Deputy Registered Agent	41
Why would I edit the details of a Deputy Registered Agent?	41
Deputy Registered Agent edit process overview	41
Deputy Registered Agent edit process	42
How to deregister a Deputy Registered Agent	45
Why would I deregister the Deputy Registered Agent?	45
Deputy Registered Agent deregistration process overview	45
Deputy Registered Agent deregistration process	46
How to disclose a donation	50
Why do I need to disclose my donations?	50
Donation disclosure process overview	50
Donation disclosure process	51

How to accept a donation disclosure 5	57
Why do I need to accept a donation disclosure?5	57
Accepting a donation disclosure process overview5	57
Accepting a donation disclosure process5	58
How to edit a donation disclosure 6	32
Why do I need to edit a donation disclosure?6	32
Editing a donation disclosure process overview6	32
Editing a donation disclosure process6	33
How to reject a donation disclosure 6	37
When would I need to reject a donation disclosure?6	67
Rejecting a donation disclosure process overview6	37
Rejecting a donation disclosure process6	38

## **HOW TO REGISTER**

## Why do I need to register?

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, recipients 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.

NB: Registered political parties will automatically be registered on the VEC online disclosure system by the VEC, based on data provided during their party registration process. Candidates, groups and elected members endorsed by a party, and a party's nominated entity will be registered by the party and will not be able to register directly.

#### What is a registered political party?

A registered political party is a political party that has been officially registered by the VEC as having met registration criteria.

To be registered, the VEC must have accepted the party's written application to become a registered political party (which must be signed by the party's registered officer) and formally added the party to the Register of Political Parties.

Registered political parties and their Registered Officers will be registered on the VEC online disclosure system by the VEC, based on details provided when they register as a party.

#### What is a candidate?

In relation to funding and disclosure obligations, a candidate is: a person who has been selected by a political party to be a candidate in an election, or a person, other than a member of a political party, who has publicly announced an intention to be a candidate in an election.

#### What is a group of candidates?

A group of candidates is two or more candidates whose names are grouped on a ballot-paper for the Legislative Council of the Victorian Parliament.

#### What is an elected member?

An elected member is a person who is a member of the Legislative Council or the Legislative Assembly of the Victorian Parliament.

#### What is an associated entity?

An associated entity is an organisation:

- that is controlled by one or more registered political parties, or
- that operates wholly, or to a significant extent, for the benefit of one or more registered political parties, or
- that is a financial member of a registered political party, or
- on whose behalf another person is a financial member of a registered political party, or

- that has voting rights in a registered political party, or
- on whose behalf another person has voting rights in a registered political party.

#### What is a third party campaigner?

A third party campaigner is a person or organisation that:

- receives political donations or incurs political expenditure of more than \$4,000 per financial year, and
- is not a registered political party, candidate at an election, a group, an elected member, an associated entity, or a nominated entity of a registered political party.

#### What is a Nominated Entity?

A Nominated Entity is an organisation appointed by a registered political party. A party cannot have more than one 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:

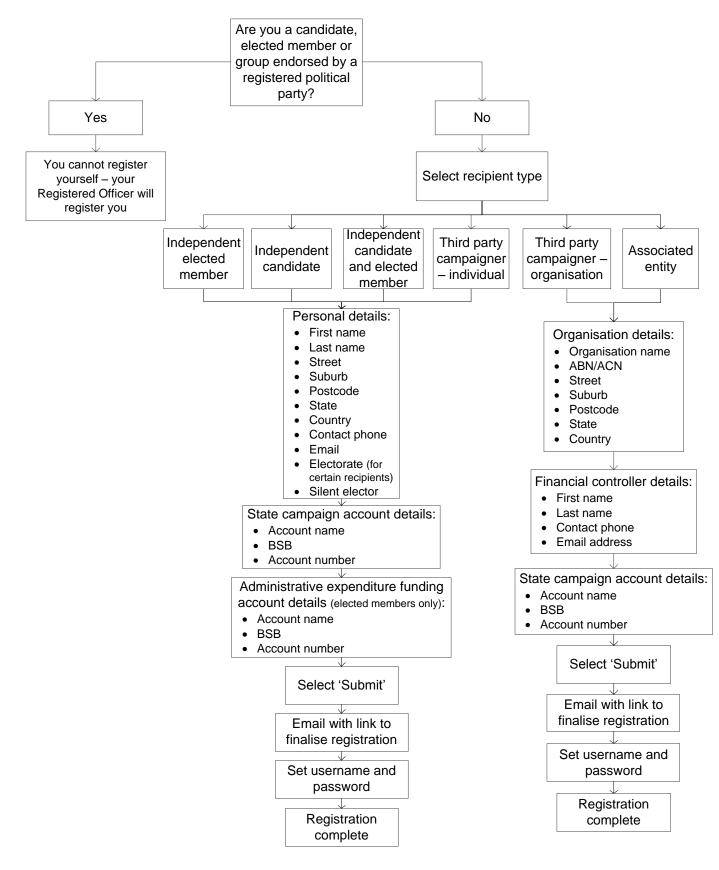
- operates for the principal benefit of the registered political party, or is established and maintained—or is the trustee of a trust established and maintained—for the principal benefit of the members of the registered political party
- does not have voting rights in the registered political party
- 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 <u>sole</u> benefit of the registered political party, or is established and maintained or is the trustee of a trust established and maintained—for the <u>sole</u> benefit of the members of the registered political party.

## **Registration process overview**

(for independent candidates, independent elected members, independent groups<sup>1</sup>, third party campaigners and associated entities)

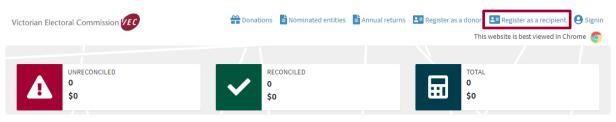


<sup>&</sup>lt;sup>1</sup> Independent groups will only be able to register between the issue of the writ and election day in an election year.

VEC disclosures – recipient guide – Victorian Electoral Commission online disclosure system D18/46889

### Registration process for an individual recipient

1. From the VEC online disclosure system home page, select 'Register as a recipient' from the top menu

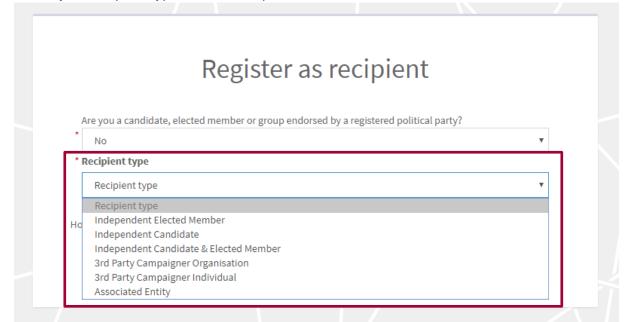


2. Indicate if you are a candidate, elected member or group endorsed by a registered political party from the drop-down list. Select 'Yes' if you are a candidate, elected member or group endorsed by a registered political party, or 'No' if you are not.

Please note, if you are a candidate, elected member or group endorsed by a Registered Political Party you will not be able to register yourself. Your Registered Officer, as your Registered Agent, will do this for you.

	Regist	er as re	ecipient		
	o you a candidata, alacted momber or gr	oup opdorood by	a registered politics	l portu?	
*	e you a candidate, elected member or gro Select	oup endorsed by	a registered politica	at party?	•
					· ·
Но	Select				
	No Yes				
L					

3. Select your recipient type from the drop-down list.



- 4. Once you have selected your recipient type, you will be prompted to enter your details. You **must** complete the following mandatory fields:
  - first and last name
  - address street, suburb, postcode, state (drop-down list) and country (drop-down list)
  - contact phone (either landline or mobile must be 10 digits)
  - email address
  - electorate (not mandatory for individual third party campaigners).

anaging the State penditure and pu gistration.	son responsible for ensuring all campaign account, submitting blic funding. You can choose to	g annua nomin	al returns, and ma ate someone as yc	naging paymen our Agent after c	ts of administrative ompleting your
ow do we collect,	manage and disclose your per	sonal i	nformation? See (	our Privacy state	ement.
Maximal at 1	:I_				
Your deta	IIS				
Name	*				
Title	* First name			Middle name	2
* Last Name					
Address					
* Street					
*			* Postcode		
Suburb		•	* Australia		•
* Select a state					
* Select a state	 1 (include local area code)		Contact phone 2	(include local	area code)
* Select a state	1 (include local area code)		Contact phone 2		area code)
* Select a state Contact phone	1 (include local area code)				area code)
* Select a state Contact phone * Contact phone	1 (include local area code)				area code)

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

5. Confirm whether you are a silent elector by selecting 'No' or 'Yes' from the drop-down list. Please note, a silent elector is someone who has formally registered with the VEC 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.

Ms	Reta			Middle name	
* Recipient					
Address					
<sup>*</sup> 1 Queens R	oad				
* Melbourne			* 3004		
* Victoria		Ŧ	* Australia		•
Contact pho	ne 1 (include local area code	)	Contact phone 2	(include local	area code)
*039277712	6		Contact phone	2 (include l	
Email					
* reta	@recipient.com				
Electorate					
* Prahran		*			
Are you a si	ilent elector?	A silent	elector is someone v	who has formally re	egistered with the
No	•	Victoria	n Electoral Commiss	ion to have their a	ddress suppressed

6. Enter your State campaign account details (this is the account recipients must have for the receipt of political donations) – *this is not a mandatory field*.

No	on the electoral roll. You need to enter your address, but we will not publish it on the website if we verify you are a silent elector
State campaign a	ccount details 😮
State campaign a Account name	ccount details 🕜
	ccount details 🕜
Account name	Account number

7. If you are an independent elected member, you will be prompted to enter your Administrative expenditure funding account details too (this is for receipt of administrative expenditure funding)
 *– this is not a mandatory field*

Account name		
Reta Recipient State Campaign Account		
BSB	Account number	
111222	123123	
Administrativ	e expenditure funding account details	
Administrativ Account name	e expenditure funding account details	
	e expenditure funding account details	
Account name	re expenditure funding account details Account number	

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

Administrativ	ve expenditure funding account details	
BSB	Account number	
222111	321321	
Reset	Submit	

9. You will get a confirmation screen following submission.

	Regist	er as recip	ient conf	irmation	
<ul> <li>✓</li> </ul>	You have succes	ssfully registered a	s a recipient		
	has been sent to the	amail address you provid			

10. 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.

Dear Reta Recipient	
You have successfully registered on the Victorian Electoral Commission's (VEC) online funding and disclosure system. Click this link to complete your registration.	
Find out more about your obligations in relation to funding and disclosure on our website.	
Not you? Contact the VEC on 131 832.	
Funding and Disclosure Team	
Victorian Electoral Commission	

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



12. On the next page, enter your preferred username 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. ! @ # \$ % &).

Register for a new	w local account	
* Email	reta@recipient.com	
* Username	reta@recipient.com	
* Password		
* Confirm Password		
	Register	

13. You are now registered on the VEC online disclosure system. You will be taken to your recipient dashboard where you can disclose and view donations, update your details and add a Registered Agent.

	Dashboard		Home / Dashboard
VEC			
Victorian Electoral Commission Funding and Disclosure	0 UNRECONCILED BY YOU \$0	o UNRECONCILED By DONOR \$0	0 TOTAL DONATIONS <b>\$0</b>
Reta Recipient Recipient			
1 Queens Road Melbourne Victoria 3004 Australia	Activity	– Reconciliation status	-
Dashboard		Unreconciled by yr Unreconciled by th Reconciled	
Donations			
📽 Recipients and users			
My profile			
Enquiries & support			
💄 Log out			
Public Information			
# Donations			
Nominated Entities			
🖹 Annual Returns			

## **Registration process for an organisation recipient**

1. From the VEC online disclosure system home page, select 'Register as a recipient' from the top menu.



2. Indicate if you are a candidate, elected member or group endorsed by a registered political party from the drop-down list. Select 'Yes' if you are a candidate, elected member or group endorsed by a registered political party, or 'No' if you are not.

Please note, if you are a candidate, elected member or group endorsed by a registered political party you will not be able to register yourself. Your Registered Officer, as your Registered Agent, will do this for you.

	Register as recipie	ent
	rayou a candidate, elected member or group endered by a registered	a olitical parts?
*	re you a candidate, elected member or group endorsed by a registered p Select	
	Select	
Ho	No	
	Yes	

3. Select your recipient type from the drop-down list.

	Register as recipient	
А *	re you a candidate, elected member or group endorsed by a registered political party? No	•
* R	Recipient type	
	Recipient type	•
Ho	Recipient type Independent Elected Member Independent Candidate Independent Candidate & Elected Member 3rd Party Campaigner Organisation 3rd Party Campaigner Individual	

- 4. Once you have selected your recipient type, you will be prompted to enter the organisation details. You **must** complete the following mandatory fields:
  - organisation name
  - ABN or ACN
  - address street, suburb, postcode, state (drop-down list) and country (drop-down list).

Associated Entity		*
How do we collect, manage and disclo	ose your personal information? See our Privacy statement.	
managing the State campaign account expenditure and public funding. You ca registration.	fault agent. r ensuring all donations are disclosed on the online disclosure system t, submitting annual returns, and managing payments of administr an choose to nominate someone else as your Agent after completing	ative
Overse is at is a set of		
Organisation name		
* Organisation name * Organisations name, e.g. ABC P/L		
* Organisations name, e.g. ABC P/L		
* Organisations name, e.g. ABC P/L * ABN/ACN		
Organisations name, e.g. ABC P/L     ABN/ACN     Organisation address	* Postcode	
Organisations name, e.g. ABC P/L     ABN/ACN     Organisation address     Street		Ţ

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

- 5. Enter the details of the organisation's financial controller the financial controller is the default Agent and should be the person completing the registration on behalf of the organisation. You **must** complete the following fields:
  - first and last name
  - contact phone (either landline or mobile must be 10 digits)
  - email address.

* 777777777	
Organisation address	
* 18-34 Station Street	
* Sandringham	* 3191
* Victoria	•
* Australia	v
Financial controller's name	
Title First name	Middle name
* Last name	
Contact phone 1 (include local area code)	Contact phone 2 (include local area code)
* Contact phone 1 (include l	Contact phone 2 (include

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

6. Enter the company's State campaign account details (this is the account recipients must have for the receipt of political donations) – *this is not a mandatory field*.

Mr	* Aaron	Middle name
* Associated		
Contact phon	e 1 (include local area code)	Contact phone 2 (include local area code)
*0386201192		Contact phone 2 (include I
Email		
•		
aaror	n@associated.com.au	
	mpaign account deta	ils 😧
State car	mpaign account deta º	ils 🕢
State car Account name	mpaign account deta º	

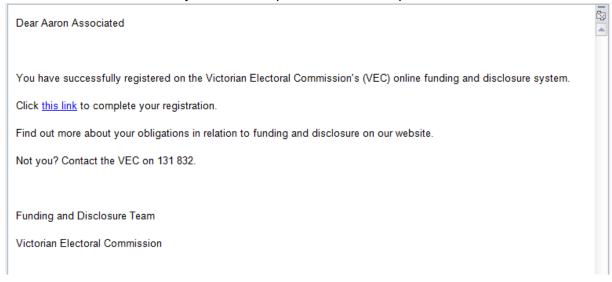
5. Once you have filled in all details, select 'Submit'.

Associated Entity 1 S	Associated Entity 1 State Campaign Account				
BSB	Account number				
555444	444555				
Reset		Submit			

6. You will get a confirmation screen following submission.

	Register as recipient confirmation
✓ ү	ou have successfully registered as a recipient
A link ha	been sent to the email address you provided to complete your registration.
A link has	been sent to the email address you provided to complete your registration.

7. 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.



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



9. 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. ! @ # \$ % &).

Register for a nev	w local account	
* Email	aaron@associated.com.au	
* Username	aaron@associated.com.au	
* Password		
* Confirm Password		
	Register	

10. The organisation is now registered on the VEC online disclosure system. You will be taken to your recipient dashboard where you can disclose and view donations, update your details and add a Registered Agent.

	Dashboard	d						Home / Dashboard
VEC								
Victorian Electoral Commission Funding and Disclosure		0 UNRECONCILED BY YOU \$0	$\mathbf{\hat{v}}$	0 UNRECONCILED BY DONOR <b>\$0</b>		\$0 RECONCILED		0 TOTAL DONATIONS <b>\$0</b>
Aaron Associated Agent								
Associated Entity 1 Pty Ltd 18-34 Station Street	Activity			-	R	econciliation status		-
Sandringham Victoria 3191 Australia							Unreconciled by you Unreconciled by then	n
Dashboard						-	Reconciled	
# Donations								
<table-of-contents> Recipients and users</table-of-contents>								
My profile								
Enquiries & support								
💄 Log out								
Public Information								
🖀 Donations								
Nominated Entities								
🖺 Annual Returns								

# HOW TO EDIT MY DETAILS

## Why would I edit my details?

As a donor or recipient of political donations you must ensure your contact details are up-to-date at all times. 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.

#### Edit process overview



## Edit process for an individual recipient

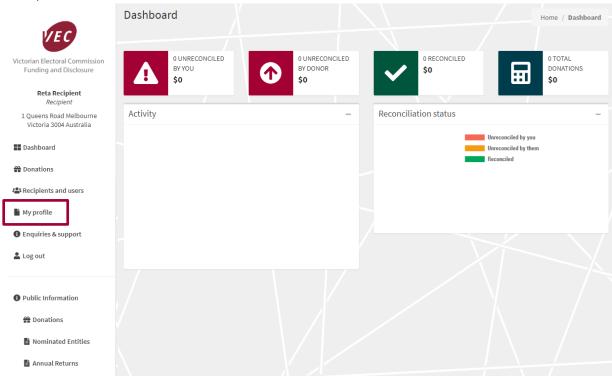
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu



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

* User name	
reta@recipient.com	
* Password	
*****	
Sign In	
Forgot Your Password?	

3. From the dashboard, select 'My profile' on the left-hand menu. (You can also edit your profile via the 'Recipients and users' tab and then selecting 'Edit' next to your name).



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

My profile		Home / Recipients and users / My profile
Account details		
Name	Ms Reta Recipient	
Email	reta@recipient.com	
Contact phone 1	0392777126	
Contact phone 2	-	
Electorate	Prahran	
Address	1 Queens Road Melbourne Victoria 3004 Australia	
Silent elector	No	
C 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)
  - electorate (for independent elected members and independent candidates).

How do we collect, manage a	nd disclose your personal informa	ation? See our F	Privacy statement.		
Name					
Ms * R	eta			Middle name	
* Recipient					
Address					
* 1 Queens Road					
* Melbourne			* 3004		
* Victoria			* Australia		
Email					
* reta@recipient.com					
Contact phone 1 (include lo	cal area code)		Contact phone 2 (inclu	de local area code)	
0392777126			Contact phone 2 (incl	ude local area code)	
Electorate					

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

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

my profile (Reta Recipient)			Home / Recipients and users / Edit
How do we collect, manage and disclose your personal information?	? See our F	Privacy statement.	
Ms			Middle name
* Recipient			
Address			
* 1 Queens Road			
* Melbourne		* 3004	
* Victoria	•	* Australia	
Email			
* reta@recipient.com			
Contact phone 1 (include local area code)		Contact phone 2 (include l	ocal area code)
* 0392777126		Contact phone 2 (include	local area code)
Electorate			
* Prahran v			
Cancel			C Deregister user Submi

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

Edit user confirmation	Home / Recipients and users /	Edit user / Edi	t user confirmation
Your details have been successfully upda	ated.		

#### Edit process for an organisation recipient

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	
aaron@associated.com.au  * Password	
Sign In Forgot Your Password?	

3. From the dashboard, select 'My profile' on the left-hand menu. (You can also edit your profile via the 'Recipients and users' tab and then selecting 'Edit' next to the person or organisation you want to edit).

VEC	Dashboard		Home / Dashboard
Victorian Electoral Commission Funding and Disclosure Aaron Associated	0 UNRECONCILED BY YOU \$0	o unreconciled by donor \$0	LED 0 TOTAL DONATIONS \$0
Agent Associated Entity 1 Pty Ltd 18-34 Station Street Sandringham Victoria 3191 Australia	Activity	- Reconciliation status	Unreconciled by you
Dashboard			Unreconciled by them Reconciled
<ul> <li>Donations</li> <li>Recipients and users</li> <li>My profile</li> </ul>			
<ul> <li>Enquiries &amp; support</li> <li>Log out</li> </ul>			
Public Information Public Information			
Nominated Entities Annual Returns			

4. To edit the organisation's details, select 'Edit recipient details' below their details.

My profile	Home / Recipients and users / My profile
Recipient details	
Recipient name	Associated Entity 1 Pty Ltd
Address	18-34 Station Street Sandringham Victoria 3191 Australia
Email	aaron@associated.com.au
Contact phone 1	_
C Edit recipient details	
Account details	
Account details	
Name	Mr Aaron Associated
Email	aaron@associated.com.au
Contact phone 1	0386201192
Contact phone 2	-
Electorate	-
Address	18-34 Station Street Sandringham Victoria 3191 Australia
Silent elector	-
🖸 Edit my profile	

- Select the fields you need to edit. You cannot edit the Name or ABN of the organisation, if you need to do this, contact the VEC on 131 832 or <u>disclosures@vec.vic.gov.au</u>. The following mandatory fields **must** be completed:
  - address street, suburb, postcode, state (drop-down list) and country (drop-down list).

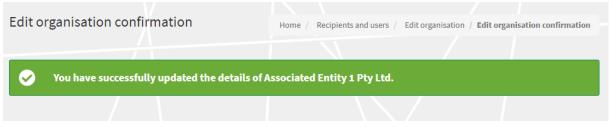
Organisation's name	ABN/ACN	
* Associated Entity 1 Pty Ltd	* 777777777	
Address		
* 18-34 Station Street		
* Sandringham		* 3191
* Victoria	Australia	

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

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

Organisation's name	nal information? See our Privacy statement. ABN/ACN
* Associated Entity 1 Pty Ltd	* 77777777
* Sandringham	* 3191
* Victoria	▼ ▲ustralia

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



8. To edit the default Agent's details, select 'Edit my profile' below their details.

My profile

my prome		Home / Recipients and users / My profile
Recipient details		
Recipient name	Associated Entity 1 Pty Ltd	
Address	18-34 Station Street Sandringham Victoria 3191 Australia	
Email	aaron@associated.com.au	
Contact phone 1	-	
C Edit recipient details		
Account details		
Name	Mr Aaron Associated	
Email	aaron@associated.com.au	
Contact phone 1	0386201192	
Contact phone 2	-	
Electorate	-	
Address	18-34 Station Street Sandringham Victoria 3191 Australia	
Silent elector	-	
C Edit my profile		

- 9. 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).

t my profile	(Aaron Associated)		Home / Recipients and users / E
How do we collect,	manage and disclose your personal inform	ation? See our Privacy statement.	
Name			
Mr	* Aaron		Middle name
* Associated			
Address			
* 18-34 Station Str	eet		
* Sandringham		* 3191	
* Victoria		<ul> <li>Australia</li> </ul>	
Email			
*ॼ aaron@as	sociated.com.au		
Contact phone 1 (i	nclude local area code)	Contact phone 2	(include local area code)
* 0386201192		Contact phone	2 (include local area code)

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

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

my pron	ile (Aaron Associated)			Home / Recip	ients and users / Edit
How do we coll Name	lect, manage and disclose your personal infor	mation? See our I	Privacy statement.		
Mr	* Aaron			Middle name	
* Associated					
Address					
* 18-34 Station	n Street				
* Sandringhar	n		* 3191		
* Victoria		•	* Australia		•
Email					
* aaron	@associated.com.au				
Contact phone	e 1 (include local area code)		Contact phone 2 (includ	e local area code)	
* 0386201192			Contact phone 2 (inclue	de local area code)	
< Cancel				S Deregister	user Submi

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

Edit user confirmation	Home / Recipients and use	ers / Edit user / Edit user confirmation
Your details have been successfully update	ated.	

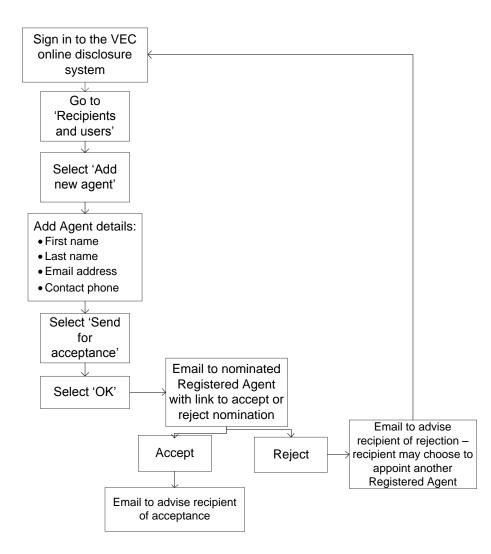
# HOW TO REGISTER A REGISTERED AGENT

## Why should I register a Registered Agent?

As a recipient of political donations, you may elect to nominate a Registered Agent to manage your funding and disclosure obligations. This includes disclosing all your donations via the VEC online disclosure system, managing your State campaign account, submitting your 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 registration process overview**



#### **Registered Agent registration process**

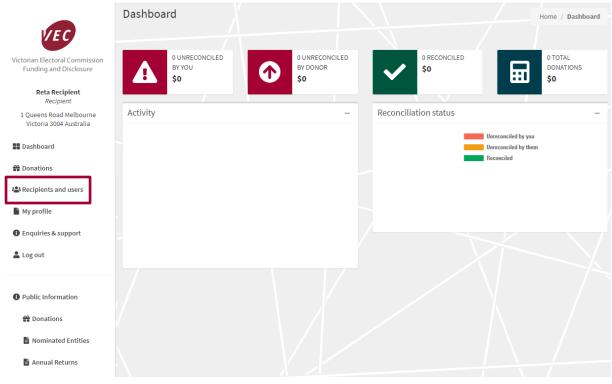
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



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

* User name reta@recipient.com	
* Password	
Sign In Forgot Your Password?	

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



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

_											
Ad	ld new agent										
										Coarch	
										Search	
	Name	4	Role	÷ (	Contact number	Email	Electorate	¢	Silent elec		Action

- 5. Enter the details of your nominated 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).

ninate an age	it i		Home / Recipients and users /	Nominate an a
gent details 😮				
ow do we collect, mana	ge and disclose your personal information	? See our Privacy statement.		
To be eligible to be an	gent, a person must:			
<ul> <li>be 18 years or o</li> </ul>	der			
		he Electoral Act 2002 (Vic) or Part	XX of the Electoral Act 1918 (Cwlth).	
· · · · ·	onvicted of an offence against Part 12 of th	he Electoral Act 2002 (Vic) or Part	XX of the Electoral Act 1918 (Cwlth).	
<ul> <li>not have been c</li> </ul>	onvicted of an offence against Part 12 of th	he Electoral Act 2002 (Vic) or Part	XX of the Electoral Act 1918 (Cwlth).	
<ul><li>not have been c</li><li>be an Australian</li></ul>	onvicted of an offence against Part 12 of th	he Electoral Act 2002 (Vic) or Part	XX of the Electoral Act 1918 (Cwlth).	
<ul> <li>not have been c</li> <li>be an Australian</li> </ul> Your details	onvicted of an offence against Part 12 of th	he Electoral Act 2002 (Vic) or Part	XX of the Electoral Act 1918 (Cwlth).	
<ul><li>not have been c</li><li>be an Australian</li></ul>	onvicted of an offence against Part 12 of th	he Electoral Act 2002 (Vic) or Part	XX of the Electoral Act 1918 (Cwlth).	
<ul> <li>not have been c</li> <li>be an Australian</li> </ul> Your details	onvicted of an offence against Part 12 of th	he Electoral Act 2002 (Vic) or Part	XX of the Electoral Act 1918 (Cwlth).	
not have been c     be an Australian Your details Name Title	onvicted of an offence against Part 12 of th citizen / resident	he Electoral Act 2002 (Vic) or Part		
<ul> <li>not have been c</li> <li>be an Australian</li> </ul> Your details Name	onvicted of an offence against Part 12 of th citizen / resident	he Electoral Act 2002 (Vic) or Part		
not have been c     be an Australian Your details Name Title	onvicted of an offence against Part 12 of th citizen / resident	he Electoral Act 2002 (Vic) or Part		
not have been c     be an Australian Your details Name Title Last name	onvicted of an offence against Part 12 of th citizen / resident	he Electoral Act 2002 (Vic) or Part		
not have been c     be an Australian Your details Name Title Last name Email	onvicted of an offence against Part 12 of th citizen / resident			

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

6. Once all details are filled in, select 'Send for acceptance'.

Mr	Ândrew	Middle name
* Agent		
Email		
* andre	w@recipient.com	
Contact phone	e 1 (include local area code)	Contact phone 2 (include local area code)
0433333333		Contact phone 2 (include local area code)

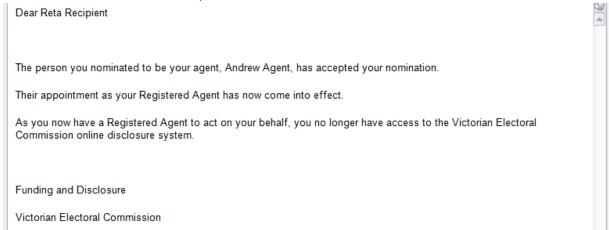
7. You will get an on-screen message advising your nominated Registered Agent will receive an email asking them to confirm their eligibility and accept the nomination. The nomination does not come into effect until they accept via the VEC online disclosure system. Select 'OK' to accept, or 'Cancel' to cancel the nomination and go back to the previous screen to edit.

5	Nominating an agent	×	e
: (	Your nominated agent will receive an email asking them to confirm their eligibility and formally accept the appointment. They will need to complete a form, sign it and then upload it to the system.		
e i	Please note, this person is not your Agent until they have formally accepted via the online disclosure system.		
	× Cancel	<	ct

8. You will be given a confirmation screen following submission. The nominated Registered Agent will have 30 days to accept your nomination.

Nominate agent confirmation	Home / Recipients and users / Nominate an agent / Nominate agent con			
You have nominated Andrew Agent to be your	r agent.			
They will receive an email asking them to confirm their eligibility and for Please note, this person is not your Agent until they have formally accept <b>Andrew Agent</b> has 30 days to accept this nomination. If they haven't acc nominate another Agent. We will notify you when they accept or decline the nomination, or if they	ted via the online disclosure system. cepted this appointment within 30 day		nd you will need to	
Return to recipients and users				

9. If the nominated Registered Agent accepts the nomination, you will receive an email to advise the nomination has been accepted.



10. If the nominated Registered Agent does not accept the nomination, you will receive an email to advise the nomination was not accepted, and you will be given the option to nominate another agent.



Victorian Electoral Commission

## HOW TO EDIT THE DETAILS OF YOUR REGISTERED AGENT

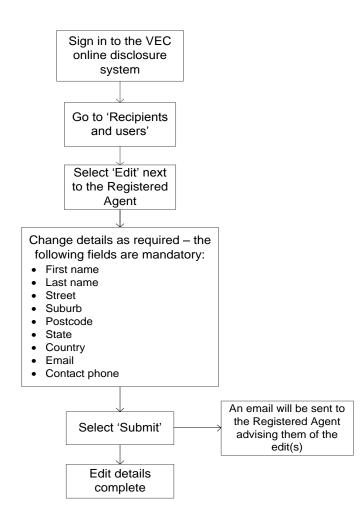
## Why would I edit the details of my Registered Agent?

Registered Agents are 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. As the person responsible for these obligations, the VEC needs to be able to get in touch with the Registered Agent so their details need to be up-to-date at all times.

In addition, Registered Agents appointed by recipients 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 they no longer meet these eligibility requirements, they cannot be a Registered Agent.

NB: recipients of registered political parties do not have access to the VEC online disclosure system, only the Registered Officer (as the Registered Agent) can edit their details.

#### **Registered Agent edit process overview**



## **Registered Agent edit process**

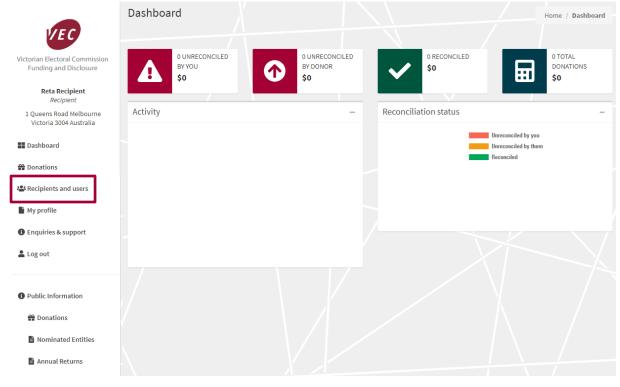
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



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

* User name	
reta@recipient.com	
* Password	
Sign In	
Forgot Your Password?	

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



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

) Ad	d new agent						
						Search	
	Name 🔶	Role 🔶	Contact number	Email	Electorate 🔶	Silent elector 🔶	Action
F	Andrew Agent	Agent	043333333	taree.			🕑 Edi
F	Reta Recipient	Recipient	0392777126	reta@	Prahran		🕑 Edi

- 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)

How do we collect, man	age and disclose your personal informatio	n? See our Pri	vacy statement.		
Name					
Mr	* Andrew			Middle name	
* Agent					
Address					
* 1 Queens Road					
* Melbourne		*	3004		
* Victoria		•	Australia		
Email					
* andrew@recip	ient.com				
Contact phone 1 (inclu	de local area code)	C	ontact phone 2 (includ	le 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'.

How do we collec	t, manage and disclose your personal in	formation? See our Privacy statement.	
Name			
Mr	* Andrew		Middle name
* Agent			
Address			
* 1 Queens Road			
* Melbourne		* 3004	
* Victoria		▼ Åustralia	
Email			
* andrew(	@recipient.com		
Contact phone 1	(include local area code)	Contact phone 2 (inclu	de local area code)
* 0433333331		Contact phone 2 (inclu	ude local area code)
< Cancel			🙁 Deregister user Subm

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

Edit user confirmation	Home /	Recipients and u	isers / Edit user	/ Edit user confirmation
✓ You have successfully updated the details of your Agent				

8. The Registered Agent will receive an email to advise them of the edit(s).

Dear Andrew Agent	
Your recipient, Reta Recipient, has updated your details on the Victorian Electoral Commission (VEC) online disclosure system.	
Login to the VEC online disclosure system to review the changes.	
Funding and Disclosure Team	
Victorian Electoral Commission	

# HOW TO DEREGISTER A REGISTERED AGENT

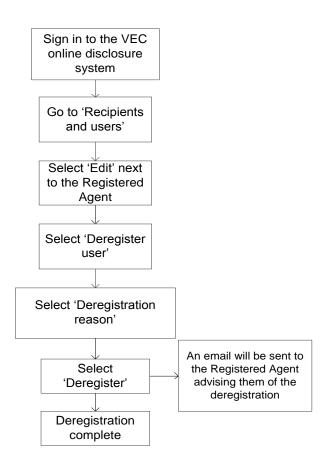
## Why would I deregister my Registered Agent?

Registered Agents are 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. As the person responsible for these obligations, the VEC requires their contact details. If you wish to change your Registered Agent, you will need to deregister your current Registered Agent first. You may wish to deregister a Registered Agent if they are no longer eligible, they have resigned, or they are deceased.

To be eligible to remain a Registered Agent of a recipient, a person 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 they do not meet these eligibility requirements, they cannot be a Registered Agent of a recipient.

Please note once a Registered Agent is deregistered, they and any Deputy Registered Agents they have appointed will lose access to the system. The recipient will become the default Agent once the Registered Agent has been deregistered.

#### **Registered Agent deregistration process overview**



## **Registered Agent deregistration process**

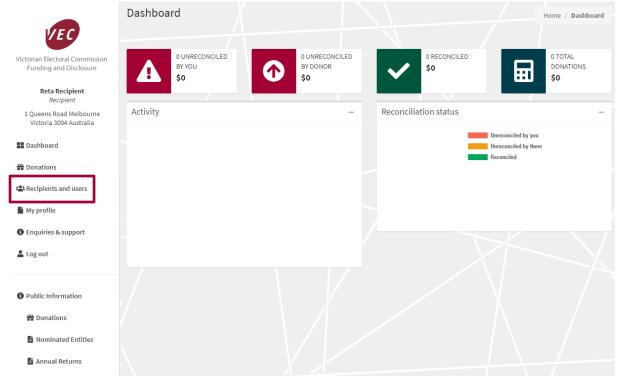
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



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

* User name reta@recipient.com	
* Password	
Sign In Forgot Your Password?	

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



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

Ad	d new agent						
						Search	
	Name 🔶	Role 🔶	Contact number	Email	Electorate 🔶	Silent elector	Action
	Andrew Agent	Agent	0433333333	taree.			🕑 Edi
	Reta Recipient	Recipient	0392777126	reta@	Prahran		🕑 Edi

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

How do we collect, manage and disclose your personal information? See o	our Privacy statement.		
Name	our Privacy statement.		
*			
*			
Mr Andrew	Middle name		
* Agent			
Address			
* 1 Queens Road			
* Melbourne	* 3004		
* Victoria	▼ ▲ Australia		
Email			
taree.lamplugh@vec.vic.gov.au			
Contact phone 1 (include local area code)	Contact phone 2 (include local area code)		
* 0433333333	Contact phone 2 (include local area code)		

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

egister Andrew Agent		Home / Reci	pients and users / Dere
Demoistantise assess			
Deregistration reason			
	Ŧ		
Deceased			
No longer eligible			
Resignation			🙁 Deregister

#### 7. Once you have selected a reason, select 'Deregister'

Deregistration reason <sup>★</sup> Resignation ★ Cancel Cancel	register Andrew Agent		Home / Recipients and users / Dere
× Cancel	*	v	
	× Cancel		C Deregister

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

eregistration confirmation	Home / Recipients and users / Deregister / Deregistration confirmat		
You have deregistered as Agent for Reta	Recipient.		
You will no longer be able to access the online disclosure sy	stem.		
By deregistering, Reta Recipient, will resume responsibility		ations are disclosed on the	
managing the State campaign account, submitting annual i expenditure funding.			

9. The former Registered Agent will receive an email to advise them of the deregistration.

Dear Andrew Agent	
Our records indicate Reta Recipient has deregistered you from your position as their Agent on the Victorian Electoral Commission's online disclosure system.	
You can no longer access the online disclosure system.	
If you have any questions about this deregistration, please contact Reta Recipient directly.	
Funding and Disclosure Team	
Victorian Electoral Commission	

#### 10. You will also receive an email to confirm the deregistration.

Dear Reta Recipient

Our records indicate you have deregistered Andrew Agent, as your Agent on the Victorian Electoral Commission's (VEC) online disclosure system.

By deregistering Andrew Agent, you will resume responsibility as the Default Agent for ensuring all donations are disclosed on the online disclosure system, managing the State campaign account, submitting annual returns, and managing payments of administrative expenditure and public funding.

Your Agent will no longer have access to the online disclosure system.

We have emailed Andrew Agent to notify them of your deregistration.

You can choose to appoint another Agent now you have deregistered Andrew Agent as your Agent.

Not you that submitted the deregistration? Contact the VEC on 131 832.

Funding and Disclosure Team

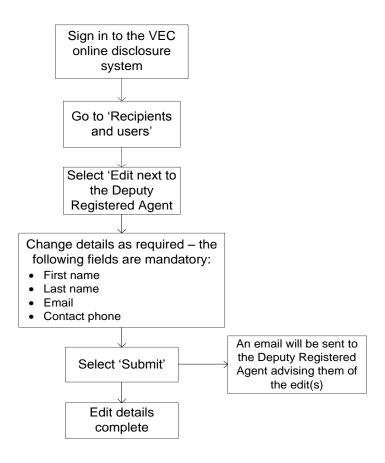
Victorian Electoral Commission

# HOW TO EDIT THE DETAILS OF A DEPUTY REGISTERED AGENT

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

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

## **Deputy Registered Agent edit process overview**



## **Deputy Registered Agent edit process**

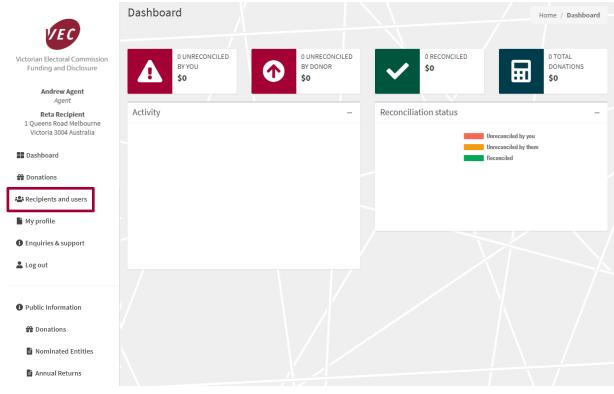
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



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

* User name	
andrew@recipient.com	
* Password	X
Sign In	
Forgot Your Password?	

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



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

710	d deputy agent						
						Search	
	Name 🔶	Role 🔶	Contact number	Email	Electorate	Silent elector	Action
•	Andrew Agent	Agent	0433333333				🕑 Edit
•	Darany Deputy	Deputy Agent	0422222222				ピ Edit
•	Reta Recipient	Recipient	0392777126		Prahran		🕑 Edit

- 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).

it Darany Deputy			Home / Recipients and users /		
How do we colled	ct, manage and disclose your personal ir	formation? See our Privacy	statement.		
Mr	* Darany		Middle name		
* Deputy					
Address					
Street					
Suburb		Postco	ode		
Select a state		▼ Austr	alia	v	
Email					
* darany(	@recipient.com				
Contact phone	1 (include local area code)	Contact	phone 2 (include local area code)		
* 0422222222		Conta	ct 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'.

* Deputy						
Address						
Street						
Suburb			Postcode			
Select a state 🔻		Australia		•		
Email						
* darany@	)recipient.com					
Contact phone 1	(include local area code)		Contact phone 2 (includ	e local area code)		
* 0422222221			Contact phone 2 (inclue	de local area code)		

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 y	your Deputy Agent, Darany Deputy.

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

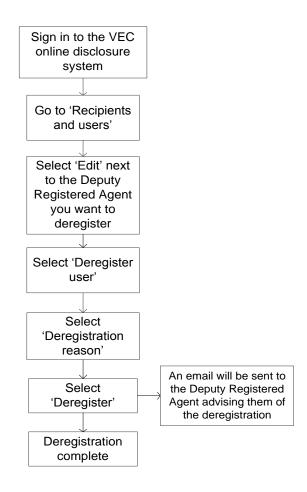
Dear Darany Deputy	
Your Registered Agent, Andrew Agent, has updated your details on the Victorian Electoral Commission's online disclosure system.	
Want to check the update? Login to your account now.	
Funding and Disclosure Team	
Victorian Electoral Commission	

# HOW TO DEREGISTER A DEPUTY REGISTERED AGENT

## Why would I deregister the Deputy Registered Agent?

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

## Deputy Registered Agent deregistration process overview



## **Deputy Registered Agent deregistration process**

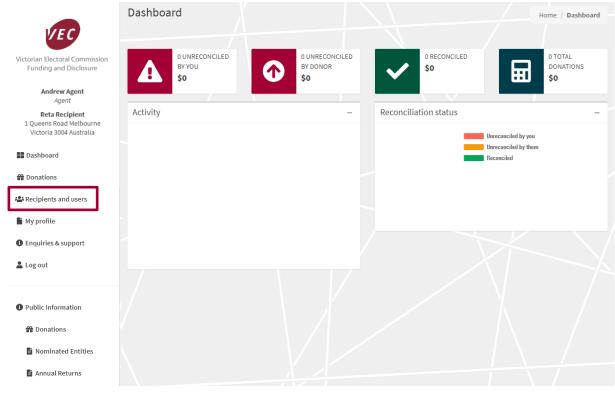
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



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

* User name	
andrew@recipient.com	
* Password	
Sign In	
Forgot Your Password?	

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



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

Add	i deputy agent						
						Search	
	Name 🔶	Role 🔶	Contact number	Email	Electorate	Silent elector	Action
÷	Andrew Agent	Agent	0433333333				ピ Edit
۲	Darany Deputy	Deputy Agent	0422222222				🕑 Edit
۲	Reta Recipient	Recipient	0392777126		Prahran		🕑 Edit
nowing	1 to 3 of 3 rows						

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

mation? See our Privacy statement.
Middle name
Postcode
▼ Australia
Contact phone 2 (include local area code)
Contact phone 2 (include local area code)

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

egister Darany Deputy		Home / Recipients and users / Dereg
Л		
		disclosure system to assist with ensuring all donations
for your recipient(s) are disclosed on th	ne online disclosure system.	
Deregistration reason		
Deregistration reason *		
Deregistration reason *	•	
* Deceased	•	
*	•	C Deregister

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

Du danasistasia succes Da	ander Alaanse Alaan wijl aan laar aan barrekse			ith annusing all dependience
for your recipient(s) are o	puty Agent they will no longer be able t disclosed on the online disclosure syste	to access the online disc em.	losure system to assist w	th ensuring all donations
Deregistration reason				
* Resignation		•		
*		Ŧ		
*		•		S Deregister

8. Confirm the deregistration by selecting 'OK'.

eregister Dara	You are about to confirm the deregistration of Darany Deputy as your deputy agent.	Home / Recipients and users / Deregister
By deregi for your re	Cancel	closure system to assist with ensuring all donations
Deregistration reas Resignation	on v	
× Cancel		O Deregister

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

Deregistration confirmation	Home / Recipients and users / Deregister / Deregistration confirmation
You have deregistered Darany Deputy as a dep	buty agent.

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



# 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.

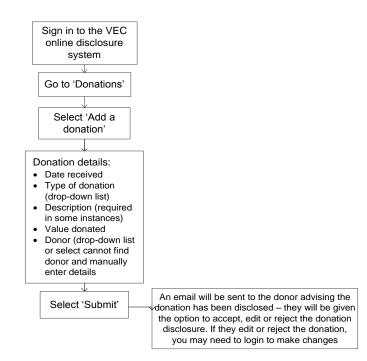
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth \$1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than \$32,000).

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 <u>Accepting</u> <u>a donation disclosure process</u>, <u>Editing a donation disclosure process</u>, or <u>Rejecting a donation</u> <u>disclosure process</u>.

## Donation disclosure process overview

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



## **Donation disclosure process**

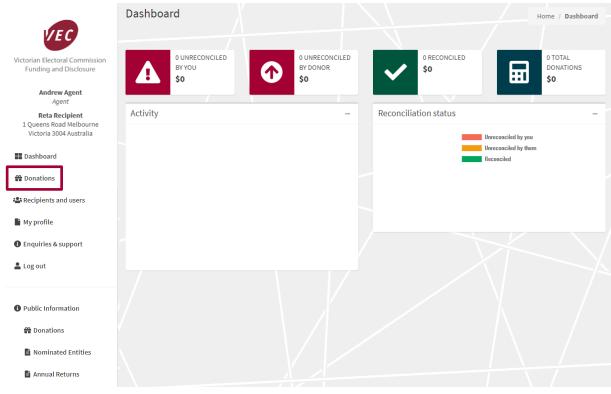
1. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



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

* User name	
andrew@recipient.com	
* Password	X
Sign In	
Forgot Your Password?	

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



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

) Add a d	onation													
	0 UNRECOM BY YOU <b>\$0.00</b>	NCILE	2	ĵ	0 UNRE BY DON <b>\$0.00</b>	OR	CILED	V	-	RECONO 0.00	CILED	E		D TOTAL DONATIONS <b>\$0.00</b>
	Show				Show				Sho	ow			Sho	owing
												Search		:
	Donor		Recipient	\$	Date	•	Added by	\$	Status	\$	Туре	\$ Value	\$	Reconcile

- 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.

Date	Type of donation	Description 😧
dd/mm/yyyy	* Select	▼ Description
Value donated		
*\$ Amount of donation		Supporting documents Choose Files No file chosen
Donor		

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

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

Date	Type of donation	Description 😧
25/11/2018	* Money	▼ Description
Value donated		
*\$ 1000		Supporting documents Choose Files No file chosen
Donor		
Daya Donor - Geelong	*	
I can't find donor from the list		
How do we collect, manage and disc See our Privacy statement.	close your personal information?	
Cancel		Submit donatio

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

Add a donation confirmation	Home /	Donations /	Add a donation /	Add a donation confirmation
Your donation has been successfully added. W	Ve will notify the otl	her party y	ou have disclose	d the donation.
We have seven days from when we first receive a donation disclos	sure to publish it, regardle	ess of whether	the other party has	disclosed the donation. If
both parties have not disclosed the donation, it will display as an	unreconciled donation.			
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.

C. 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'.

Date	Type of donation		Description @
25/11/2018	* Money	Ŧ	Description
Value donated			
*\$ 1000			Supporting documents Choose Files No file chosen
I can't find donor from the li: How do we collect, manage an See our Privacy statement.	st ad disclose your personal information?		
<ul> <li>Which is the donor?</li> <li>Individual</li> <li>Organisation</li> </ul>			
<ul> <li>Individual</li> <li>Organisation</li> <li>Donor details</li> <li>Name</li> </ul>			
<ul> <li>Individual</li> <li>Organisation</li> <li>Donor details</li> </ul>		* Donor	
<ul> <li>Individual</li> <li>Organisation</li> <li>Donor details</li> <li>Name</li> <li>Dave</li> <li>Is the donor a silent elector?</li> </ul>	Is the donor a silent elector? If yes, let us know so we know not to publish their	* Donor	
<ul> <li>Individual</li> <li>Organisation</li> <li>Donor details</li> <li>Name</li> <li>* Dave</li> <li>Is the donor a silent elector?</li> <li>No</li> </ul>		* Donor	
<ul> <li>Individual</li> <li>Organisation</li> <li>Donor details</li> <li>Name</li> <li>Dave</li> <li>Is the donor a silent elector?</li> <li>No</li> <li>Email</li> </ul>	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.	* Donor	
<ul> <li>Individual</li> <li>Organisation</li> </ul> Donor details Name * Dave Is the donor a silent elector? No To the donor a silent elector	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.	* Donor Contact phone 2 (inclu	uda lacal area coda)

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'.

Date	Type of donation Description 🕢	
25/11/2018	* Money • Description	
Value donated		
\$ 1000	Supporting documents Choose Files No file choser	ı
I can't find donor from the list How do we collect, manage and discle See our Privacy statement.	e your personal information?	
* Which is the donor?		
<ul> <li>Individual</li> <li>Organisation</li> </ul>		
<ul> <li>Individual</li> <li>Organisation</li> <li>Donor details</li> </ul>		
🔍 Individual	* 777444111	
<ul> <li>Individual</li> <li>Organisation</li> <li>Donor details</li> <li>Organisation name</li> <li>* Donor 2 Pty Ltd</li> <li>Contact person</li> <li>Name</li> </ul>	)[•	
<ul> <li>Individual</li> <li>Organisation</li> <li>Donor details</li> <li>Organisation name</li> <li>* Donor 2 Pty Ltd</li> <li>Contact person</li> <li>Name</li> </ul>		
<ul> <li>Individual</li> <li>Organisation</li> <li>Donor details</li> <li>Organisation name</li> <li>* Donor 2 Pty Ltd</li> <li>Contact person</li> <li>Name</li> </ul>	)[•	
<ul> <li>Individual</li> <li>Organisation</li> </ul> Donor details Organisation name * Donor 2 Pty Ltd Contact person Name * Derrick	* Donor	

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.

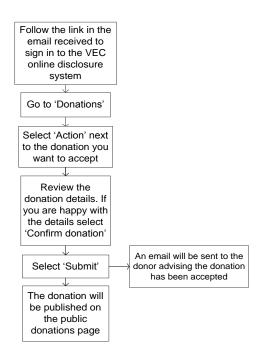
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth \$1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than \$32,000).

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 <u>Donation disclosure process</u>. To edit or reject a donation disclosure you will need to follow the <u>Editing a donation disclosure process</u> or the <u>Rejecting a donation disclosure process</u>.

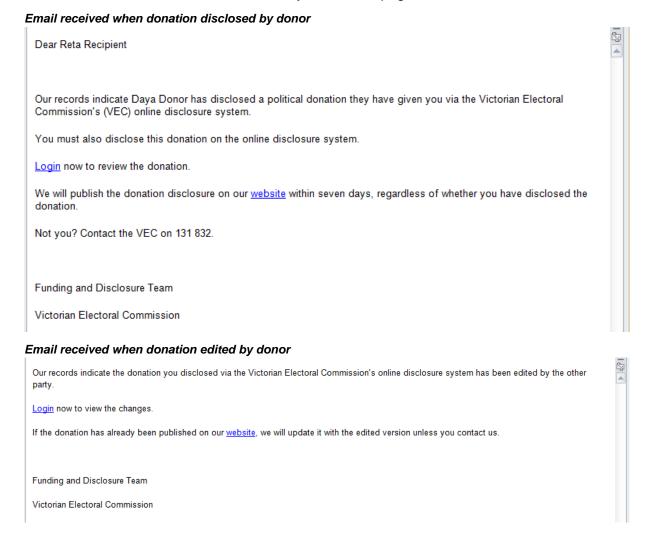
## Accepting a donation disclosure process overview

(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.



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.

	Dashboard			Home / Dashboard
VEC				
Victorian Electoral Commission Funding and Disclosure	1 UNRECONCILED BY YOU \$1000	0 UNRECONCILED BY DONOR \$0	\$0	1 TOTAL DONATIONS \$1000
Andrew Agent Agent				
Reta Recipient 1 Queens Road Melbourne Victoria 3004 Australia	Activity	-	Reconciliation status	-
Dashboard				Jnreconciled by you Jnreconciled by them Reconciled
🔐 Donations				
Recipients and users				
My profile				
Enquiries & support				
💄 Log out				
Public Information				
🖀 Donations				
Nominated Entities				
🖹 Annual Returns				

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

0 RECONCILE \$0 Show		\$10 Showir	NATIONS 000
\$0 Show		DON \$10 Showir	NATIONS 000
Show	Saarel		ng
	Soard		
	Search	h	C
Added by 🔶 Status	Type	Value 🔶	Reconcile
Donor Recipient Unrecon	onciled Money	\$1000.00	Action
	onor Recipient Unreco	onor Recipient Unreconciled Money	onor Recipient Unreconciled Money \$1000.00

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 <u>Editing a donation disclosure process</u>. If you want to reject the donation, see the <u>Rejecting a donation disclosure process</u>.

Reconcile donat	ion		Home / Donations / Reconcile donation
	tails from Daya Donor		Accept
Date	Туре	Amount	You verify these details are correct.
25/11/2018	Money	1,000.00	✓ Confirm donation
Description			
Donor			Reject
Daya Donor			Reason
			Please select a reason 🔻
Details incorrect			
Details will be sent back fo	or their confirmation to reconcile.		
Edit details 🗹			

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

Reconcile donation confirmation	Home / Donations / Reco	ncile donation / Reconcile donation confirmation
Liquid error: Unknown operator user		
You have confirmed the details the donor ent is now reconciled by you and the donor.	ered about the donation are	e correct, which means this donation
If the donation has already been published on our website as unreconcil If the donation has not yet been published, it will be published as a recor		iled.

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

Our records indicate the details of a donation you disclosed via the Victorian Electoral Commission's online disclosure system have been confirmed by the other party.	2
This donation is now <u>reconciled</u> by you and the other party.	
If the donation has already been published on our <u>website</u> as <u>unreconciled</u> , we will update its status to <u>reconciled</u> . If the donation has not yet been published, it will be published as a <u>reconciled</u> donation.	
Funding and Disclosure Team	
Victorian Electoral Commission	

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

rian Electoral Commission 💋	EC	Tonatio Donatio	ons 🔳 No	ominated entitles	Annual returns	E Regist	ter as a uoi		riegister	as a recipier	it 🤤 S
								This we	bsite is be	st viewed in	Chrome
UNRECONCILED		R	ECONCILE	D			то	TAL			
1 \$1,000			1,000				1	,000			
\$2,000			_,			L	41	,000			
iltered by Reconciled Unreco	onciled All										Reset
	onciled All	Tilter hu reci	nient		·	Filter	hualastar				Reset
Filter by party		Filter by reci	pient		Ŧ	Filter	by electora	ate			
		▼Filter by reci	pient		Ŧ	Filter	by electora	ate Searc	h		
Filter by party			pient	Date 🔶	* Recipient electora		by electora Status		h Type	Amout	ج <u>ه</u>

# 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.

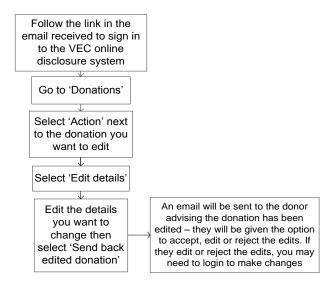
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth \$1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than \$32,000).

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 <u>Donation disclosure process</u>. To accept or reject a donation disclosure you will need to follow the <u>Accepting a donation disclosure process</u> or the <u>Rejecting a donation disclosure process</u>.

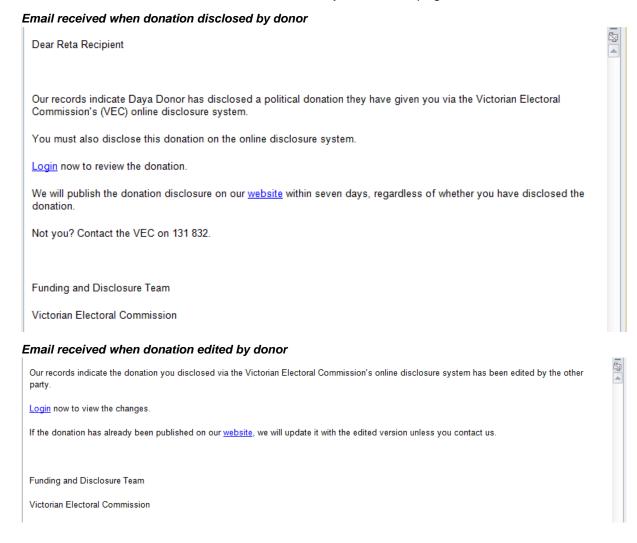
### Editing a donation disclosure process overview

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

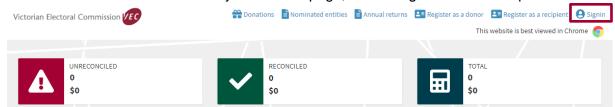


## Editing a donation disclosure process

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.



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.

	Dashboard			Home / Dashboard
VEC				
Victorian Electoral Commission Funding and Disclosure	1 UNRECONCILED BY YOU \$1000	0 UNRECONCILED BY DONOR \$0	O RECONCILED     \$0	1 TOTAL DONATIONS \$1000
Andrew Agent Agent				
Reta Recipient 1 Queens Road Melbourne	Activity	-	Reconciliation status	-
Victoria 3004 Australia				Unreconciled by you Unreconciled by them
Dashboard				Reconciled
m Donations				
Secipients and users				
My profile				
Enquiries & support				
💄 Log out				
Public Information				
# Donations				
Nominated Entities				
Annual Returns				

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

							/ Donation
$\mathbf{\hat{o}}$	0 UNRECONCILED BY DONOR \$0		/	0 RECONCILED		DOI	OTAL NATIONS DOO
	Show			Show		Showi	ng
					Search	1	C
ent 🔶 Date		Added by	♦ st	atus 🔶	Туре	Value 🔶	Reconcile
		Donor	Re	cipient Unreconciled	Money	\$1000.00	Action
	ecipient 25 No	By DONOR \$0 Show	so Show Added by ecipient 25 Nov 2018 Donor	ent Date Added by St scipient 25 Nov 2018 Donor Re	so Show Show Show Show Show Show Show Show	BY DONOR       \$0       \$0         By DONOR       \$0       \$0         Show       Show       Show         Show       Show       Show         sent       Date       Added by       \$ Status       \$ Type         ecipient       25 Nov 2018       Donor       Recipient Unreconciled       Money	BY DONOR       SO       SO       SO         Show       Show       Show       Show         Show       Show       Show       Show         sent       Date       Added by       Status       Type       Value         ecipient       25 Nov 2018       Donor       Recipient Unreconciled       Money       \$1000.00

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 <u>Rejecting a donation disclosure process</u>.

Reconcile donat	ion		Home / Donations / Reconcile donation
	tails from Daya Donor		Accept
Date	Туре	Amount	You verify these details are correct.
25/11/2018	Money	1,000.00	✓ Confirm donation
Description			Delicit
Donor			Reject
Daya Donor			Reason
			Please select a reason 🔻
etails incorrect			
etails will be sent back fo	or their confirmation to reconcile.		
Edit details 🕑			

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

eview donation details view donation details to confirm the				
Donation Date	Donation Type		Amou	unt
25/11/2018	Money	٣	S	1,500.00
Description				
Donor				

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 dona changes.	ation. We will send the other party an email to advise of your
If this donation has already been published it will be updated as per your the other party.	publish it, so this donation may already be published on our website as unreconciled. r changes, but it will remain unreconciled until the details are reconciled by both you and
If the other party does not accept your changes, we may contact you both	h 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.

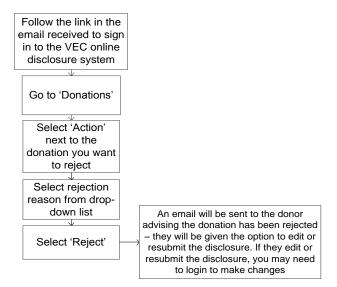
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth \$1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than \$32,000).

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 <u>Donation disclosure process</u>. To accept or edit a donation disclosure you will need to follow the <u>Accepting a donation disclosure</u> <u>process</u> or the <u>Editing a donation disclosure process</u>.

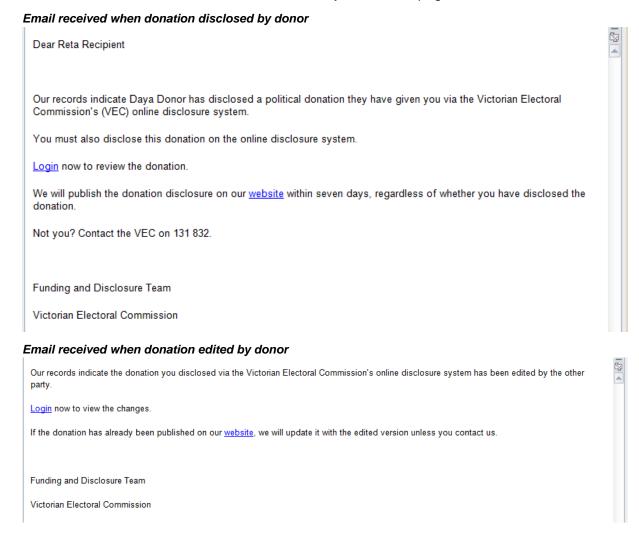
## Rejecting a donation disclosure process overview

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

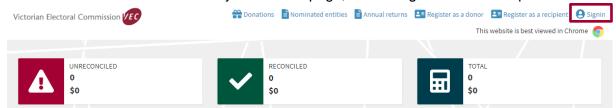


## **Rejecting a donation disclosure process**

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.



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	
vser name	
andrew@recipient.com	
* Password	X
Sign In	
Forgot Your Password?	

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

	Dashboard			Home / Dashboard
Victorian Electoral Commission Funding and Disclosure Andrew Agent Agent	1 UNRECONCILED BY YOU \$1000	0 UNRECONCILED BY DONOR \$0	o reconciled \$0	1 TOTAL DONATIONS \$1000
Reta Recipient 1 Queens Road Melbourne Victoria 3004 Australia	Activity	-	Reconciliation status	
<ul> <li>Dashboard</li> <li>Donations</li> <li>Recipients and users</li> <li>My profile</li> <li>Enquiries &amp; support</li> <li>Log out</li> </ul>				conciled by them neiled
<ul> <li>Public Information</li> <li>Donations</li> <li>Nominated Entities</li> <li>Annual Returns</li> </ul>				

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

onation	S						Home	/ Donation
➔ Add a dor	nation							
	1 UNRECONCIL BY YOU <b>\$1000</b>	LED	0 UNRECONCILED BY DONOR \$0	~	0 RECONCILED	6	1 TO DOM \$10	NATIONS
	Show		Show		Show		Showi	ng
						Search		C
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

 Review the donation details. To reject the donation, select your rejection reason from the dropdown 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 <u>Editing a donation disclosure process</u>.

Reconcile donat	ion		Home / Donations / Reconcile donation
	cails from Daya Donor firm they are correct before submitting.		Accept
Date	Туре	Amount	You verify these details are correct.
25/11/2018	Money	1,000.00	✓ Confirm donation
Description			
			Reject
Donor			
Daya Donor			Reason
			Please select a reason v
etails incorrect			Please select a reason Not received
			Donation returned
Details will be sent back fo	r their confirmation to reconcile.		Other
Edit details 🗹			

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

Reconcile donati	on		Home / Donations / Reconcile donation
	ails from Daya Donor rm they are correct before submitting.		Accept
Date	Туре	Amount	You verify these details are correct.
25/11/2018	Money	1,000.00	✓ Confirm donation
Description			
			Reject
Donor			Reason
Daya Donor			Not received 🔻
Details incorrect			
Details will be sent back for	their confirmation to reconcile.		× Reject
Edit details 🗹			

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

Reconcile donation confirmation	Home / Donations / Reconcile	e donation / Reconcile donation confirmation
Liquid error: Unknown operator user		
You advised you did not give or receive the them of this.	e donation disclosed. We will send	the other party an email to notify
/		
We have seven days from when we first receive a denation disclosure		
We may contact you both in relation to the donation.	e to publish it, so this donation may already b	e published on our website as unreconciled.

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