

# Notice of senior office holders of a State registered party

## Who should complete this form

The party agent, registered officer, deputy registered officer, or secretary of a State registered party are authorised signatories.

## When to lodge

For a State registered party to be eligible to receive a payment from the Administration Fund, Election Campaigns Fund or New Parties Fund, the party must provide to the NSW Electoral Commission a list of its senior office holders (and a summary of the roles and responsibilities of those senior office holders) under Part 6 of the *Electoral Funding Act 2018*.

## How to lodge

Submit the completed form to the NSW Electoral Commission using the contact details at the bottom of this page.

## Making changes

If there is a change to the published details of senior office holders (i.e. a new person takes on a role, or the role or responsibilities change you must notify the NSW Electoral Commission promptly using form **EF.742 Notice of amendment to senior office holders of a State registered party**.

## Privacy

The NSW Electoral Commission is committed to protecting the privacy of the personal information it collects, manages and stores. The information collected on this form will be used by the NSW Electoral Commission to undertake its statutory and administrative functions relating to elections, public funding, donations disclosures and lobbying. Not supplying all the information requested may delay or prevent the processing of this form. The form is held by the NSW Electoral Commission and accessible by relevant staff and its contractors. If required or authorised by law, information on this form may be made available for public inspection. It may also be disclosed to other persons or entities if required or authorised by law. We may also use your contact details to send you information or reminders about your responsibilities in relation to elections or lobbying or to invite you to participate in surveys. You can find additional information in the [NSW Electoral Commissions Privacy Management Plan](#) concerning access to and correction of your personal information.

## Important note

- Under Part 6, Division 3 of the *Electoral Funding Act 2018* senior office holders are required to report in writing any conduct in connection with the party which they know or reasonably believe to contravene the *Electoral Funding Act 2018*. Penalties apply for failing to do so.
- A party agent must be a senior office holder of the party. The NSW Electoral Commission may cancel the registration of a person as a party agent if the person is no longer qualified to be appointed as a party agent.
- A person who provides information to the NSW Electoral Commission knowing that the information is false or misleading in a material particular is guilty of an offence.

Senior office holders of a party

NAME OF AUTHORISED SIGNATORY

NAME OF PARTY THAT APPOINTED THE AUTHORISED SIGNATORY

I declare that I have taken reasonable steps to ensure that the information provided in this notice is not false or misleading in a material particular. **Note:** giving false or misleading information is a serious offence.

SIGNATURE OF AUTHORISED SIGNATORY (ELECTRONIC SIGNATURES ARE NOT ACCEPTED)

DATE

The NSW Electoral Commission is required to publish a list of senior office holders on its website but will not publish personal email addresses or date of birth information in that list. Email and date of birth information is being collected for officers of the NSW Electoral Commission to be able to contact senior office holders and to verify their identity.

Please list below the senior office holders of the party. Senior office holder of a party means a person involved in the management or control of the party or the operations of the party, and may include any of the following:

- the registered officer
- the deputy registered officer
- the secretary
- assistant secretary
- State President
- Vice-President(s)
- State Director
- Finance Director
- Members of the executive committee
- Members of the administrative committee

Full name (as on electoral roll)	DOB	Email	Position, role	Responsibilities

OFFICE USE ONLY

REGISTRATION NO.

DATE RECEIVED

PROCESSED BY

FILE NO.

Senior office holders of a party (continued)

Full name (as on electoral roll)	DOB	Email	Position, role	Responsibilities

If more space is required please complete and attach an additional page from the approved form.