

VEC Disclosures

Guide for associated entities, third-party campaigners, independent candidates, and independent elected members

May 2024



Acknowledgement of Country

We pay respect to Victoria's traditional owners and their elders past, present and emerging 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 (Vic)* (Electoral 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 Registration 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	22/12/2020	Program manager, funding and disclosure	<ul style="list-style-type: none">• Updates to system screenshots• Updated formatting
1.2	20/01/2022	Program manager, funding and disclosure	<ul style="list-style-type: none">• Updates to system screenshots• Updated formatting
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
2.1	27/05/2024	Principal advisor, data and projects	<ul style="list-style-type: none">• Name change to Funding, Disclosures and Registration.• Change abbreviation of <i>Electoral Act 2002 (Vic)</i> (Electoral Act).• Penalty units removed.

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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 is for associated entities and third-party campaigners. It explains how to register for [VEC Disclosures](#) and how to appoint deputy agents.

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 – Registered political party functions guide](#)

Introduction

This guide is to help all independent individual and organisational recipients to use [VEC Disclosures](#) to fulfil their funding and disclosure obligations under Part 12 of the Electoral Act. Independent, individual, and organisational recipients are independent candidates, independent elected members, third-party campaigners, and associated entities.

For organisational recipients (third-party campaigners and associated entities), the financial controller is the default agent and will act on the organisation's behalf regarding all funding and disclosure obligations. The financial controller can appoint a registered agent to act on their behalf if they wish.

All individual recipients (independent candidates and independent elected members) are their own default agent. They can also appoint a registered agent to act on their behalf for all funding and disclosure obligations.

A deputy registered agent can be nominated to act as the registered agent if the registered agent is unavailable. Any task a deputy registered agent performs on behalf of the registered agent will remain the responsibility of the registered agent. As such, registered agents should make sure there is strong internal governance, including the appropriate delegations, when appointing a deputy registered agent.

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

If you have any questions or need further clarification about your funding and disclosure obligations, contact us at disclosures@vec.vic.gov.au or call 131 832.

Registered agents

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 on [VEC Disclosures](#), managing your state campaign account, submitting your annual returns, and managing payments of any applicable public funding.

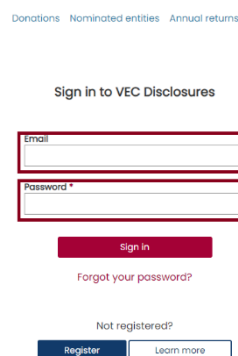
You must be at least 18 years old to be appointed as a registered agent of a recipient. You must not have had any convictions against the funding and disclosure provisions (Part 12) of the Electoral Act, or the funding and disclosure provisions at Part XX of the *Commonwealth Electoral Act 1918* (Cth).

Nominate a registered agent

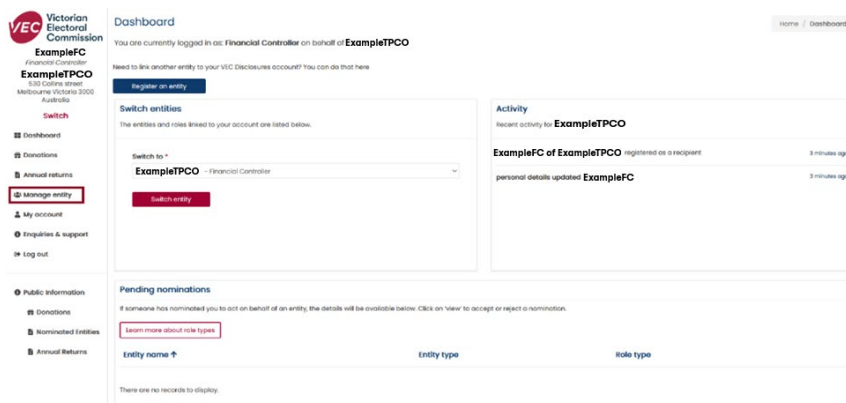
1. On the [VEC Disclosures home page](#) click 'Sign in' from the top menu.



2. Sign in with your email and password.



3. From the dashboard, click 'Manage entity' on the left-hand menu.



4. Click 'Nominate an agent'.

The screenshot shows the Victorian Electoral Commission (VEC) website interface. On the left is a navigation menu with options like Dashboard, Donations, Annual returns, Manage entity, My account, Enquiries & support, Log out, and Public Information. The main content area is titled 'Manage Third Party Campaigner Organisation details'. At the top right of this area is a breadcrumb trail: 'Home / Manage entity'. Below the breadcrumb is a blue button labeled 'Nominate an agent', which is highlighted with a red rectangular box. Underneath the button is a search bar and a table with the following columns: Name, Role, Contact number, Email, Electorate, Silent elector, and Action. The table contains two rows: one for 'ExampleTPCO' (Third Party Campaigner Organisation) and one for 'ExampleFC' (Financial Controller). Below the table, it says 'Showing 1 to 2 of 2 rows'.

5. Enter the details of your nominated registered agent and click 'Send nomination'. Fields with a red asterisk (*) are compulsory.

Nominate a Registered Agent

Home / Manage entity / Nominate a Registered Agent

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

To be eligible to be an agent, the person you are nominating must:

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

Registered Agent contact information

First name *

Last name *

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

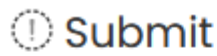
Include local area code Include local area code

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.

Send nomination

6. Select 'OK' to accept and continue, or 'Cancel' to cancel the nomination.
We will email your nominated agent to confirm their eligibility and accept the nomination. Their nomination does not come into effect until they accept on VEC Disclosures.

 Submit



The person you have nominated as Registered Agent 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 Registered Agent until they have formally accepted the nomination.



7. You will see a submission confirmation screen. Your nominated registered agent has 30 days to accept before the nomination expires.

Registered Agent nomination successful Home / Manage entity / Nominate an Agent / Registered Agent nomination successful

You have nominated Example RA to be your agent.

Your nominated agent will receive an email asking them to confirm their eligibility and formally accept the appointment.

Please note, this person is not your agent until they have formally accepted the nomination via VEC Disclosures.

ExampleRA has 30 days to accept this nomination. If they haven't accepted the nomination within 30 day, the nomination will expire and you will need to nominate another agent.

We will notify you when they accept or reject the nomination, or if they have not actioned the nomination within 30 days.

[Back to manage entity](#)

Accept nomination

- 1 We will email you when someone nominates you to be their registered agent.

Click the link to accept or reject the nomination.

VEC Disclosures – Registered Agent nomination

Dear **ExampleRA**

ExampleFC has nominated you to be the Registered Agent for **ExamplePCO**. Under the Electoral Act 2002, recipients of political donations can nominate a person to act as their Registered Agent.

A Registered Agent is responsible for managing an entity's funding and disclosure obligations, including:

- disclosing donations,
- managing the State campaign account, and
- submitting annual returns

You can [accept or reject](#) this nomination now.

You have 10 days to accept this nomination. After this time the nomination will expire and Registered Agent will need to nominate another Agent.

To learn more about the obligations of a Registered Agent, visit the Victorian Electoral Commission (VEC) website.

For further information, please contact the VEC Funding and Disclosure Unit at disclosures@vec.vic.gov.au, or on 131 832.

2. Download the *Registered agent nomination form*. This form must be completed and signed before you can proceed to the next step.

Registered Agent Acceptance

You have been nominated to be the registered agent of **ExampleRA**

Please review your details and accept or reject this nomination.

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

Signed consent form

Please download and complete the attestation and consent form from this link.

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

3. Complete the *Registered agent nomination form*, scan it and save to your computer.

Note: You must keep the original version to supply to us if we request it.

Registered Agent Nomination

FDAN020

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

Nominated Registered Agent details (please use BLOCK LETTERS)
(To be completed by the nominee)

Name

Title	First name	Middle name	
Last name			

Address
(post office boxes will not be accepted)

Street			
Suburb/Town			
State		Postcode	
Country			

Contact details

Telephone	Mobile
Email	

Date of birth

Day	Month	Year	
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Registered Agent Nomination

FDAN020

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

Nominated Registered Agent attestation and consent

I,agree to be the Registered Agent for

I certify that to the best of my knowledge the information contained in this Registered Agent Nomination form is true and complete.

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

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

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

I have completed and signed this Registered Agent Nomination form to certify my consent to the appointment as the Registered Agent.

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

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

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

Nominated Registered Agent signature* Date

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

/ /
DD MM YYYY

Page 2 of 2 Victorian Electoral Commission

4. Click 'Browse' to upload your completed *Registered agent nomination form*.

Registered Agent Acceptance

You have been nominated to be the registered agent of **ExampleTPCO**

Please review your details and accept or reject this nomination.

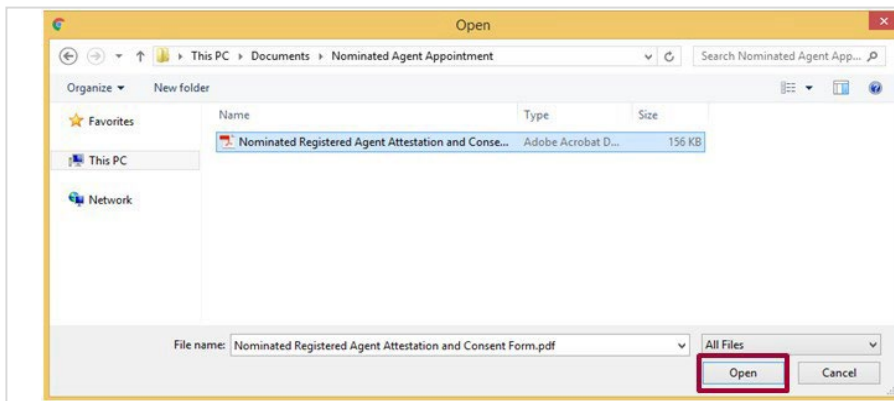
How do we collect, manage and disclose personal information? See our [Privacy statement](#).

Signed consent form

Please download and complete the attestation and consent form from this link.
The form must be completed in its entirety (including a signature) before you can proceed to the next step of the nomination process.
Please upload your signed consent form

No file chosen

5. In the dialog box, choose your document and select 'Open'.



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

Registered Agent Acceptance

You have been nominated to be the registered agent of **ExampleRA**

Please review your details and accept or reject this nomination.

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

Signed consent form

**Please download and complete the attestation and consent form from this [link](#).
The form must be completed in its entirety (including a signature) before you can proceed to the next step of the nomination process.
Please upload your signed consent form**

agent-attestation-consent.pdf

6. Confirm you are eligible by selecting each check box.

You cannot be a registered agent if you do not meet all 3 criteria. You must reject this nomination if you do not meet all criteria.

I confirm that I:

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

7. Enter your details and answer the silent elector question. Check that any pre-filled information is correct.

Your contact information

First name *
Prefilled - Can be edited now

Last name *
Prefilled - Can be edited now

Phone number (Preferred) * **Phone number (Alternative)**
Prefilled - Can be edited now 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.
Prefilled - Can be edited now

Your residential address *
Australian street address only, post office boxes will not be accepted
Start typing your residential address

Enter my residential address manually

Are you a silent elector? *
A silent elector is someone who has formally registered with the Victorian Electoral Commission to have their address suppressed on the electoral roll. You will need to enter your address to register on VEC Disclosures, but this information will not be published if we verify you are a silent elector.
Please select

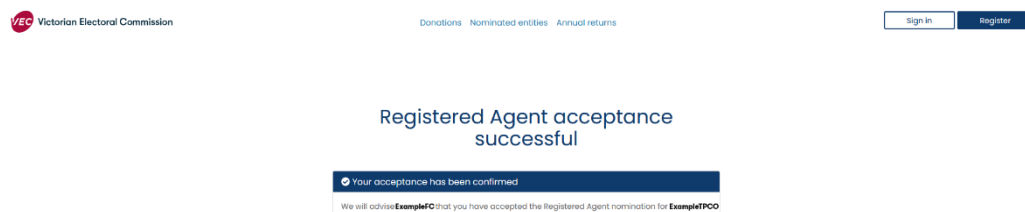
8. Click 'Accept' when you have read and understood the acknowledgement.

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

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

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

9. You will see confirmation that you have successfully accepted your nomination.



10. We will email you to confirm you have successfully registered. Click the ‘Complete registration’ link to open [VEC Disclosures](#) and set your password. This link will expire in 14 days.
11. Choose your 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

Prefilled ExampleEmail@gmail.com

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 *

Complete registration

You are now registered on [VEC Disclosures](#). You can access any of the menu options on the left-hand panel on the dashboard.

Dashboard

You are currently logged in as: **Registered Agent** on behalf of **ExampleTPCO**. Home / Dashboard

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 *

ExampleTPCO - Registered Agent

[Switch entity](#)

Activity

Recent activity for **ExampleTPCO**

ExampleTPCO - nomination of registered agent: ExampleRA is approved by VEC	27 minutes ago
ExampleTPCO - nomination of registered agent: ExampleRA is accepted by the registered agent	27 minutes ago
ExampleTPCO - nomination of agent: ExampleRA is awaiting agent approval.	an hour ago
ExampleFC of ExampleTPCO registered as a recipient	2 hours ago
personal details updated ExampleFC	2 hours ago

Pending nominations

If someone has nominated you to act on behalf of an entity, the details will be available below. Click on 'view' to accept or reject a nomination.

[Learn more about role types](#)

Entity name ↑	Entity type	Role type
There are no records to display.		

Reject nomination

1. We will email you when someone has nominated you to be a registered agent. Click the link to accept or reject the nomination.

VEC Disclosures – Registered Agent nomination

Dear **ExampleRA**

ExampleFC has nominated you to be the Registered Agent for **ExampleTPCO**. Under the Electoral Act 2002, recipients of political donations can nominate a person to act as their Registered Agent.

A Registered Agent is responsible for managing an entity's funding and disclosure obligations, including:

- disclosing donations,
- managing the State campaign account, and
- submitting annual returns

You can [accept or reject](#) this nomination now.

You have 10 days to accept this nomination. After this time the nomination will expire and Registered Agent will need to nominate another Agent.

To learn more about the obligations of a Registered Agent, visit the Victorian Electoral Commission (VEC) website.

For further information, please contact the VEC Funding and Disclosure Unit at disclosures@vec.vic.gov.au, or on 131 832.

2. Click 'Reject' to reject the nomination.

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

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

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

Reject

Accept

3. You will see confirmation that you have rejected this nomination.

We will email the person who nominated you to let them know.


 Victorian Electoral Commission

[Donations](#) [Nominated entities](#) [Annual returns](#)

[Sign in](#)

[Register](#)

Registered Agent rejection successful

 Your rejection has been confirmed

We will advise **ExampleFC** that you have rejected the Registered Agent nomination for **ExampleTPCO**

Deputy registered agents

Registered agents can appoint a deputy registered agent to help them manage their recipients funding and disclosure obligations. This includes disclosing all donations using [VEC Disclosures](#), managing the state campaign account, submitting annual returns, and managing any applicable public funding.

You are responsible for any task your deputy registered agent performs on your behalf. You should make sure there is strong internal governance, including the appropriate delegations when appointing deputy registered agents.

Nominate a deputy registered agent

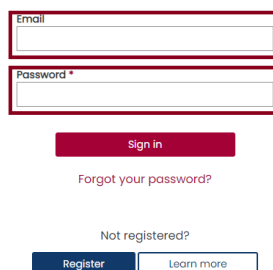
1. On the [VEC Disclosures home page](#) click ‘Sign in’ from the top menu.



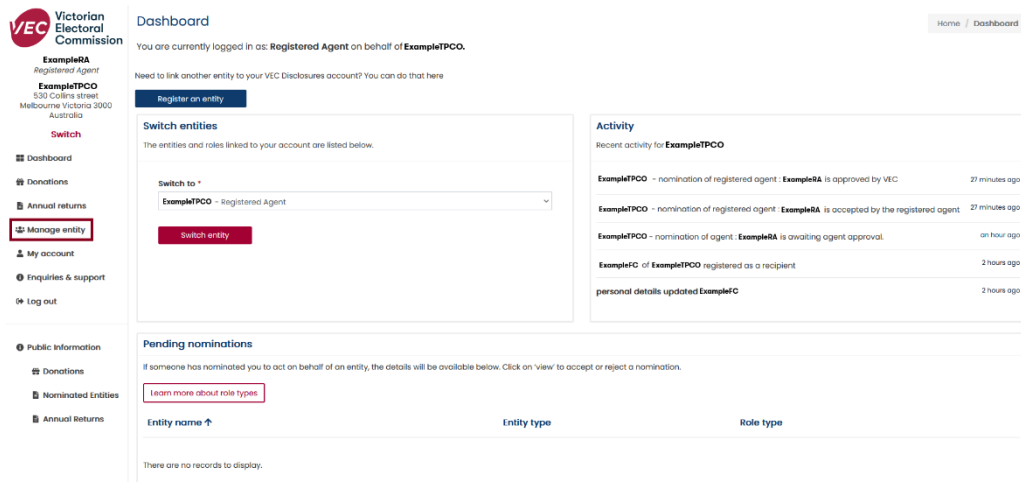
2. Sign in with your email and password.

Donations Nominated entities Annual returns

Sign in to VEC Disclosures

The screenshot shows the sign-in form. It has two input fields: 'Email' and 'Password *'. Both fields are highlighted with red rectangular boxes. Below the fields is a red 'Sign in' button. Underneath the button is a link that says 'Forgot your password?'. At the bottom, there is a 'Not registered?' section with a blue 'Register' button and a 'Learn more' link.

3. On the dashboard, click ‘Manage entity’ on the left-hand menu.

The screenshot shows the dashboard of a registered agent. On the left is a navigation menu with 'Manage entity' highlighted with a red box. The main content area shows the user is logged in as 'Registered Agent on behalf of ExamplePCO'. There are three main sections: 'Switch entities' with a dropdown menu showing 'ExamplePCO - Registered Agent' and a 'Switch entity' button; 'Activity' showing a list of recent actions like 'nomination of registered agent' with timestamps; and 'Pending nominations' with a 'Learn more about role types' link. At the bottom, there is a table header with columns for 'Entity name', 'Entity type', and 'Role type', but it is currently empty.

4. Click 'Nominate a deputy agent'.

Victorian Electoral Commission
ExampleRA Registered Agent
ExampleTPCO
530 Collins street
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 Third Party Campaigner Organisation details

Home / Manage entity

Nominate a deputy agent

Name	Role	Contact number	Email	Electorate	Silent elector	Action
ExampleTPCO	Third Party Campaigner Organisation		ExampleEmail@gmail.com			Edit
ExampleFC	Financial Controller	4555555555	ExampleEmail@gmail.com			
ExampleRA	Registered Agent	4555555555	ExampleEmail@gmail.com		Yes	Edit
ExampleRA	Registered Agent	4555555555	ExampleEmail@gmail.com		Yes	Deregistered on 16 May 2022

Showing 1 to 4 of 4 rows

5. Enter the details of your chosen person. Fields marked with a red asterisk (*) are mandatory.

Nominate a Deputy Registered Agent

Home / Manage entity / Nominate a Deputy Registered Agent

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 agent with access to VEC Disclosures.

Deputy Registered Agent 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'.

Nominate a Deputy Registered Agent

Home / Manage entity / Nominate a Deputy Registered Agent

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 agent with access to VEC Disclosures.

Deputy Registered Agent 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

7. You will see confirmation that your nomination was successful.

Deputy Registered Agent nomination successful Home / Manage entity / Nominate a Deputy Reg... / Deputy Registered Agent nomination successful

You have nominated ExampleDRA to be the Deputy Registered Agent

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](#)

The deputy registered agent will receive 2 emails – one about their responsibilities as an agent and one with a link to accept or reject this nomination.

VEC Disclosures – Deputy Registered Agent nomination
Dear **ExampleDRA**

ExampleRA as a Registered Agent has nominated you as a Deputy Registered Agent to assist them in managing the political donations for **ExampleTPCO**

A Registered Agent may appoint a Deputy Registered Agent to assist them in their VEC Disclosures obligations.

You can [accept or reject](#) this nomination now.

For further information, please contact the VEC Funding and Disclosure Unit at disclosures@vec.vic.gov.au, or on 131 832.

8. You will receive notification in [VEC Disclosures](#) when the deputy agent has accepted the nomination.

We will also email you to confirm they are now registered as your deputy.

VEC Disclosures – Deputy Registered Agent nomination acceptance
Dear **ExampleRA**

The person you nominated to be a Deputy Registered Agent on VEC Disclosures, **ExampleDRA**, has accepted your nomination.

Their appointment as a Deputy Registered Agent will come into effect once they have completed their registration on the VEC online disclosure system.

[Login](#) to VEC Disclosures to review the status of the registration.

For further information, please contact the VEC Funding and Disclosure Unit at disclosures@vec.vic.gov.au, or on 131 832.

Edit my details

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.

On the [VEC Disclosures home page](#) select 'sign in' from the top menu.

1. Sign in with your email and password.
2. From the dashboard select 'My account' from the left-hand menu.

The screenshot shows the VEC Dashboard interface. On the left is a navigation menu with 'My account' highlighted in a red box. The main content area is titled 'Dashboard' and shows the user is logged in as 'Individual Donor'. Below this is a 'Switch entities' section with a dropdown menu currently set to 'ExampleDonor - Individual Donor' and a 'Switch entity' button.

3. Select 'Edit my account'.

The screenshot shows the 'My account' page. The left navigation menu has 'Edit my account' highlighted in a red box. The main content area is titled 'My account' and contains a 'Contact details' table with the following information:

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)	455555555
Phone number (Alternative)	—

Below the table is an 'Edit my account' button highlighted in a red box.

4. 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.

5. You will receive confirmation when your details are saved.

The screenshot shows the 'Edit account confirmation' page. At the top, it says 'Your details have been successfully updated'. Below this is a message: 'You have successfully updated your account information.' A 'Back to my account' button is visible in the bottom right corner.

Register as a deputy registered agent

Registered agents are responsible for managing a recipient’s funding and disclosure obligations. This includes disclosing all donations on [VEC Disclosures](#), managing the state campaign account, submitting the annual returns, and, if applicable, managing funding. They can appoint a deputy registered agent to help them with these tasks.

The registered agent is responsible for any task you perform on their behalf. You should make sure to follow any internal governance protocols you have been given by your registered agent.

1. We will email you when the registered agent has nominated you in [VEC Disclosures](#).

Click ‘complete your registration’ to complete your registration on [VEC Disclosures](#).

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.

2. Click ‘Register’ and create your password.
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

Prefilled ExampleEmail@gmail.com

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 *

Complete registration

3. You are now registered on [VEC Disclosures](#). You can access any of the menu options on the left-hand panel of the dashboard.

Edit recipient details

All recipients of political donations must make sure their details are always up to date.

Organisation details can only be edited by the financial controller, registered officers or agents, or deputy registered officers or agents.

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.


4. Click ‘Edit’ to make changes to the organisation entity information.
All entity types can be edited.

Manage Organisation Donor details

Home / Manage entity



Name	Role	Contact number	Email	Electorate	Silent elector	Action
ExampleOrg	Organisation Donor		ExampleEmail@gmail.com			Edit

Showing 1 to 1 of 1 rows

Click the plus button () to expand the address details.

Manage Organisation Donor details

Home / Manage entity

Name	Role	Contact number	Email	Electorate	Silent elector	Action
 ExampleOrg	Organisation Donor		ExampleEmail@gmail.com			 Edit
Address 530 Collins street Melbourne Victoria 3000 Australia						

Showing 1 to 1 of 1 rows

