VEC DISCLOSURES – RECIPIENT GUIDE

Victorian Electoral Commission online disclosure system

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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:

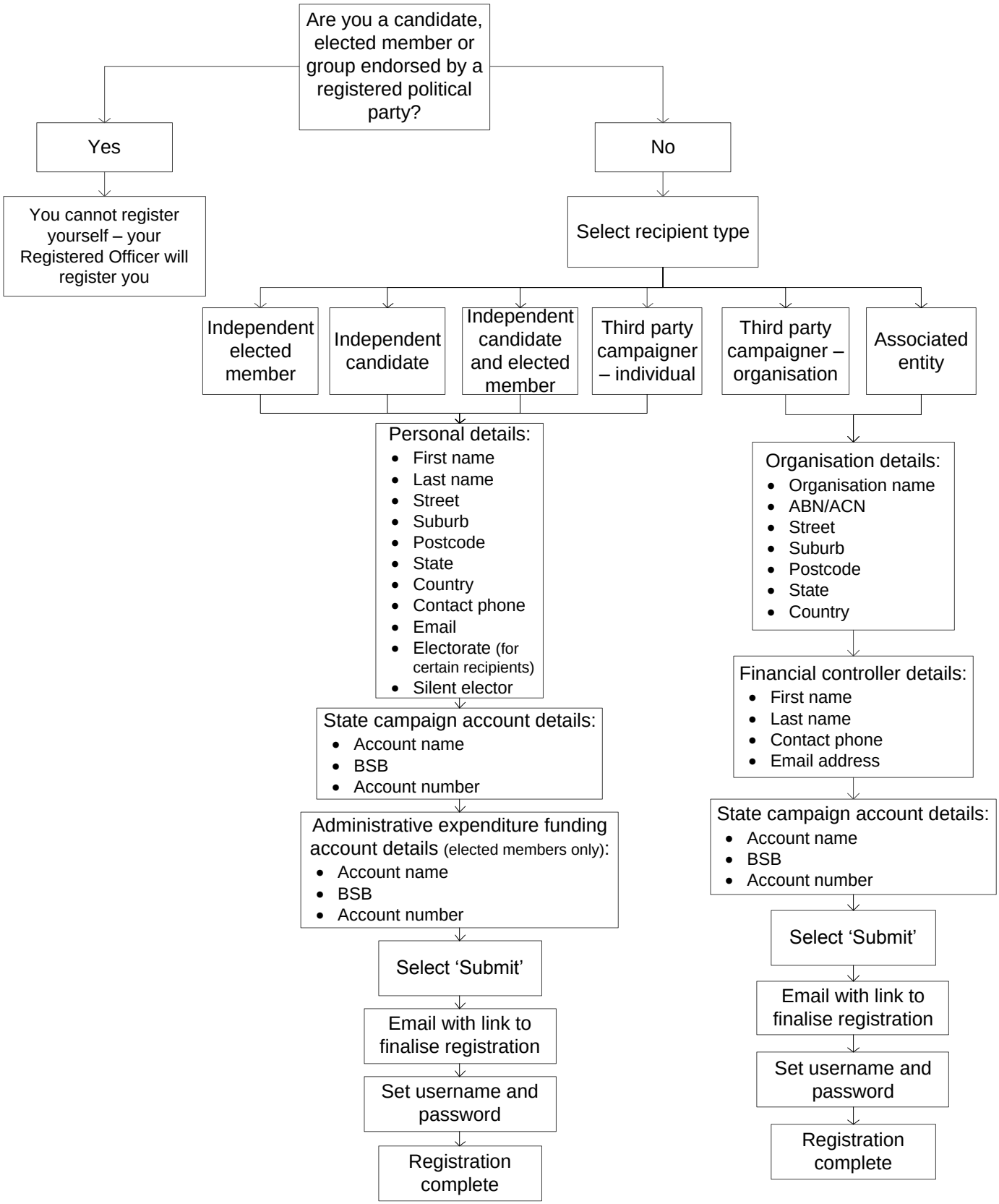
- operates for the principal benefit of the registered political party, or is established and maintained—or is the trustee of a trust established and maintained—for the principal benefit of the members of the registered political party
- does not have voting rights in the registered political party
-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

Registration process overview

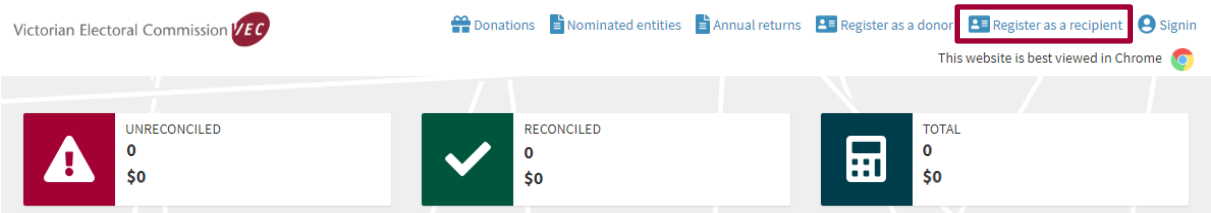
(for independent candidates, independent elected members, independent groups[1], third party campaigners and associated entities)



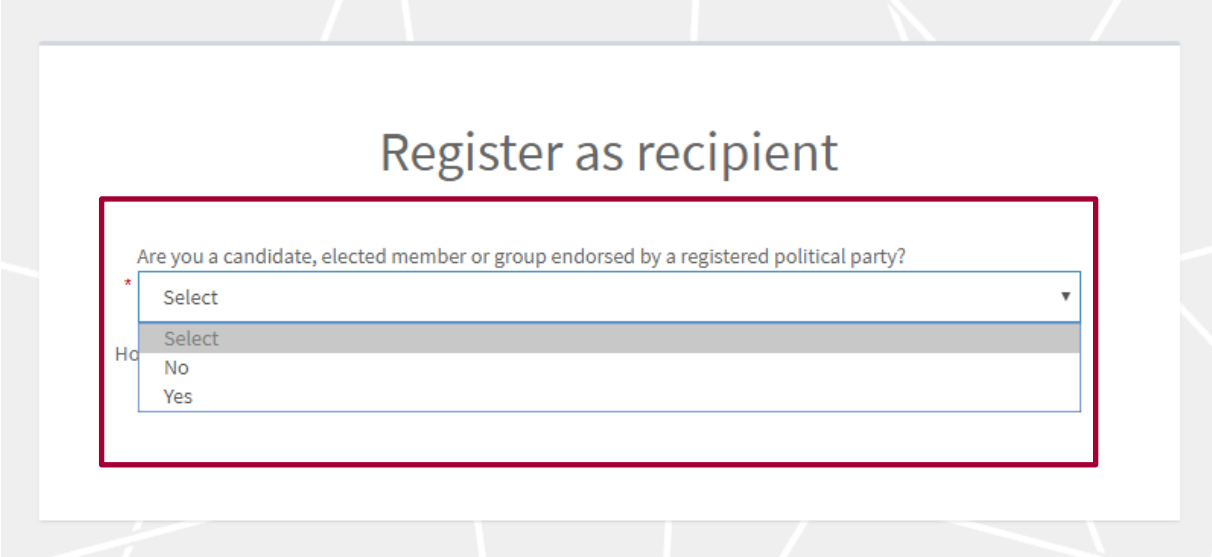
[1] Independent groups will only be able to register between the issue of the writ and election day in an election year.

Registration process for an individual recipient

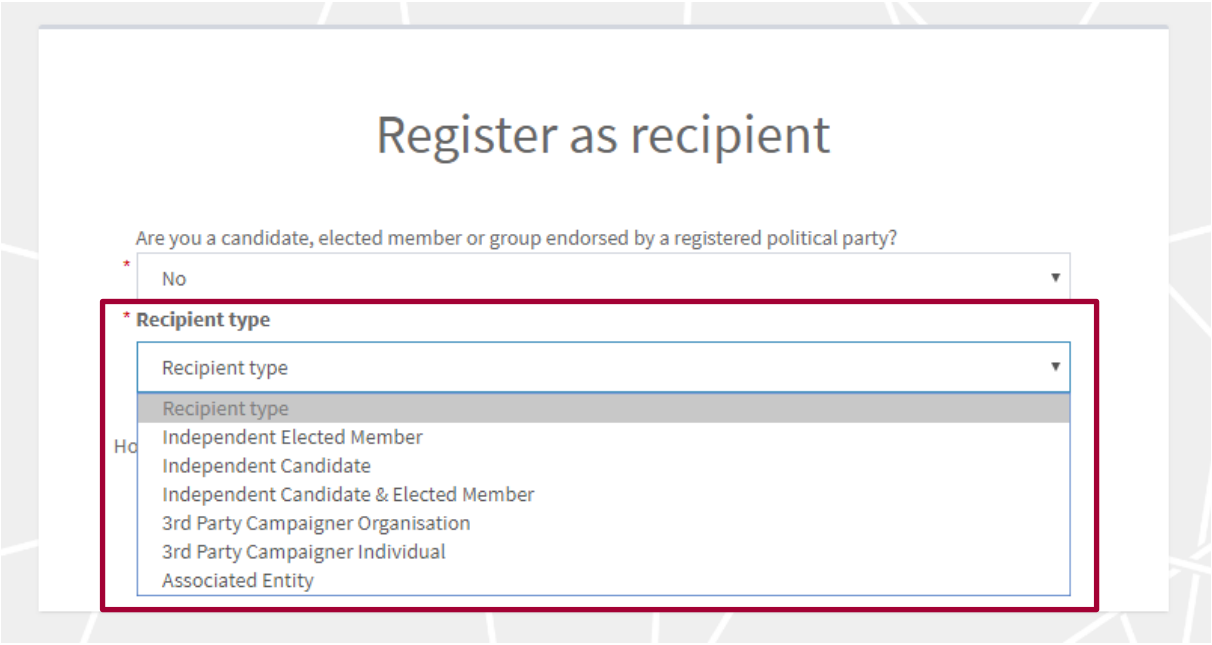
1. From the VEC online disclosure system home page, select 'Register as a recipient' from the top menu



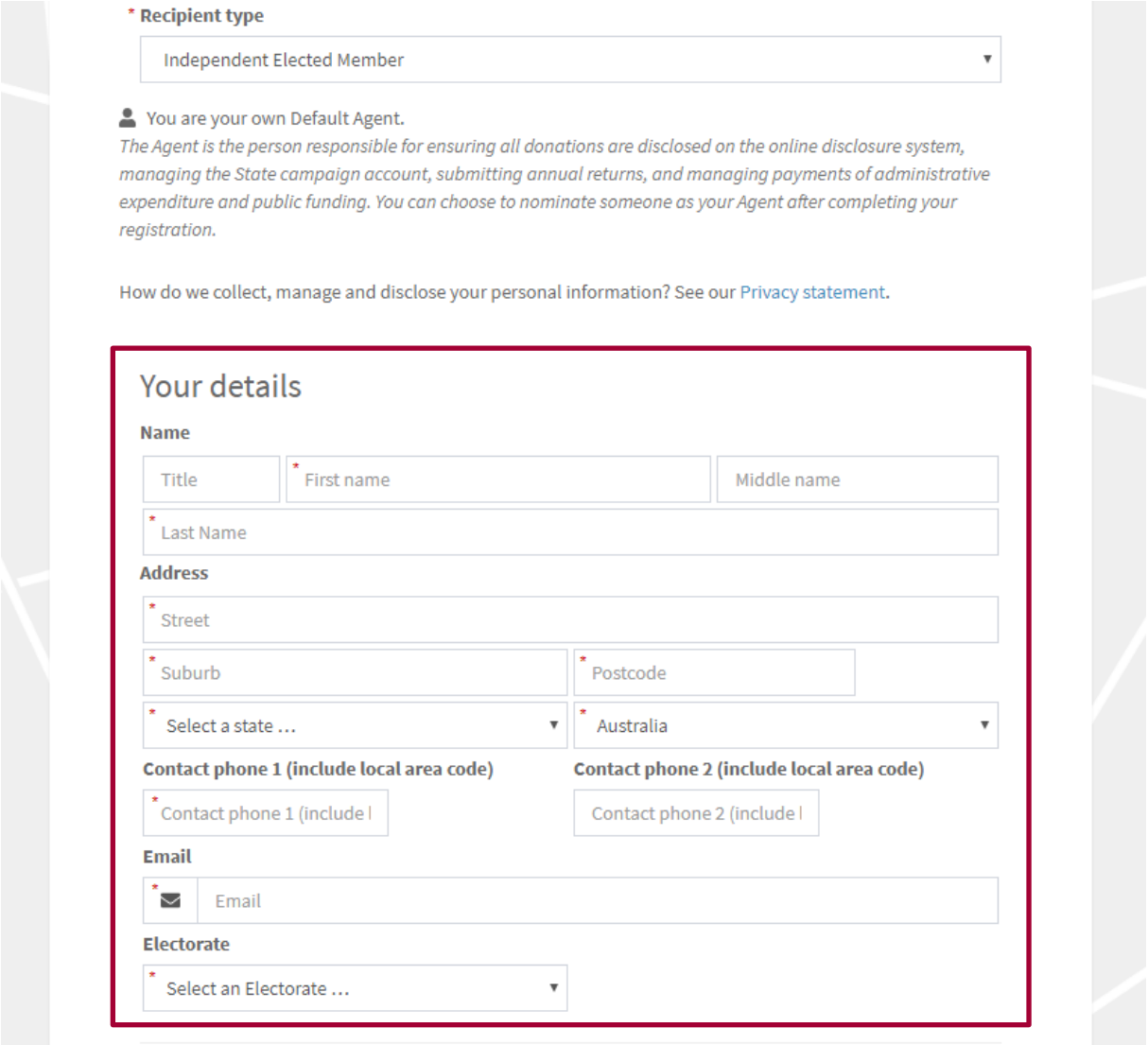
2. Indicate if you are a candidate, elected member or group endorsed by a registered political party from the drop-down list. Select 'Yes' if you are a candidate, elected member or group endorsed by a registered political party, or 'No' if you are not.
   Please note, if you are a candidate, elected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



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

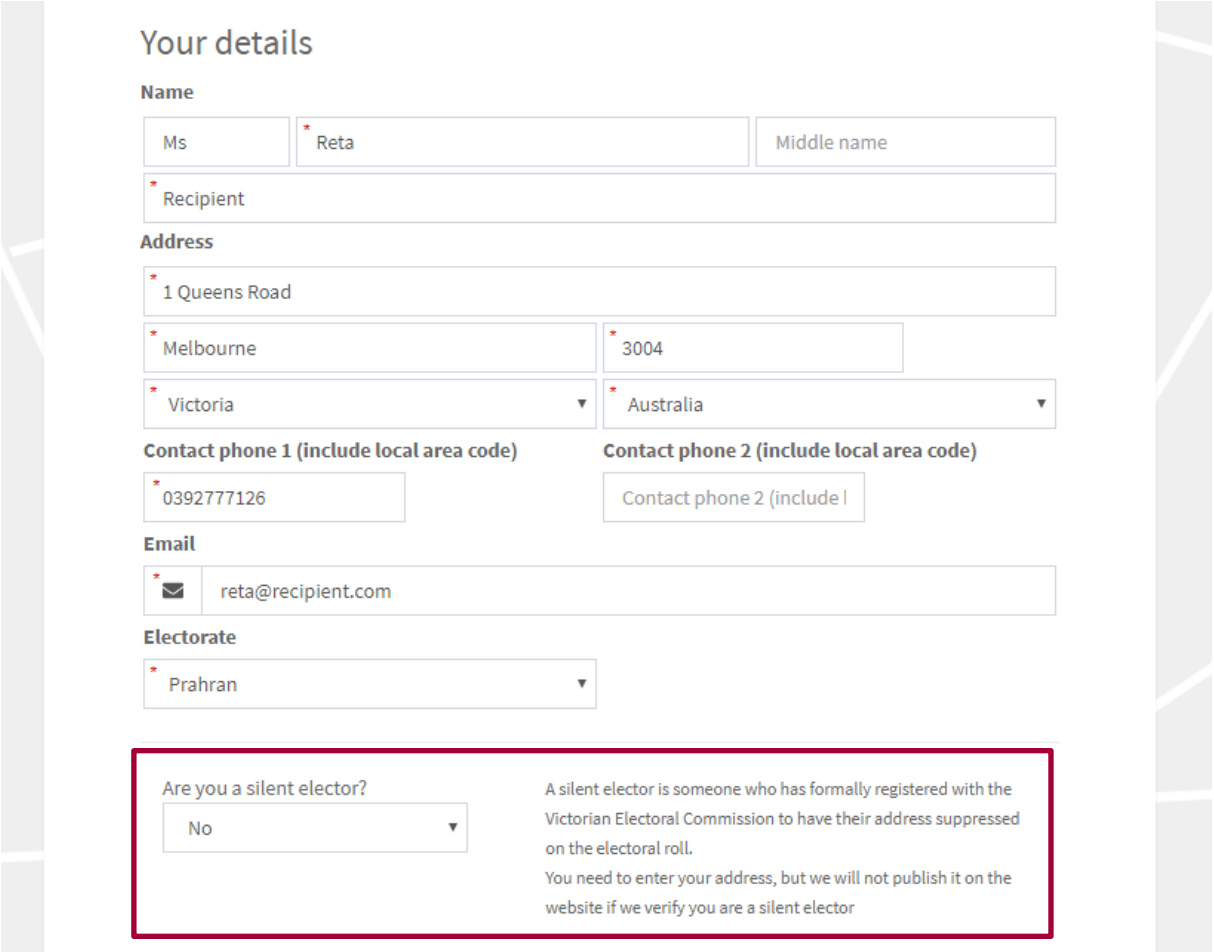


4. Once you have selected your recipient type, you will be prompted to enter your details. You **must** complete the following mandatory fields:
   - first and last name
   - address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
   - contact phone (either landline or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

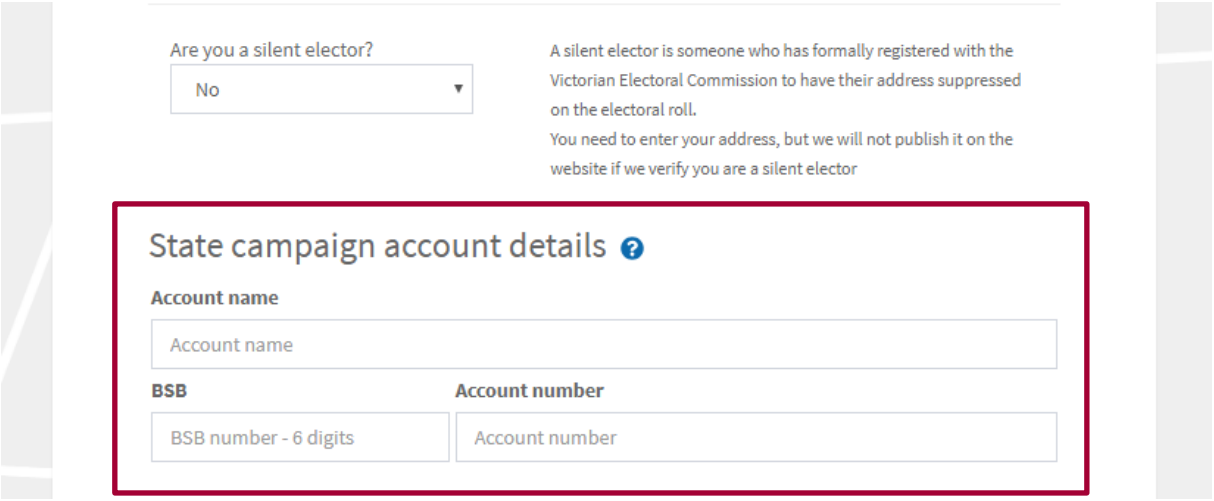


Note: mandatory fields have a red asterisk (*****) in the top left-hand side.

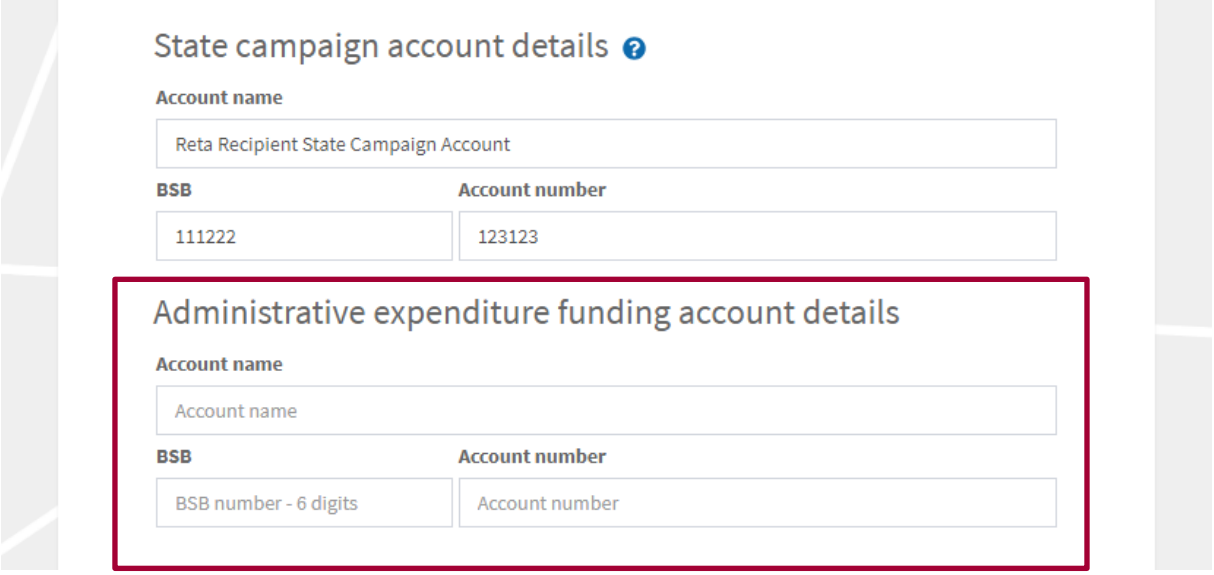
5. Confirm whether you are a silent elector by selecting ‘No’ or ‘Yes’ from the drop-down list. Please note, a silent elector is someone who has formally registered with the VEC to have their address details suppressed on the electoral roll.
   Silent elector details are required, but the VEC will not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



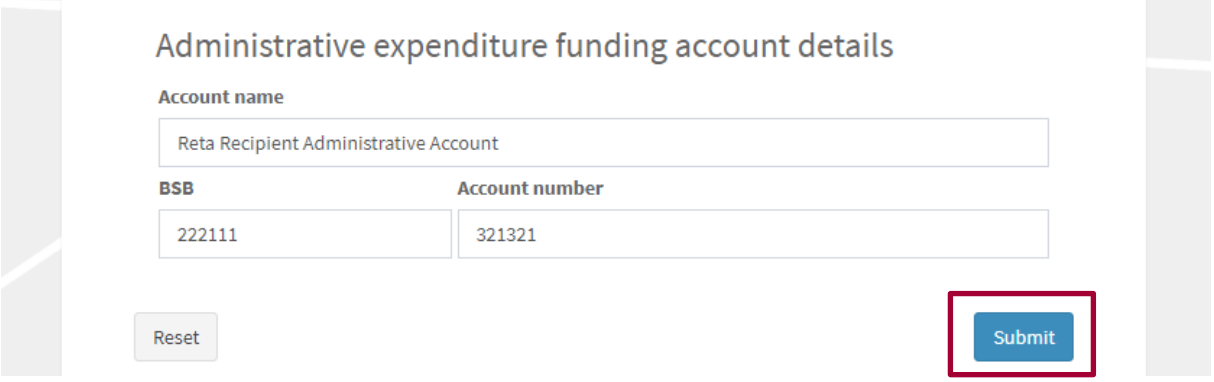
6. Enter your State campaign account details (this is the account recipients must have for the receipt of political donations) – ***this is not a mandatory field*.**



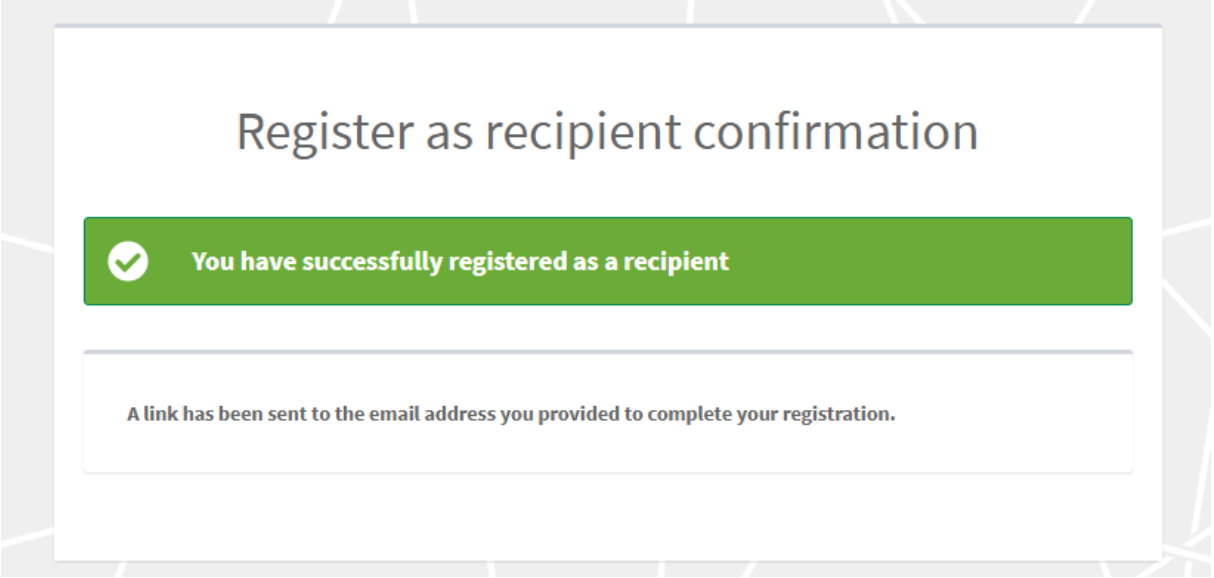
7. If you are an independent elected member, you will be prompted to enter your Administrative expenditure funding account details too (this is for receipt of administrative expenditure funding) – ***this is not a mandatory field***



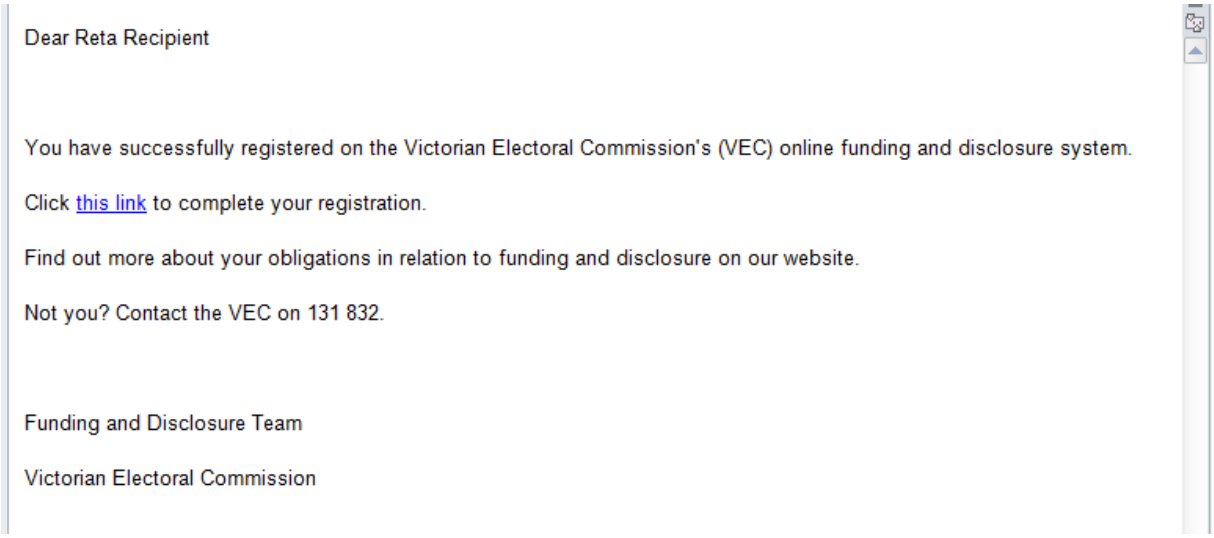
8. Once you have filled in all details, select 'Submit'.



9. You will get a confirmation screen following submission.



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.

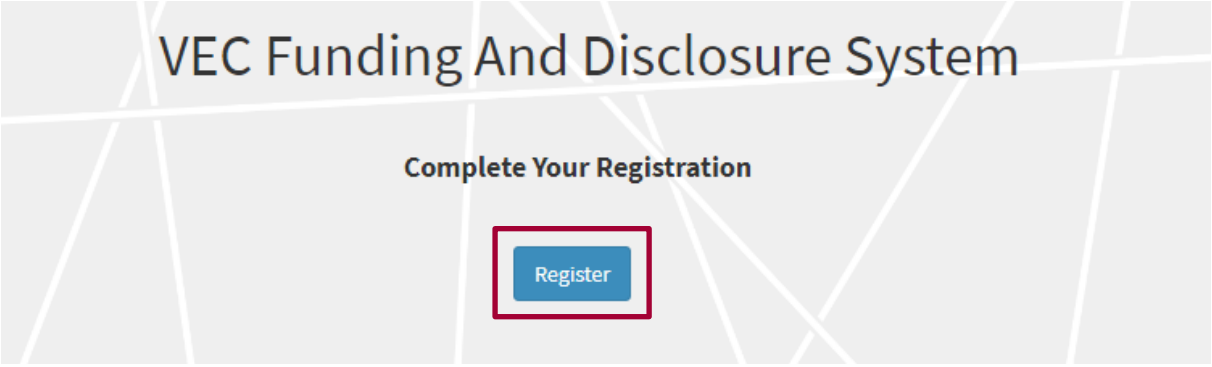
Find out more about your obligations in relation to funding and disclosure on our website.

Not you? Contact the VEC on 131 832.

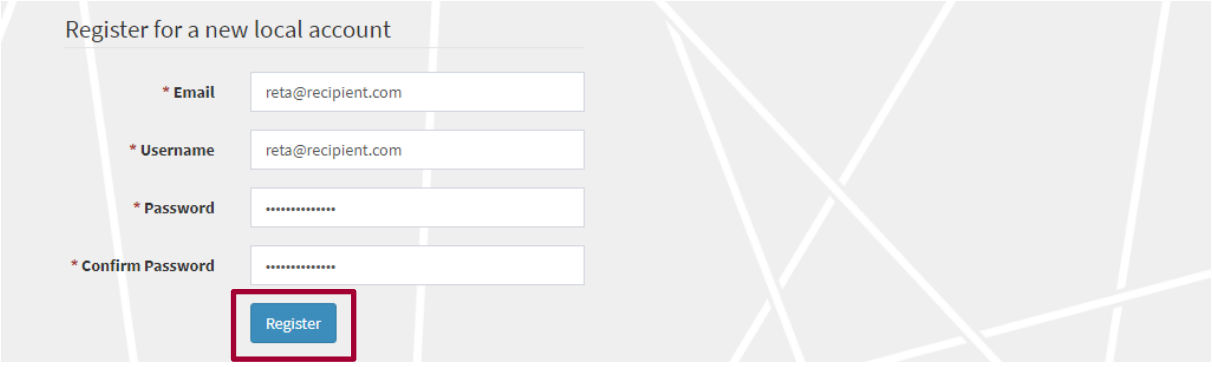
Funding and Disclosure Team

Victorian Electoral Commission

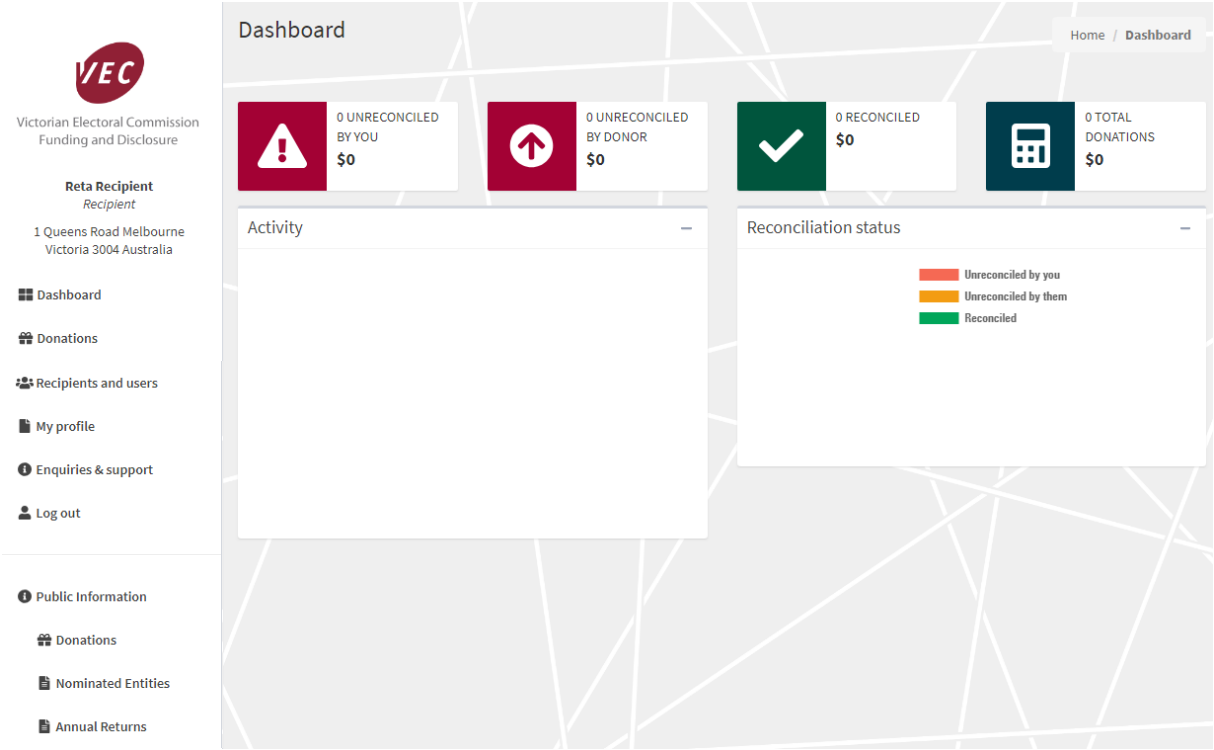
11. Selecting the link in the email will take you to the following page. Select 'Register'.



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. ! @ # $ % &).

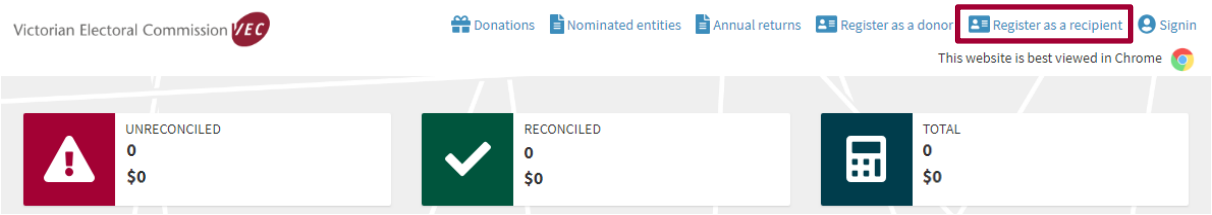


13. You are now registered on the VEC online disclosure system. You will be taken to your recipient dashboard where you can disclose and view donations, update your details and add a Registered Agent.

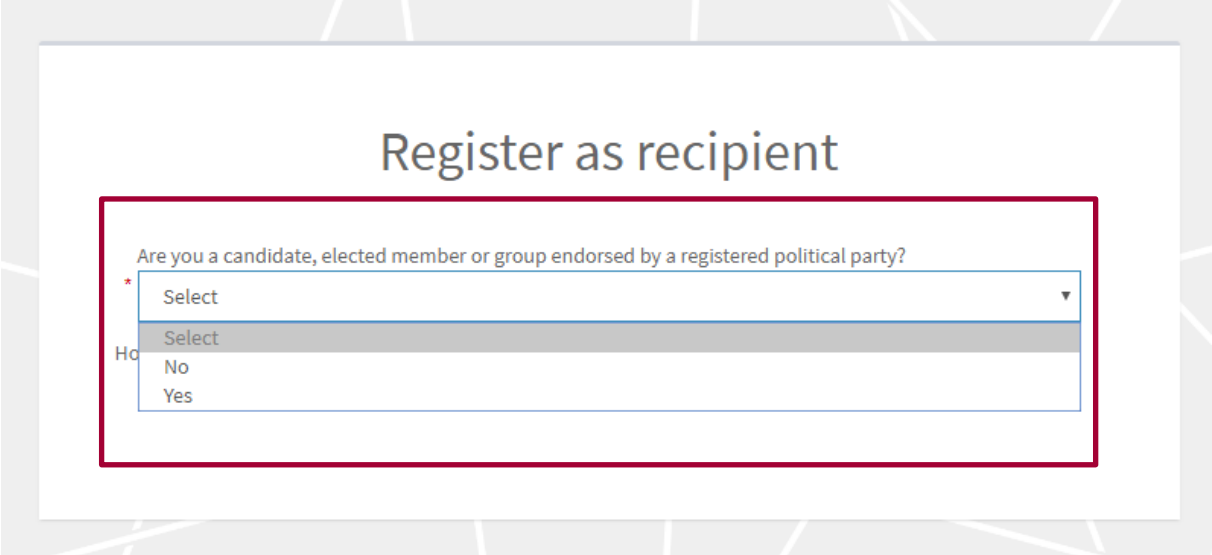


Registration process for an organisation recipient

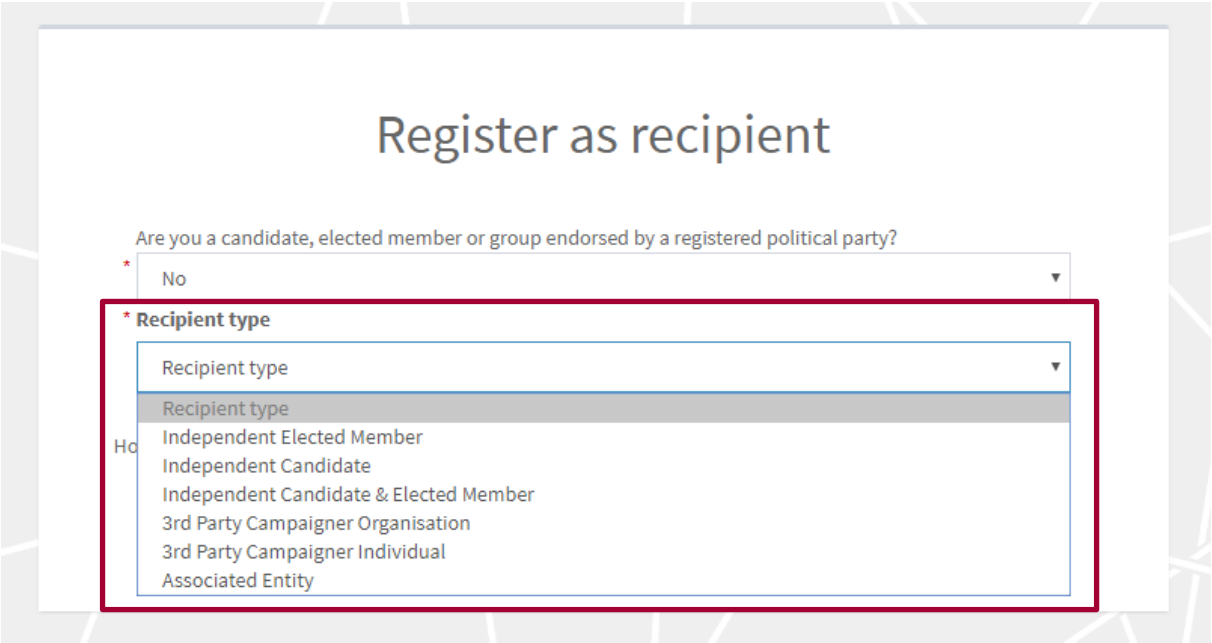
1. From the VEC online disclosure system home page, select ‘Register as a recipient’ from the top menu.



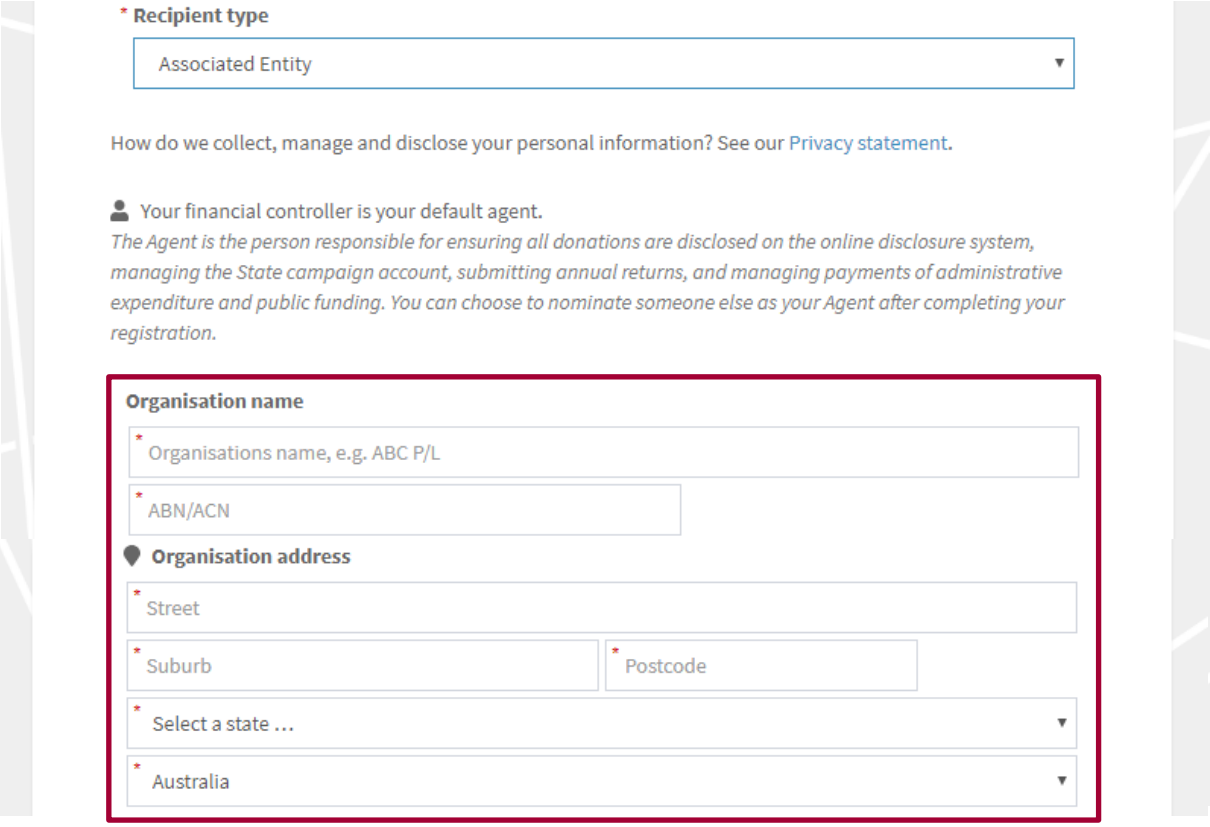
2. Indicate if you are a candidate, elected member or group endorsed by a registered political party from the drop-down list. Select ‘Yes’ if you are a candidate, elected member or group endorsed by a registered political party, or ‘No’ if you are not.
Please note, if you are a candidate, elected member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



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

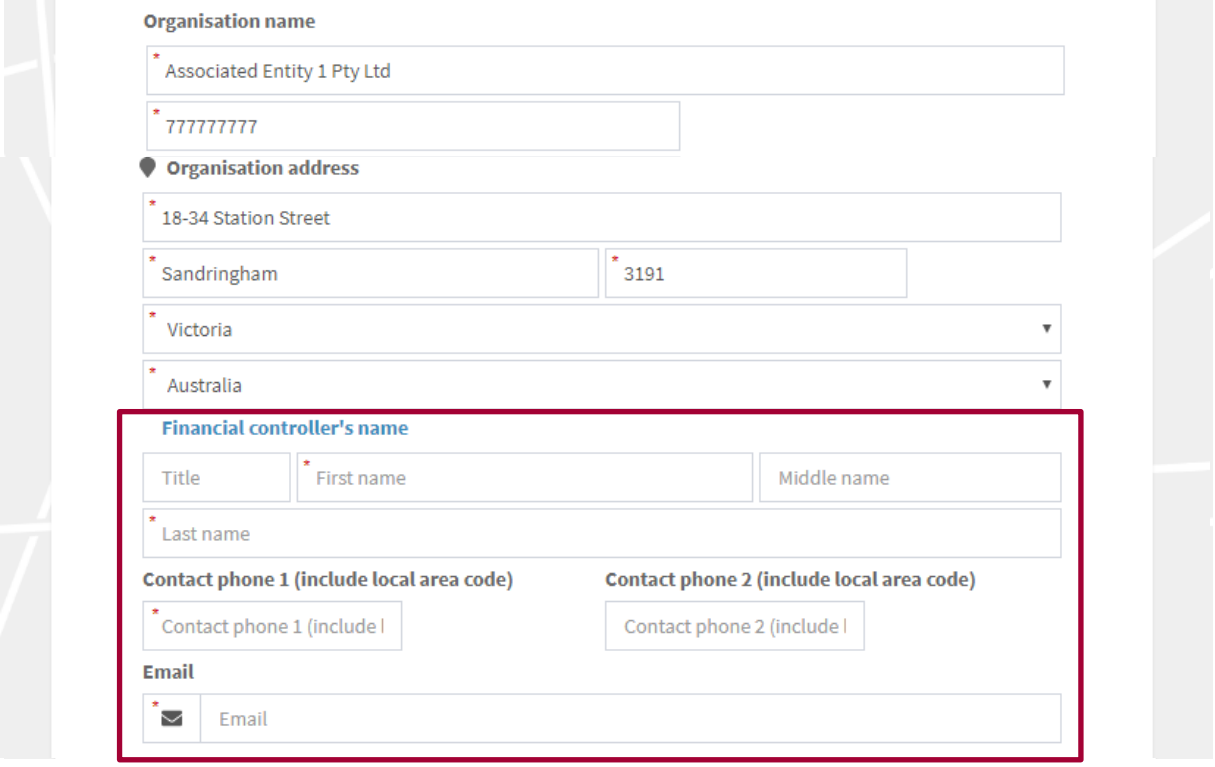


4. Once you have selected your recipient type, you will be prompted to enter the organisation details. You **must** complete the following mandatory fields:
   - organisation name
   - ABN or ACN
   - address – street, suburb, postcode, state (drop-down list) and country (drop-down list).



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.



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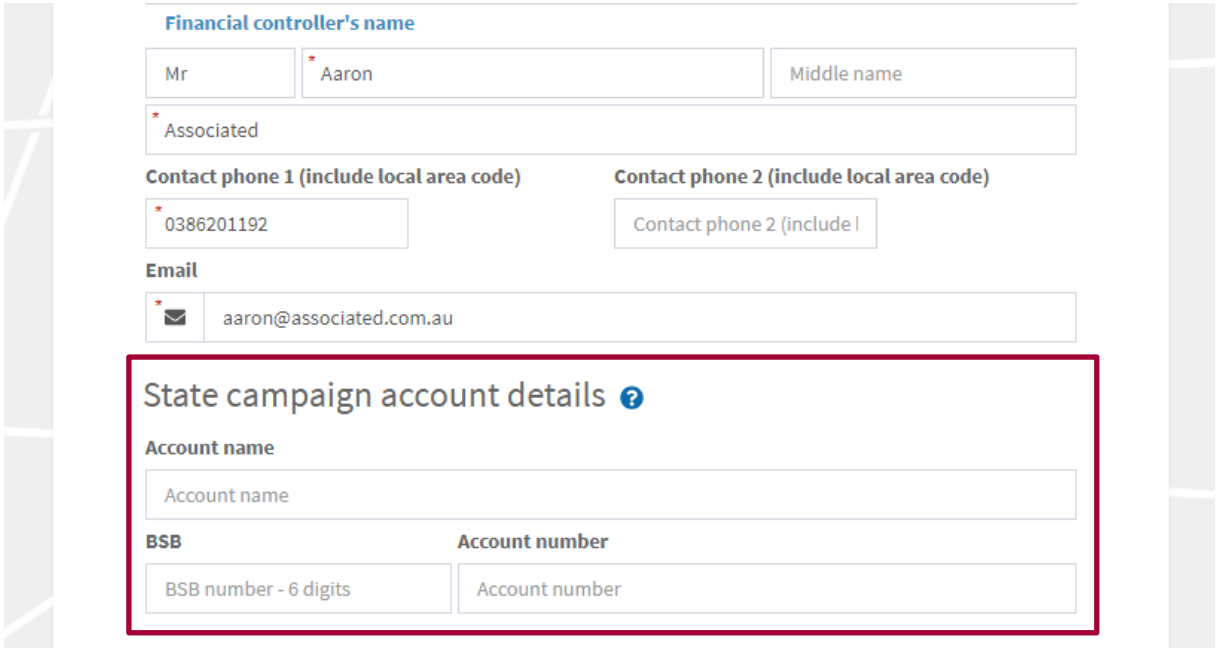
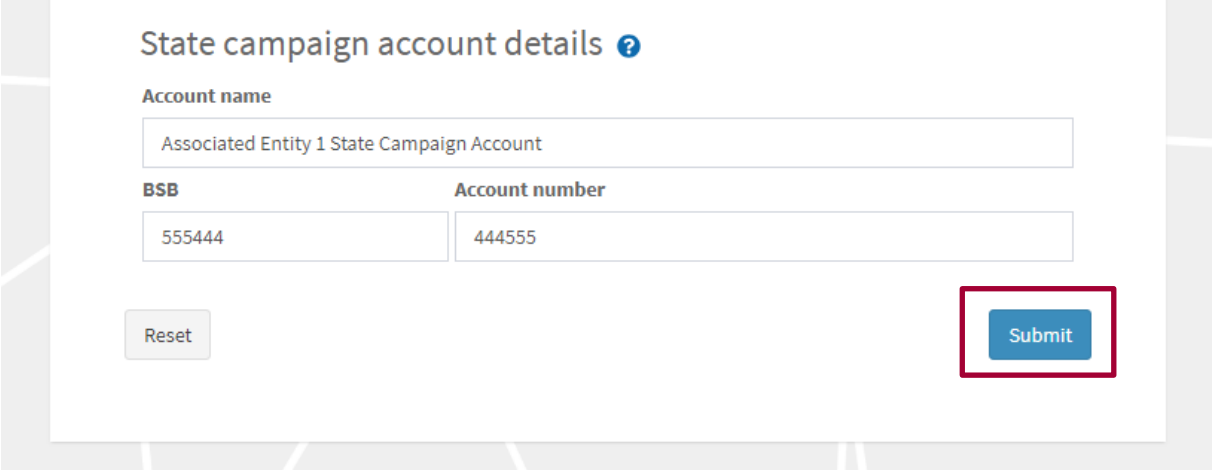
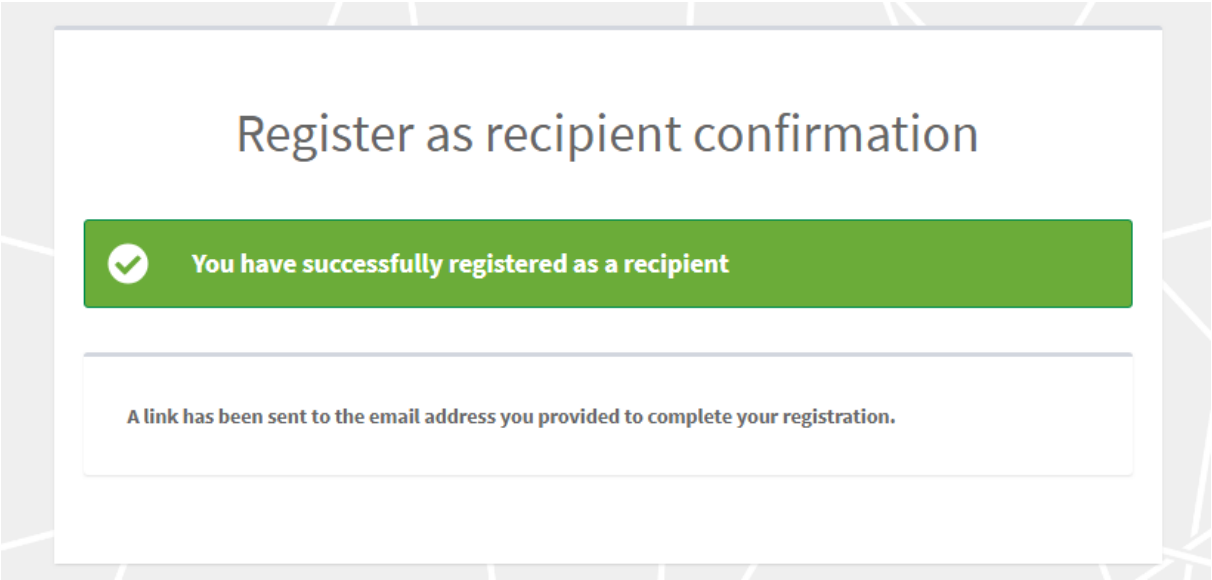
6. Enter the company's State campaign account details (this is the account recipients must have for the receipt of political donations) – ***this is not a mandatory field***.



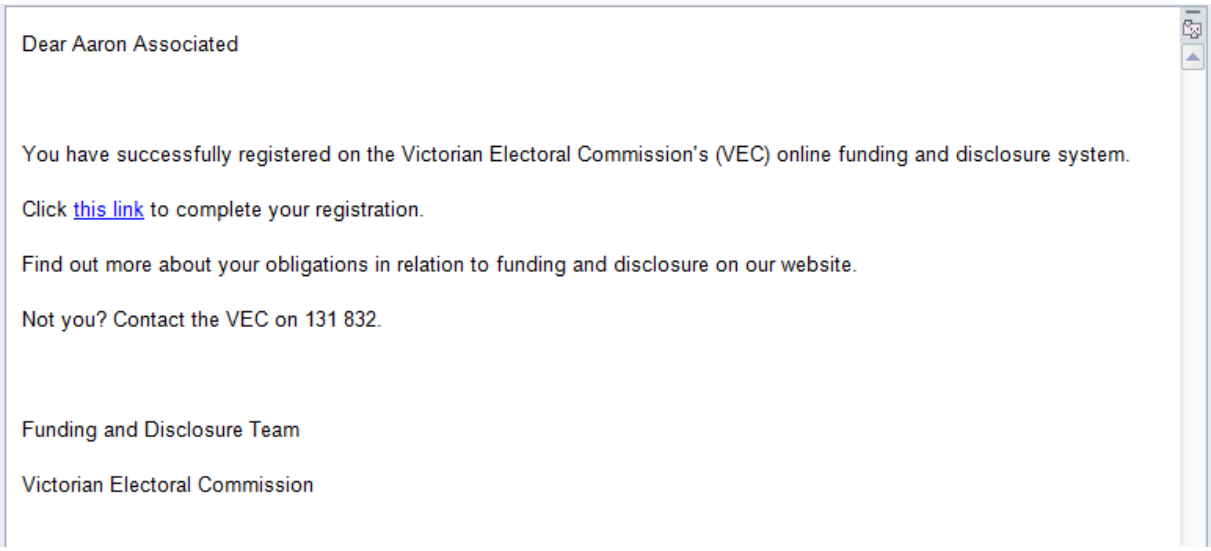
5. Once you have filled in all details, select ‘Submit’.



6. You will get a confirmation screen following submission.



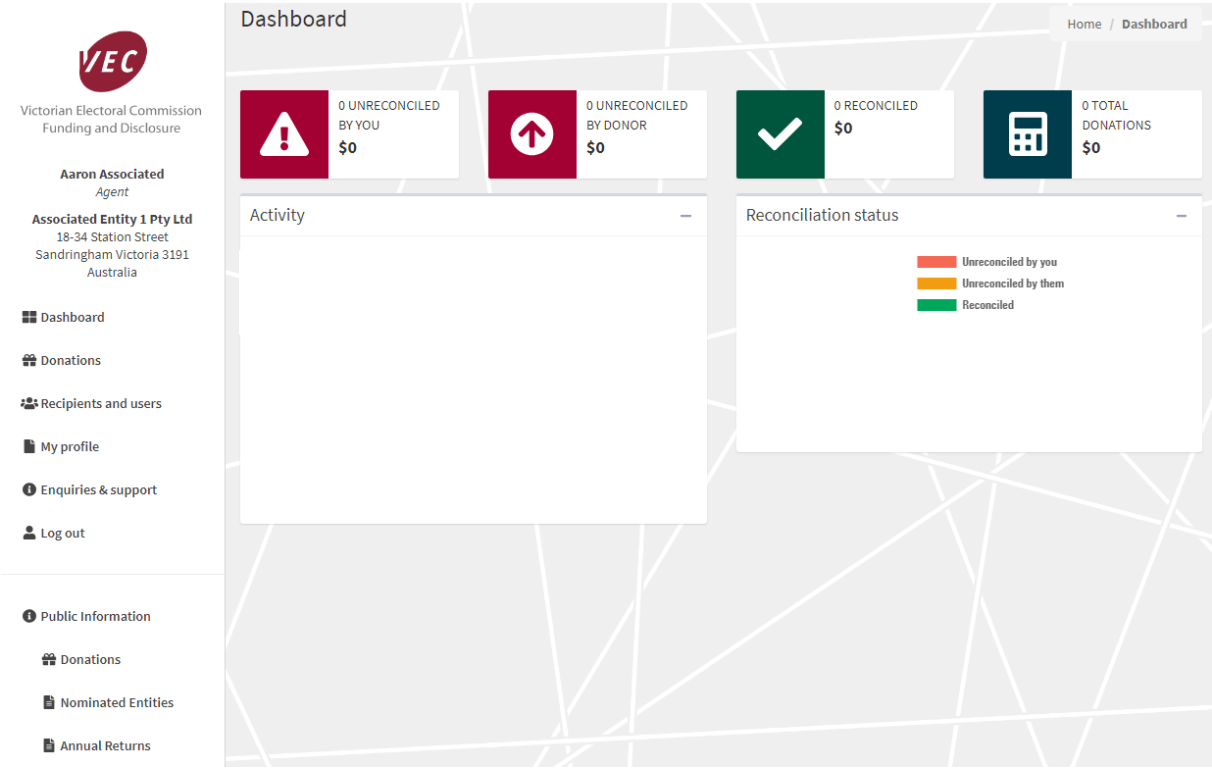
7. You will also receive a confirmation email from the VEC. Select the link in the email to return to the VEC online disclosure system to set up a username and password.



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. ! @ # $ % &).

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.

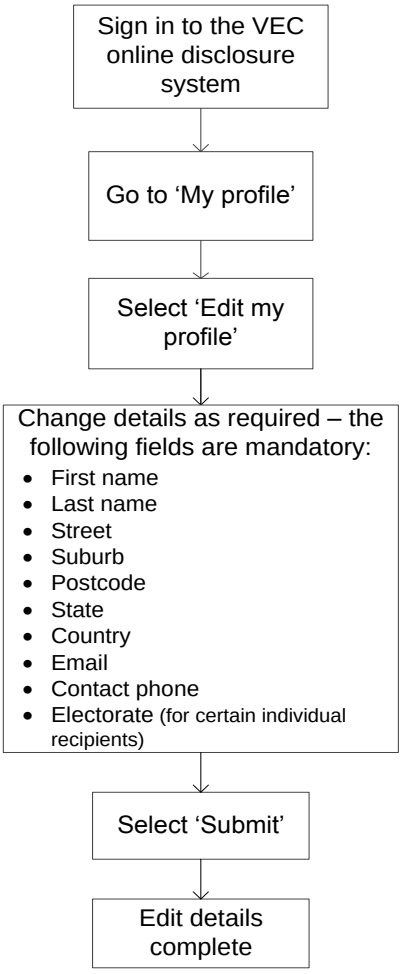


HOW TO EDIT MY DETAILS

Why would I edit my details?

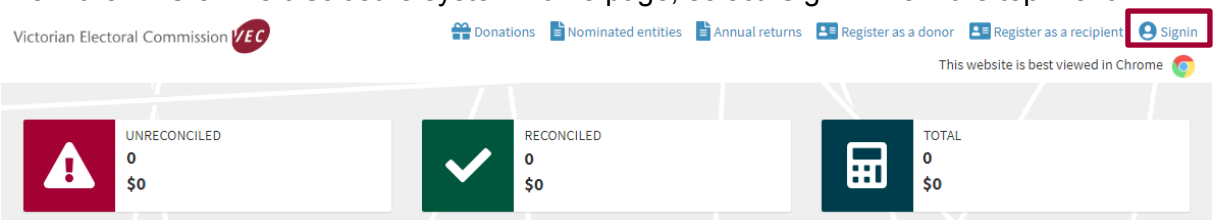
As a donor or recipient of political donations you must ensure your contact details are up-to-date at all times. If you give false or misleading information when disclosing a donation, including address and contact details, you may be fined or imprisoned, or both. The fine for this offence is 300 penalty units (more than $48,000). The imprisonment term is two years.

Edit process overview

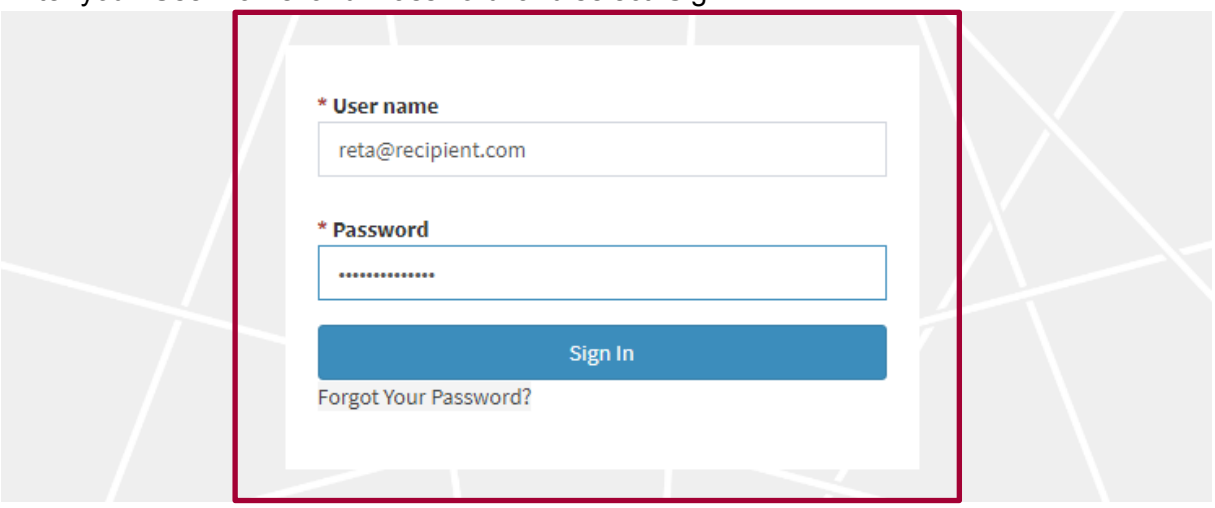


Edit process for an individual recipient

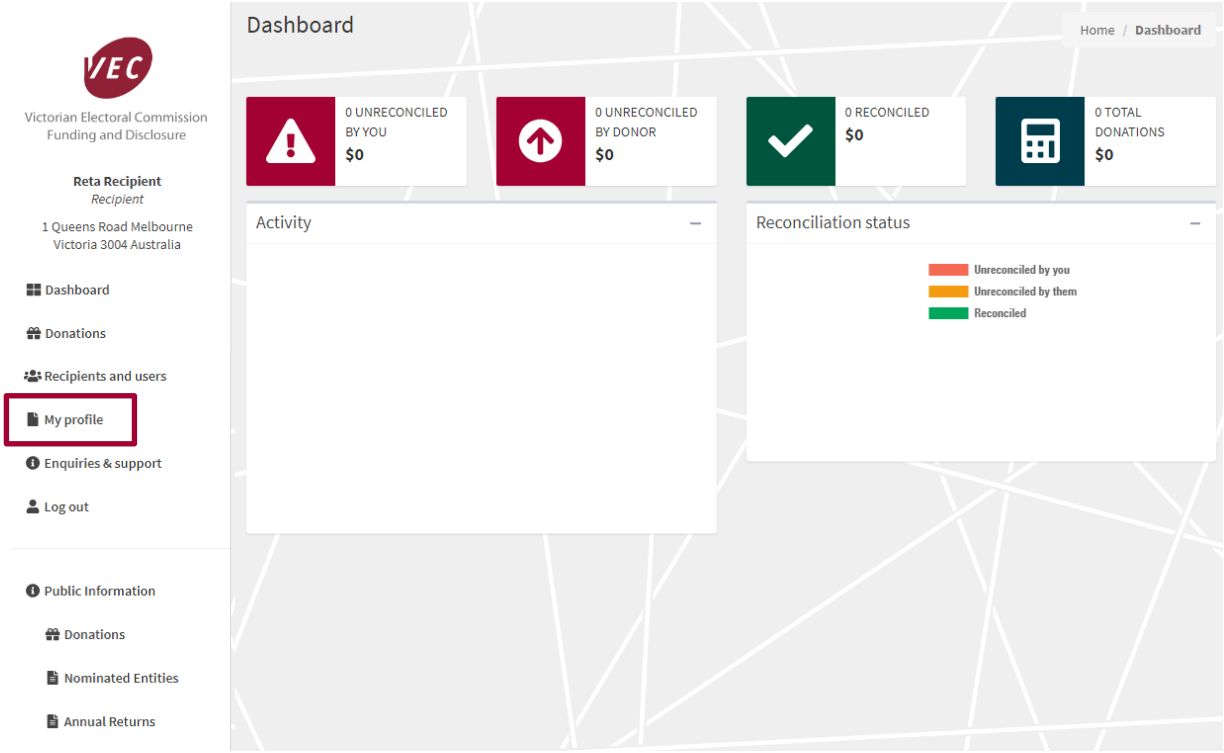
1. From the VEC online disclosure system home page, select ‘Sign in’ from the top menu



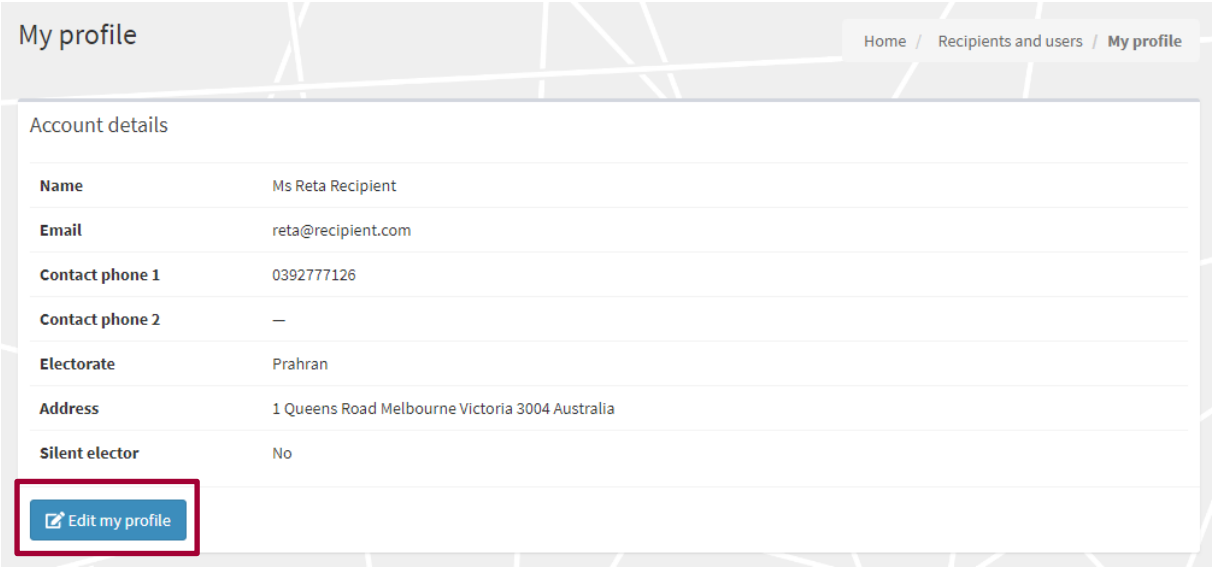
2. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’



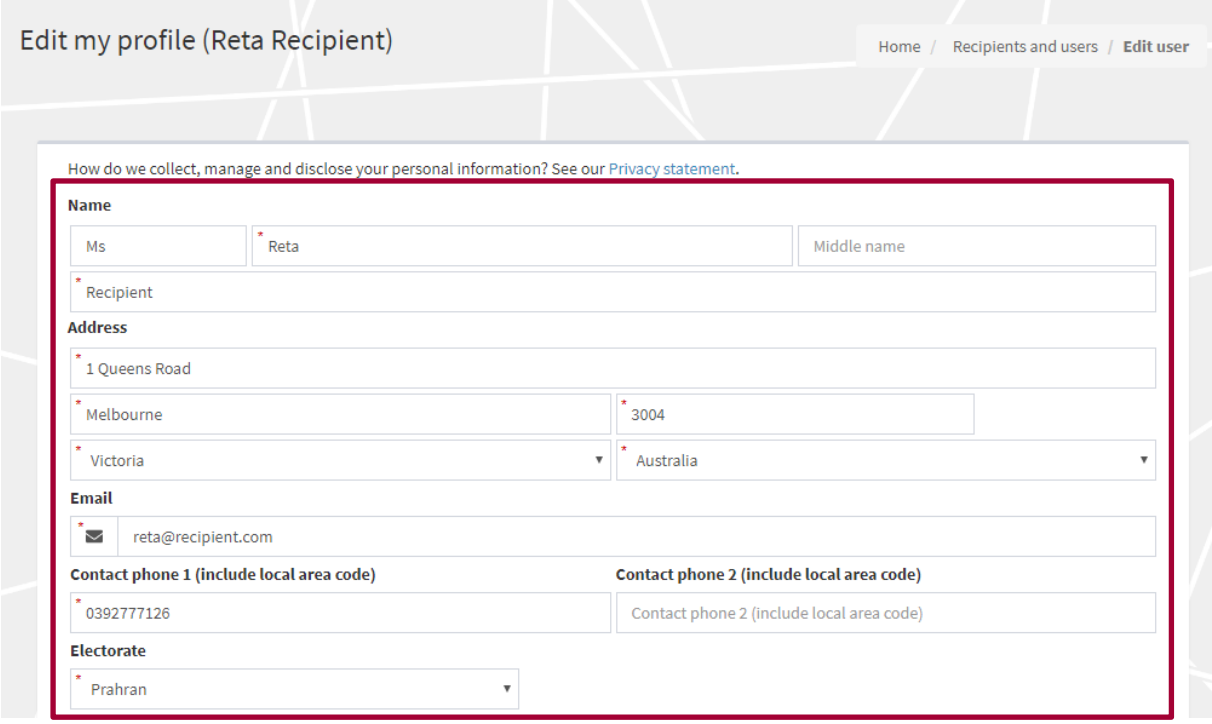
3. From the dashboard, select ‘My profile’ on the left-hand menu.
(You can also edit your profile via the ‘Recipients and users’ tab and then selecting ‘Edit’ next to your name).



4. Select ‘Edit my profile’ below your details.

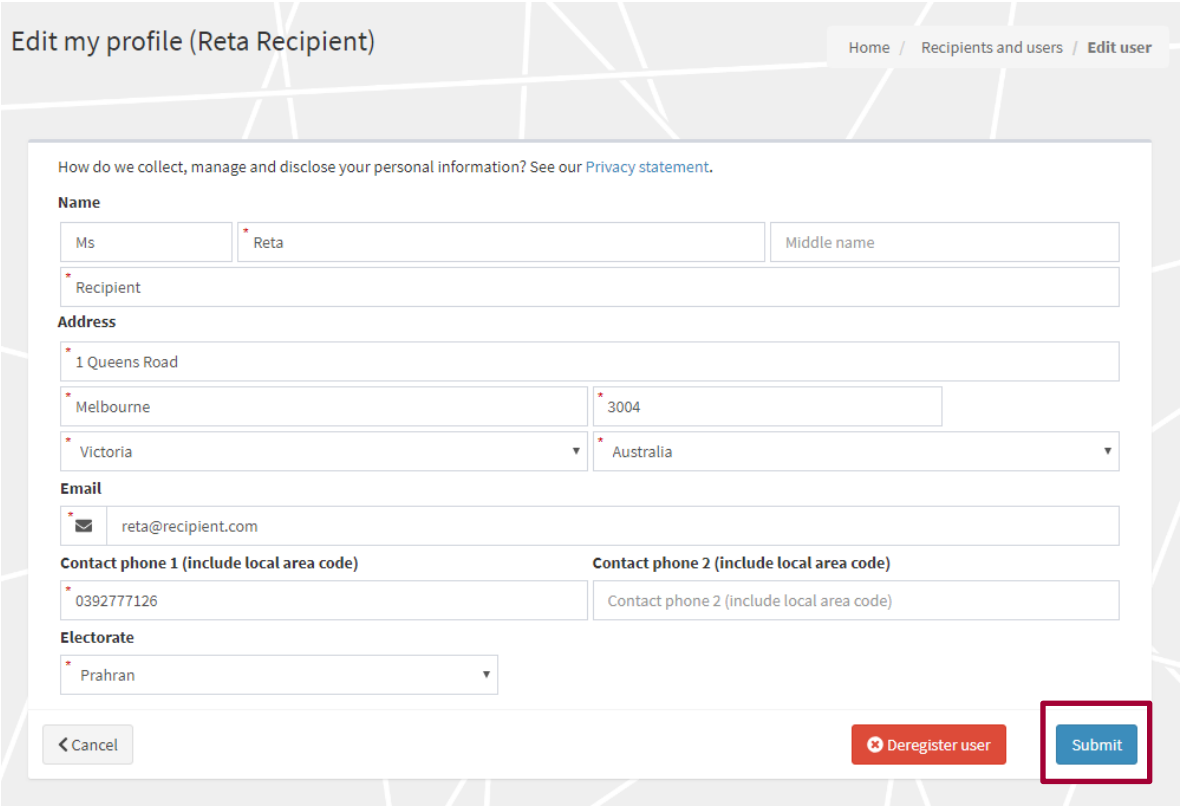


5. Select the fields you need to edit. The following mandatory fields **must** be completed:
   - first and last name
   - address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
   - email address
   - contact phone (either landline or mobile – must be 10 digits)
   - electorate (for independent elected members and independent candidates).

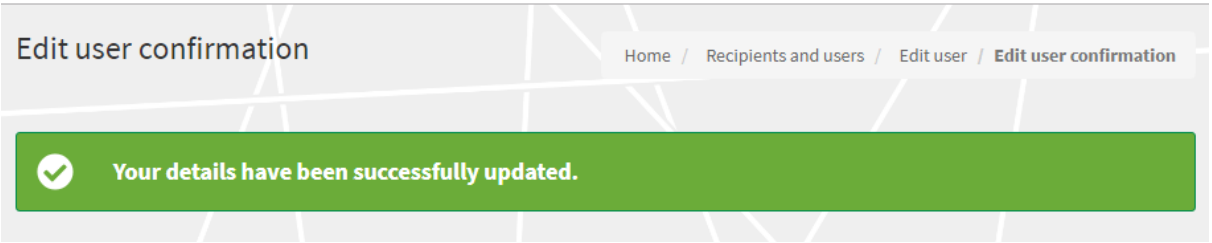


Note: mandatory fields have a red asterisk (*) in the top left-hand side.

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

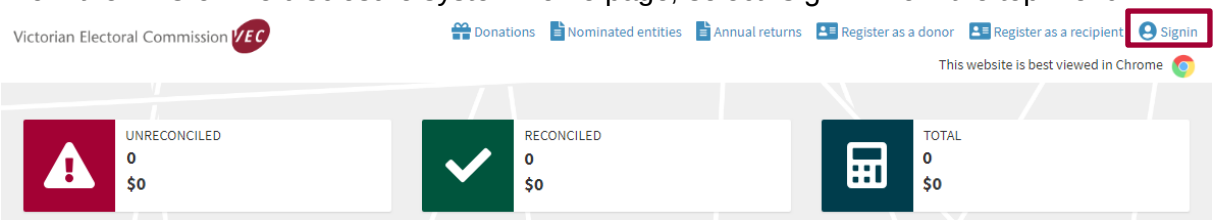


7. You will be given a confirmation screen following submission.

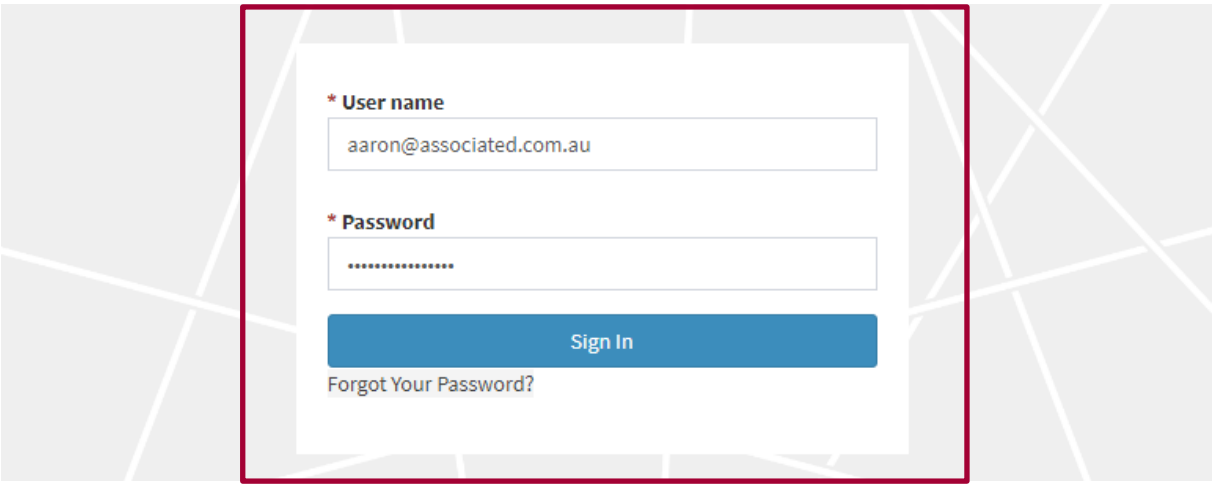


Edit process for an organisation recipient

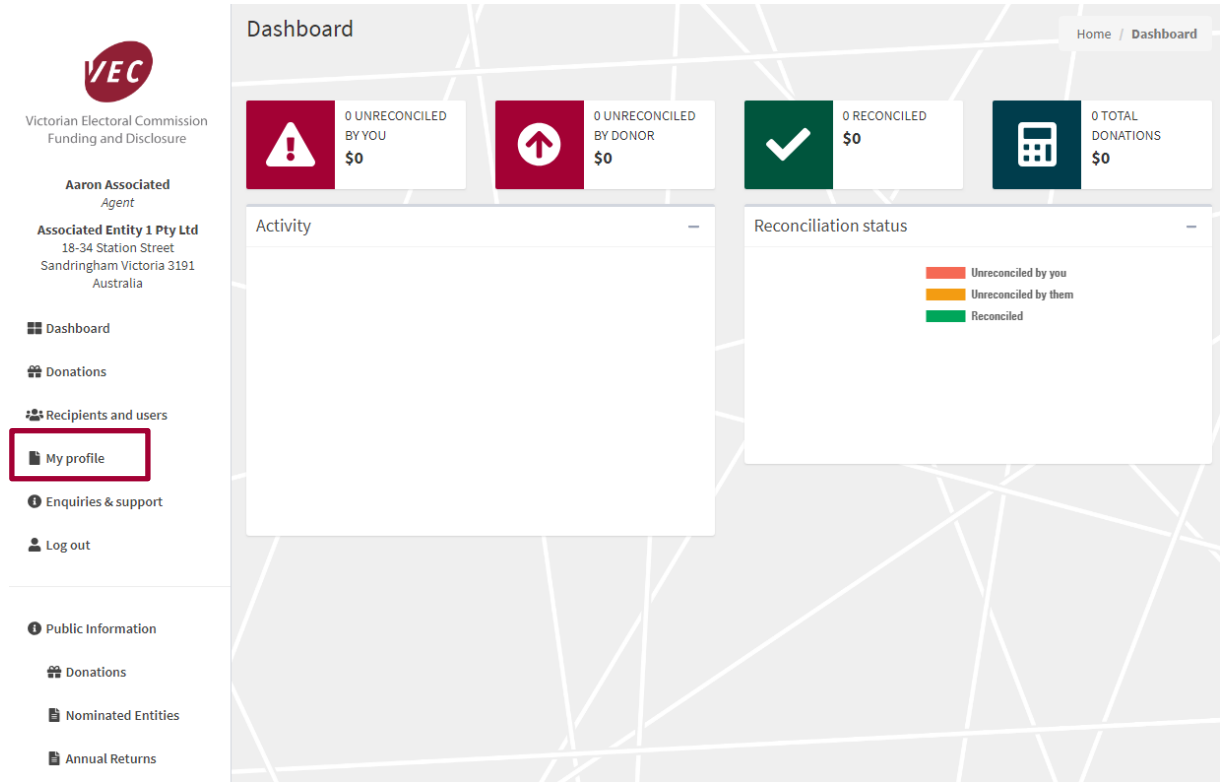
1. From the VEC online disclosure system home page, select ‘Sign in’ from the top menu



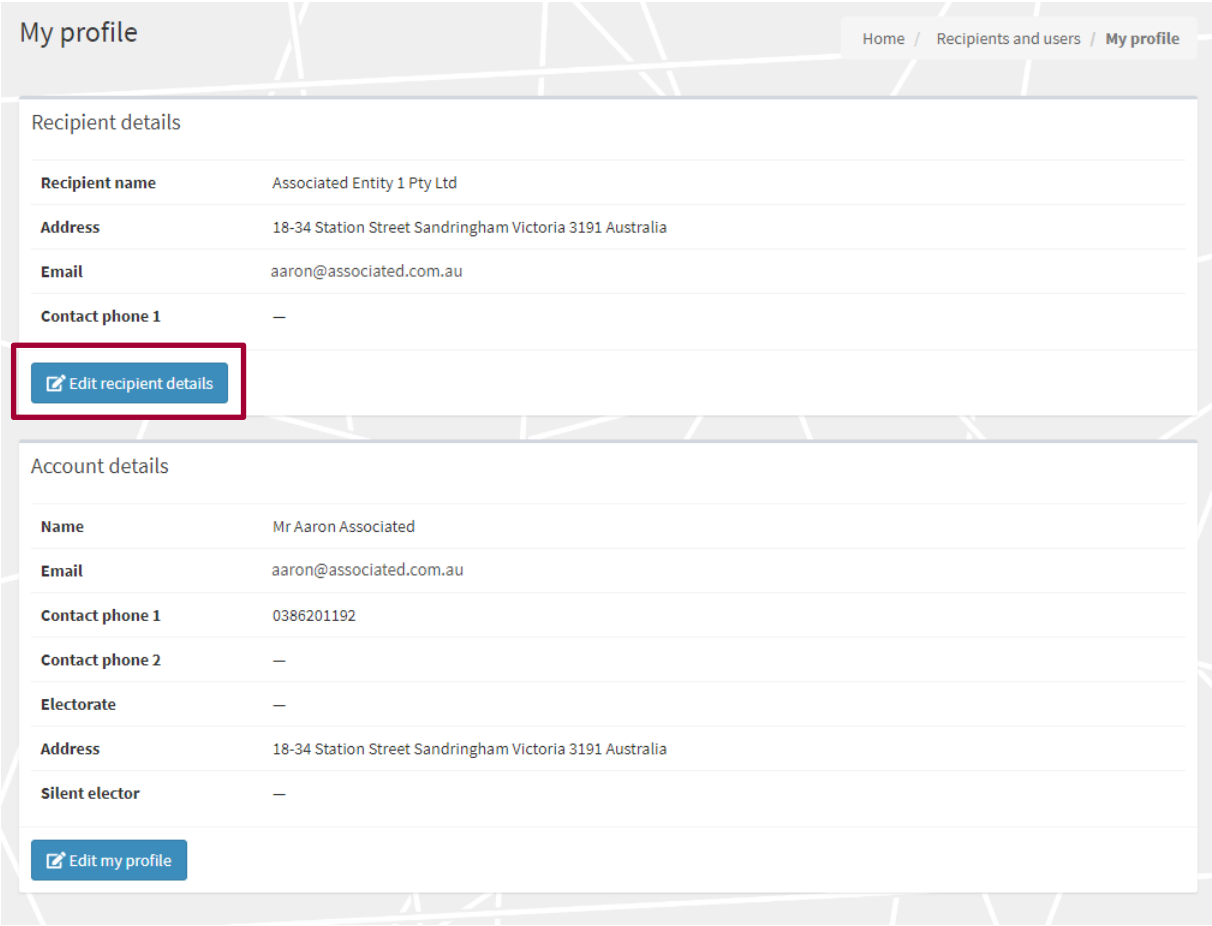
2. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’



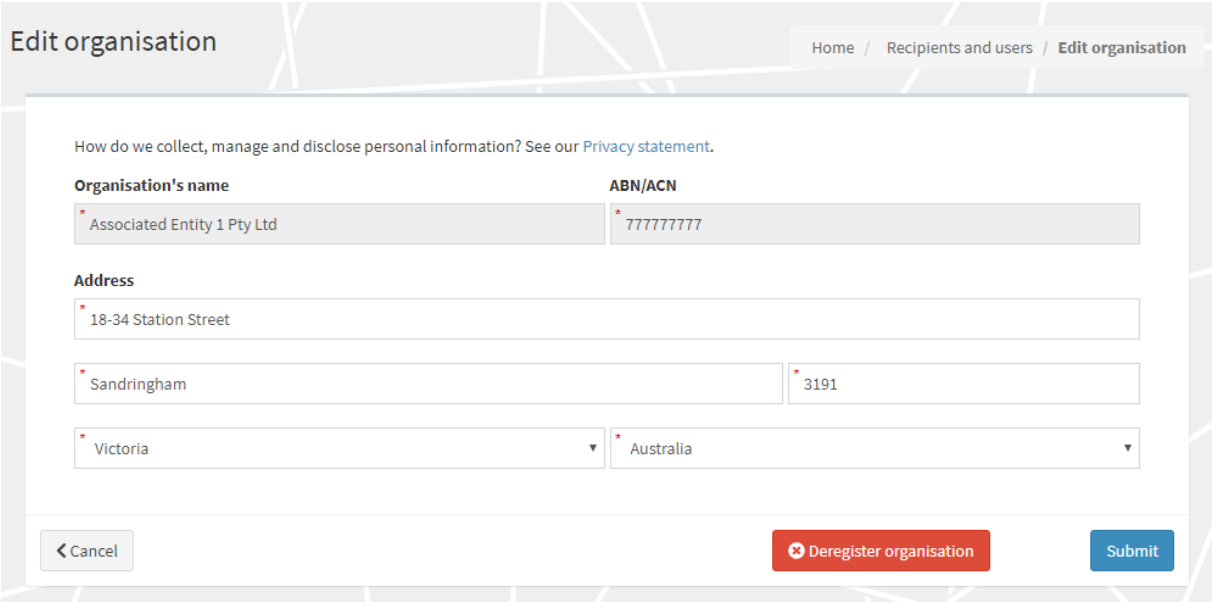
3. From the dashboard, select ‘My profile’ on the left-hand menu.
   (You can also edit your profile via the ‘Recipients and users’ tab and then selecting ‘Edit’ next to the person or organisation you want to edit).



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

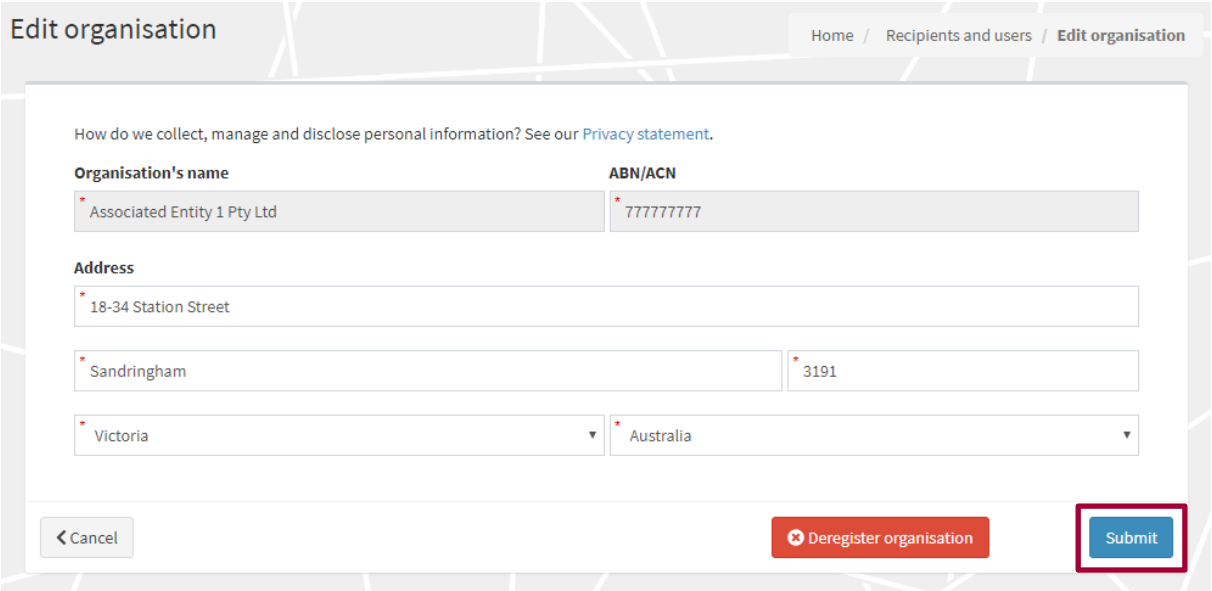


5. Select the fields you need to edit. You cannot edit the Name or ABN of the organisation, if you need to do this, contact the VEC on 131 832 or disclosures@vec.vic.gov.au. The following mandatory fields **must** be completed:
   - address – street, suburb, postcode, state (drop-down list) and country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

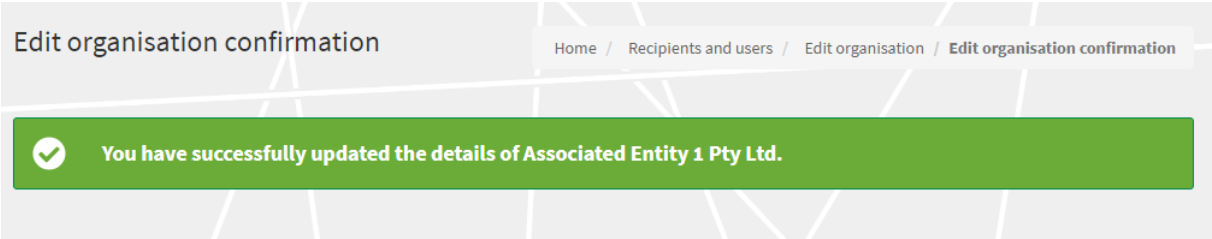


Note: mandatory fields have a red asterisk (*) in the top left-hand side.

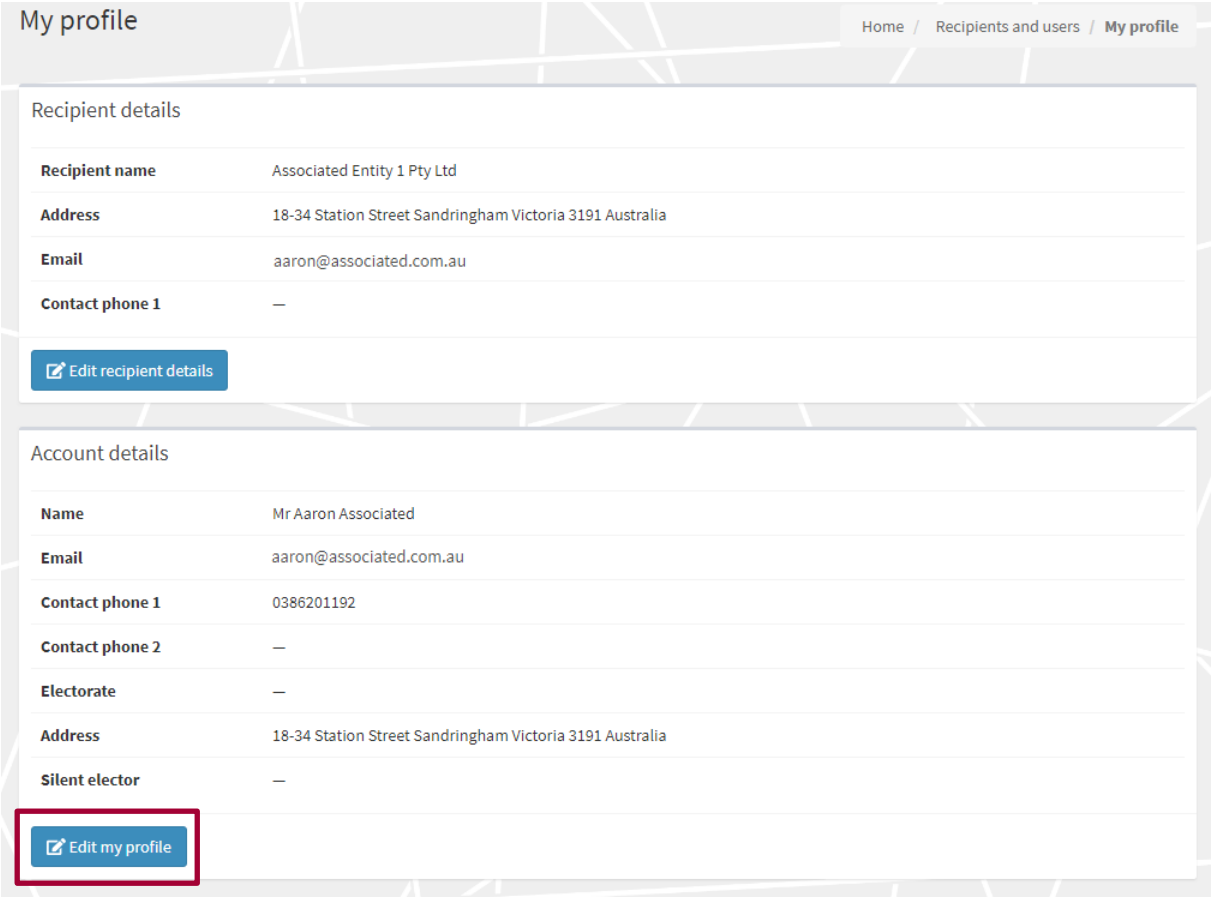
6. Once you have filled in all details, select ‘Submit’.



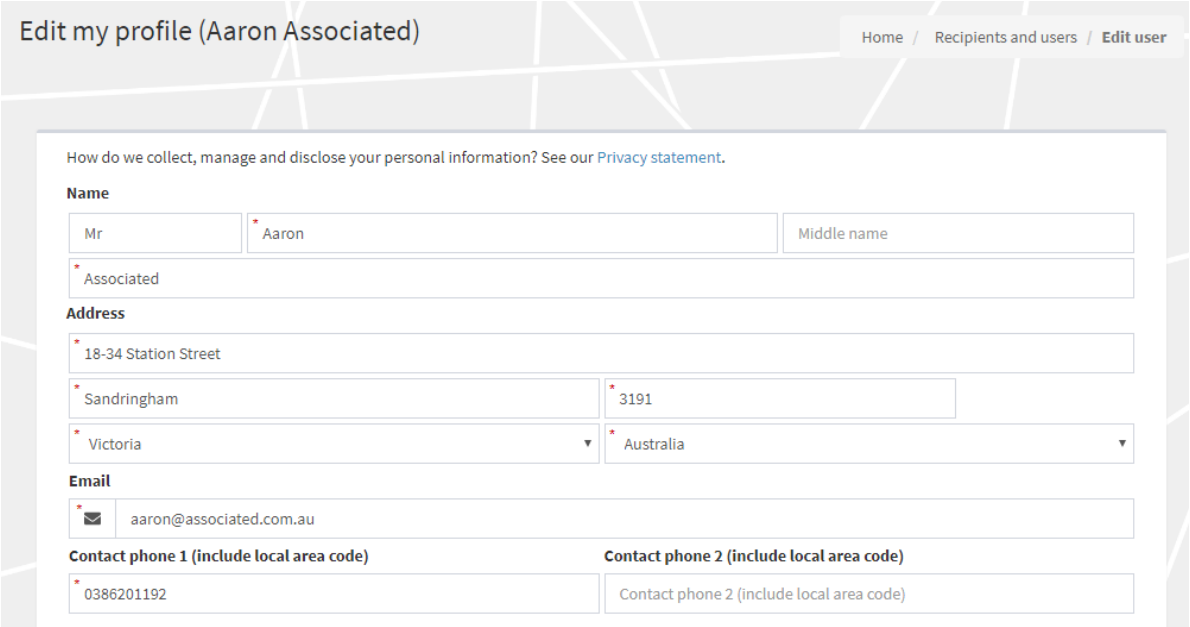
7. You will be given a confirmation screen following submission.



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

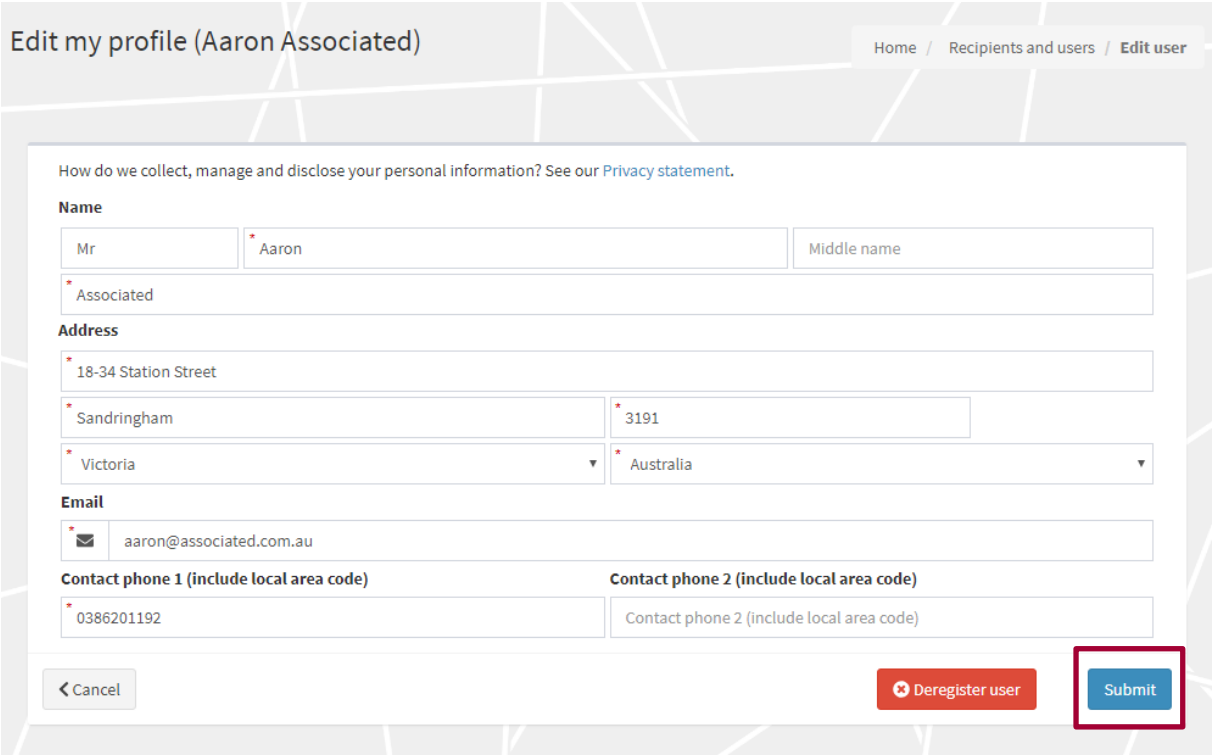


9. Select the fields you need to edit. The following mandatory fields **must** be completed:
   - first and last name
   - address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
   - email address
   - contact phone (either landline or mobile – must be 10 digits).

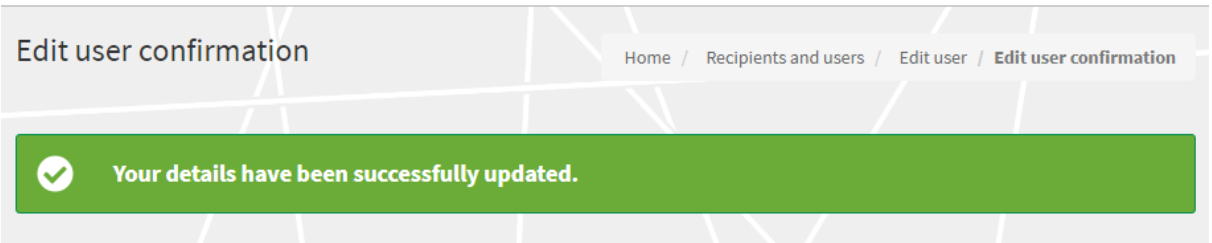


Note: mandatory fields have a red asterisk (*) in the top left-hand side.

10. Once you have filled in all details, select ‘Submit’.



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



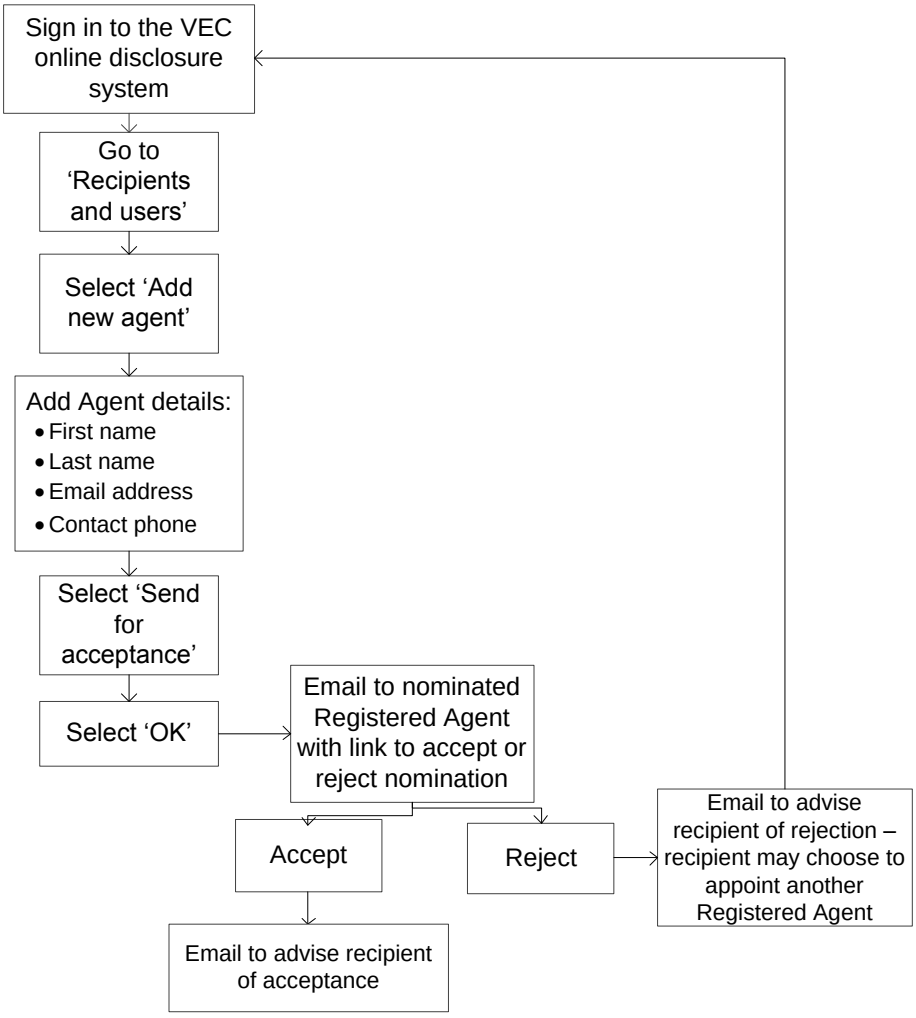
HOW TO REGISTER A REGISTERED AGENT

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.

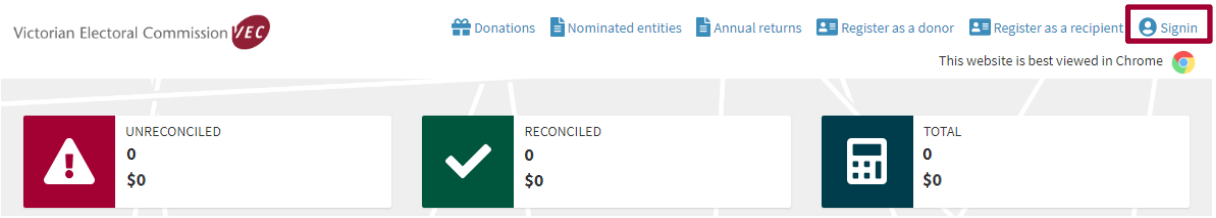
To be eligible to be appointed as a Registered Agent of a recipient, a person must be at least 18 years of age and must not have any convictions against the funding and disclosure provisions (Part 12) of the *Electoral Act 2002* (Vic), or the funding and disclosure provisions (Part XX) of the *Commonwealth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

Registered Agent registration process overview

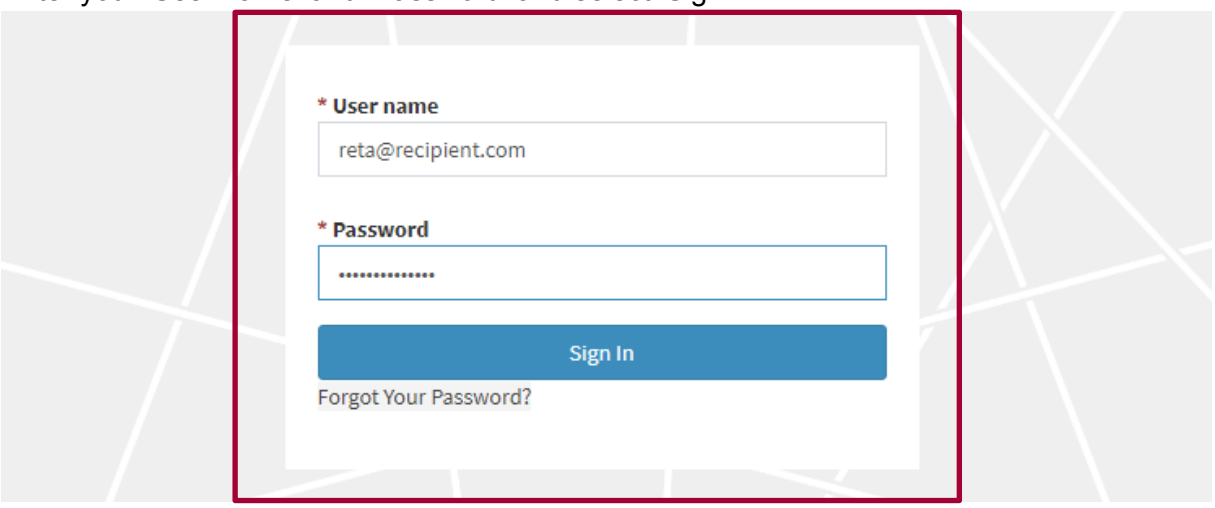


Registered Agent registration process

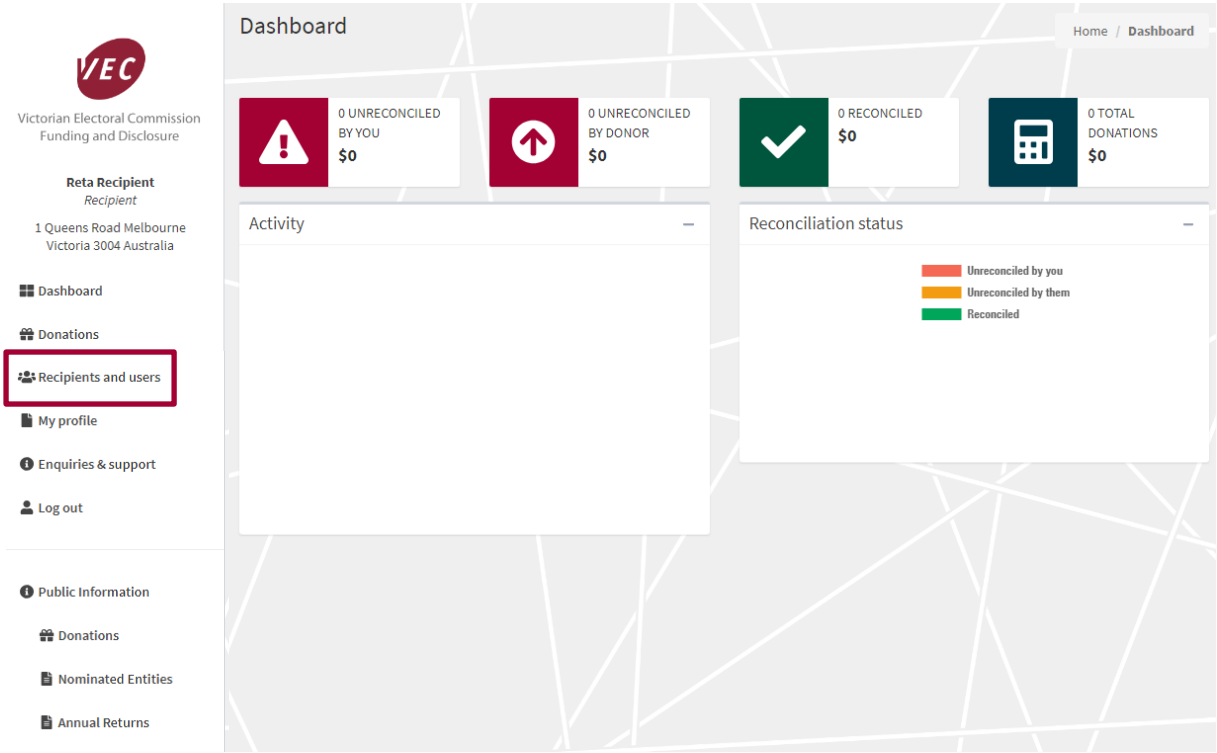
1. From the VEC online disclosure system home page, select ‘Sign in’ from the top menu.



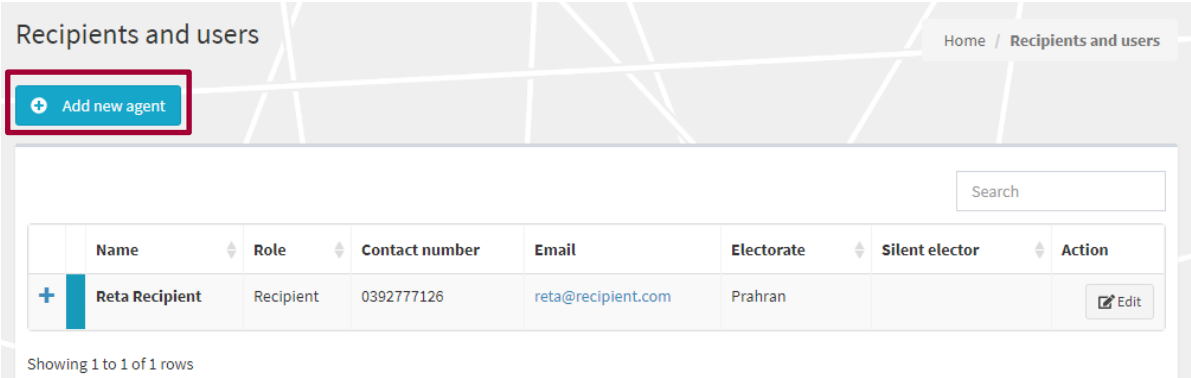
2. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’.



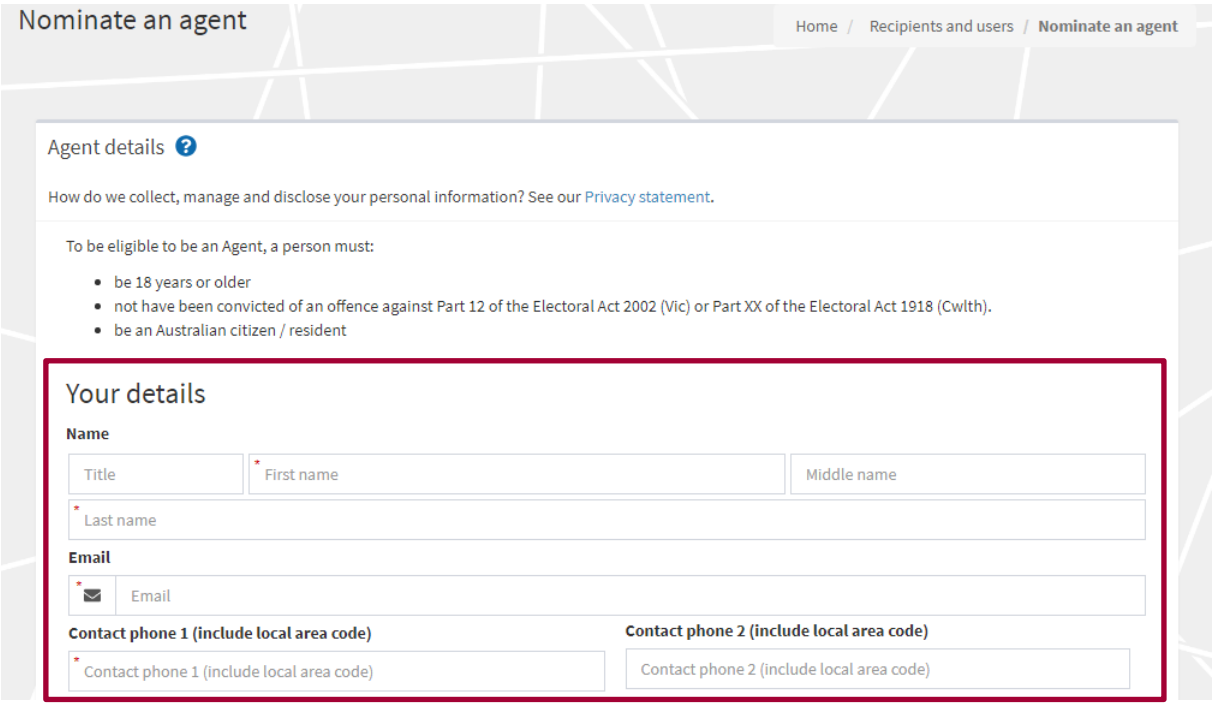
3. From the dashboard, select ‘Recipients and users’ on the left-hand menu.



4. Select ‘Add new agent’ from the top menu.

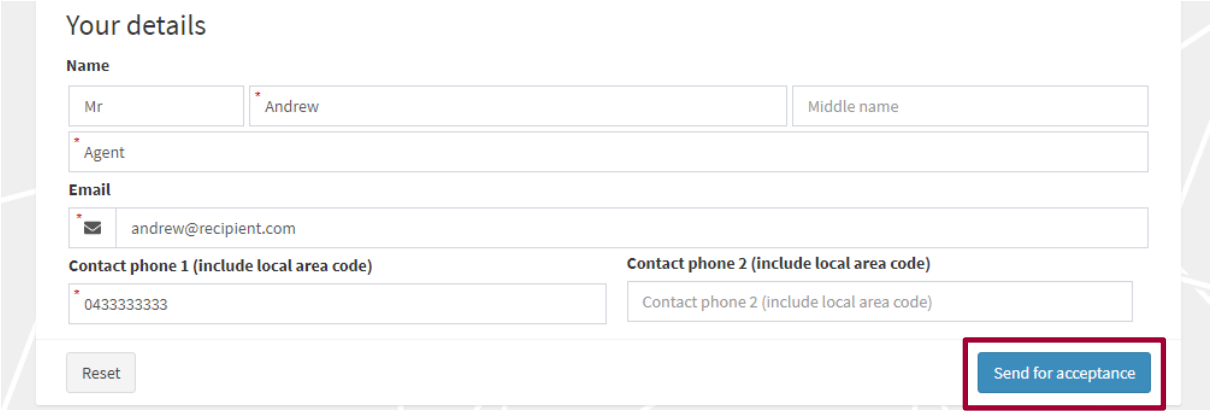


5. Enter the details of your nominated Registered Agent. You **must** complete the following mandatory fields:
   - first and last name
   - email address
   - contact phone (either landline or mobile – must be 10 digits).

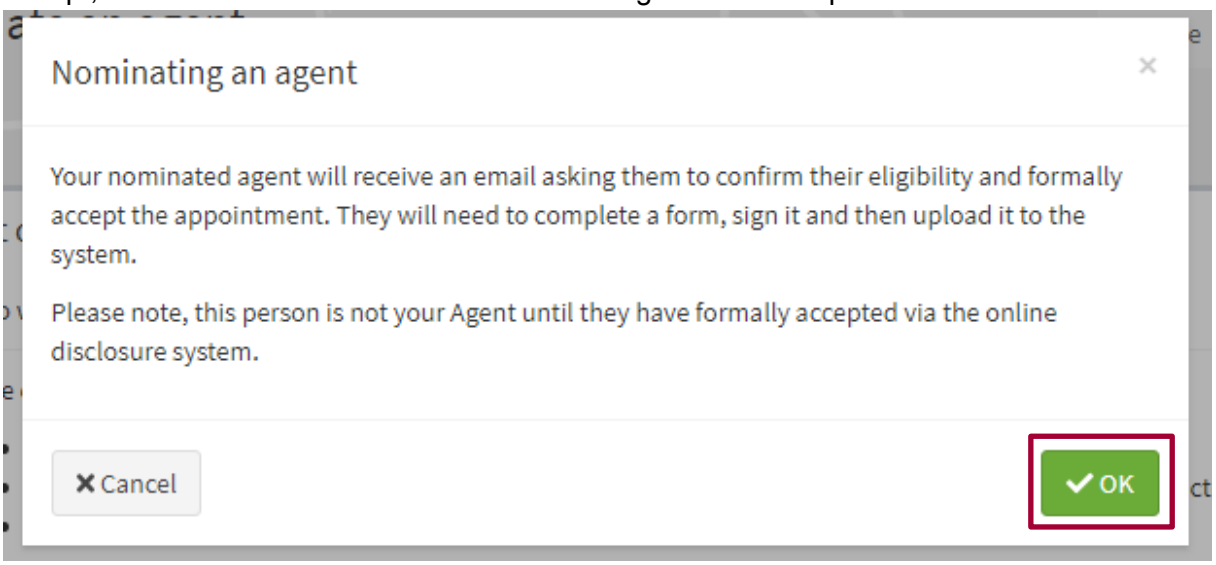


Note: mandatory fields have a red asterisk (*) in the top left-hand side.

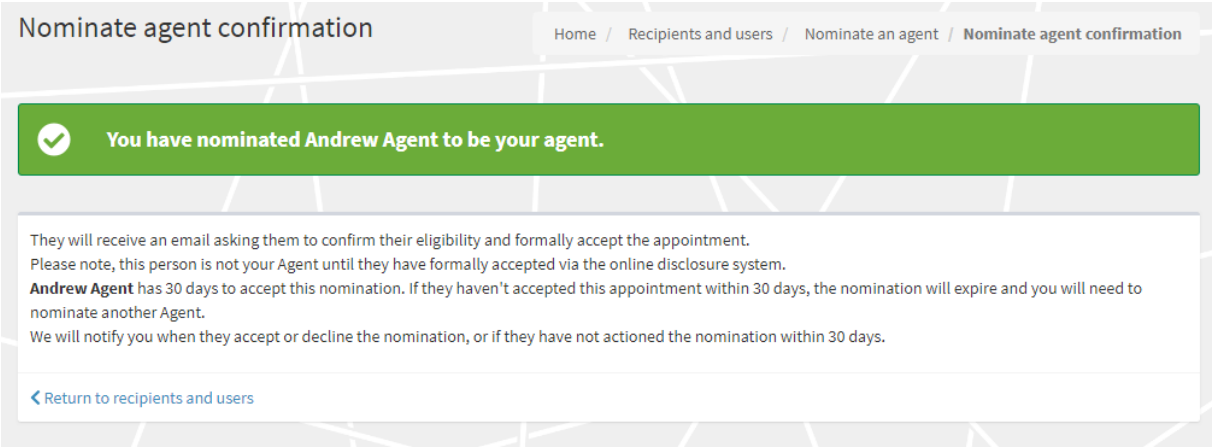
6. Once all details are filled in, select ‘Send for acceptance’.



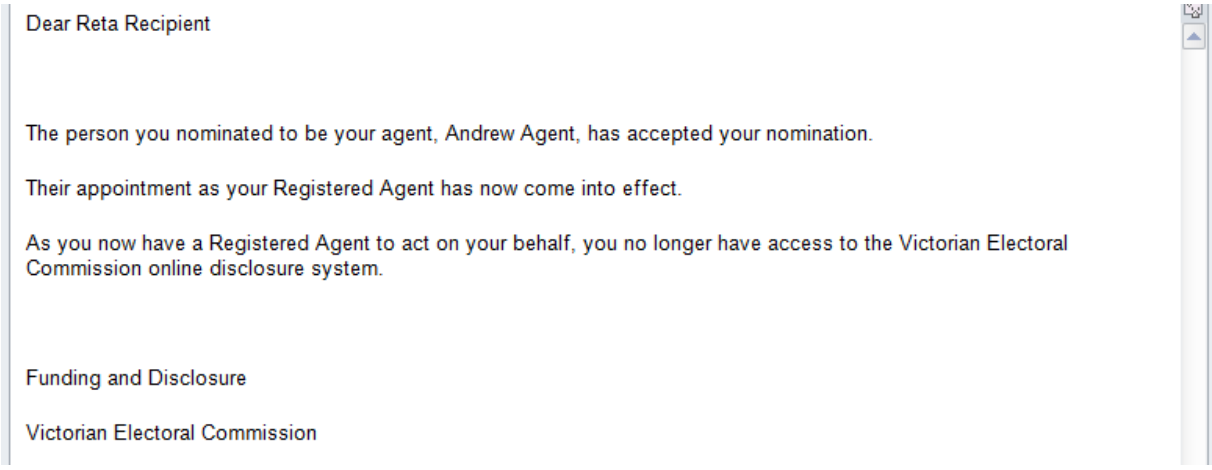
7. You will get an on-screen message advising your nominated Registered Agent will receive an email asking them to confirm their eligibility and accept the nomination. The nomination does not come into effect until they accept via the VEC online disclosure system. Select 'OK' to accept, or 'Cancel' to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



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



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.

Dear Reta Recipient

The person you nominated to be your agent, Andrew Agent, has not accepted your nomination.

Login now to nominate another Agent.

Funding and Disclosure

Victorian Electoral Commission

HOW TO EDIT THE DETAILS OF YOUR REGISTERED AGENT

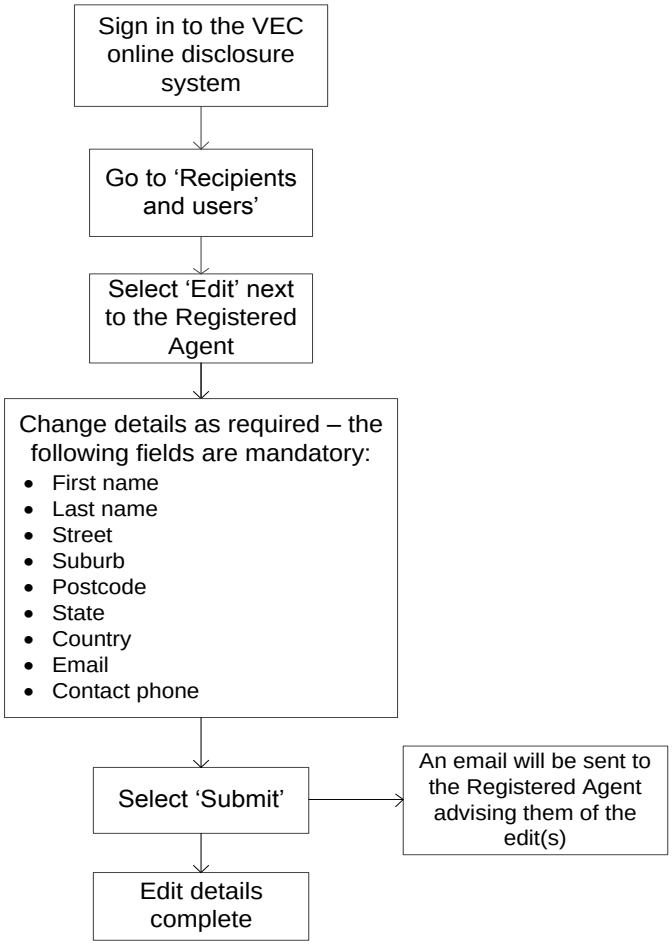
Why would I edit the details of my Registered Agent?

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.

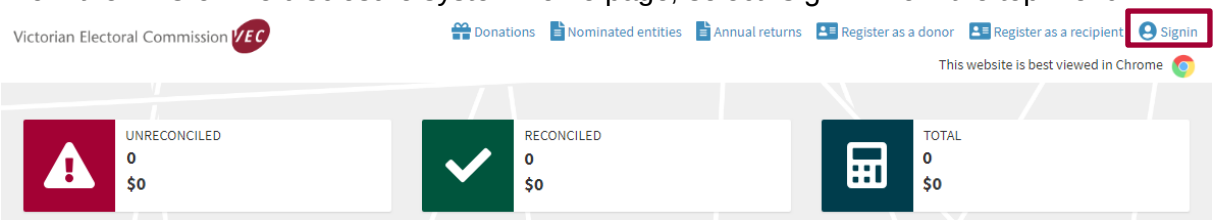
NB: recipients of registered political parties do not have access to the VEC online disclosure system, only the Registered Officer (as the Registered Agent) can edit their details.

Registered Agent edit process overview

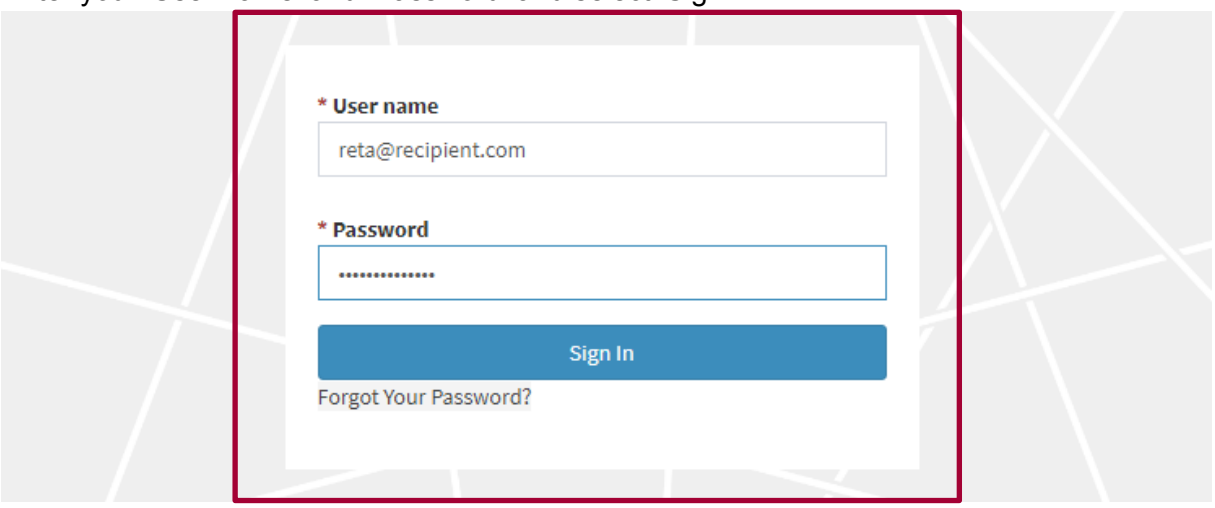


Registered Agent edit process

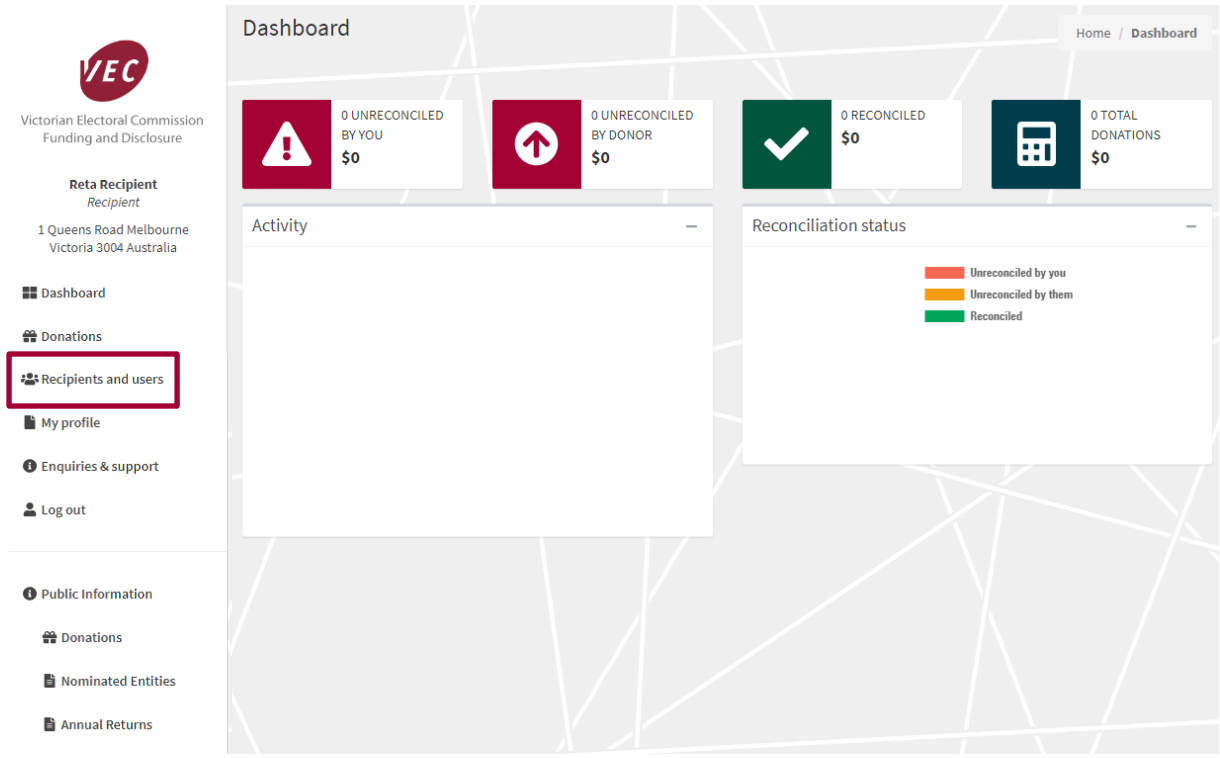
1. From the VEC online disclosure system home page, select ‘Sign in’ from the top menu.



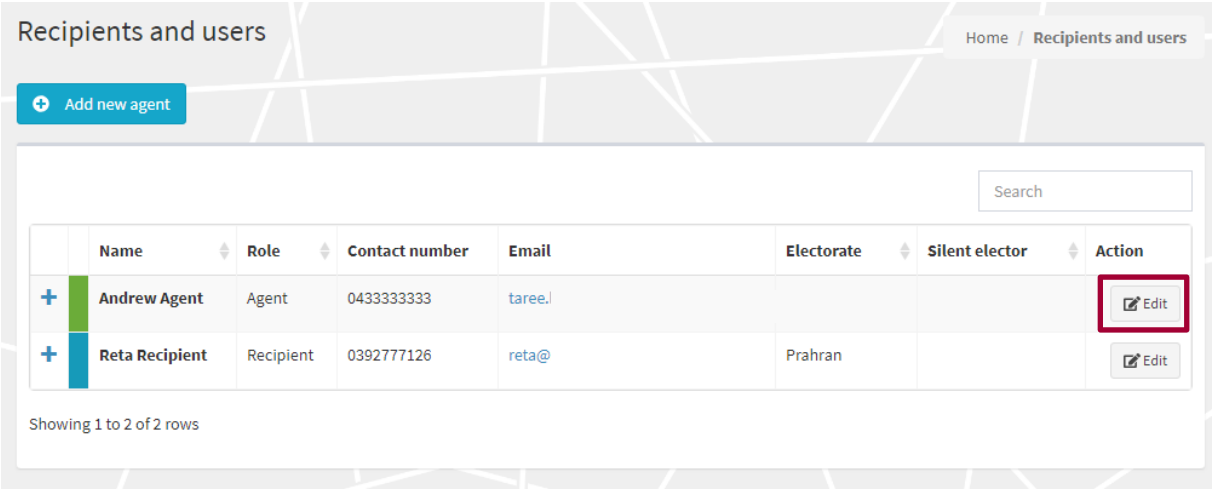
2. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’.



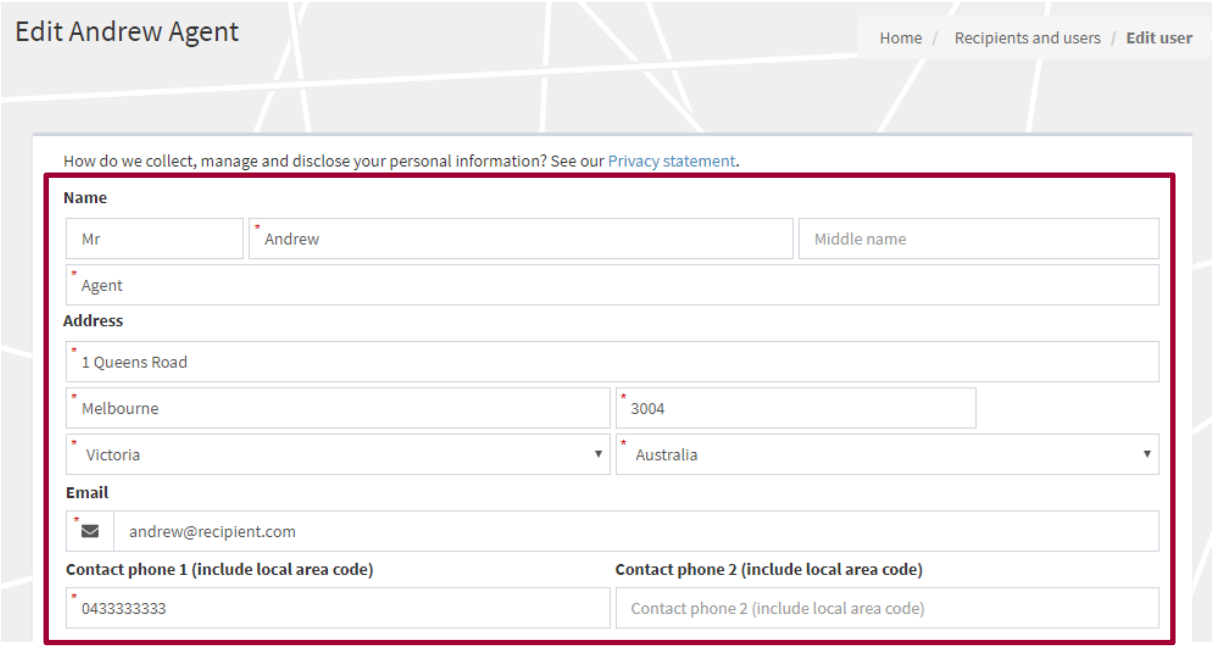
3. From the dashboard, select ‘Recipients and users’ on the left-hand menu.



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

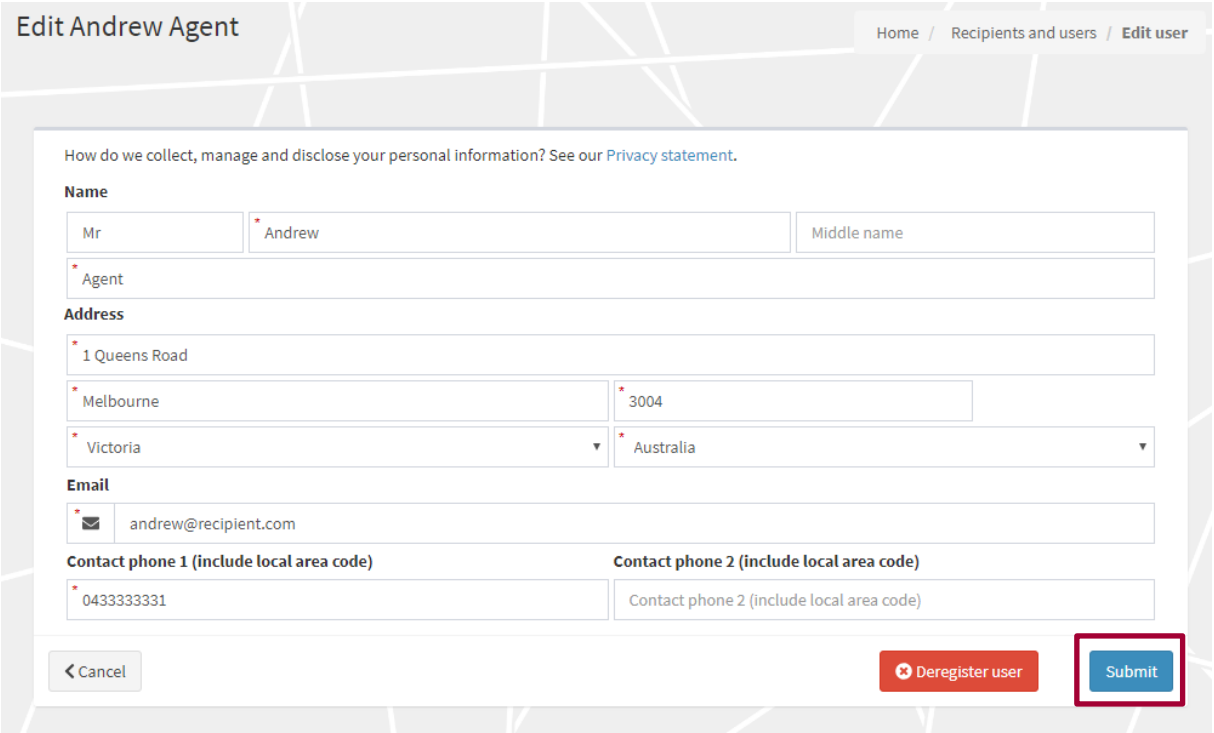


5. Select the fields you need to edit. The following mandatory fields **must** be completed:
   - first and last name
   - address – street, suburb, postcode, state (drop-down list) and country (drop-down list)
   - email address
   - contact phone (either landline or mobile – must be 10 digits)

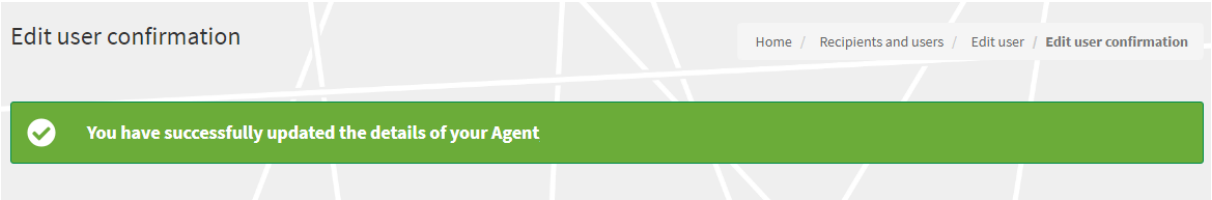


Note: mandatory fields have a red asterisk (*) in the top left-hand side.

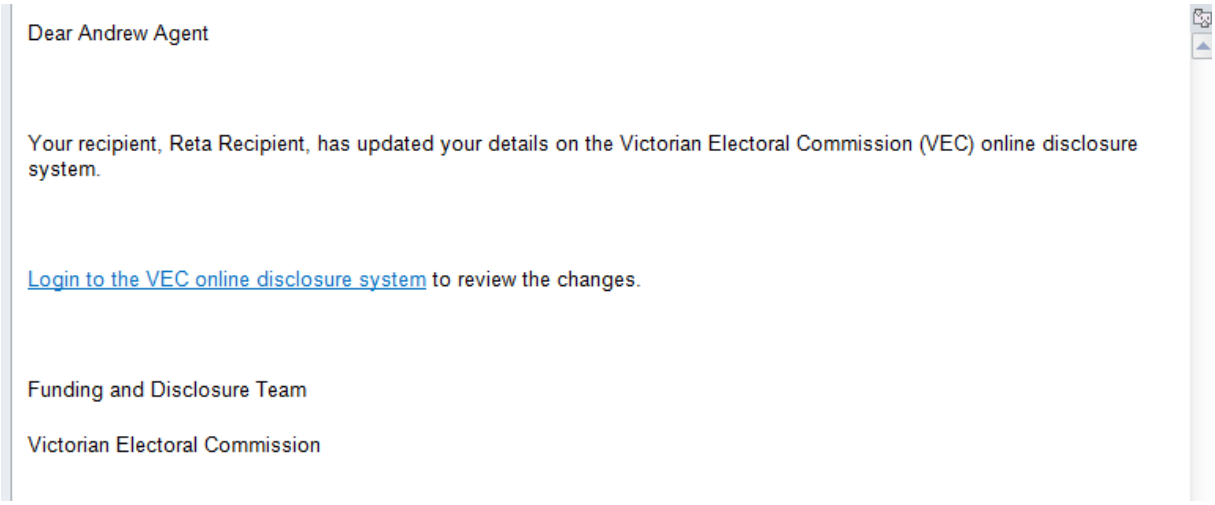
6. Once you have filled in all details, select ‘Submit’.



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



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

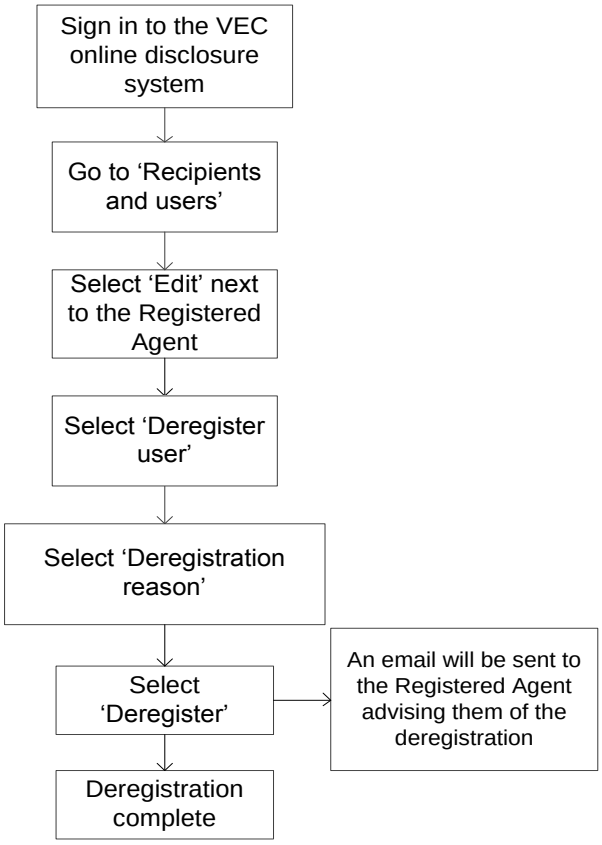
Why would I deregister my Registered Agent?

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.

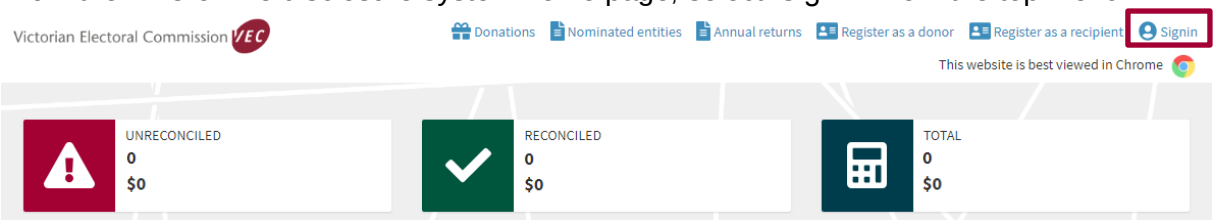
Please note once a Registered Agent is deregistered, they and any Deputy Registered Agents they have appointed will lose access to the system. The recipient will become the default Agent once the Registered Agent has been deregistered.

Registered Agent deregistration process overview

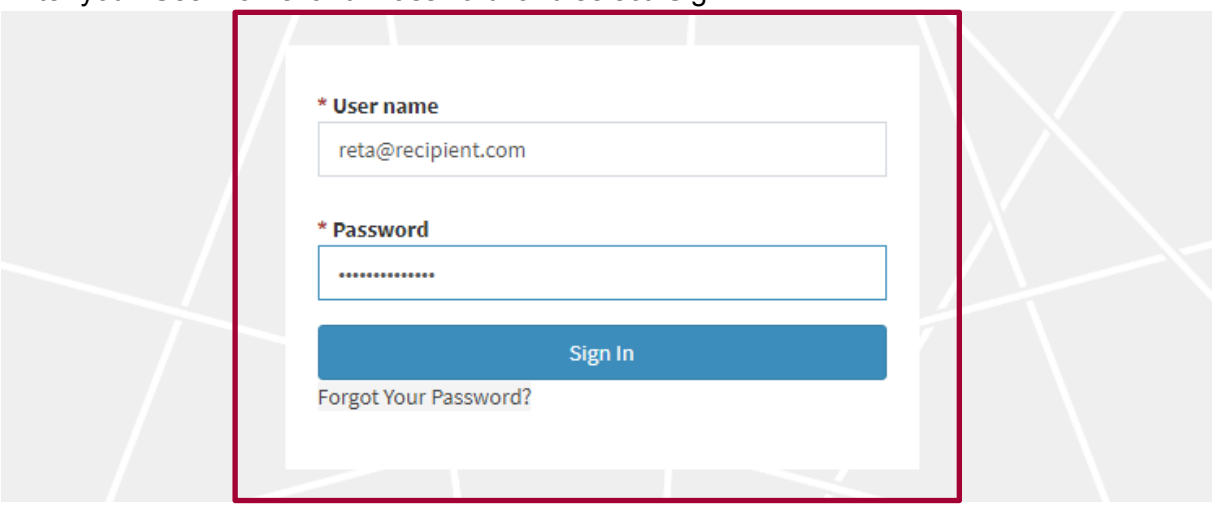


Registered Agent deregistration process

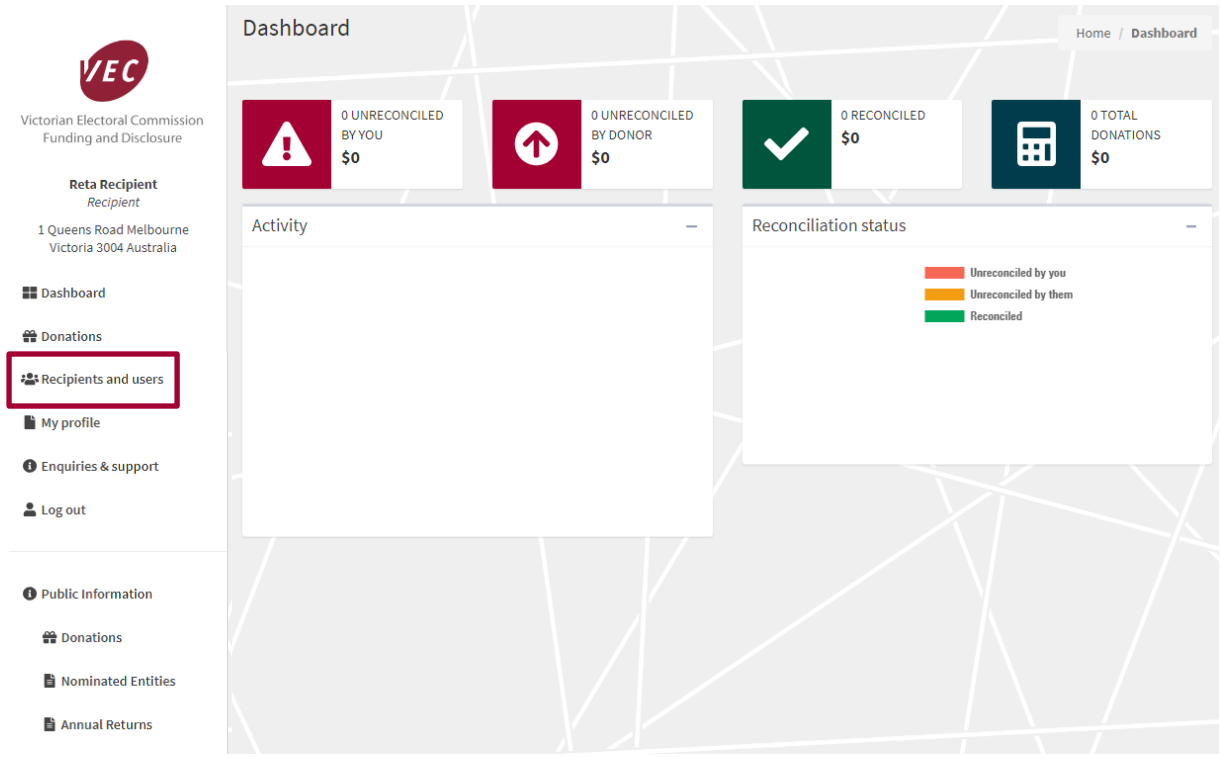
1. From the VEC online disclosure system home page, select ‘Sign in’ from the top menu.



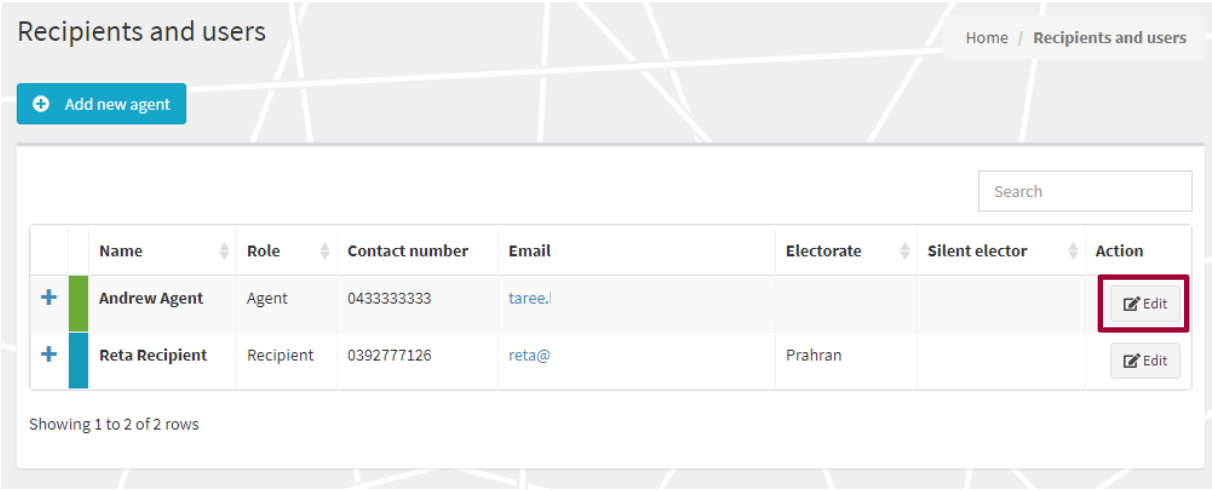
2. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’.



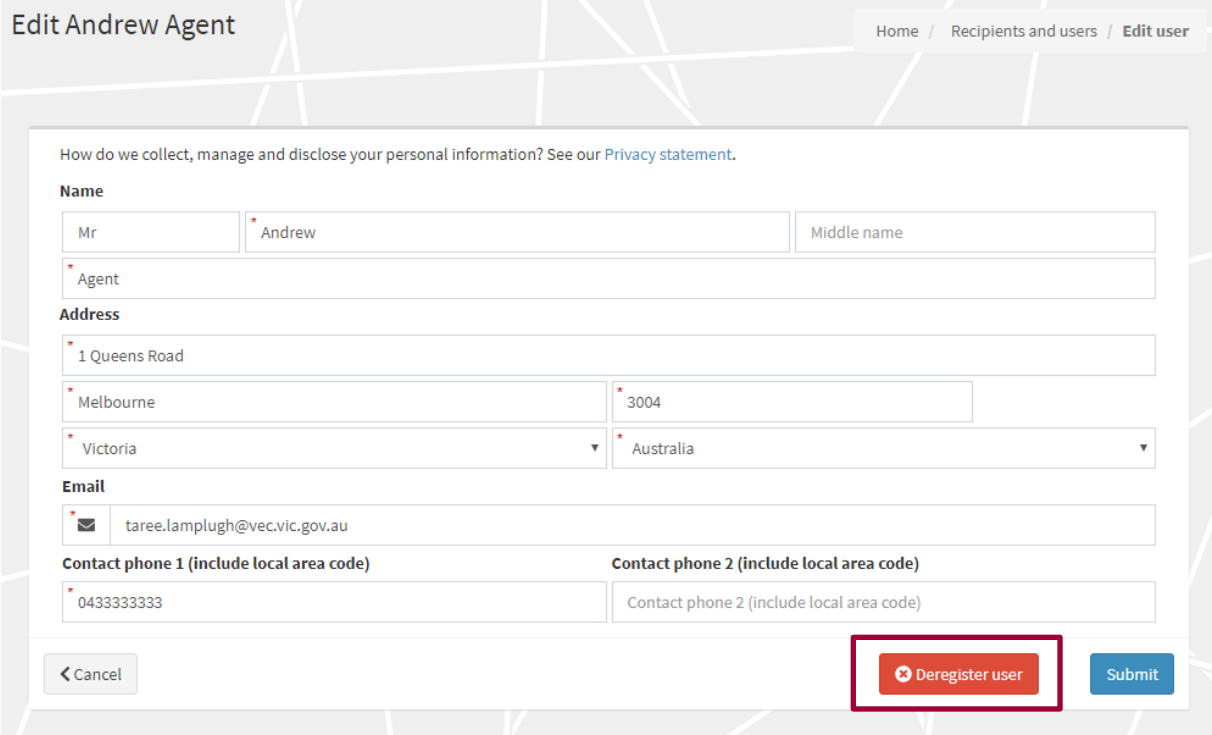
3. From the dashboard, select ‘Recipients and users’ on the left-hand menu.



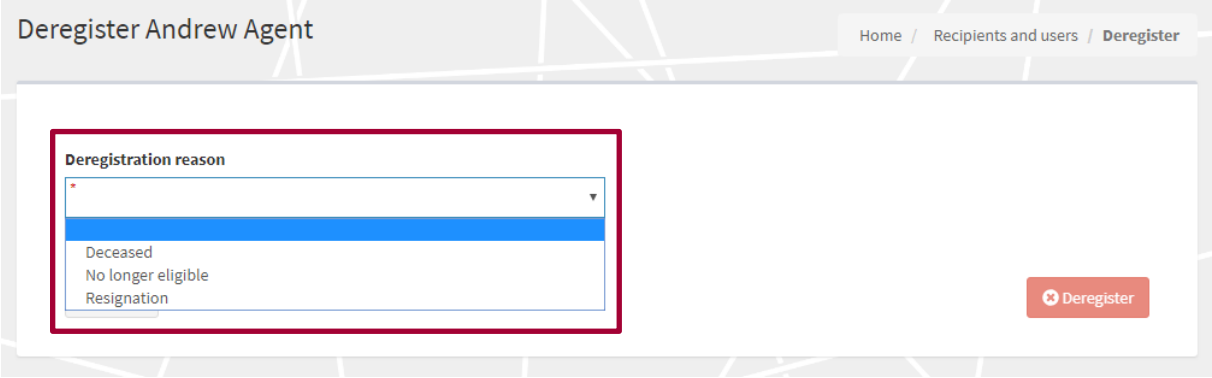
4. Select ‘Edit’ next to the Registered Agent you want to edit.



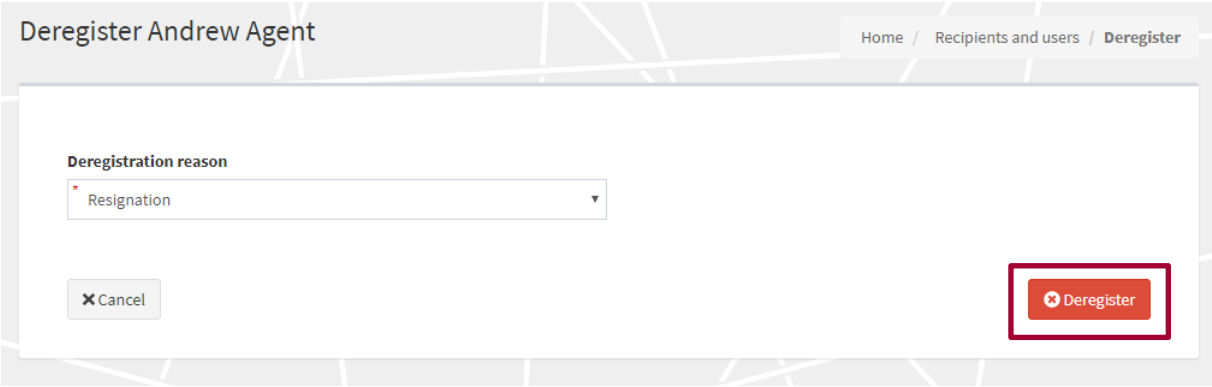
5. Select ‘Deregister user’ at the bottom of the page.



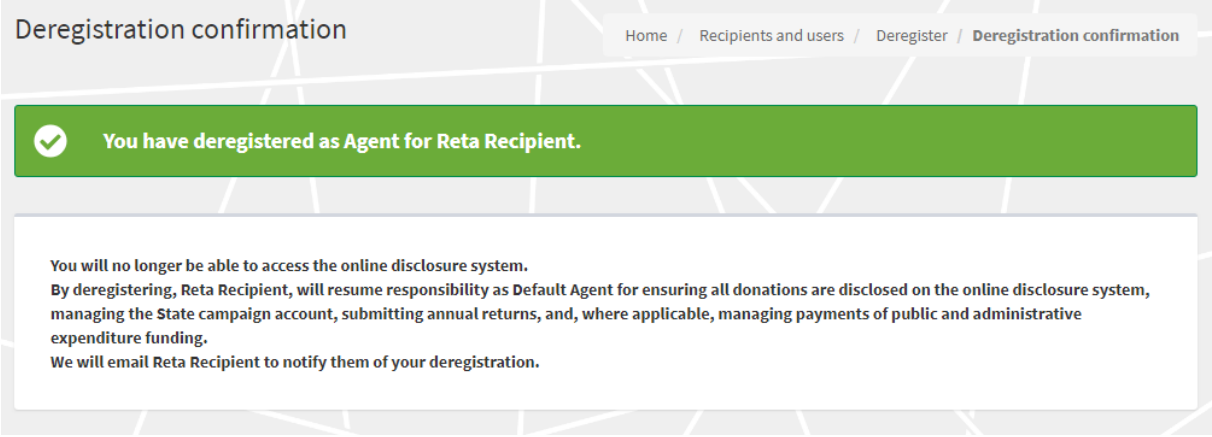
6. Select the reason for deregistration from the drop-down list.



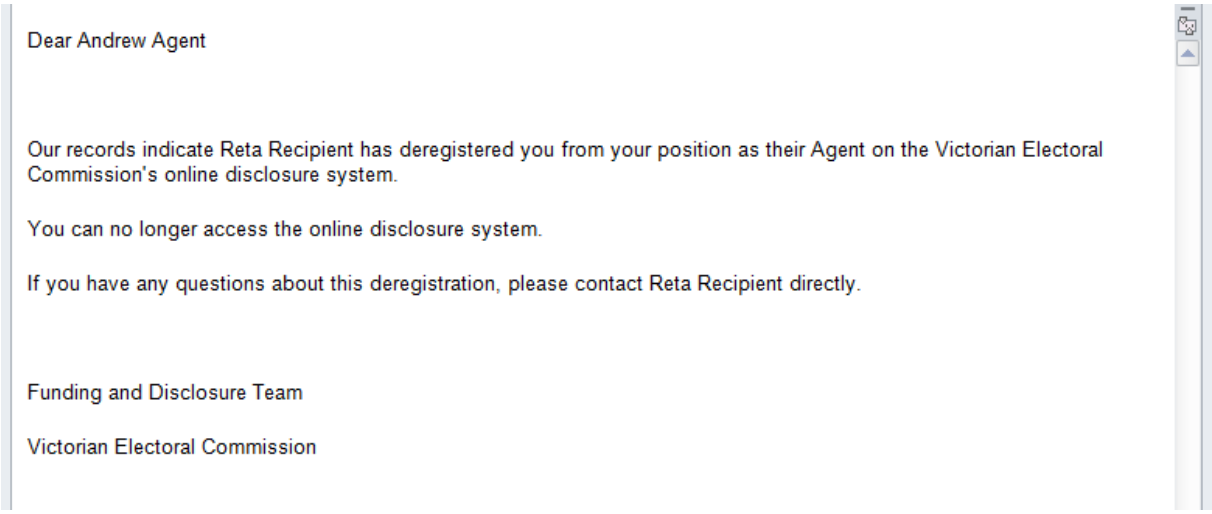
7. Once you have selected a reason, select ‘Deregister’



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



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

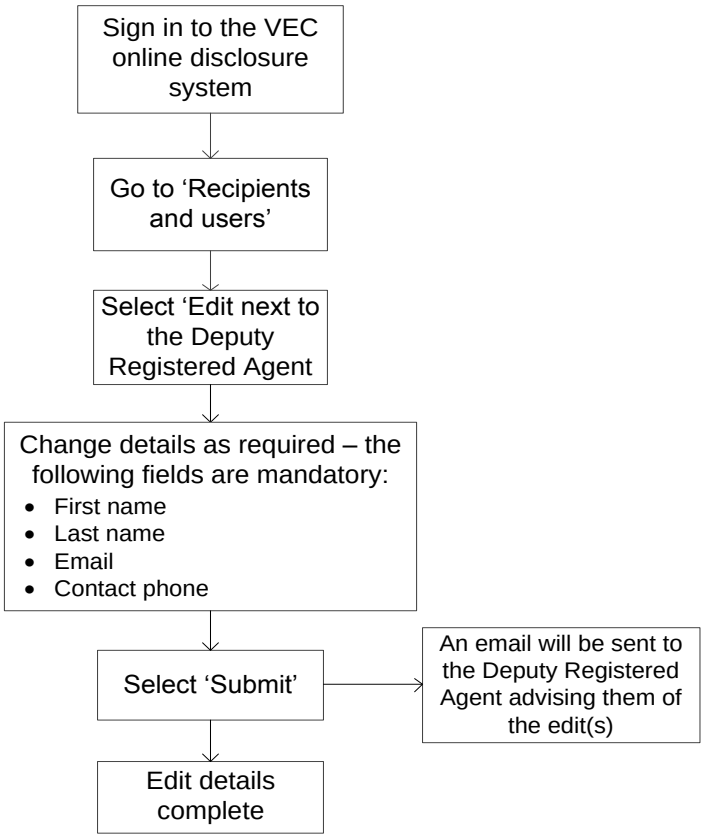
Victorian Electoral Commission

HOW TO EDIT THE DETAILS OF A DEPUTY REGISTERED AGENT

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

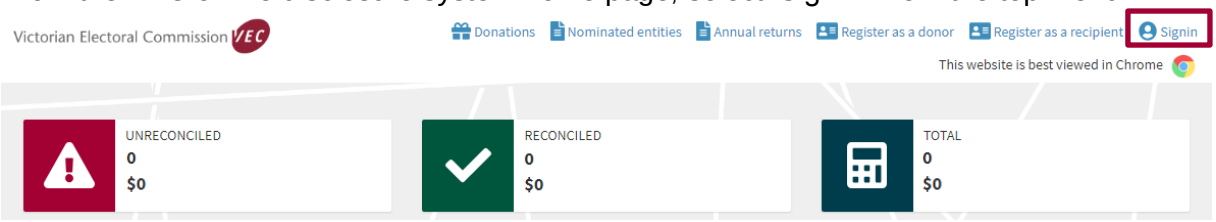
Deputy Registered Agents assist Registered Agents in managing a recipient's funding and disclosure obligations. The VEC may need to get in touch with Deputy Registered Agents, so their details should be kept up-to-date at all times.

Deputy Registered Agent edit process overview

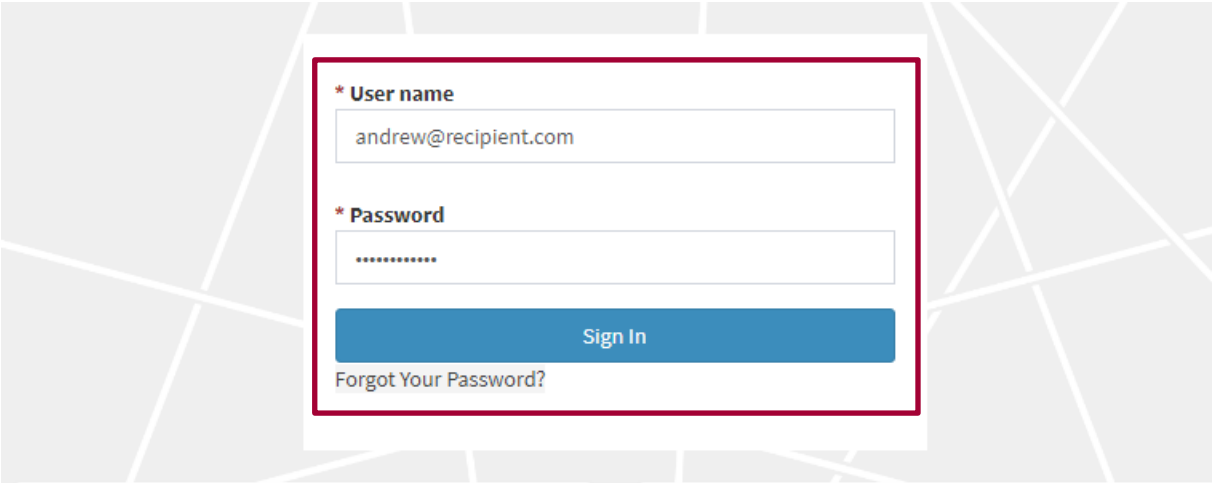


Deputy Registered Agent edit process

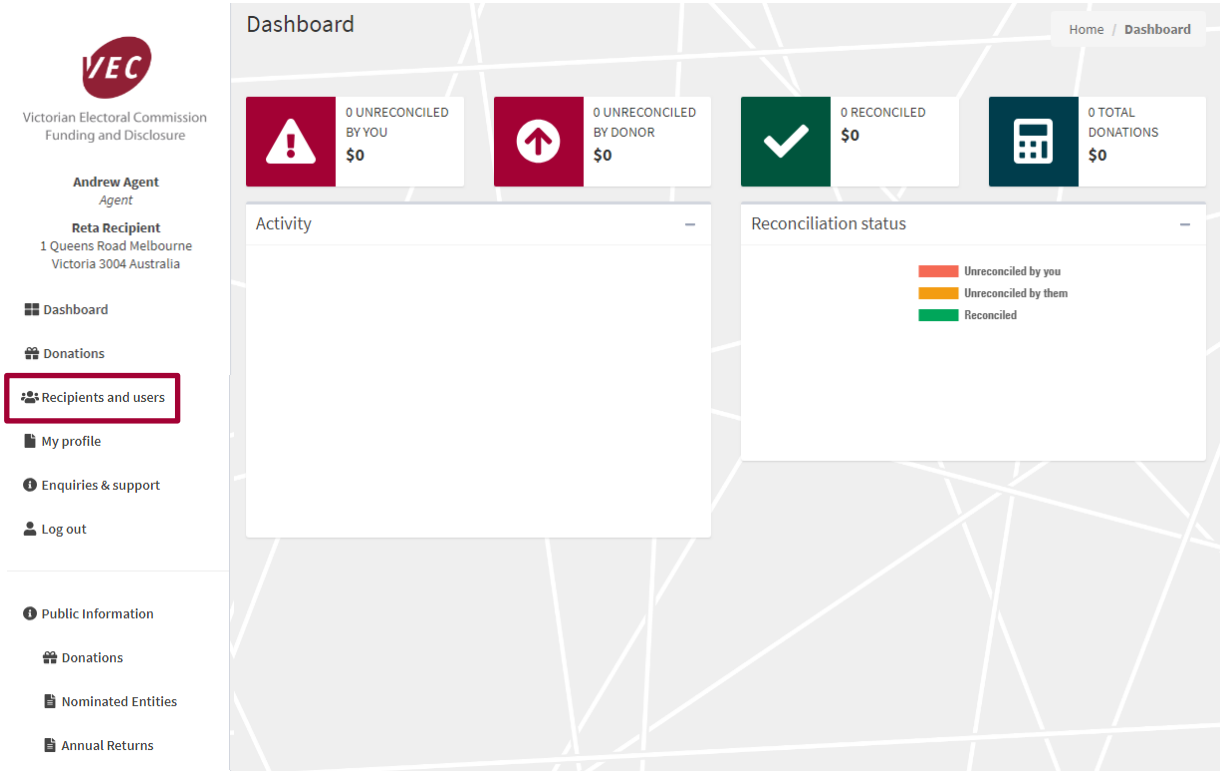
1. From the VEC online disclosure system home page, select ‘Sign in’ from the top menu.



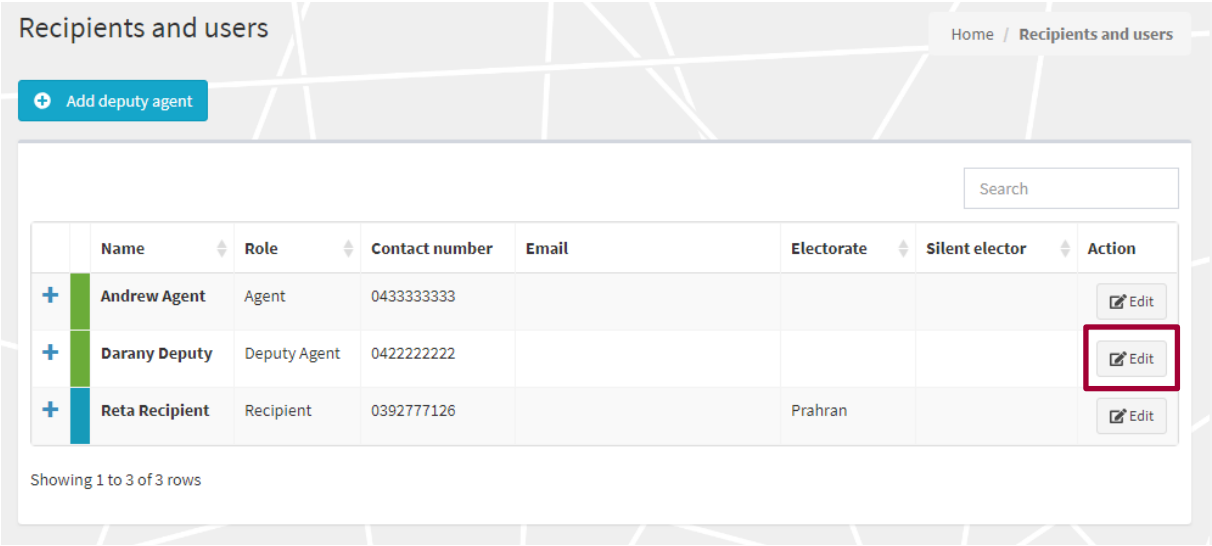
2. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’.



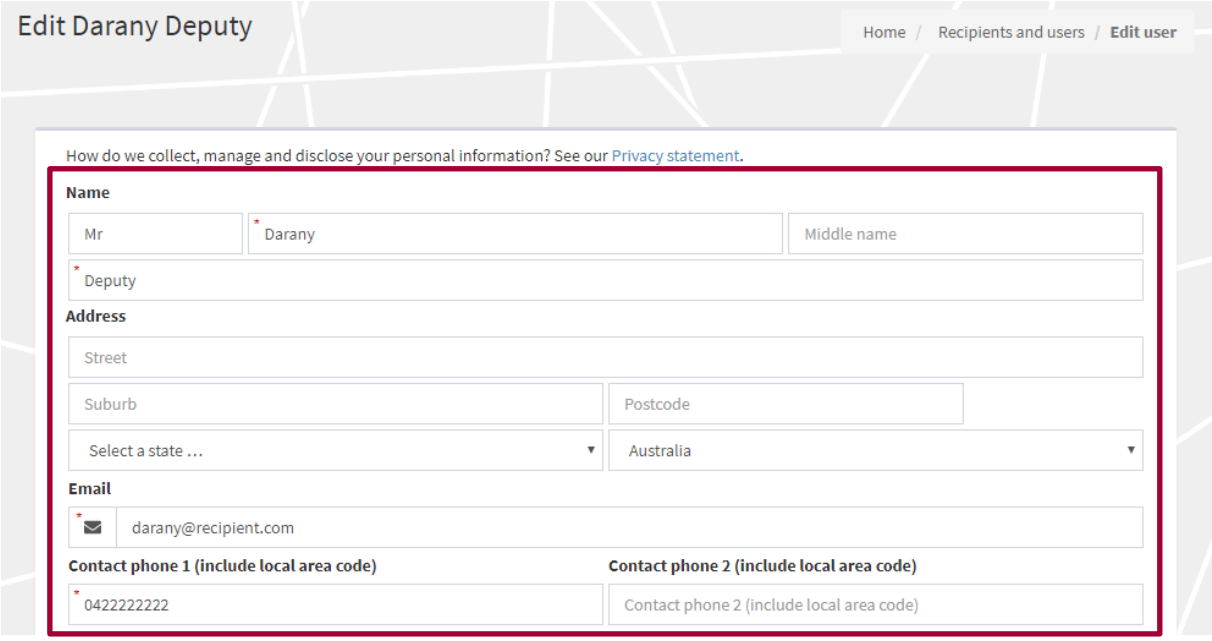
3. From the dashboard, select ‘Recipients and users’ on the left-hand menu.



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

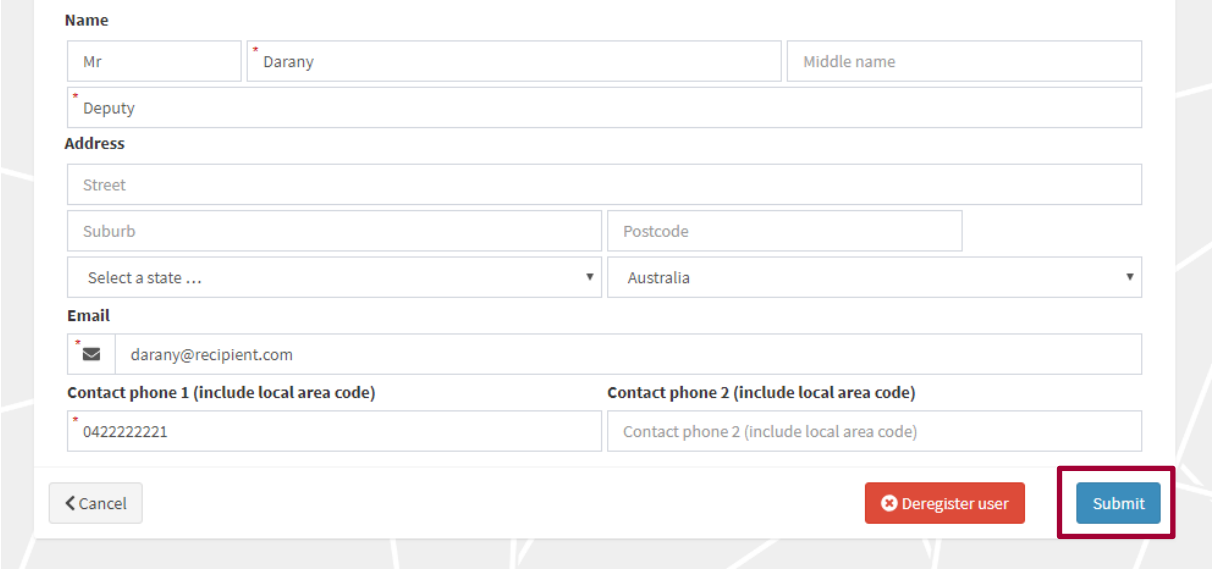


5. Select the fields you need to edit. The following mandatory fields **must** be completed:
   - first and last name
   - email address
   - contact phone (either landline or mobile – must be 10 digits).

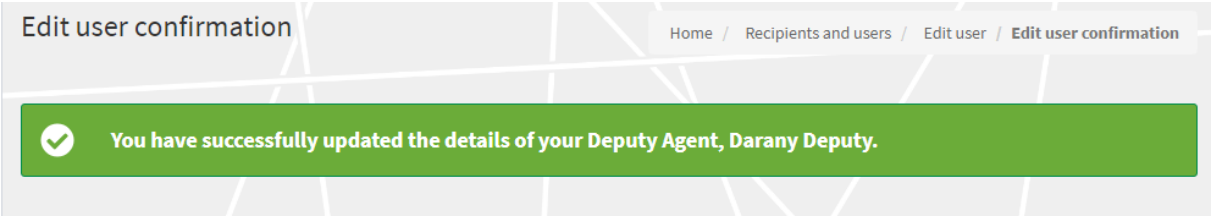


Note: mandatory fields have a red asterisk (*) in the top left-hand side.

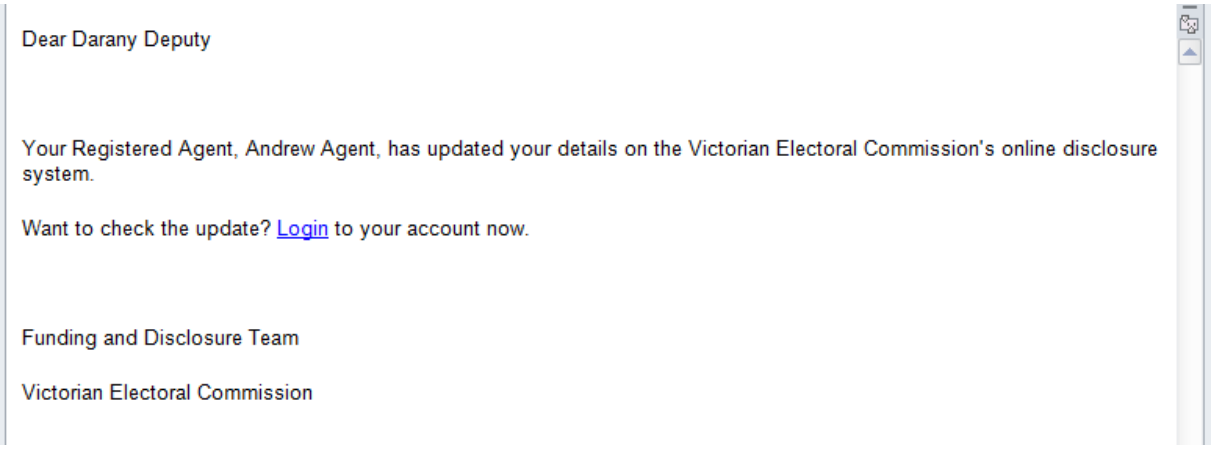
6. Once you have filled in all details, select ‘Submit’.



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



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

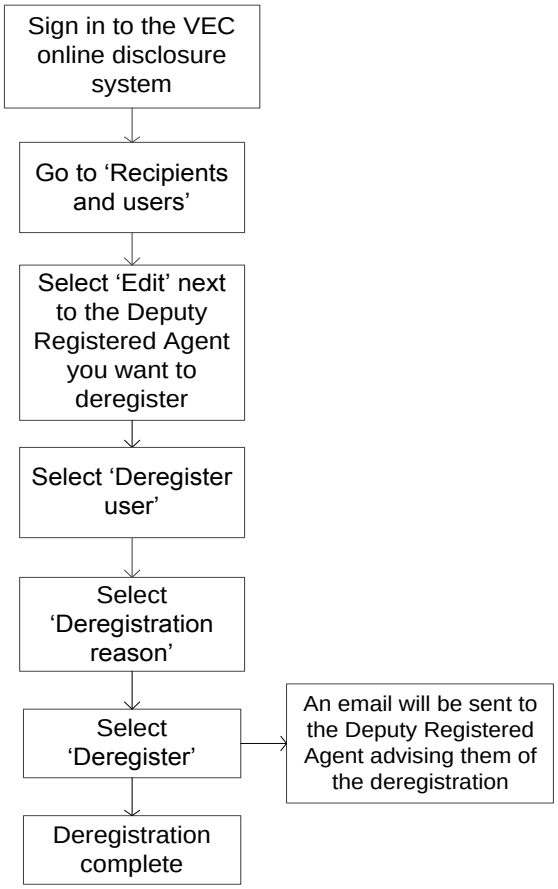


HOW TO DEREGISTER A DEPUTY REGISTERED AGENT

Why would I deregister the Deputy Registered Agent?

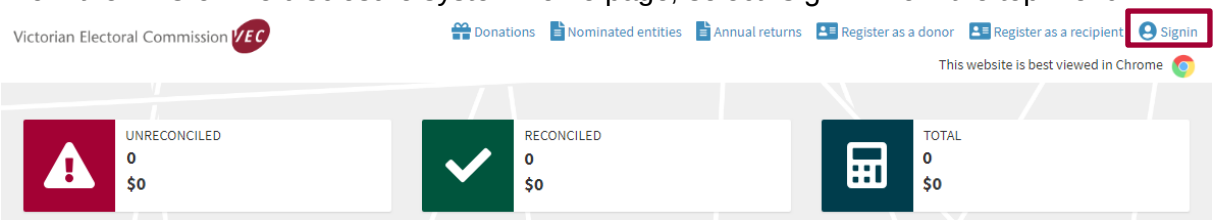
Deputy Registered Agents assist Registered Agents in managing a recipient's funding and disclosure obligations. If the Deputy Registered Agent is no longer undertaking the duties of a Deputy, you can deregister them.

Deputy Registered Agent deregistration process overview

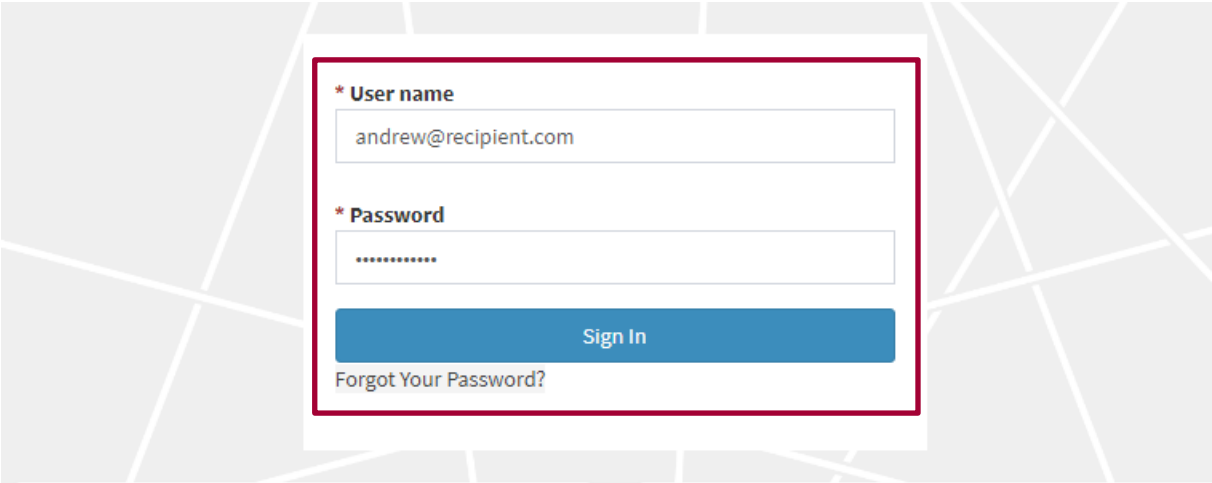


Deputy Registered Agent deregistration process

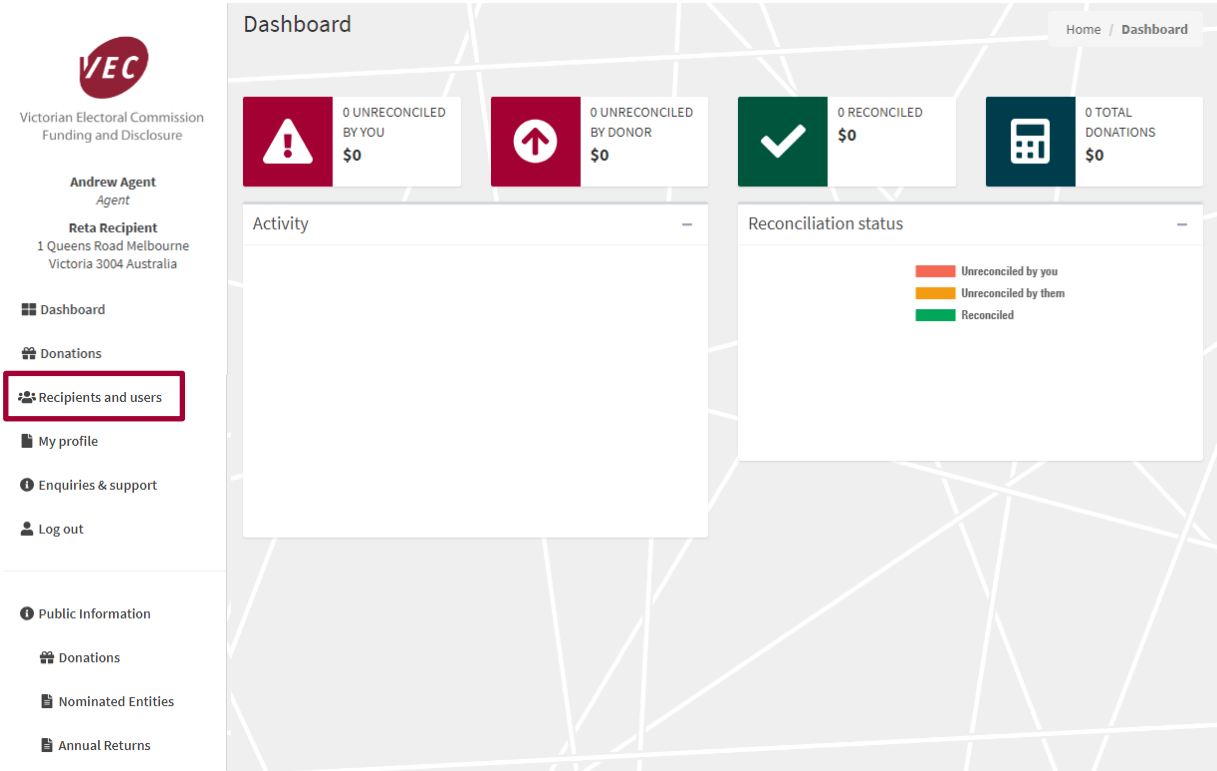
1. From the VEC online disclosure system home page, select ‘Sign in’ from the top menu.



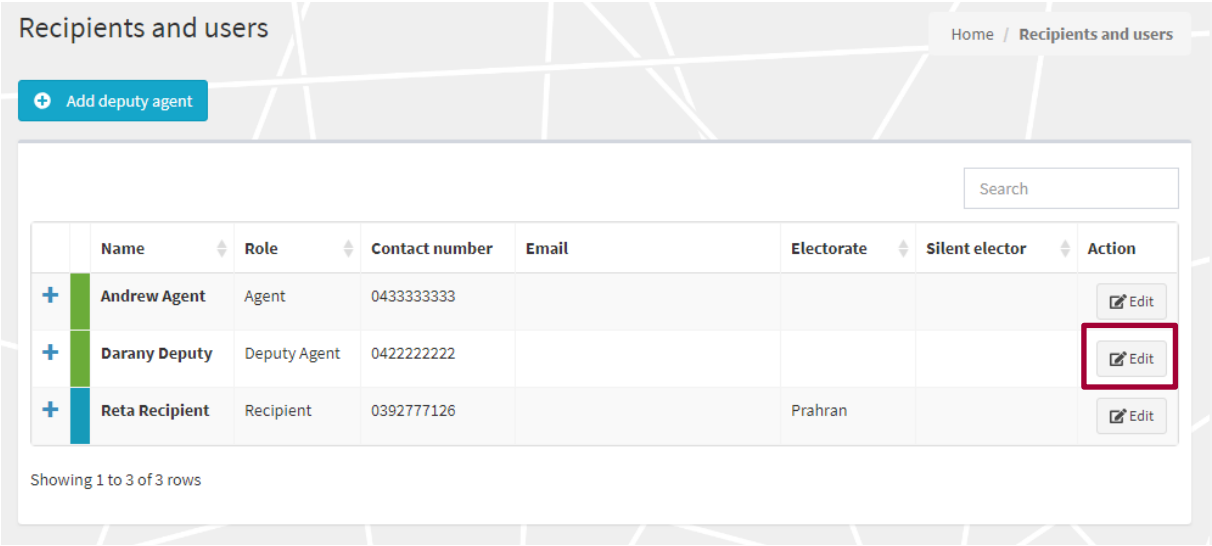
2. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’.



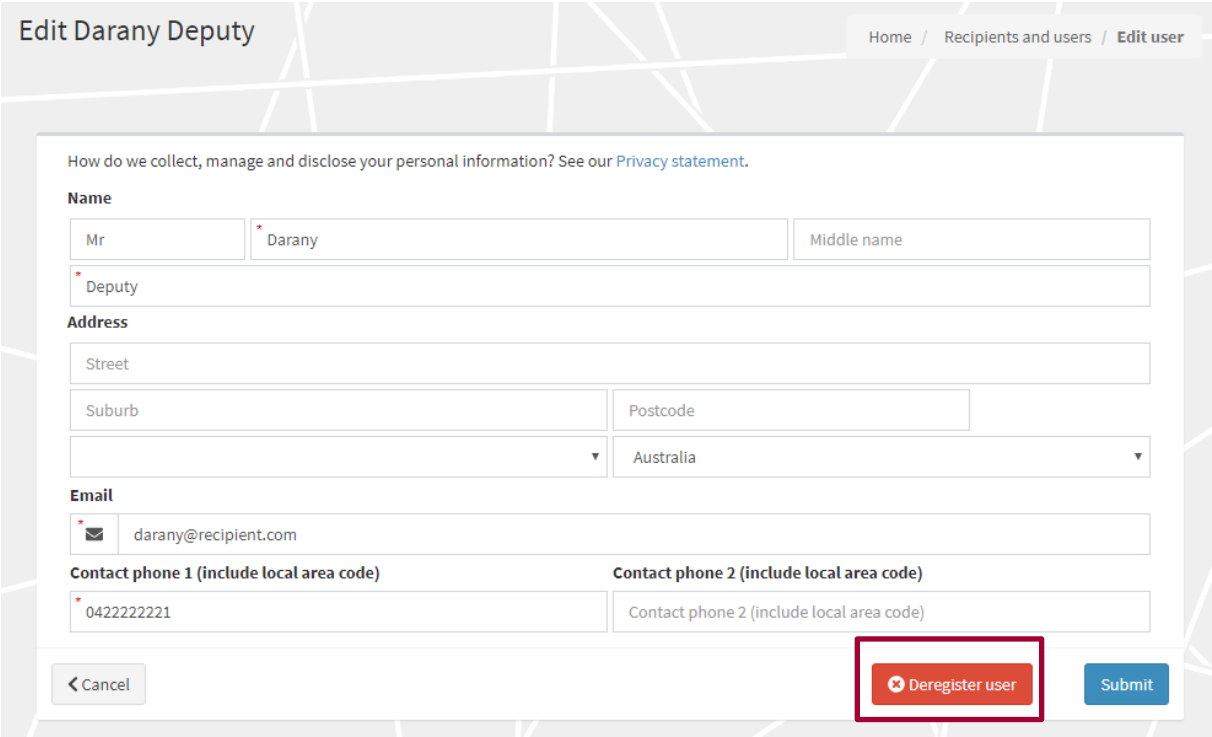
3. From the dashboard, select ‘Recipients and users’ on the left-hand menu.



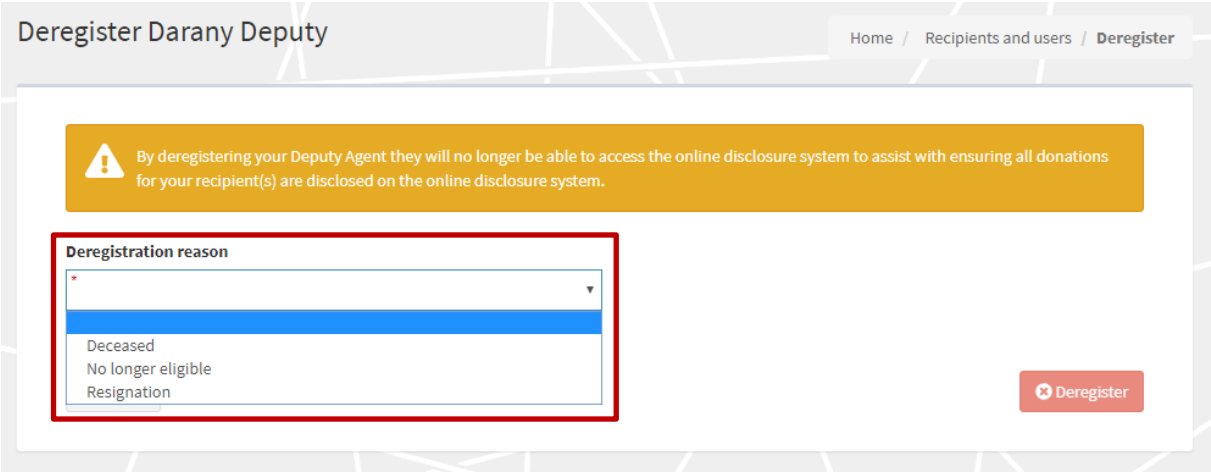
4. Select ‘Edit’ next to the Deputy Registered Agent you want to deregister.



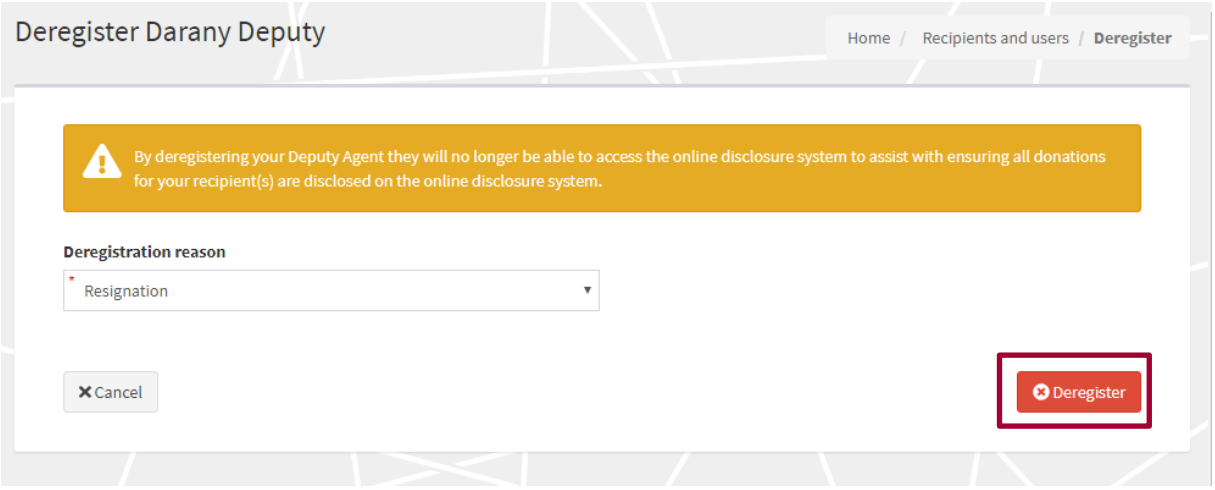
5. Select ‘Deregister user’ at the bottom or the page.



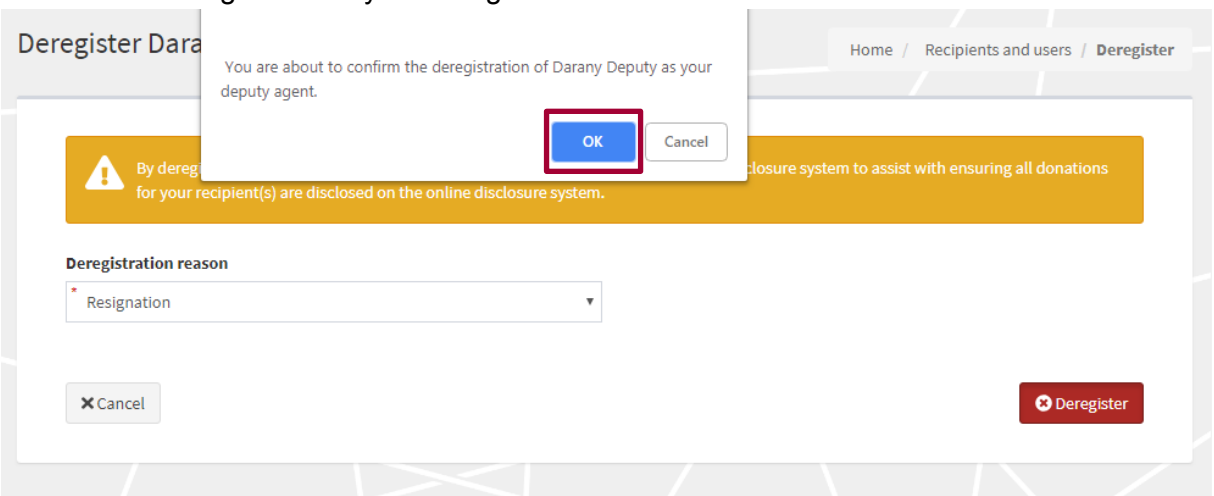
6. Select the reason for deregistration from the drop-down list.



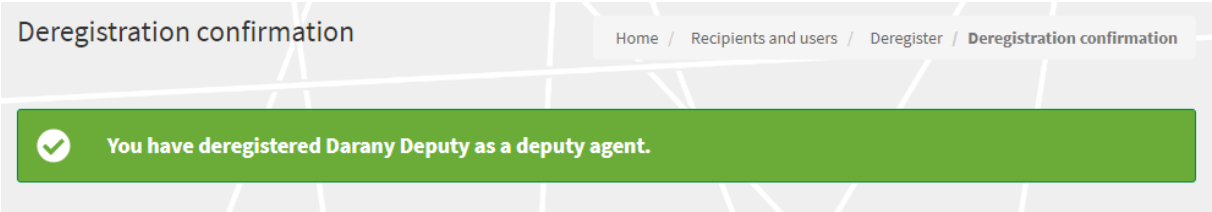
7. Once you have selected the reason for deregistration, select 'Deregister'.



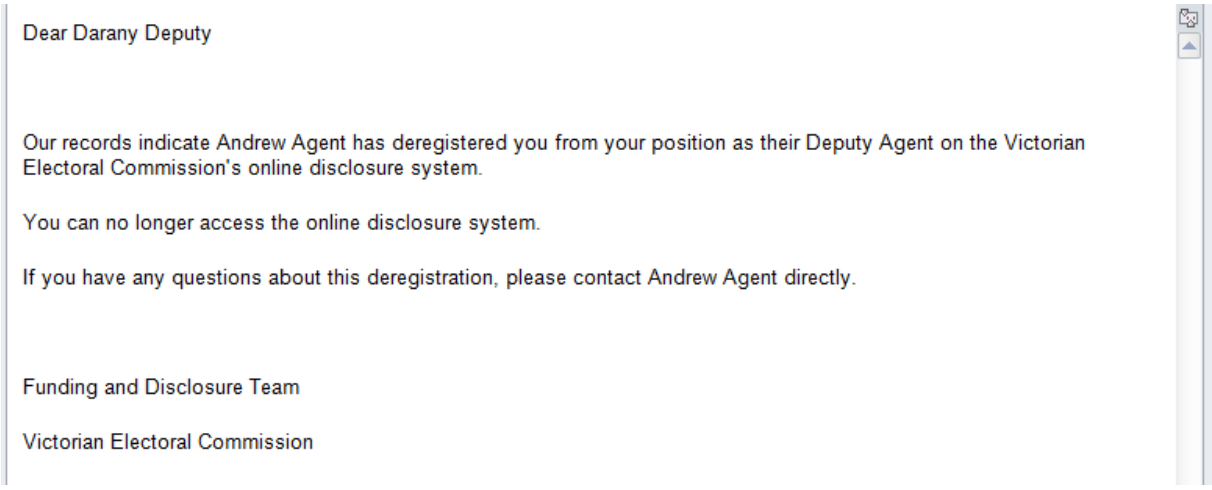
8. Confirm the deregistration by selecting 'OK'.



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



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



Dear Darany Deputy

Our records indicate Andrew Agent has deregistered you from your position as their Deputy 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 Andrew Agent directly.

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.

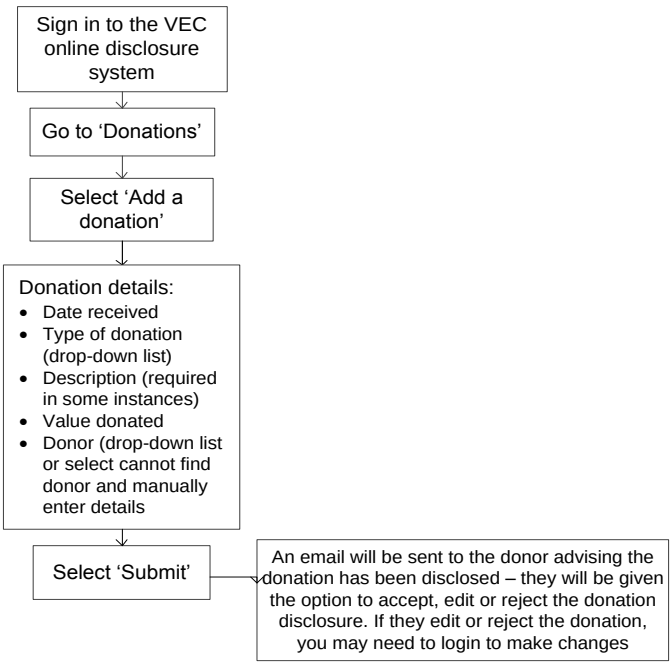
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth $1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than $32,000).

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.

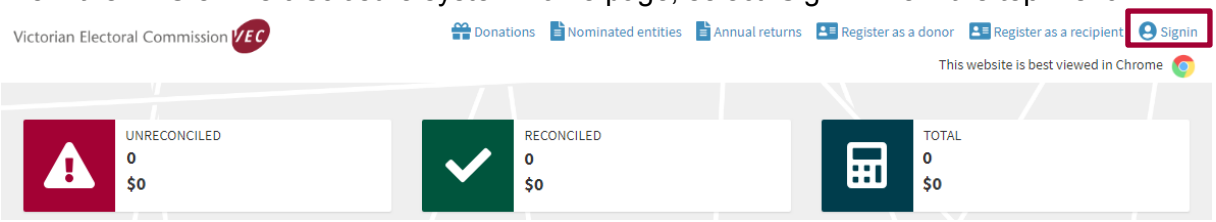
Donation disclosure process overview

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

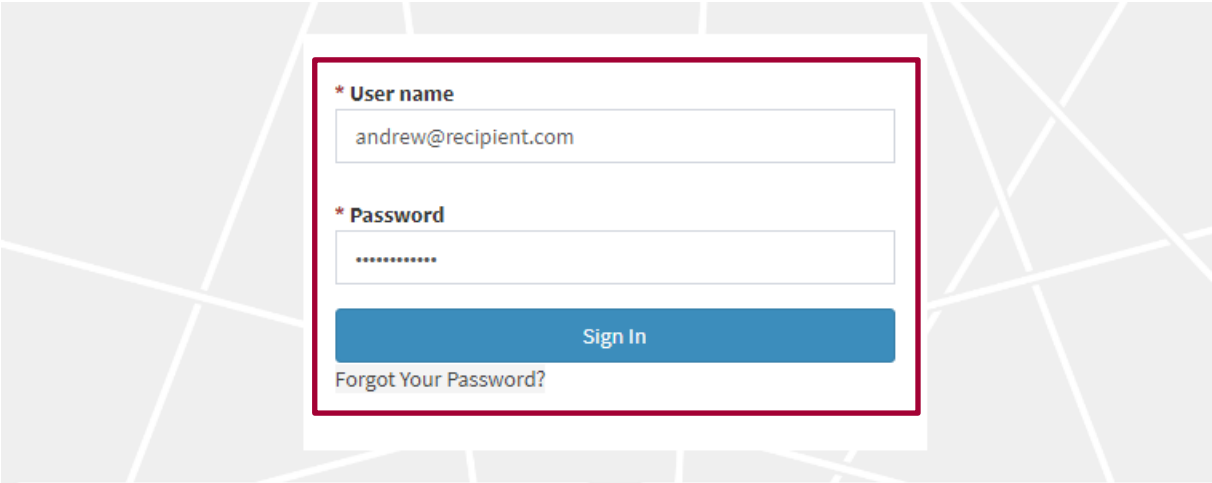


Donation disclosure process

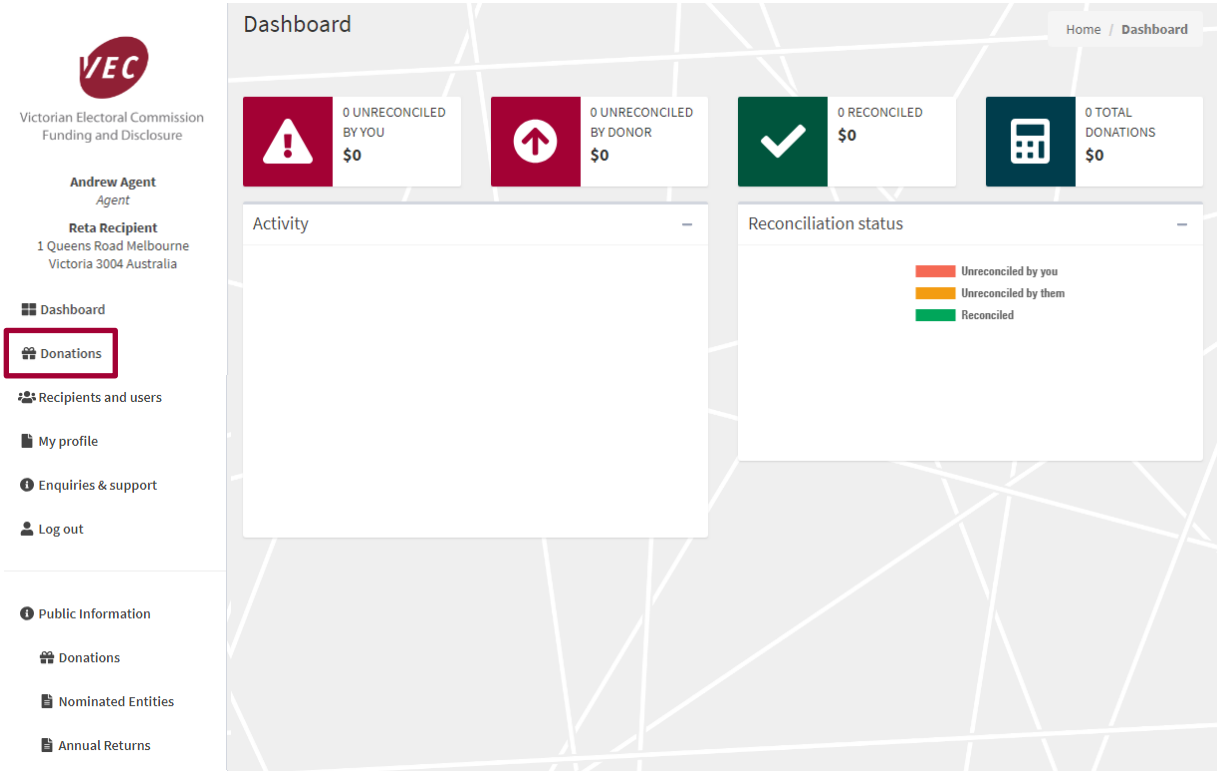
1. From the VEC online disclosure system home page, select ‘Sign in’ from the top menu.



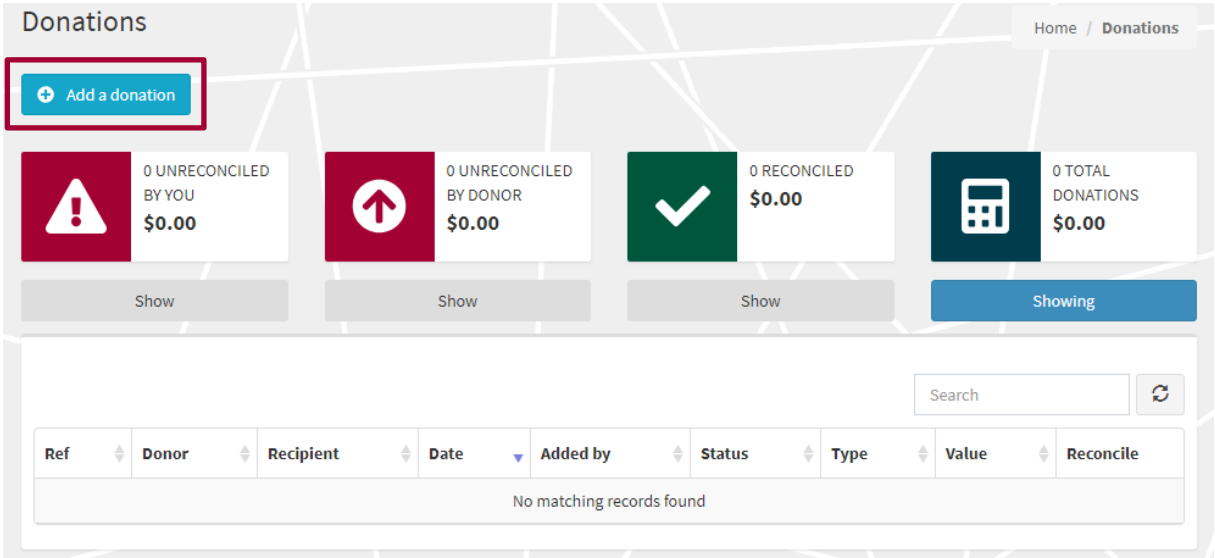
2. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’.



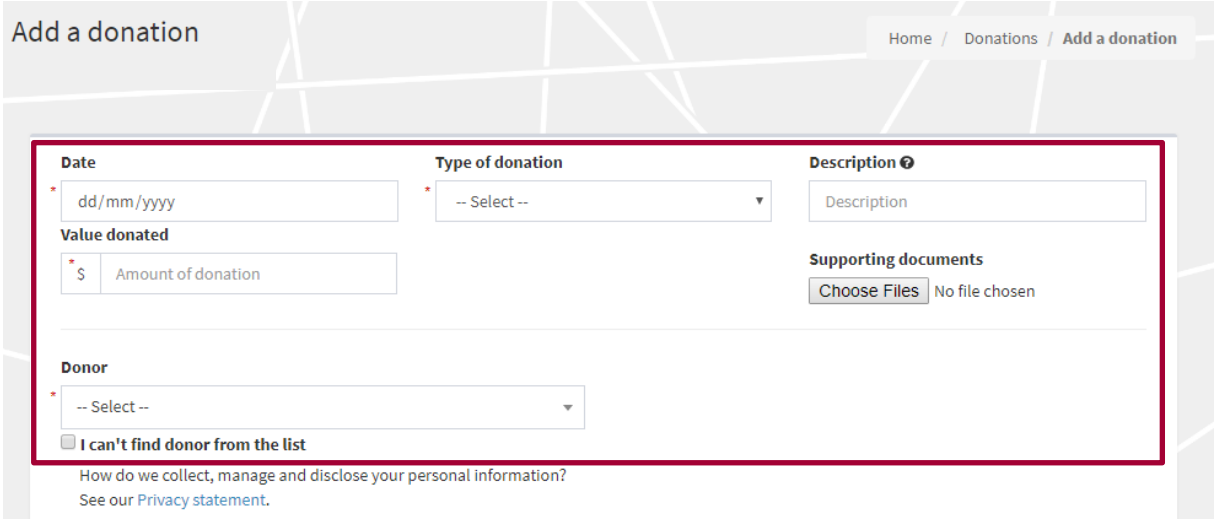
3. From the dashboard, select ‘Donations’ on the left-hand menu.



4. Select ‘Add a donation’ from the top menu.

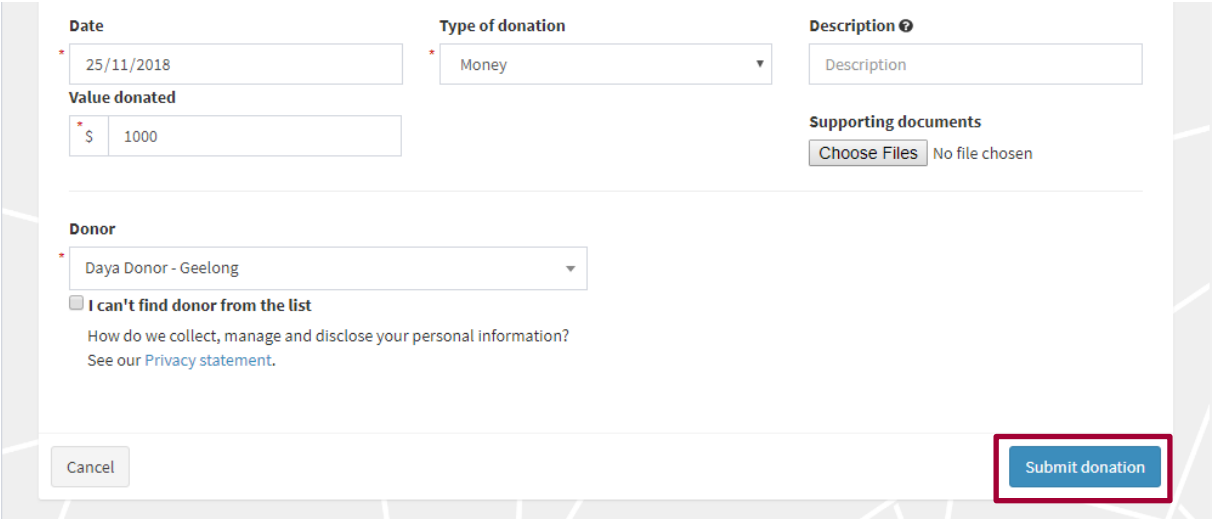


5. Enter the details of the donation. You **must** complete the following mandatory fields:
   - date donation received (date selector)
   - type of donation (drop-down list – money, service, loan guarantee, money)
   - value donated
   - donor (drop-down list) – if you cannot find the donor, refer to step 9 or 10.

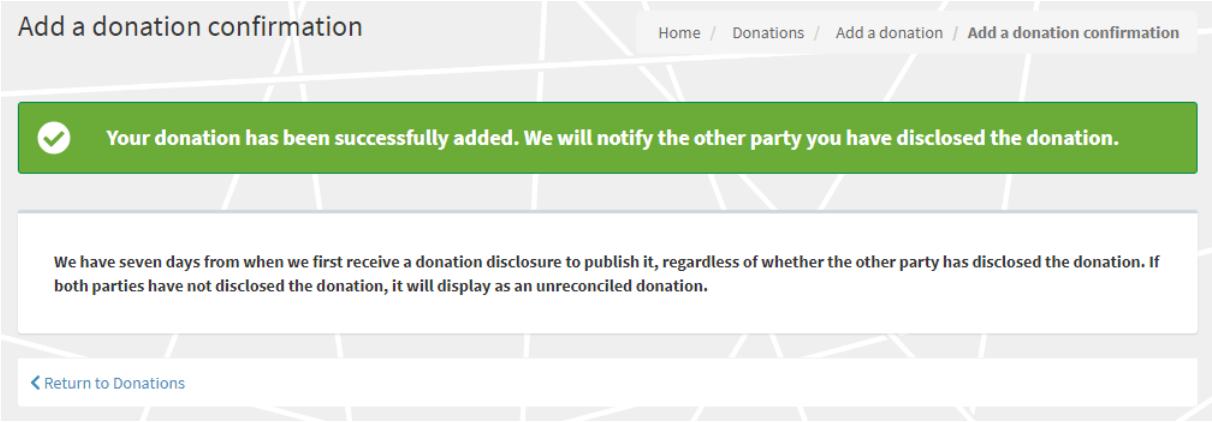


Note: mandatory fields have a red asterisk (*) in the top left-hand side.

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



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



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.

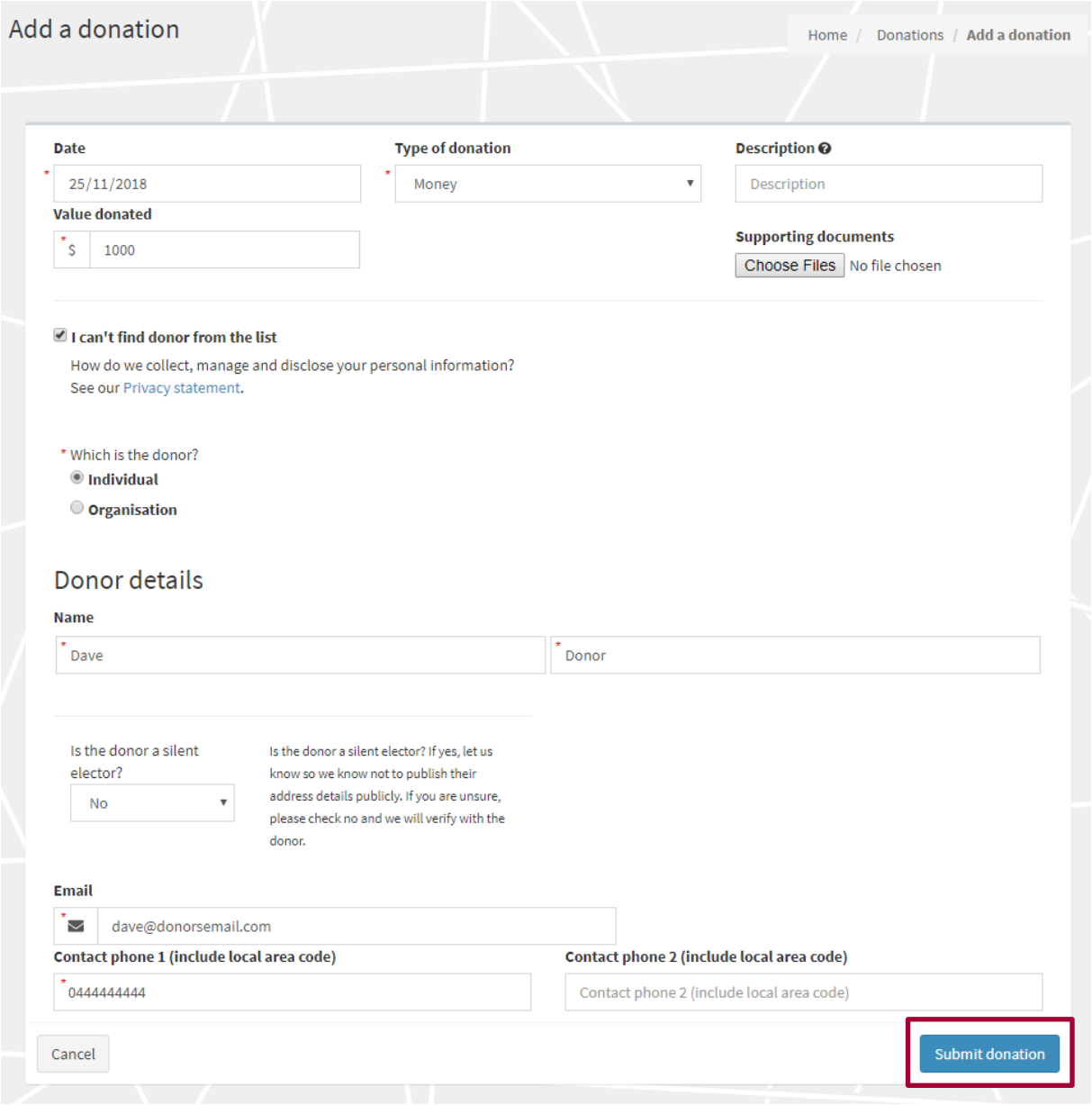
Funding and Disclosure Team

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'.

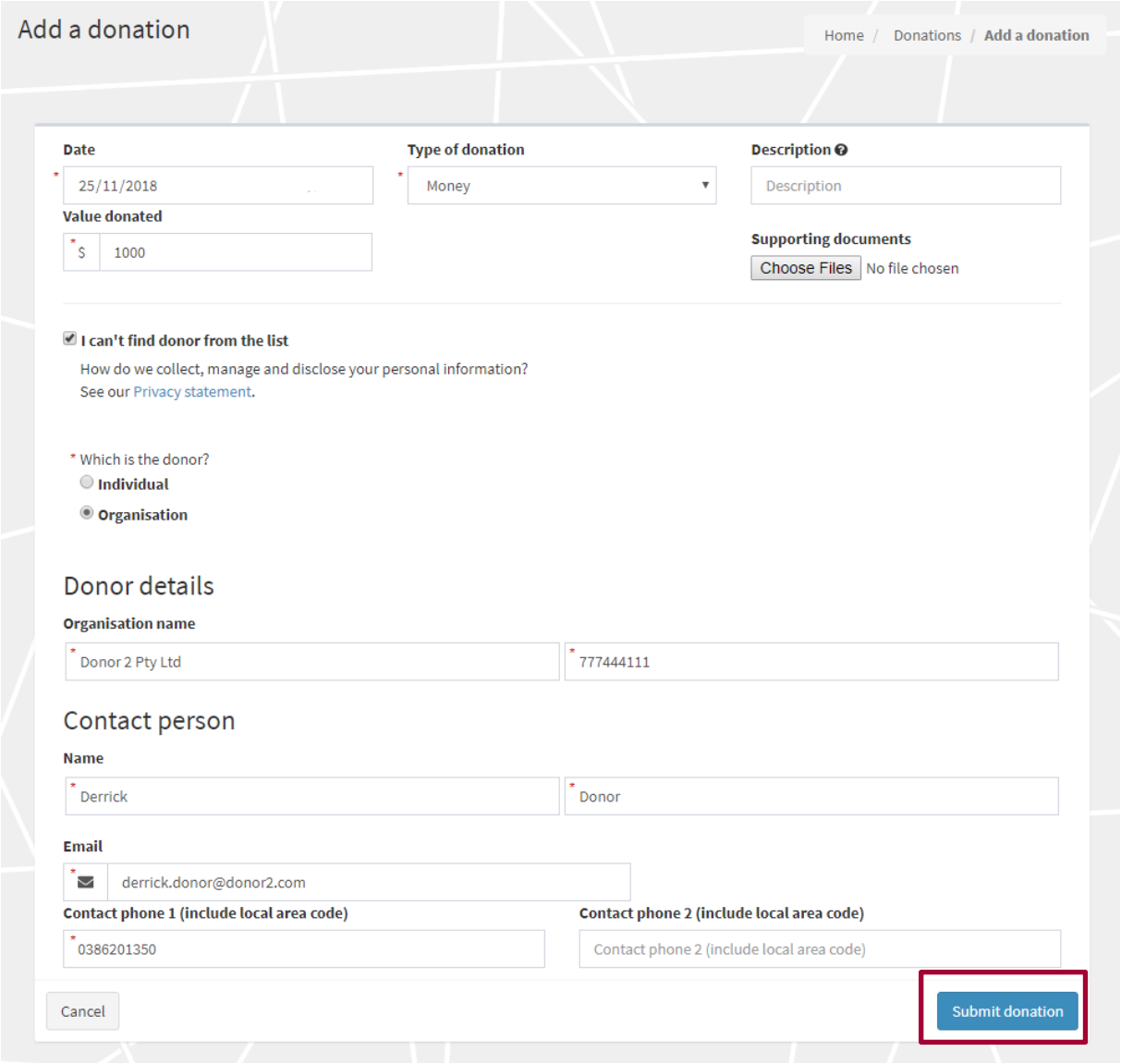


Note: mandatory fields have a red asterisk (*) in the top left-hand side.

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'.



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.

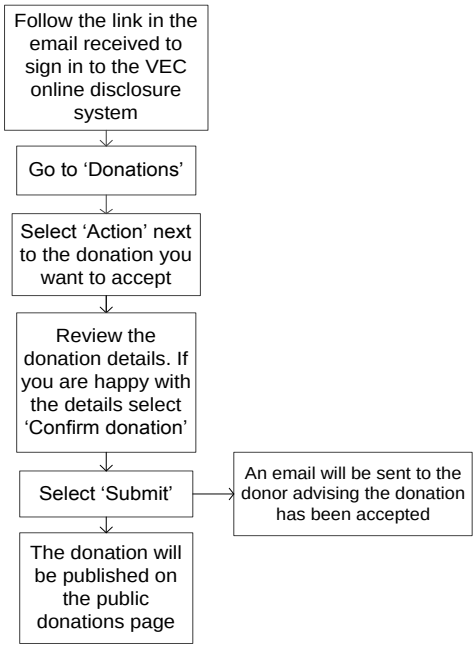
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth $1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than $32,000).

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

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.

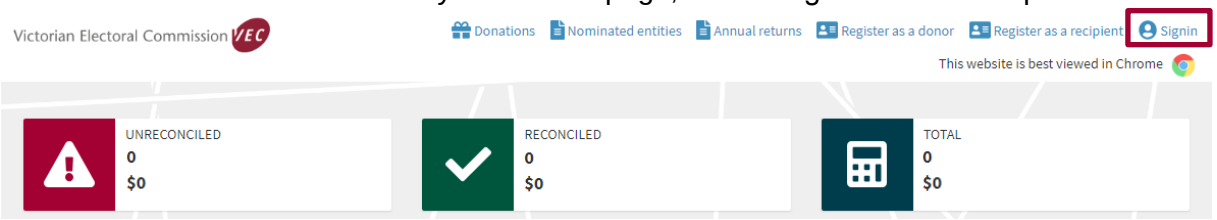
Login now to view the changes.

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

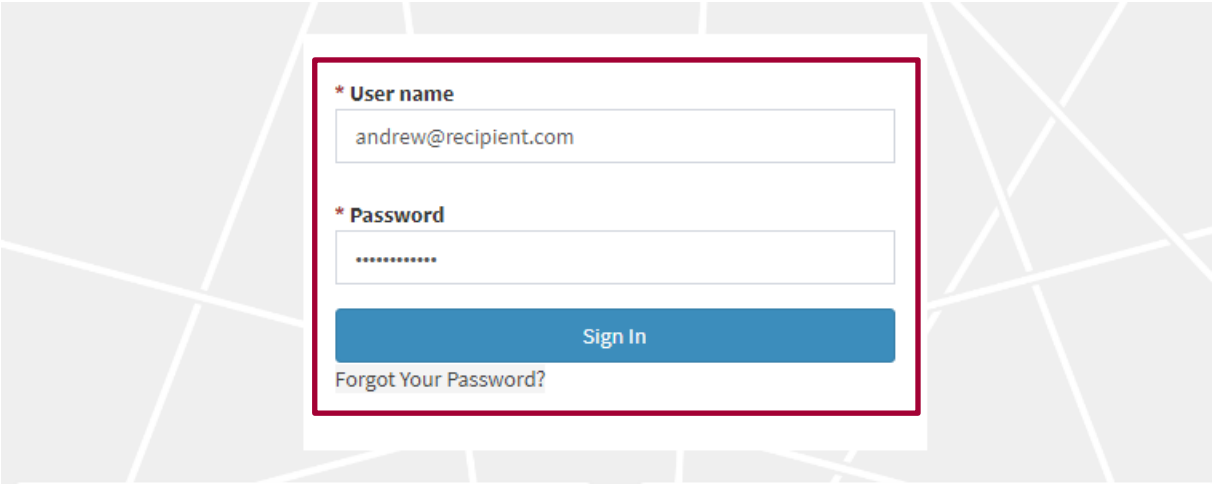
Funding and Disclosure Team

Victorian Electoral Commission

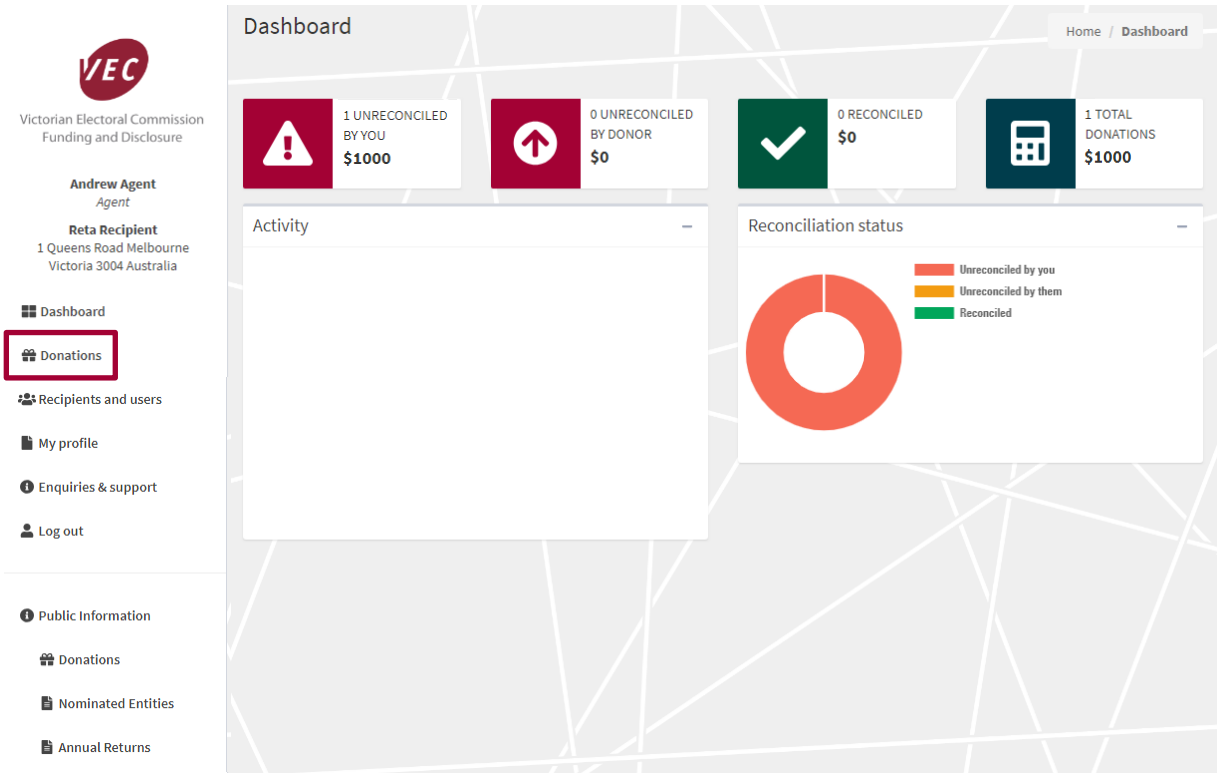
2. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



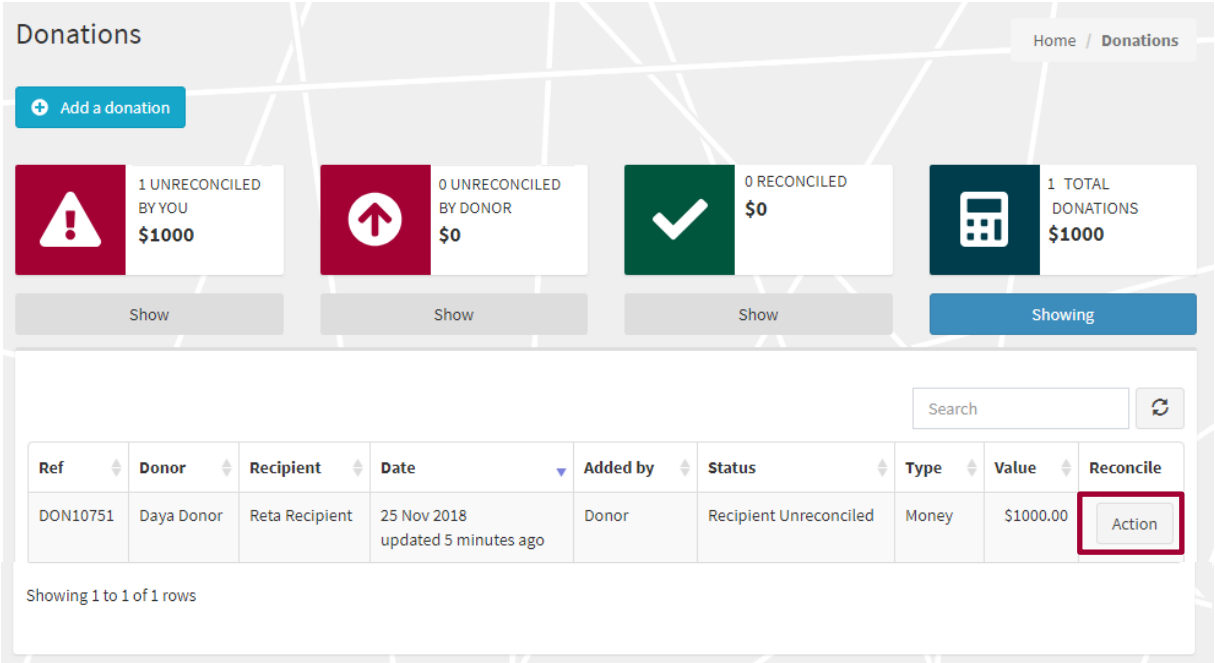
3. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’.



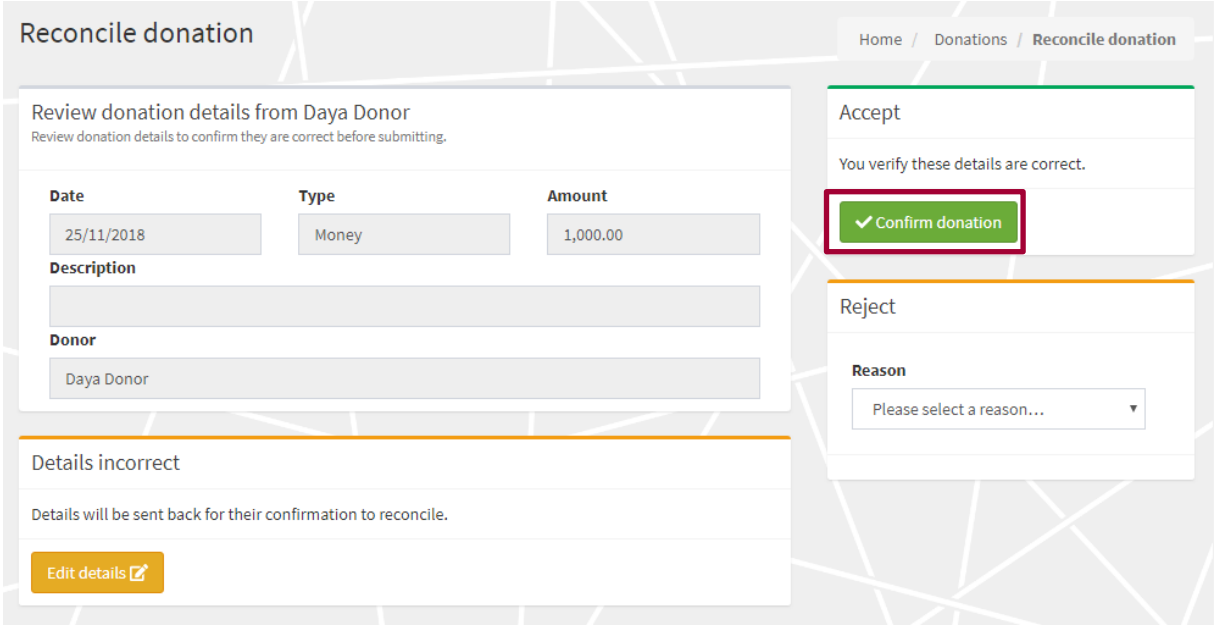
4. From the dashboard, select ‘Donations’ on the left-hand menu.



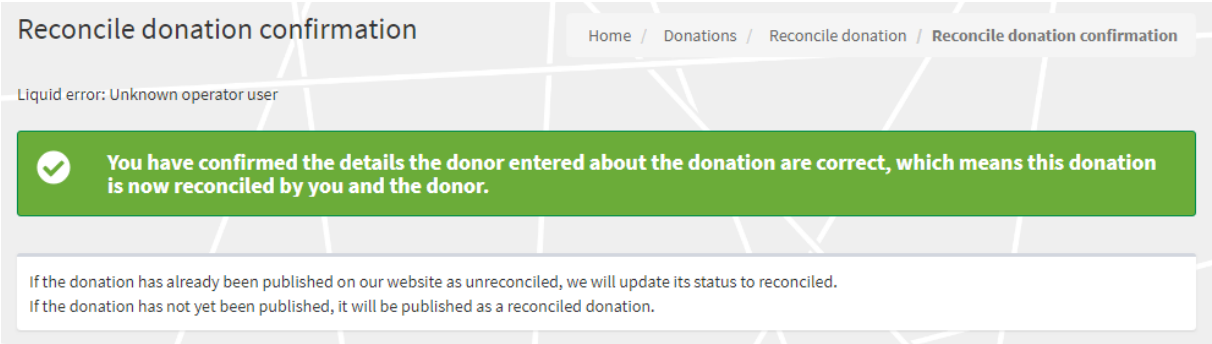
5. Select ‘Action’ next to the donation you want to accept.



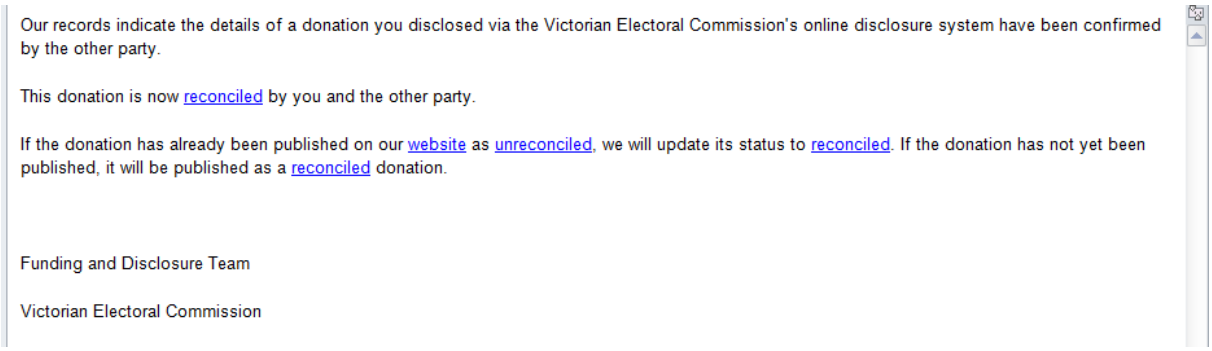
6. Review the donation details. If you are happy with the details, select ‘Confirm donation’. If you need to edit any of the details, see the Editing a donation disclosure process. If you want to reject the donation, see the Rejecting a donation disclosure process.



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.



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.

This donation is now reconciled by you and the other party.

If the donation has already been published on our website as unreconciled, we will update its status to reconciled. If the donation has not yet been published, it will be published as a reconciled donation.

Funding and Disclosure Team

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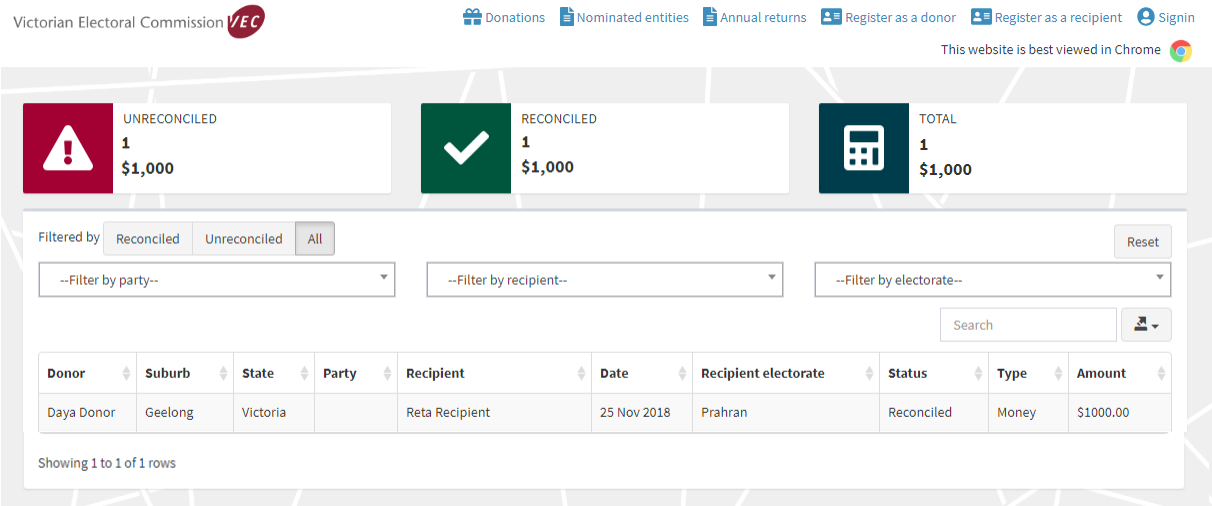
9. The donation will now also appear on the public donation display.



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.

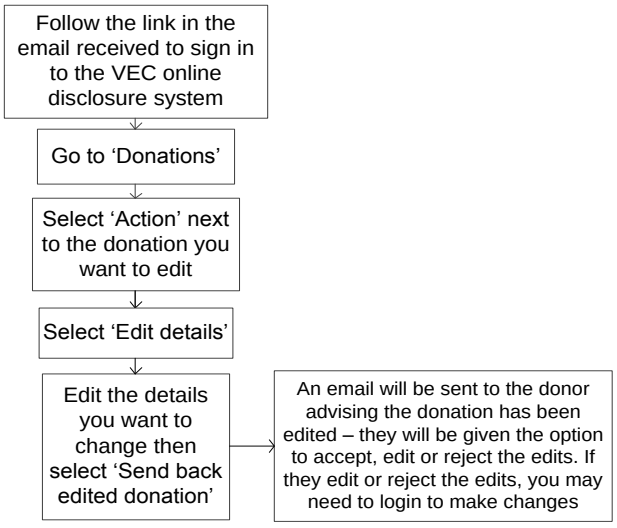
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth $1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than $32,000).

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.

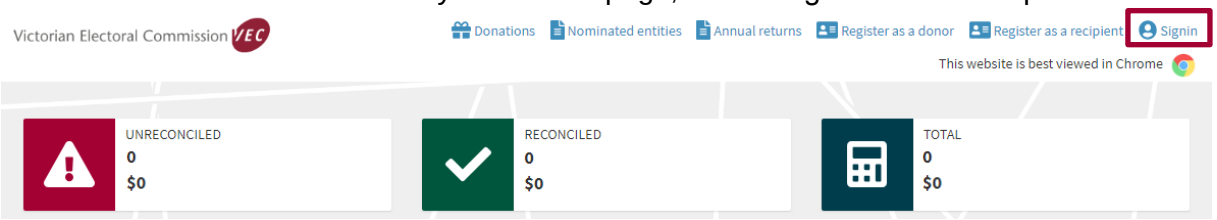
Login now to view the changes.

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

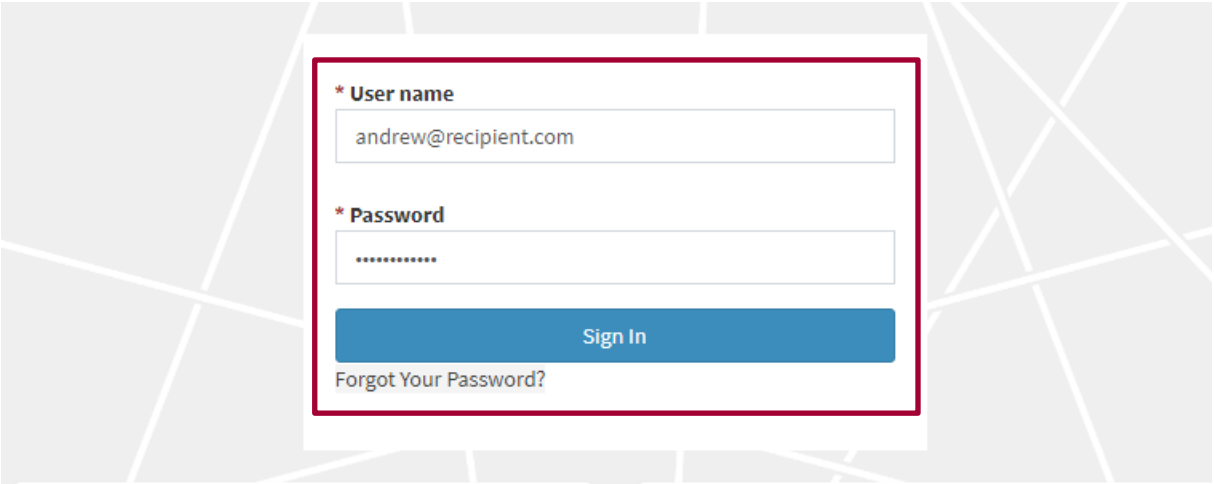
Funding and Disclosure Team

Victorian Electoral Commission

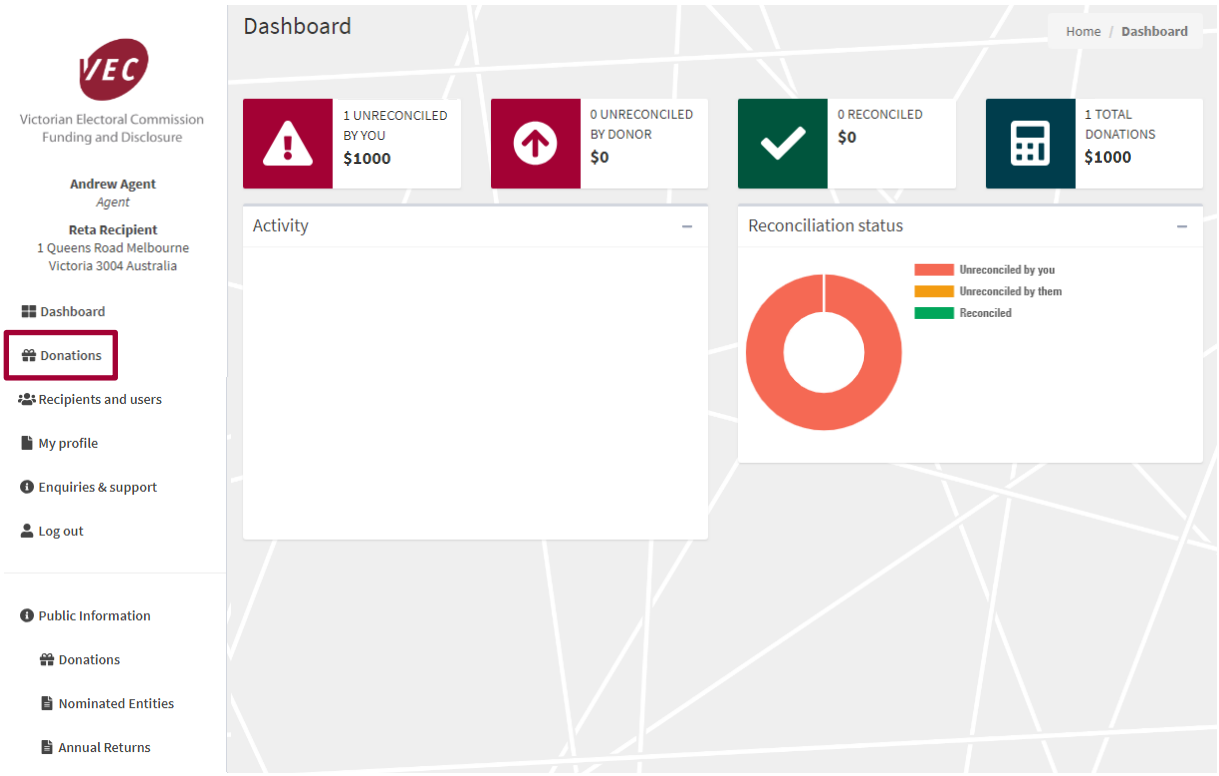
2. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



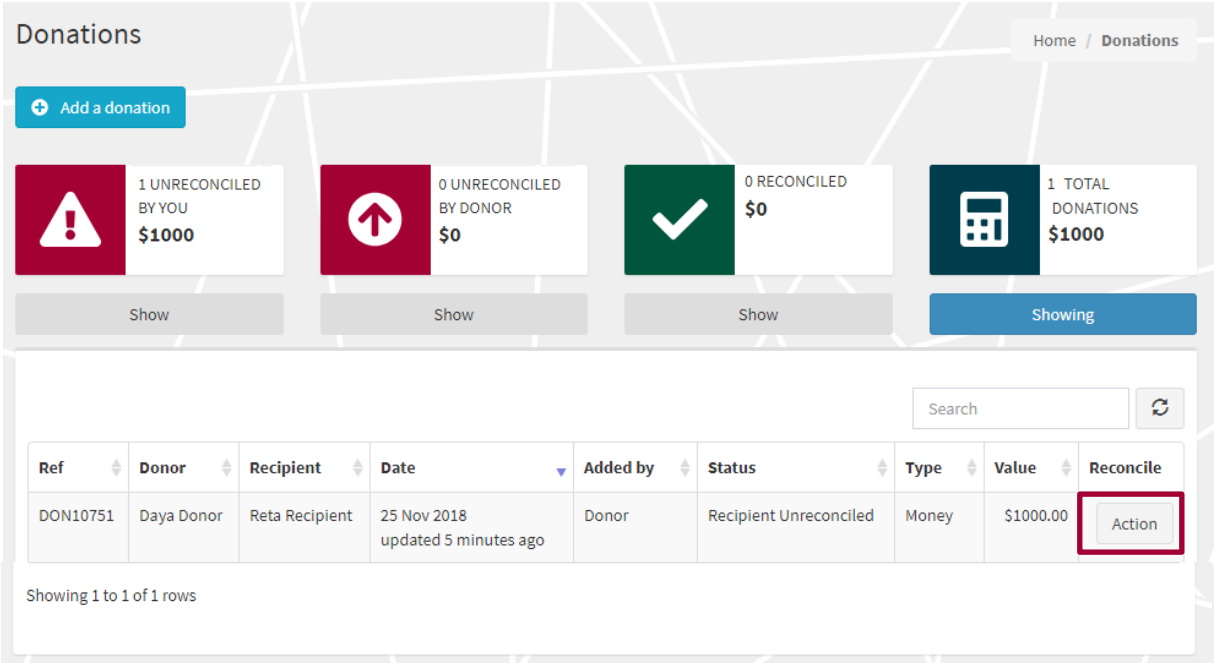
3. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’.



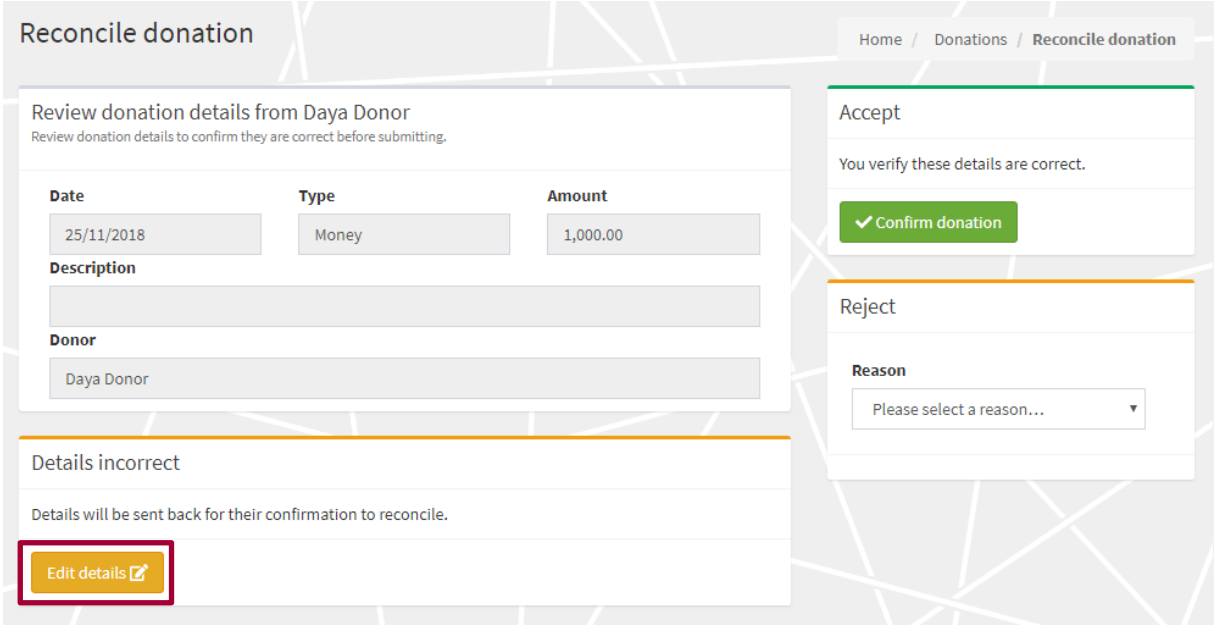
4. From the dashboard, select ‘Donations’ on the left-hand menu.



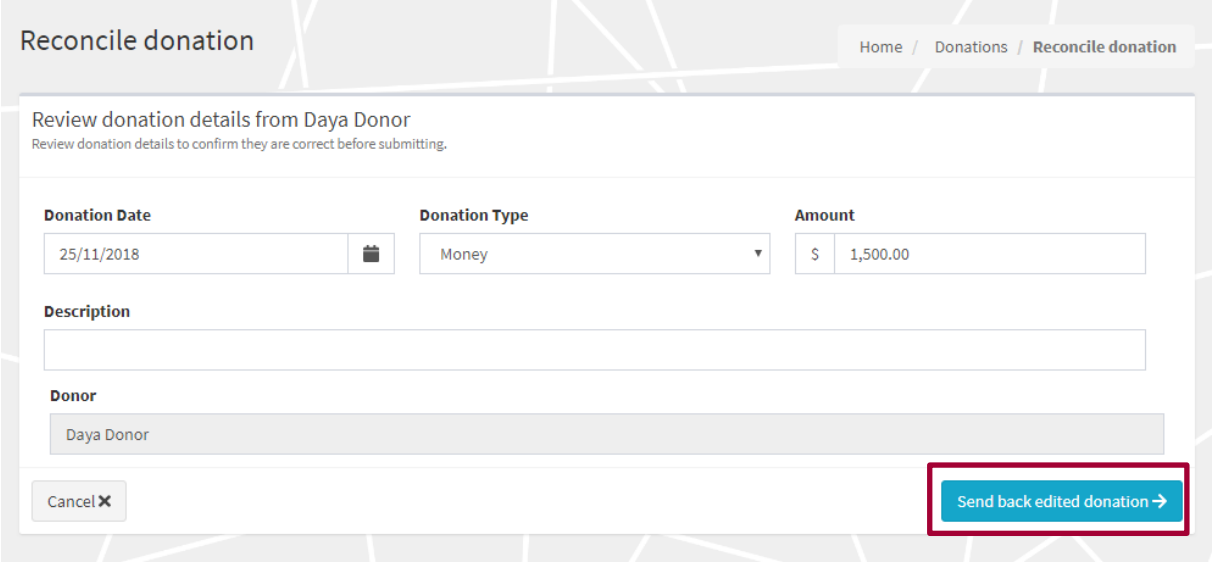
5. Select ‘Action’ next to the donation you want to edit.



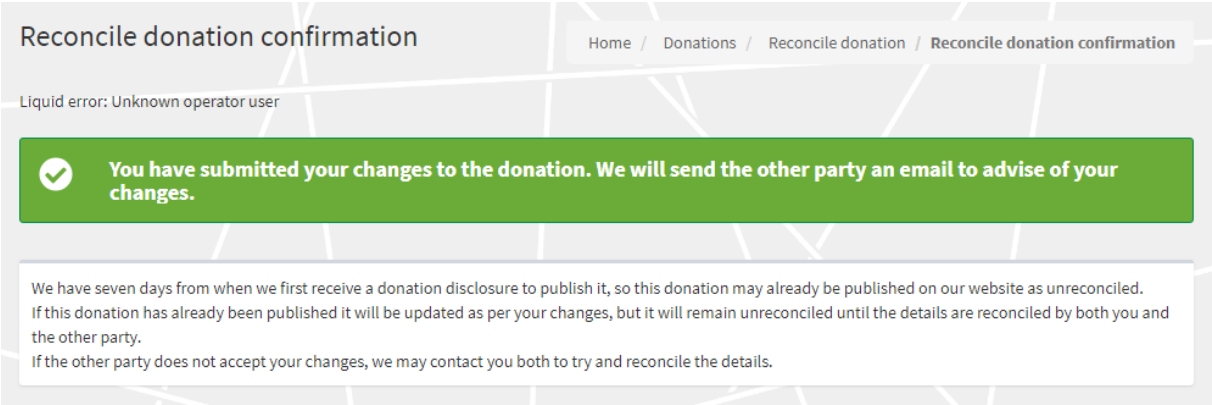
6. Review the donation details. If you need to edit some of the details, select ‘Edit details’. If you want to accept the details, select ‘Confirm donation’. If you want to reject the donation, see the [Rejecting a donation disclosure process](#).



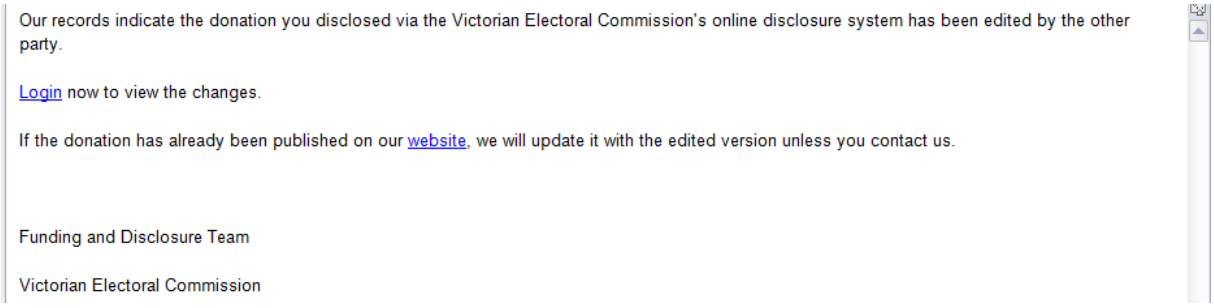
7. Edit the details you want to change and then select ‘Send back edited donation’



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



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.

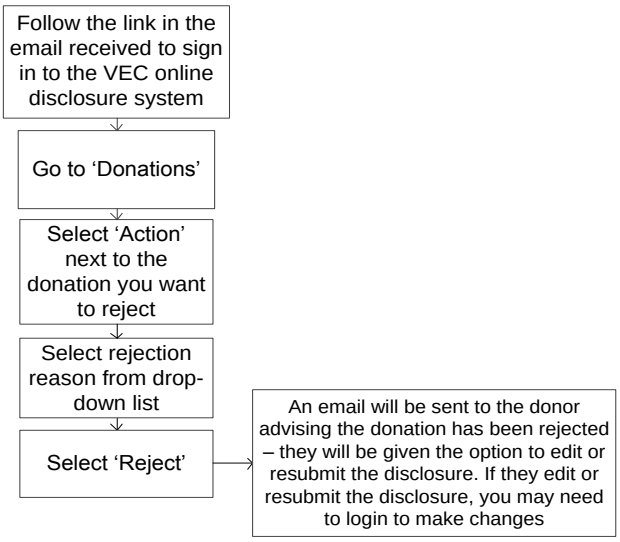
If a recipient or their Registered Officer or Registered Agent fails to disclose a donation worth $1,000 or more within 21 days, they may be fined. The fine for this offence is 200 penalty units (more than $32,000).

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

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.

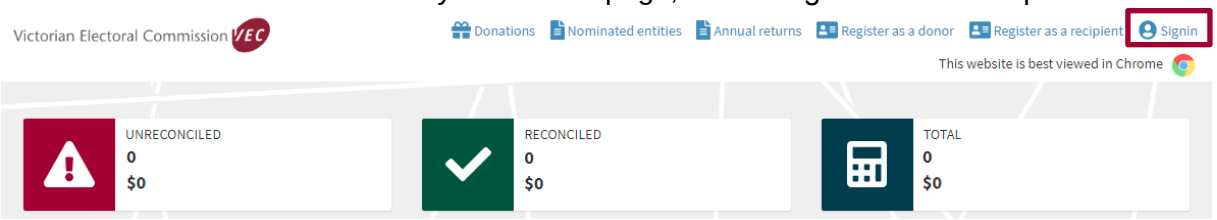
Login now to view the changes.

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

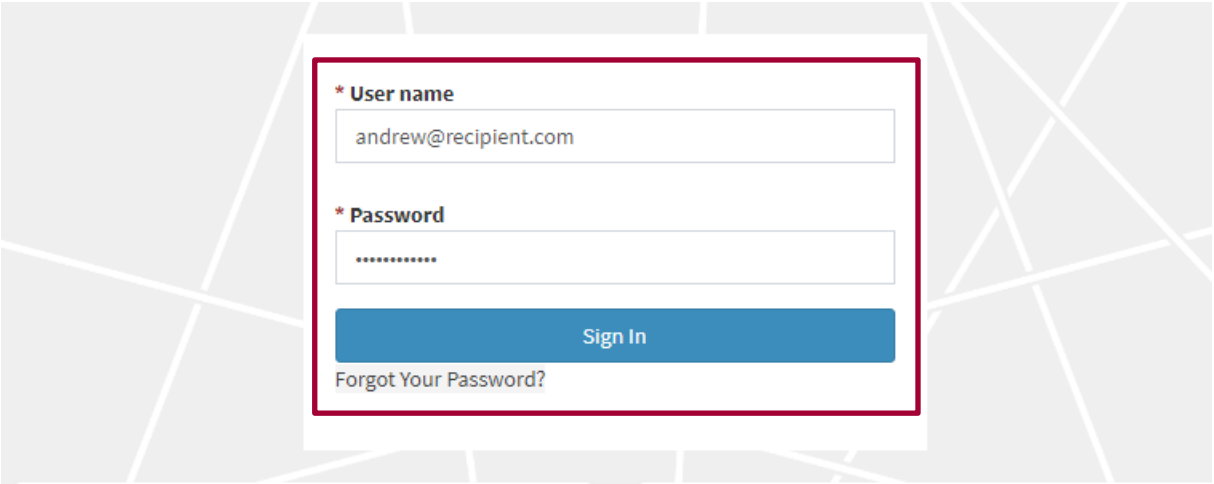
Funding and Disclosure Team

Victorian Electoral Commission

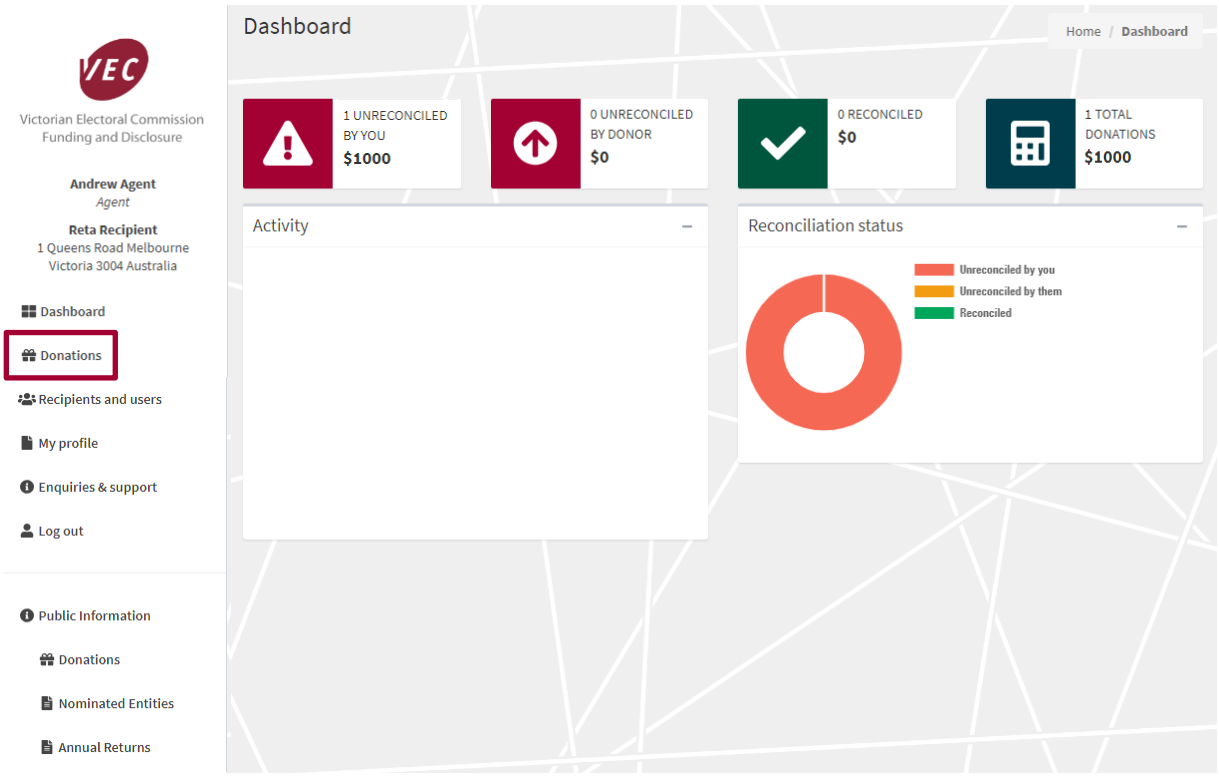
2. From the VEC online disclosure system home page, select 'Sign in' from the top menu.



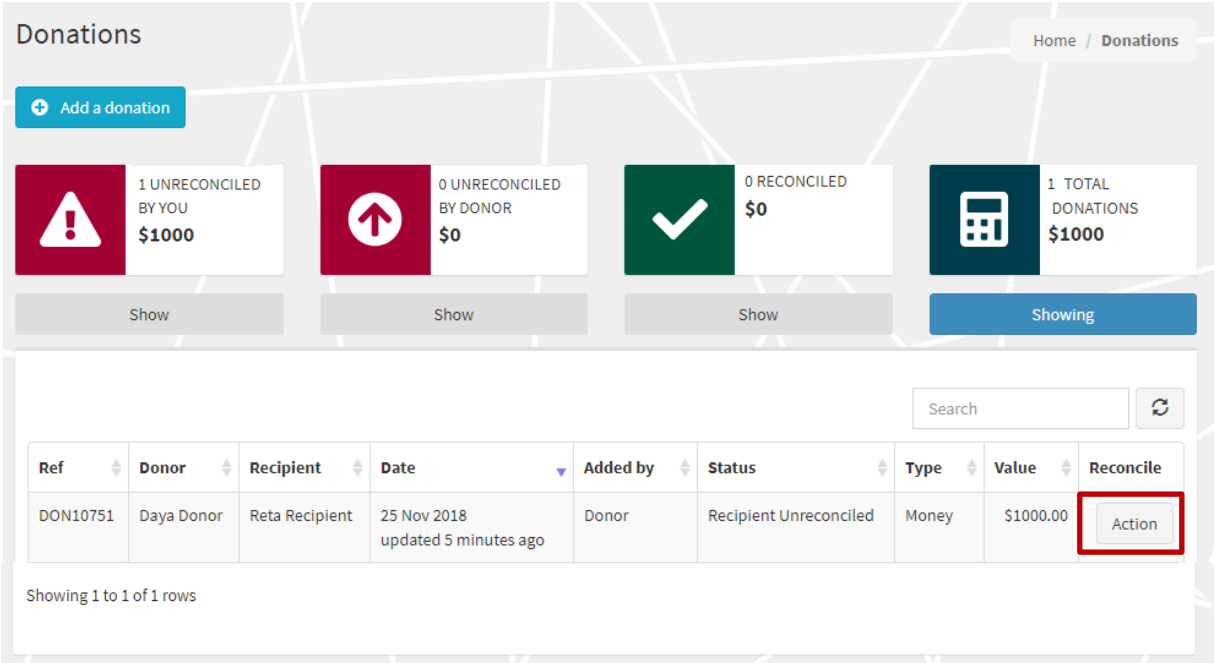
4. Enter your ‘User name’ and ‘Password’ and select ‘Sign in’.



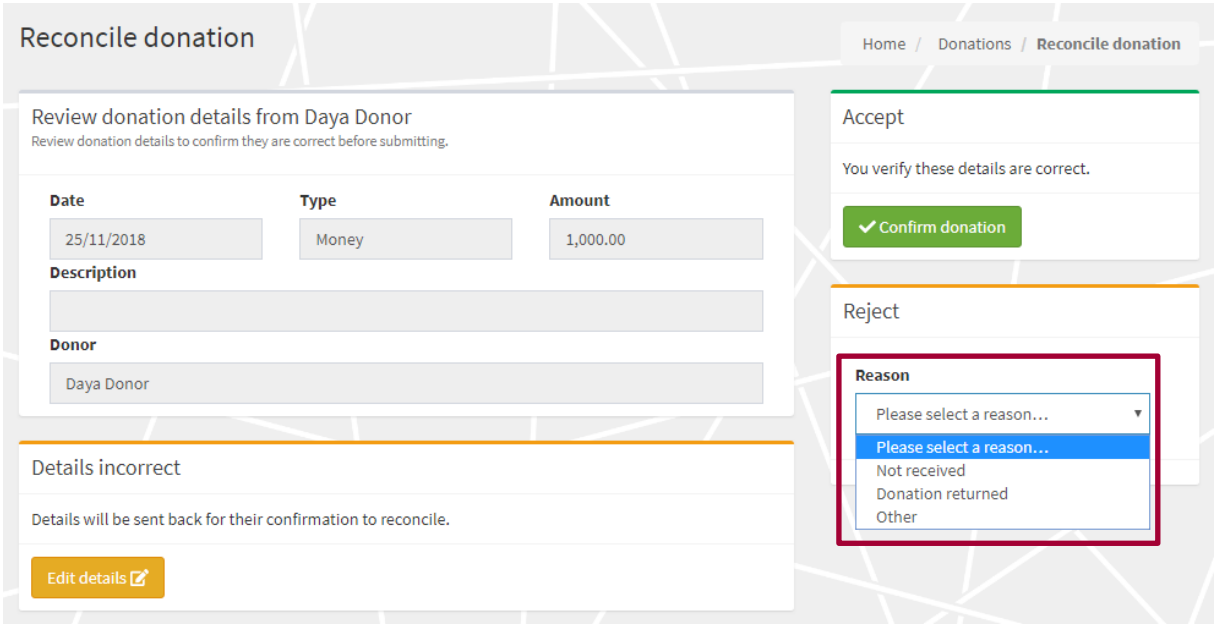
5. From the dashboard, select ‘Donations’ on the left-hand menu.



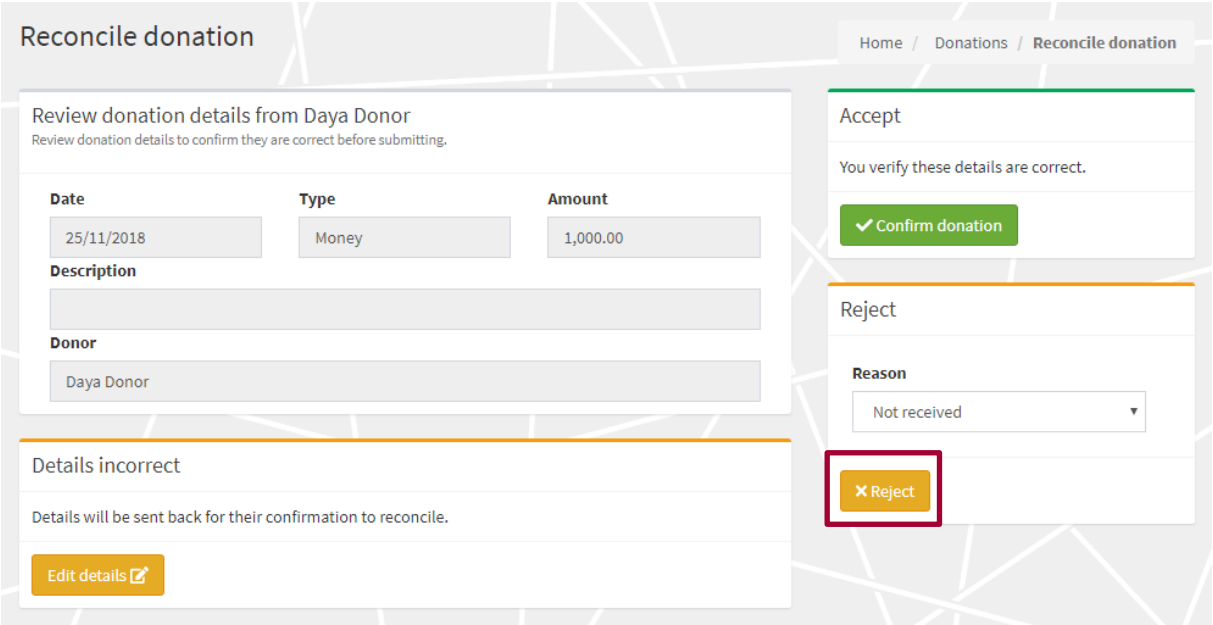
6. Select ‘Action’ next to the donation you want to reject.



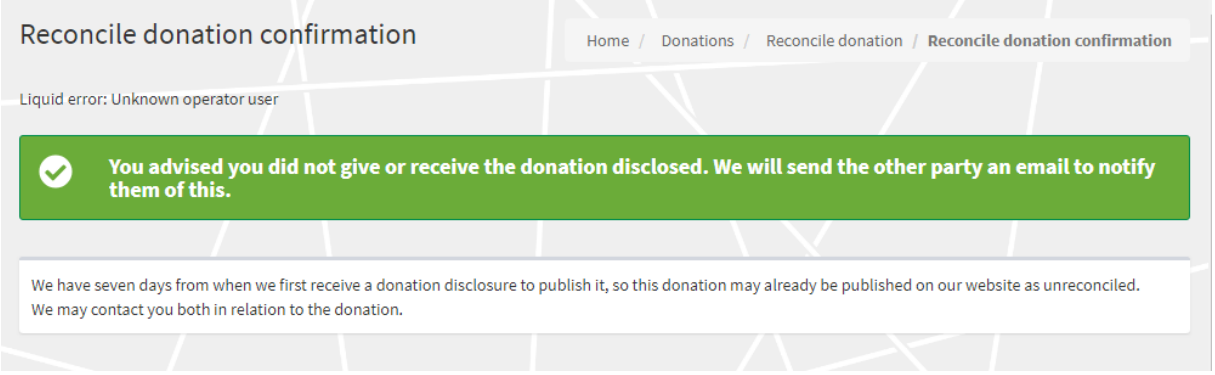
7. Review the donation details. To reject the donation, select your rejection reason from the drop-down list on the right-hand side. If you want to accept the details, select ‘Confirm donation’. If you want to edit the donation, see the [Editing a donation disclosure process](#).



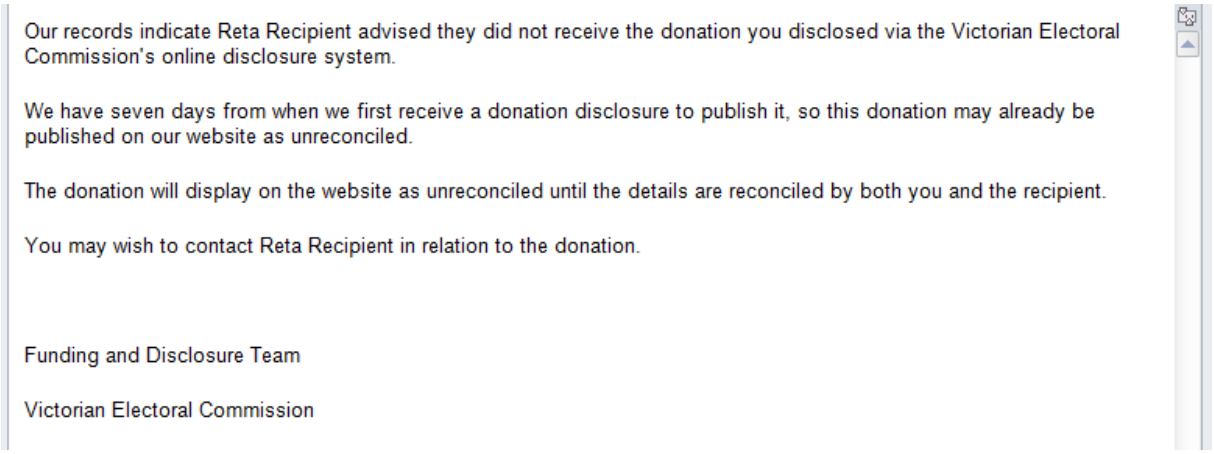
8. Once you have selected a reason, a ‘Reject’ button will appear. Select this button to proceed.



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



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