

VEC Disclosures

Functions guide for registered
political parties

July 2022



Acknowledgement of Country

We pay respect to Victoria's traditional owners and their elders past and present who have been custodians of this country for many thousands of years. We acknowledge their living culture and their role in the life of Victoria.

Disclaimer

The information in this user guide is specific to Victorian funding and disclosure laws and does not consider the laws of other Australian jurisdictions. Victoria's funding and disclosure laws are set out in the *Electoral Act 2002* (the Act).

This information is general in nature and does not consider your individual circumstances. If you are unsure about how the laws apply to you, seek professional advice.

Contact us

The Funding, Disclosure and Parties team is here to support you with your funding and disclosure obligations. Please get in touch with us if you have questions or concerns.

Phone: 03 8620 1100 or 131 832

Email: disclosures@vec.vic.gov.au

You can also contact us at rppregistration@vec.vic.gov.au with any questions about registered political parties and their agents.

Version control

Version	Date effective	Approved by	Amendment
1.0	15/10/2019	Director, Electoral Integrity and Regulation	N/A
1.1	29/10/2020	Program Manager, Funding and Disclosure	<ul style="list-style-type: none">• Nominated entity changes• System enhancements• Financial year values
1.2	22/12/2020	Program Manager, Funding and Disclosure	<ul style="list-style-type: none">• Updates to the Deputy Registered Officer nomination process• Updated formatting
1.3	03/03/2022	Program Manager, Funding and Disclosure	<ul style="list-style-type: none">• Updated to include new VEC Disclosures system features
2.0	19/07/2022	Director, Electoral Integrity and Regulation	<ul style="list-style-type: none">• Process updates and corrections• Updates to system screenshots• Updated formatting

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VEC Disclosures

[VEC Disclosures](#) is our purpose-built portal that allows users to disclose political donations and submit required annual returns. Political donations are money, services (including paid labour), loans, guarantees or property (including a loan of assets).

A political donation is any gift made to:

- political parties registered in Victoria
- candidates at a Victorian State election
- a group of Legislative Council (upper house) candidates at a Victorian State election
- an elected member of the Victorian Parliament
- an associated entity operating in Victoria
- a nominated entity of a political party registered in Victoria
- a third-party campaigner operating in Victoria.

This guide explains how to register for [VEC Disclosures](#). It also has instructions on how to make, accept, reject, or link a donation.

Web browser capability

[VEC Disclosures](#) works on multiple web browsers.

You can access [VEC Disclosures](#) on a mobile device, however, the best user experience is on your desktop or laptop computer.

Definitions

For an explanation of terms used in this user guide, please visit the [Funding glossary](#) on our website.

More information

For more information on funding and disclosures obligations or for more [VEC Disclosures](#) user guides please visit our website.

[Political donations | Victorian Electoral Commission \(vec.vic.gov.au\)](#)

[Annual returns | Victorian Electoral Commission \(vec.vic.gov.au\)](#)

[VEC Disclosures – Portal guide](#)

[VEC Disclosures – Associated entities and third-party campaigners functions guide](#)

[VEC Disclosures – Registered political party functions guide](#)

Introduction

This guide is to help you, as a registered officer or deputy registered officer (acting on behalf of a registered political party, its nominated entity, and any endorsed candidates and elected members) to use [VEC Disclosures](#) to fulfil your funding and disclosure obligations. These obligations are set out under Part 12 of the Act.

General information

Registered officers of registered political parties are responsible for making sure the party and all its recipients comply with Victoria's funding and disclosure laws. Recipients are:

- the registered political party
- endorsed candidates
- elected members
- nominated entity (if you have one).

This includes making sure donations above the disclosure threshold are disclosed using [VEC Disclosures](#), managing the state campaign account, submitting annual returns, and managing payments of any applicable funding.

We recommend that the party appoints a deputy registered officer (otherwise known as a deputy agent) to act as the registered officer in case the registered officer is unavailable.

Registered officers can register one or more deputy registered officers to help manage the funding and disclosure obligations. Registered officers are still ultimately responsible for all funding and disclosure obligations of the recipient, and any actions of the deputy registered officer. You should make sure there is strong internal governance, including appropriate delegations when you appoint a deputy registered officer.

Deputy registered officers nominated by the party for the purpose of the Part 4 of the Act are not automatically registered in [VEC Disclosures](#). Likewise, deputy agents registered in the [VEC Disclosures](#) system are not automatically nominated as deputy registered officers for the purposes of party administration. While both roles can be filled by the same person, this is not required.

As deputy registered officers are nominated by the registered officer in [VEC Disclosures](#), if the registered officer is de-registered in [VEC Disclosures](#), any deputy registered officers they appointed will be simultaneously de-registered. If the same deputy registered officers are nominated by the incoming registered officer, they will need to contact us at disclosures@vec.vic.gov.au.

Registered officers

If you need to nominate or change your registered officer please contact us at rppregistration@vec.vic.gov.au. Changes to registered officers cannot be made using [VEC Disclosures](#).

Once the nomination or change has been approved the new registered officer will be registered in [VEC Disclosures](#) on your behalf. Incoming registered officers must follow these instructions to complete their registration.

Registered officer registration

1. We will email you when you have been nominated as a registered officer. Click the 'Complete registration' link to create a password.

Your registration on VEC Disclosures is almost complete.

Please click the following link to [complete your registration](#).

The link is only valid for 14 days.

Please note, only you can use this registration link; it must not be given to another person.

To learn more about your funding and disclosure obligations, visit the VEC website.

If you have received this email in error, or have any queries as to why you are receiving this email, please contact the VEC Funding and Disclosure Unit at disclosures@vec.vic.gov.au or on 131 832.

Note: this invitation will expire after 14 days.

2. Click 'Register'.

VEC Funding And Disclosure System

Complete Your Registration
[Register](#)

3. Enter your chosen password and click 'Complete Registration'.

Your password must be at least 8 characters and contain at least 3 of the following: uppercase, lowercase, number and symbol (for example: ! @ # \$ % &).

Complete your VEC Disclosures registration

Email *
Your email will be your username

Create your password *

Your password must:

- be a minimum of 8 characters
- include at least three of the following:
 - uppercase characters
 - lowercase characters
 - numbers
 - special characters (e.g. !@#%&*)

Confirm your password *

4. You are now registered. On the dashboard you can access any of the menu options on the left-hand panel.

The screenshot shows the VEC Disclosures dashboard. On the left is a navigation menu with the VEC logo and the text 'Victorian Electoral Commission'. Below this, it identifies the user as 'ExampleRO Registered Officer' and 'ExampleRPP' with the address 'Forest Run Melbourne, Victoria 3000 Australia'. The menu items are: Dashboard, Donations, Annual returns, Manage entity, My account, Enquiries & support, and Log out. The main content area is titled 'Dashboard' and shows the user is logged in as 'Registered Officer' on behalf of 'ExampleRPP'. It includes a link to 'Register an entity' and a 'Switch entities' section with a dropdown menu to 'Select your entity' and a 'Switch entity' button.

Edit registered officer details

You must make sure your details are always up to date in [VEC Disclosures](#). If you give false or misleading information when disclosing a donation, you may be fined, imprisoned or both. This includes your address and other contact details. The fine for this offence is [300 penalty units](#) (currently more than \$54,000). The prison term is two years.

De-register a registered officer

You cannot de-register a registered officer on [VEC Disclosures](#). Please contact us at rppregistration@vec.vic.gov.au to do this.

The request to deregister a registered officer must come from either the current registered officer or from the executive board of the registered political party.

Once this request has been approved the outgoing registered officer will be removed from [VEC Disclosures](#).

Note: when a registered officer is de-registered any deputy registered officers they appointed are also de-registered. Any deputy registered officer removed in this process can be re-registered by the incoming registered officer, pending approval from the default agent.

Deputy registered officers

You can register a deputy registered officer in [VEC Disclosures](#) to help with donation disclosure and reporting obligations for the party. This is outlined in Part 12 of the Act only.

If you need a deputy registered officer to have authority to do general administration for the registered political party as outlined in Part 4 of the Act (for example nominate or endorse candidates for elections on behalf of the registered officer), they must be appointed in writing by the registered officer.

Written applications to appoint a deputy registered officer under Part 4 of the Act must be submitted to us at rppregistration@vec.vic.gov.au.

[More information on deputy registered officers and other agent roles.](#)

The registered officer must enter the details of their chosen deputy registered officer in [VEC Disclosures](#) to begin the nomination process. Then the deputy registered officer must complete their registration using the link we email them. See [Completing a deputy registered officer registration](#).

Register a deputy registered officer

1. On the [VEC Disclosures home page](#) click 'Sign in' from the top menu.
2. Sign in with your email and password.
3. From the dashboard click 'Manage entity' on the left-hand menu.

The screenshot shows the Victorian Electoral Commission (VEC) dashboard. On the left is a navigation menu with items: Dashboard, Donations, Annual returns, **Manage entity** (highlighted with a red box), My account, Enquiries & support, and Log out. The main content area is titled 'Dashboard' and shows the user is logged in as 'Registered Officer on behalf of ExampleRPP'. Below this is a 'Register an entity' button and a 'Switch entities' section. The 'Switch entities' section contains a dropdown menu labeled 'Switch to *' with the text 'Select your entity' and a 'Switch entity' button.

4. Click 'Nominate a deputy officer'.

The screenshot shows the 'Manage Registered Political Party details' page. At the top, there are two buttons: 'Register a Candidate/Member' and **Nominate a deputy officer** (highlighted with a red box). Below the buttons is a search bar and a table with the following data:

Name	Role	Contact number	Email	Electorate	Silent elector	Action
ExampleEC	Endorsed Candidate		ExampleEmail@gmail.com	Carrum		Edit
ExampleEC1	Endorsed Candidate		ExampleEmail@gmail.com	Box Hill		Edit
ExampleEM	Elected Member		ExampleEmail@gmail.com	Burwood	Yes	Edit
ExampleRPP	Registered Political Party	455555555	ExampleEmail@gmail.com			Edit
ExampleDRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			Edit

Showing 1 to 5 of 5 rows

5. Enter the details of your deputy registered officer. Fields with a red asterisk (*) are compulsory.

Nominate a Deputy Registered Officer

Home / Manage entity / Nominate a Deputy Registered Officer

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

The following information is required to provide your nominated deputy registered officer with access to VEC Disclosures.

Deputy Registered Officer contact information

First name *

Last name *

Phone number (Preferred) * **Phone number (Alternative)**

Email address *
We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Submit

6. Click 'Submit'.

Deputy Registered Officer contact information

First name *

Last name *

Phone number (Preferred) * **Phone number (Alternative)**

Email address *
We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Submit

Click 'Ok' to agree or 'cancel' to change any details.

 **Submit**

x

The person you have nominated as Deputy Registered Officer will receive an email asking them to formally accept the nomination. They may need to complete an attestation form, sign, and upload it as part of their acceptance.

Please note, this person will not be the Deputy Registered Officer until they have formally accepted the nomination.

Ok Cancel

7. You will see confirmation that your nomination was successfully received.

Deputy Registered Officer nomination successful

You have nominated ExampleDRO to be the Deputy Registered Officer

The person you have nominated will receive an email asking them to accept the appointment. This person is not your agent until they have formally accepted the nomination via VEC Disclosures.

We will notify you when they accept or reject the nomination.

[Back to manage entity](#)

8. We will email your nominated deputy registered officer a link to accept or reject their nomination.

VEC Disclosures – Deputy registered officer nomination
Dear Example DRO

The registered officer for **ExampleRPP, ExampleRO** has nominated you as a deputy registered officer.

[Accept or reject this nomination.](#)

For more information, please contact us at disclosures@vec.vic.gov.au. You can also call us on (03) 8620 1100 or 131 832.

9. We will email you to confirm when your nominated deputy registered officer completes the registration process.

10. When they are confirmed the deputy registered officer will appear in the ‘Recipient and user’ page. They will also appear in your ‘Activity log’ on the dashboard.

Manage Registered Political Party details

[Register a Candidate/Member](#) [Nominate a deputy officer](#)

Name	Role	Contact number	Email	Electorate	Silent elector	Action
ExampleEC	Endorsed Candidate		ExampleEmail@gmail.com	Carrum		Edit
ExampleEC1	Endorsed Candidate		ExampleEmail@gmail.com	Box Hill		Edit
ExampleEM	Elected Member		ExampleEmail@gmail.com	Burwood	Yes	Edit
ExampleRPP	Registered Political Party	455555555	ExampleEmail@gmail.com			Edit
ExampleNE DRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			
ExampleDRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			

Showing 1 to 6 of 6 rows

Activity

Recent activity for **ExampleRPP**

ExampleRPP - nomination of deputy registered officer: **ExampleDRO** is approved by VEC

ExampleRPP - nomination of deputy registered officer: **ExampleDRO** is accepted by deputy registered officer

ExampleRPP - nomination of deputy registered officer: **ExampleDRO** is awaiting deputy registered officer approval.

✓ \$1060.00 **ExampleRPP** added a donation 6 hours ago

✓ \$1060.00 **ExampleRPP** added a donation from **ExampleRO** 6 hours ago

De-register a deputy registered officer

You cannot de-register a deputy registered officer in [VEC Disclosures](#).

Contact us at disclosures@vec.vic.gov.au if you need to remove a deputy registered officer. We will de-register them in [VEC Disclosures](#) on your behalf and let you know when it's completed.

You can then register a replacement deputy registered officer using [the deputy registered officer registration instructions](#).

Edit my details – deputy registered officers

As a donor or recipient, you must make sure your contact details are always up to date. If you give false or misleading information when disclosing a donation, you may be fined or imprisoned or both. This includes your address and other contact details. The fine for this offence is [300 penalty units](#) (currently more than \$54,000). The prison term is 2 years.

1. On the [VEC Disclosures home page](#) click 'sign in' from the top menu.
2. Sign in with your email and password.
3. On the dashboard click 'My account' from the left-hand menu.

The screenshot shows the 'Dashboard' page of the Victorian Electoral Commission. The user is logged in as 'Individual Donor' on behalf of 'ExampleDonor'. The left-hand menu has 'My account' highlighted with a red box. The main content area is titled 'Switch entities' and contains a dropdown menu labeled 'Switch to *' with 'ExampleDonor - Individual Donor' selected. Below the dropdown is a red 'Switch entity' button.

4. Click 'Edit my account'.

The screenshot shows the 'My account' page. The left-hand menu has 'My account' highlighted with a red box. The main content area is titled 'My account' and contains a 'Contact details' section. The details are as follows:

Field	Value
First name	ExampleDonor
Last name	ExampleDonor
Email address	ExampleEmail@gmail.com
Residential address	530 Collins street Melbourne Victoria 3000 Australia
Phone number (Preferred)	4555555555
Phone number (Alternative)	—

Below the contact details is a red 'Edit my account' button.

5. Select the fields you want to edit.

Note: your first name, last name and email address cannot be changed. To change these details please contact us at disclosures@vec.vic.gov.au.

6. The system will confirm that your details are saved.

Edit account confirmation

[Home](#) / [My account](#) / [Edit my account](#) / [Edit account confirmation](#)

Your details have been successfully updated

You have successfully updated your account information.

[Back to my account](#)

Registered political party recipients

Recipients of a registered political party include candidates and elected members endorsed by the registered political party.

Why do I need to register party member recipients?

In Victoria anyone who receives [political donations](#) equal to or more than the disclosure threshold must disclose them to us using [VEC Disclosures](#) within 21 days of receiving them.

Recipients are any:

- registered political parties
- candidates
- elected members
- associated entities
- third-party campaigners
- nominated entities of a registered political party

You can only disclose donations to recipients who are registered on [VEC Disclosures](#).

There are penalties for giving false or misleading information when disclosing a donation. This includes address and contact details. You may be fined or imprisoned, or both. The fine for this offence is [300 penalty units](#) (currently more than \$54,000). The prison term is up to 2 years.

Registered officers are responsible for registering all candidates and elected members endorsed by their party and disclosing all donations they receive.

Register a recipient account

1. On the [VEC Disclosures home page](#) click 'Sign in' from the top menu.
2. Sign in with your email and password
3. From the dashboard click 'Manage entity' on the left-hand menu.

The screenshot shows the VEC Dashboard interface. On the left is a navigation menu with 'Manage entity' highlighted in a red box. The main content area is titled 'Dashboard' and shows the user is logged in as 'Registered Officer' on behalf of 'ExampleRPP'. Below this is a 'Switch entities' section with a dropdown menu labeled 'Switch to *' containing the text 'Select your entity' and a 'Switch entity' button.

4. Click 'Register a Candidate/Member'.

The screenshot shows the 'Manage Registered Political Party details' page. At the top, there are two buttons: 'Register a Candidate/Member' (highlighted in a red box) and 'Nominate a deputy officer'. Below is a table with columns: Name, Role, Contact number, Email, Electorate, Silent elector, and Action. The table contains five rows of data.

Name	Role	Contact number	Email	Electorate	Silent elector	Action
ExampleEC	Endorsed Candidate		ExampleEmail@gmail.com	Carrum		edit
ExampleEC1	Endorsed Candidate		ExampleEmail@gmail.com	Box Hill		edit
ExampleEM	Elected Member		ExampleEmail@gmail.com	Burwood	Yes	edit
ExampleRPP	Registered Political Party	455555555	ExampleEmail@gmail.com			edit
ExampleNE DRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			edit

Showing 1 to 5 of 5 rows

5. Select either 'Endorsed Candidate' or 'Elected Member' from the drop down. Complete the nomination details in the fields below and click 'Submit'.

Nominate an Endorsed Candidate or Elected Member

Home / Manage entity / Nominate an Endorsed Candidate or Elected Member

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

The following information is required to provide your nominated endorsed candidate or elected member with access to VEC Disclosures.

Are you nominating an endorsed candidate or elected member? *

Please select

Please select

Endorsed Candidate

Elected Member

First name *

First name

Last name *

Last name

Phone number (Preferred) *

Include local area code

Phone number (Alternative)

Include local area code

Email address *

We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Email address

Submit

6. Enter the recipients contact details. Fields with a red asterisk (*) are compulsory.

Endorsed Candidate or Elected Member contact information

First name *

First name

Last name *

Last name

Phone number (Preferred) *

Include local area code

Phone number (Alternative)

Include local area code

Email address *

We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Email address

Submit

7. Agree to this notice by clicking 'Ok'. Click 'cancel' to make any changes.

Submit

x

The person you have nominated as Elected Member will receive an email asking them to formally accept the nomination. They may need to complete an attestation form, sign, and upload it as part of their acceptance.

Please note, this person will not be the Elected Member until they have formally accepted the nomination.

Ok

Cancel

8. You will see confirmation that your submission was successful.

Endorsed Candidate nomination successful Home / Manage entity / Nominate on Endorsed ... / Endorsed Candidate nomination successful

✔ You have nominated ExampleEC to be the Endorsed Candidate

The person you have nominated will receive an email asking them to accept the appointment. This person is not your agent until they have formally accepted the nomination via VEC Disclosures.

We will notify you when they accept or reject the nomination.

[Back to manage entity](#)

9. We will email the recipient to let them know they have been nominated. They can either accept or reject this nomination.

Dear Example EC

ExampleRO the Registered Officer for **ExampleRPP** has nominated you as an Endorsed Candidate.

As an Endorsed Candidate, you are responsible for managing donation disclosure obligations for any donations that you make.

[Accept or reject this nomination.](#)

For more information, please contact us at disclosures@vec.vic.gov.au. You can also call us on (03) 8620 1100 or 131 832.

10. You will see this screen in [VEC Disclosures](#) when they accept your nomination.

Endorsed Candidate acceptance successful

✔ Your acceptance has been confirmed

We will advise **ExampleRO** that you have accepted the Endorsed Candidate nomination for **ExampleRPP**

11. We will email you to confirm when your recipient has completed the registration process.

Edit a recipient

Why would I want to edit my details?

If the details of your recipient change you must update these details to make sure this register is accurate.

1. On the [VEC Disclosures home page](#) click 'Sign in' from the top menu.
2. Sign in with your email and password.
3. From the dashboard click 'Manage entity' on the left-hand menu.

The screenshot shows the Victorian Electoral Commission (VEC) dashboard. On the left-hand menu, the 'Manage entity' option is highlighted with a red box. The main content area shows the user is logged in as 'Registered Officer' on behalf of 'ExampleRPP'. There is a 'Register an entity' button and a 'Switch entities' section with a dropdown menu to 'Select your entity' and a 'Switch entity' button.

4. Click 'Edit' next to the recipient name.

Name	Role	Contact number	Email	Electorate	Silent elector	Action
+ ExampleEC	Endorsed Candidate		ExampleEmail@gmail.com	Carrum		Edit
+ ExampleECt	Endorsed Candidate		ExampleEmail@gmail.com	Box Hill		Edit
+ ExampleEM	Elected Member		ExampleEmail@gmail.com	Burwood	Yes	Edit

5. Select the fields you need to edit then click 'Update entity details'

The screenshot shows the 'Update entity details' form. The 'Residential address' field is highlighted with a red box, containing the text '530 Collins street, Melbourne Victoria 3000'. Below it is a checkbox for 'Enter residential address manually'. The 'Electorate' dropdown menu is also highlighted with a red box, showing 'Melbourne' selected.

[Update entity details](#)

6. You will see confirmation that the details have been updated

The screenshot shows the 'Edit entity confirmation' page. It features a success message: 'You have successfully updated the details of the entity' and 'You have successfully updated the details of Endorsed Candidate ExampleEC'. A 'Back to manage entity' button is located at the bottom right.

Nominated entities

Why should I appoint a nominated entity?

Registered political parties may choose to appoint an organisation to be its nominated entity. Any gifts made between a registered political party and its nominated entity are not considered political donations. Parties can only appoint one organisation to be their nominated entity.

This appointment does not begin until we have accepted the party's written application to appoint a nominated entity. This application must include written consent from the proposed nominated entity. After we accept this application we will add the entity to the [Register of nominated entities](#).

To be eligible to be appointed as a nominated entity the organisation must be an incorporated body that:

- 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.
- 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 Act (nor has an officer of the organisation).

The registered officer of the registered political party is also the registered agent of the nominated entity. This means the registered officer is responsible for submitting all donation disclosures and annual returns for the nominated entity.

[More information on the annual returns process.](#)

Appointing a nominated entity

This process can only be completed by the registered officer or deputy registered officer.

1. On the [VEC Disclosures home page](#) click 'Sign in' from the top menu.
2. Sign in with your email and password. On the dashboard click 'Manage entity' on the left-hand menu.

Victorian Electoral Commission
ExampleRO
Registered Officer
ExampleRPP
Forest Run Melbourne
Victoria 3000 Australia

Switch

- Dashboard
- Donations
- Annual returns
- Manage entity**
- My account
- Enquiries & support
- Log out

Dashboard
You are currently logged in as: **Registered Officer** on behalf of **ExampleRPP**

Need to link another entity to your VEC Disclosures account? You can do that here

Register an entity

Switch entities
The entities and roles linked to your account are listed below.

Switch to *
Select your entity

Switch entity

3. Click 'Add nominated entity'.

Victorian Electoral Commission
Registered Officer
RPP
Melbourne
Victoria 3000 Australia

Switch

- Dashboard
- Donations
- Annual returns
- Manage entity
- My account
- Enquiries & support
- Log out

Public Information

- Donations
- Nominated Entities
- Annual Returns

Manage Registered Political Party details Home / Manage entity

Register a Candidate/Member | Nominate a deputy officer | **Add nominated entity**

Search

Name	Role	Contact number	Email	Electorate	Silent elector	Action
EC	Endorsed Candidate		ExampleEmail@gmail.com	Cornum		Edit
ECl	Endorsed Candidate		ExampleEmail@gmail.com	Box Hill		Edit
EM	Elected Member		ExampleEmail@gmail.com	Burwood	Yes	Edit
RPP	Registered Political Party	455555555	ExampleEmail@gmail.com			Edit
RPP EC	Endorsed Candidate		ExampleEmail@gmail.com		Yes	Edit
NE DRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			
RRP DRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			
NE	Nominated Entity		ExampleEmail@gmail.com			Deregistered on 22 May 2022

Showing 1 to 8 of 8 rows

- Click the 'Nominated entity appointment' link to download the *Nominated entity appointment form*. This entire form must be completed (including a signature) before you can proceed to the next step.

Add Nominated Entity

Declaration of eligibility
Nominated entity appointment form

To appoint a Nominated Entity, please download and complete the **Nominated Entity Appointment form** before completing the online form.

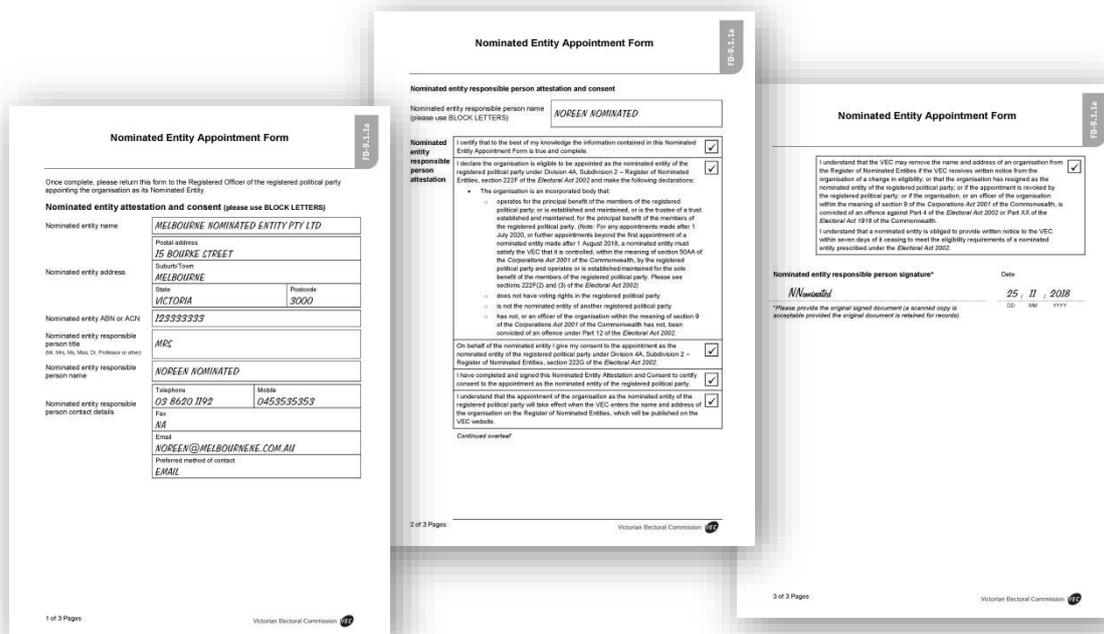
The *Nominated Entity Appointment form* must be completed in its entirety (including signatures) before you can proceed to the next step of the appointment process.

Please upload the completed *Nominated Entity Appointment form*.

Please upload a signed consent and declaration form.

No file selected.

- Give the *Nominated entity appointment form* to the nominated entity contact person to complete. Make sure the contact person completes the form and sends it back to you.
- Scan and save the completed form to your computer. You must keep the original version on file to supply to us if we request it.



7. Click 'Browse' to upload your completed *Nominated entity appointment form*.

Add Nominated Entity

Home / Manage entity / Add Nominated Entity

Declaration of eligibility
Nominated entity appointment form

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

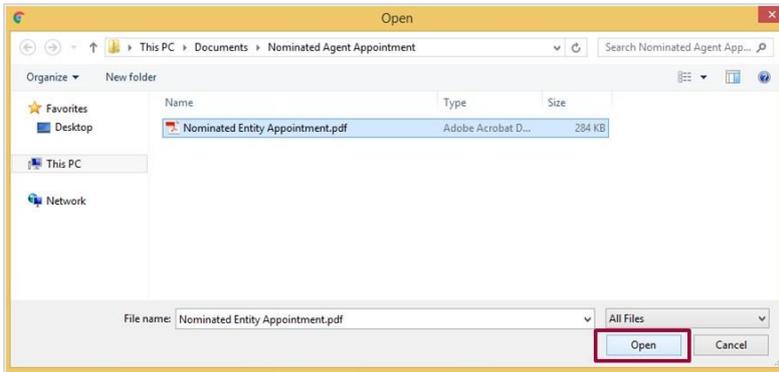
The *Nominated Entity Appointment* form must be completed in its entirety (including signatures) before you can proceed to the next step of the appointment process.

Please upload the completed *Nominated Entity Appointment* form.

Please upload a signed consent and declaration form.

Browse... No file selected.

8. Choose your document and click 'Open'.



Once the document has been uploaded you can continue with the appointment process.

Add Nominated Entity

Home / Manage entity / Add Nominated Entity

Declaration of eligibility
Nominated entity appointment form

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

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

Please upload the completed *Nominated Entity Appointment* form.

Please upload a signed consent and declaration form.

Browse... nominated-entity-appointment.pdf

9. Confirm the organisation meets the eligibility criteria by checking each box. If the organisation does not meet all the eligibility criteria it cannot be appointed as your nominated entity.

Confirm eligibility

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

Does not have voting rights in the registered political party. *

Is not already the Nominated Entity of another registered political party. *

Operates for the principal benefit of the registered political party, or is established and maintained or is the trustee of a trust established and maintained for the principal sole benefit of the members of the registered political party. *

Not been convicted of an offence under Part 12 of the Electoral Act 2002 (including any officers of that entity) *

10. Enter the details of the organisation you are appointing as your nominated entity. Complete the following mandatory fields:
- address (street address only – PO Boxes will not be accepted)
 - ABN /ACN.

Organisation details

Organisation name *

ABN/ACN *

Organisation address

Organisation address (Australian street address only, post office boxes will not be accepted) *

Enter my organisation's address manually

Street name

Suburb Postcode

State

Country

11. Enter the contact person's details.

Contact person details

Title First Name *

Middle Name Last Name *

Email *

Contact phone 1 (include local area code) * Provide a telephone number

Contact phone 2 (include local area code) Provide a telephone number

Fields with a red asterisk (*) are compulsory.

12. Enter the organisations state campaign account details.

State campaign account details

Account name

BSB Account number

Submit

13. Click 'Submit'.

State campaign account details [?](#)

Account name

BSB Account number

14. You will see a submission confirmation screen.

Note: We still need to approve your nomination. The appointment process is not complete until we add the entity's details to the [Nominated entity register](#).

Nominated entity nomination successful Home / Manage entity / Add Nominated Entity / Nominated entity nomination successful

New nominated entity successfully added

Your request to nominate ExampleNE as your Nominated Entity has been submitted.

Before an appointment can take effect, the Victorian Electoral Commission must verify that the required written and signed consent, along with a signed declaration from the entity that it is eligible to be appointed, has been provided.

We will notify you of the outcome of the nomination, or if we require additional information.

15. We will email the registered officer when the entity has been registered.

Dear **ExampleRO**

ExampleNE has been registered as the nominated entity of **ExampleRPP** on VEC Disclosures.

The nominated entity is now published on the [register of nominated entities](#).

As the registered officer, you are responsible for managing the funding and disclosure obligations on behalf of your nominated entity. This includes:

- disclosing donations
- maintaining the [state campaign account](#)
- submitting annual returns.

To manage your funding and disclosure obligations for ExampleNE, please [sign in to VEC Disclosures](#).

We have also notified your nominated entity's contact person.

For more information, please contact us at disclosures@vec.vic.gov.au. You can also call us on (03) 8620 1100 or 131 832.

We will also email the contact person at the nominated entity to confirm their registration is complete.

VEC Disclosures - Nominated Entity Registration complete
Dear ExampleNE Contact

ExampleNE has been registered as the nominated entity of **ExampleRPP** on VEC Disclosures.

The nominated entity is now published on the [register of nominated entities](#).

The registered officer of **ExampleRPP, ExampleRO** is responsible for managing all funding and disclosure obligations on behalf of ExampleNE.

For more information, please contact us at disclosures@vec.vic.gov.au. You can also call us on (03) 8620 1100 or 131 832.

16. The organisation will now appear on the [Register of nominated entities](#) on our website as well as on the 'Manage entity' tab.

VEC Victorian Electoral Commission
 ExampleRO Registered Officer
 ExampleRPP Melbourne Victoria 3000 Australia
 Switch

Dashboard
 Donations
 Annual returns
Manage entity
 My account
 Enquiries & support
 Log out

Public Information
 Donations
 Nominated Entities

Manage Registered Political Party details Home / Manage entity

Register a Candidate/Member | Nominate a deputy officer

Search

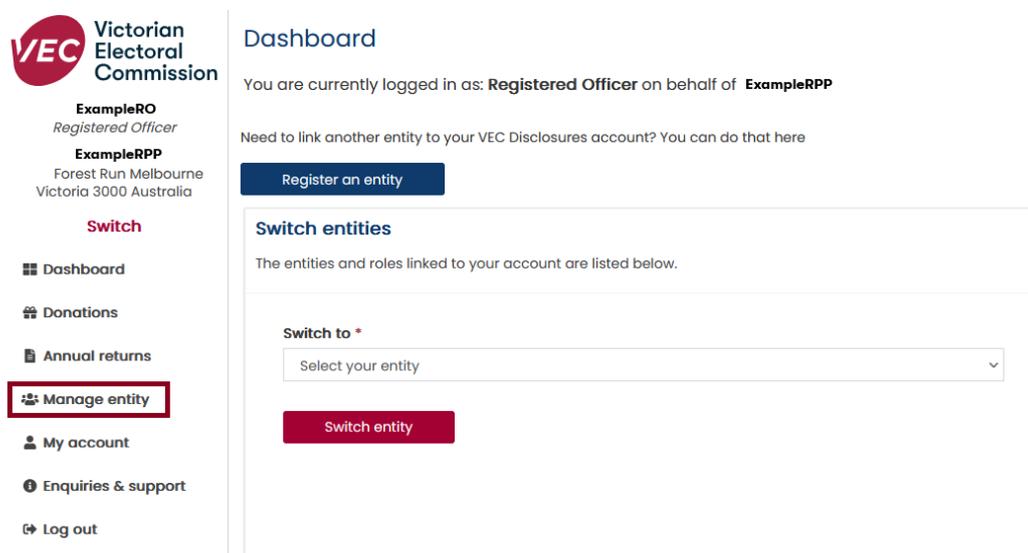
Name	Role	Contact number	Email	Electorate	Silent elector	Action
+ ExampleEC	Endorsed Candidate		ExampleEmail@gmail.com	Carrum		Edit
+ ExampleEC1	Endorsed Candidate		ExampleEmail@gmail.com	Box Hill		Edit
+ ExampleEM	Elected Member		ExampleEmail@gmail.com	Burwood	Yes	Edit
+ ExampleRPP	Registered Political Party	455555555				Edit
+ ExampleEC2	Endorsed Candidate		ExampleEmail@gmail.com		Yes	Edit
+ ExampleNE	Nominated Entity					Edit
+ ExampleRPP NE DRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			
+ ExampleRPP DRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			
+ ExampleNE	Nominated Entity					Deregistered on 22 May 2022

Showing 1 to 9 of 9 rows

Edit nominated entity details

You must make sure the details of your nominated entity are always up to date. We are required by law to publish a register of nominated entities on our website. This register must contain the name and address of the nominated entity as well as the name and address of the registered political party. If the details of your nominated entity change you must update these details to make sure this register is accurate.

1. On the [VEC Disclosures home page](#) click 'Sign in' from the top menu.
2. Sign in with your email and password.
3. On the dashboard click 'Manage entity' on the left-hand menu.



VEC Victorian Electoral Commission

ExampleRO
Registered Officer

ExampleRPP
Forest Run Melbourne
Victoria 3000 Australia

Switch

- Dashboard
- Donations
- Annual returns
- Manage entity**
- My account
- Enquiries & support
- Log out

Dashboard

You are currently logged in as: **Registered Officer** on behalf of **ExampleRPP**

Need to link another entity to your VEC Disclosures account? You can do that here

[Register an entity](#)

Switch entities

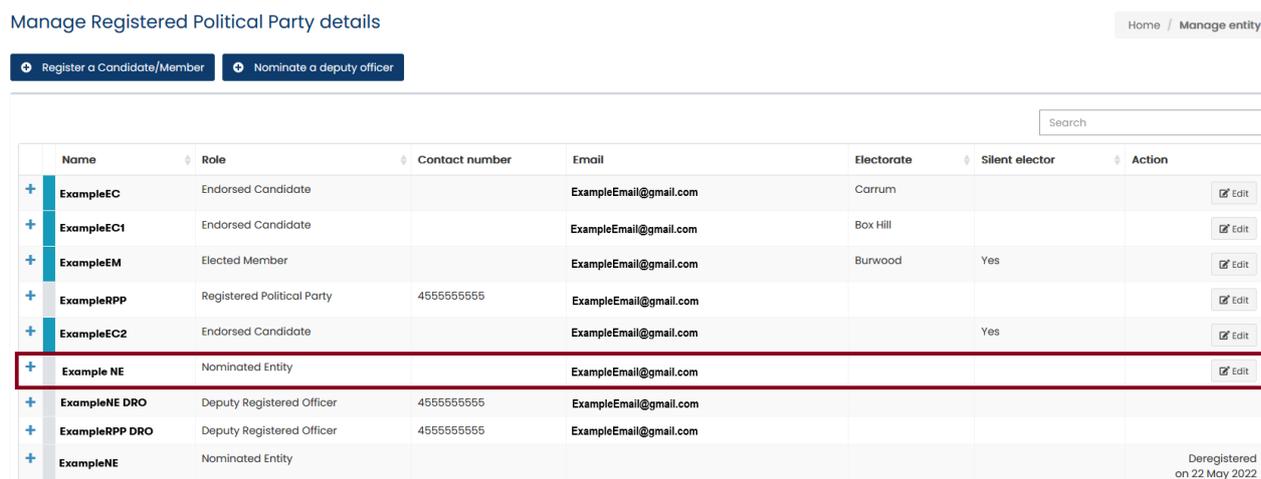
The entities and roles linked to your account are listed below.

Switch to *

Select your entity

[Switch entity](#)

4. Click 'Edit' next to the nominated entity's name.



Manage Registered Political Party details Home / Manage entity

[Register a Candidate/Member](#) [Nominate a deputy officer](#)

Name	Role	Contact number	Email	Electorate	Silent elector	Action
+ ExampleEC	Endorsed Candidate		ExampleEmail@gmail.com	Corrum		Edit
+ ExampleEC1	Endorsed Candidate		ExampleEmail@gmail.com	Box Hill		Edit
+ ExampleEM	Elected Member		ExampleEmail@gmail.com	Burwood	Yes	Edit
+ ExampleRPP	Registered Political Party	455555555	ExampleEmail@gmail.com			Edit
+ ExampleEC2	Endorsed Candidate		ExampleEmail@gmail.com		Yes	Edit
+ Example NE	Nominated Entity		ExampleEmail@gmail.com			Edit
+ ExampleNE DRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			
+ ExampleRPP DRO	Deputy Registered Officer	455555555	ExampleEmail@gmail.com			
+ ExampleNE	Nominated Entity					Deregistered on 22 May 2022

5. Select the fields you need to edit. The organisation name and ABN fields are locked and cannot be edited. Please contact us at disclosures@vec.vic.gov.au if you need to change these details.

The organisation address and state campaign account details can be edited.

Organisation Details

Organisation name * **ABN or relevant business number**

Example NE 51 824 753 556

Organisation address *

Australian street address only, post office boxes will not be accepted

Enter my organisation's address manually

Fields with a red asterisk (*) are compulsory.

6. Click 'Browse' to upload any supporting documents.

State campaign account details [?](#)

State campaign account details are not required to complete this registration, however, they must be provided as soon as possible to ensure donations received are compliant with the Electoral Act 2002.

Account name

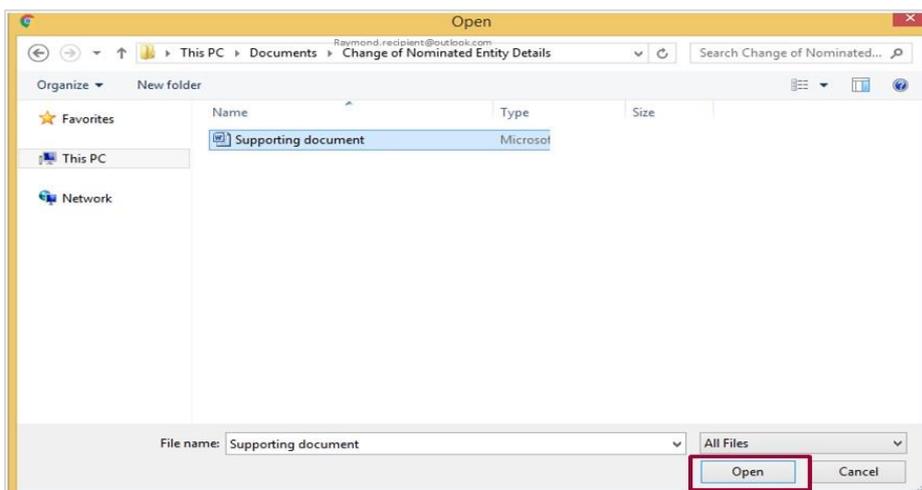
BSB

Account number

Please upload any additional required documents

No files selected.

7. Choose your document and click 'Open'.



Once the document has been uploaded you can continue with the edit process.

State campaign account details [?](#)

State campaign account details are not required to complete this registration, however, they must be provided as soon as possible to ensure donations received are compliant with the Electoral Act 2002.

Account name

BSB

Account number

Please upload any additional required documents

 Support Document.pdf

[Update entity details](#)

8. Click 'Update entity details' when you're finished.

State campaign account details [?](#)

State campaign account details are not required to complete this registration, however, they must be provided as soon as possible to ensure donations received are compliant with the Electoral Act 2002.

Account name

BSB

Account number

Please upload any additional required documents

 Support Document.pdf

[Update entity details](#)

9. You will see confirmation that your updates were successful.

Edit entity confirmation

[Home](#) / [Manage entity](#) / [Edit entity](#) / [Edit entity confirmation](#)

You have successfully updated the details of the entity

You have successfully updated the details of Nominated Entity **ExampleNE**

[Back to manage entity](#)

De-register a nominated entity

You cannot de-register a nominated entity in [VEC Disclosures](#).

There are specific situations where a nominated entity needs to be de-registered:

- If the nominated entity is no longer eligible to be a nominated entity – as the organisation, or an officer of the organisation, is convicted of an offence against Part 12 of the Act or Part XX of the *Commonwealth Electoral Act 1918* (Cth) – they must be de-registered as a nominated entity. The nominated entity must provide written notice to us within 7 days of the nominated entity ceasing to be eligible.
- If the registered political party that appointed the organisation to be its nominated entity would like to appoint a different organisation to be its nominated entity, it must first de-register its existing nominated entity (a party can only have one nominated entity).
- If the nominated entity would like to resign as the nominated entity, or the registered political party would like to revoke the appointment of the nominated entity.

If any of these situations have occurred contact us at disclosures@vec.vic.gov.au or by phone on (03) 8620 1100 or 131 832.

