

# How to submit your annual return - associated entities, nominated entities and third-party campaigners

If you need help with your annual return and can't find the information you need on the VEC website (<https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/associated-entities>) (<https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/nominated-entities>) (<https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/third-party-campaigners>) please contact [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au).

Please make sure all your donations have been correctly disclosed before you start your annual return.

- 1 Navigate to <https://disclosures.vec.vic.gov.au/SignIn>

- 2 Enter your email and password and sign in

Sign in to VEC Disclosures

Email \*  
example@email.com

Password \*  
.....

Sign in →

[Forgot your password?](#)

Not registered?

Register    Learn more

3 Click 'Annual returns'

**VEC** Victorian Electoral Commission

*Registered Agent*

530 Collins street  
Melbourne Victoria 3000  
Australia

**Switch**

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

## Dashboard

You are currently logged in as: **Registered Agent**

Need to link another entity to your VEC Disclosures acco

**Register an entity**

4 Click 'Lodge annual return' in the top right-hand corner.

Annual Returns

Home / Annual Returns

**Lodge Annual Return** →

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year
-----------	--------------------	---------------	-----------------	--------	----------------

There are no records to display.

5

If you manage more than one entity make sure you have chosen the right one in the recipient field

## Recipient

Recipient \*

## Organisation Details

Organisation name

Organisation address

6

Check your organisation and agent details are correct

### Organisation Details

Organisation name

Your name

Organisation address

100 Example Street

Melbourne

VIC

3000

### Agent details

Agent name

Agent name

Contact phone 1

0400 000 000

Contact phone 2

Email

example@email.com

7

Click 'Save and continue' to start your annual return.

## Submitted By

Name

Your name

Role title

Registered Agent

Save and Continue

8

Income - total income and total disclosed political donations are automatically populated fields.

Enter your:

- total undisclosed political donations
- number of donors for undisclosed political donations
- total amounts received other than political donations.

This includes but isn't limited to VEC funding, dividends on shares, profits from real estate or money bequeathed to you that did not require disclosure during the financial year.

Don't leave any fields blank. Enter '0' if you did not receive any of these.

### State campaign account income for financial year

**Total income (inc. GST) \***

This amount is automatically populated as a summation of your Total Disclosed Political Donations, Total Undisclosed Political Donations and Total Amounts Received Other Than Political Donations. You cannot directly edit this amount.

\$	0.00
----	------

**Total disclosed political donations (inc. GST) \***

Please refer to Table 1 – disclosed political donations in State campaign account for a detailed list of political donations disclosed within this financial year.

\$	0.00
----	------

**Total undisclosed political donations (inc. GST) \***

Enter the combined total of all undisclosed political donations received that were under the Disclosure Threshold (of \$1,170.00 per donor during the 2023 - 2024 financial year).

\$	
----	--

**Number of donors for undisclosed political donations \***

#	
---	--

**Total amounts received other than political donations (inc. GST) \***

Please enter the total of all amounts received other than political donations in this field. Once you select Save and Continue below you will be required to enter the individual details relating to these amounts into the table labelled "Amounts received other than political donations".

\$	
----	--

**9** Expenditure - enter your:

- total expenditure (including GST)
- total outstanding debts (including GST).

Don't leave any fields blank. Enter '0' if you do not have either of these.

**State campaign account expenses for financial year**

**Total expenditure (inc. GST) \***

\$

**Total outstanding debts (inc. GST) \***

If you have outstanding debts that equal or exceed \$1,170.00, please include these details into the Outstanding debt details table, located on the following page, after selecting Save and Continue below.

\$

**10**

Table 1 will be pre-filled with donation details you have disclosed in the past financial year. Check these donation details are correct.  
If they are not correct please email [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au)

**Table 1 - disclosed political donations in State campaign account**

The below table includes all donations disclosed on the Victorian Electoral Commission online disclosure system for this financial year. Share the VEC on 131 832.

Date Received ↓	Amount Received	Type of Donation
-----------------	-----------------	------------------

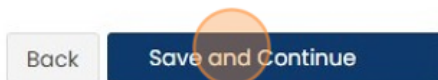
- 11 Click 'Save and continue' or 'Back' to return to the previous page

## Table 1 - disclosed political donations in State campaign account

The below table includes all donations disclosed on the Victorian Electoral Commission online disclosure system the VEC on 131 832.

Date Received ↓	Amount Received	Type of Donation
-----------------	-----------------	------------------

There are no donations to display.



- 12 You can manually enter any outstanding debt details, or upload in bulk using an Excel template (step 18). To enter manually click 'Add'.

To edit or delete any line items, click 'Action' next to the item, then select 'Edit' or 'Delete'.

### Outstanding debt details

Please include the sum amount of any outstanding debts, owed to a person or entity at the end of the financial year, that exceed the disclosure threshold. To add an individual outstanding debt, click the Add button and complete the details.

To add multiple outstanding debt details at once, click the Import template button at the bottom of this page and follow the instructions.

Date incurred ↓	Amount that is owed	Is the debt owed to a financial institution?	Is the debt to a person or organisation?	Name of person or organisation amount is owed	Address of person or organisation amount is owed
-----------------	---------------------	--	--	---	--

Refresh data **Add →**



**13** Enter all details of any outstanding debts:

- date debt was incurred
- amount owed
- if the debt is owed to a bank or other financial institution
- if the debt is owed to a person or organisation
- the name of the person or organisation
- the address of the person or organisation

You can enter the address manually if it doesn't appear in the search bar.

## Outstanding Debt Details

Date incurred \*

dd/mm/yyyy



Amount that is owed \*

Is the debt owed to a financial institution? \*

Is the debt to a natural person or an organisation? \*

Name of person or organisation to whom the amount is owed \*

Address of person or organisation to whom the amount is owed \*

14

Click 'Submit' when finished.  
Repeat this process for all outstanding debts.

Suburb

Post Code

State

Country

Submit

15

You can manually enter any amounts received other than political donations, or upload in bulk using an Excel template (step 18).  
To enter manually, click 'Add'.

To edit or delete any line entries, click 'Action' next to the relevant entry, then select 'Edit' or 'Delete'.

#### Amounts received other than political donations

Please include the sum of any amounts, other than political donations, received from a person or entity during the financial year that exceed the disclosure threshold. To add an amount received, click the Add button and complete the fields.

To add multiple amounts received other than political donations at once, click the Import template button at the bottom of this page and follow the instructions.

Refresh data

Add →

Date received ↓	Amount received	Purpose	Is amount received from a person or organisation?	Name of person or organisation amount received	Address of person or organisation amount received
-----------------	-----------------	---------	---	--	---

There are no records to display.

16

Enter all details of an amount received other than political donations. You only need to add amounts greater than the \$1,170 disclosure threshold. This includes multiple amounts from the same person or entity that exceed this threshold when combined.

You can enter the address manually if it doesn't appear in the search bar.

## Amounts Received Other Than Political Donations

Date received \*

dd/mm/yyyy



Amount received \*

Purpose

Is the amount received from a natural person or an organisation? \*

Name of person or organisation from whom the amount received \*

Address of person or organisation from whom the amount received \*

17

Click 'Submit' when finished.

Repeat the process to add more amounts received other than political donations.

Suburb

Postal Code

State

Country

Submit

18

To bulk upload, click 'outstanding debt details' or 'amounts received other than political donations' to download the Excel templates.

You will need to be able to run an Excel document on your computer.

You must complete the template before importing to VEC Disclosures.

## Import transaction details

If you have a large number of outstanding debt details or amounts received other than political donations

- [outstanding debt details](#)
- [amounts received other than political donations](#)

To import a completed template, click the Import button and follow the instructions.

Created On ↓

Filename

Template Type

19 When your template is completed click 'Import'.

Import transaction details

If you have a large number of outstanding debt details or amounts received other than political donation details to include, you can download, complete and import the following templates:

- [outstanding debt details](#)
- [amounts received other than political donations](#)

To import a completed template, click the Import button and follow the instructions.

Refresh data **Import** →

20 Choose the type of template you're uploading (outstanding debt details or amounts received other than political donations).  
Click 'choose file' to upload the template from your computer.  
Click 'submit' to upload your template.

✎ Import a transaction details template ×

Please download, complete and submit one of the following templates:

- [outstanding debt details](#)
- [amounts received other than political donations](#)

The import process will fail if you do not use one of the provided templates.

If you have already included the details of an outstanding debt or amount received, you do not need to include these details again when importing a completed template.

For more information, please contact the Funding, Disclosure and Parties team at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au). You can also call us on (03) 8620 1100 or 131 832.

Please select the transaction details template you would like to import \*

Outstanding debt details ▾

Import outstanding debt details template \*

Please select your completed outstanding debt details template

Choose File VEC Disclosur... template.xlsx

Cancel

**Submit** →

21

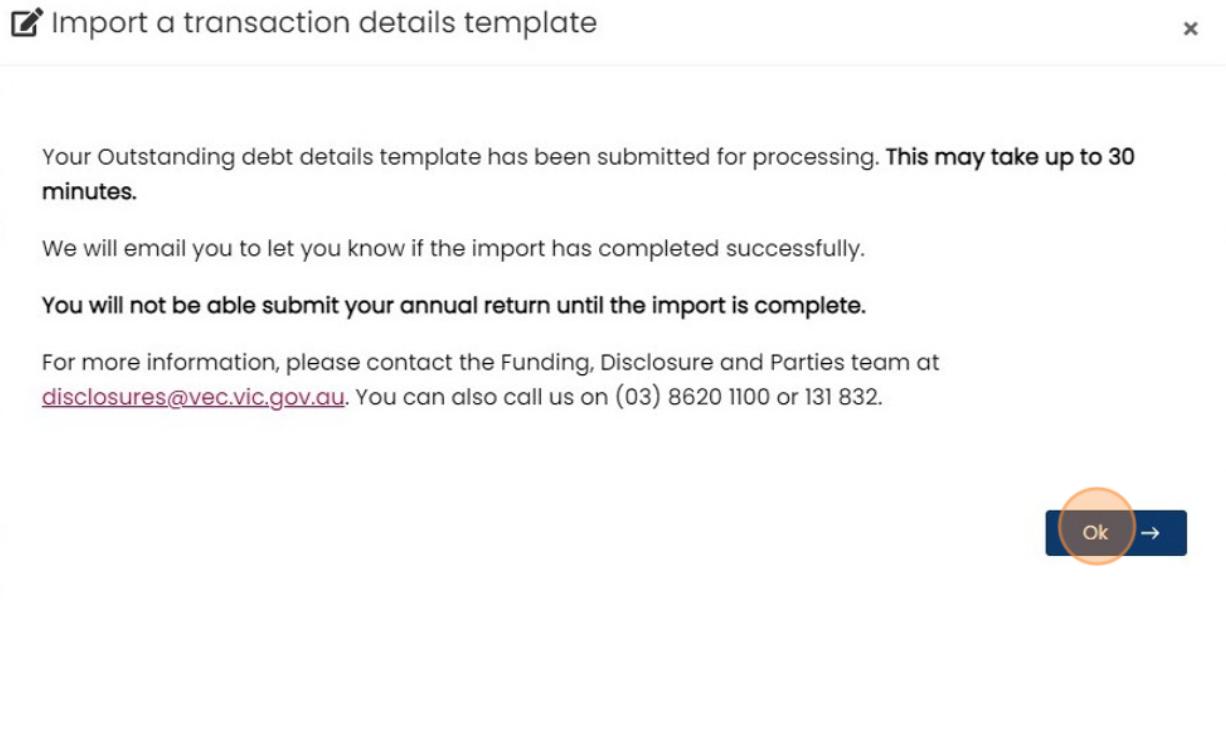
Please read the pop-up message carefully.

Your template will take up to 30 minutes to import.

You won't be able to add any more information to your annual return until this is finished.

You will receive an automatically generated email when your template has finished importing.

Click 'Ok' to proceed.



The screenshot shows a white pop-up window with a title bar that reads "Import a transaction details template" and a close button (x) in the top right corner. The main content of the pop-up is as follows:

Your Outstanding debt details template has been submitted for processing. **This may take up to 30 minutes.**

We will email you to let you know if the import has completed successfully.

**You will not be able submit your annual return until the import is complete.**

For more information, please contact the Funding, Disclosure and Parties team at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au). You can also call us on (03) 8620 1100 or 131 832.

In the bottom right corner of the pop-up, there is a dark blue button with the text "Ok" and a right-pointing arrow. The "Ok" text is highlighted with a light orange circle.

22

Repeat the process to import a second template or click 'Save and continue' to move to the next screen.  
Click 'Back' to return to the previous page.

### Import transaction details

If you have a large number of outstanding debt details or amounts received other than political donation de

- [outstanding debt details](#)
- [amounts received other than political donations](#)

To import a completed template, click the Import button and follow the instructions.

Created On ↓	Filename	Template Type
27/05/2024 10:09 AM	VEC Disclosures Outstanding debt details template.xlsx	Outstanding debt det

23

You must upload an audit certificate with your annual return.

The VEC audit certificate form **must be used by an associated entity, third party campaigner or nominated entity** when submitting a financial year annual return. No other format will be accepted by the Victorian Electoral Commission (VEC).

You can download the form from this screen or the annual returns sections of the VEC website.

The audit certificate must be completed by an independent auditor.

Click 'Upload new document' to attach your completed audit certificate, or any other documents, to your annual return.

To submit this annual return, the following documents are required to be uploaded:

**1. A certificate of an independent auditor**

This annual return must be accompanied by a certificate of an independent auditor advising that the audit certificate has been audited in accordance with Australian Accounting Standards as specified in section 334(1) of the Corporations Act 2001 (Cth), and must state that the auditor:

- a. was given full and free access at all reasonable times to all accounts, records, documents and papers relating directly or indirectly to any matter required to be specified in the statement
- b. examined the material referred to in paragraph (a) for the purpose of giving the certificate
- c. received all information and explanations that the auditor requested in respect of any matter required to be specified in the statement
- d. has no reason to believe that any matter stated in the statement is not correct.

Please download a template for a certificate of independent auditor here.

**Documents can be uploaded by selecting 'Upload New Document'**

- To delete an uploaded document, or modify the document type, select the document name below.
- To make changes to an uploaded document, please delete and re-upload your modified document.

→

Document Name	Document Type	Description	Created On ↓
---------------	---------------	-------------	--------------

24

Select "audit certificate" as the document type and provide a short description if required.

Click 'choose file' to upload your document from your computer.

The maximum file size is 5 MB.

Please email [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au) if your file is larger than 5 MB.

### Upload new document ✕

Document Type \*

Audit certificate ▾

Description

Attach a file \*

No file chosen



25

Click 'Upload' to attach the file.  
Repeat this for each document you want to upload.

Note: nominated and associated entities can upload your 2170 documents here. Please check the annual returns page on the VEC website for your entity type, under the heading 'What information is required?'

<https://www.vec.vic.gov.au/candidates-and-parties/annual-returns>

### Upload new document

Document Type \*

Audit certificate

Description

Attach a file \*

Choose File Audit Certific...mpaigners.pdf

Upload

26

Click to confirm the auditor providing the certificate is independent of your entity, and that you understand and have complied with your obligations under the Electoral Act (2002) (Vic).

I confirm that the auditor providing this audit certificate is independent to TPCO \*

Your uploaded documents may be amended to remove confidential information as described by

I Confirm \*

- The information provided in this return and any attachments is true and complete;
- I am logged into VEC Disclosures with my own user account;
- I can confirm my identity matches the name and position as shown in my user account; and
- I have the authority as either the default agent, registered agent, deputy registered agent, re

I acknowledge that pursuant to section 218A of the *Electoral Act 2002* penalties of up to 300 penall

I acknowledge that by submitting this return all information submitted in this annual return may b

27 Click 'Submit' to submit your annual return, or 'Back' to edit any details.

I confirm that the auditor providing this audit certificate is independent to TPCO \*

Your uploaded documents may be amended to remove confidential information as described by Section 221A of t

I Confirm \*

- The information provided in this return and any attachments is true and complete;
- I am logged into VEC Disclosures with my own user account;
- I can confirm my identity matches the name and position as shown in my user account; and
- I have the authority as either the default agent, registered agent, deputy registered agent, registered officer

I acknowledge that pursuant to section 218A of the *Electoral Act 2002* penalties of up to 300 penalty units and 2 ye

I acknowledge that by submitting this return all information submitted in this annual return may be made publicly

Back

Submit

28 Click 'Back to annual returns' to go to the annual returns dashboard.

Home / Annual Returns / Annual Return Confirmation

Back to annual returns →

29

You can see the status of your return in the dashboard. Click 'Action' to request an amendment to a submitted return or export your return to a PDF. If you have not yet submitted your return you can click 'Action > Edit' to make any changes.

Annual Returns Home / Annual Returns

[Lodge Annual Return](#)

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year	
AE	Associated Entity	27/05/2024 11:15 AM	Original	Submitted	2023 - 2024	<a href="#">Action</a>

30

Click 'Request for amendment' to edit a submitted return.

Annual Returns Home / Annual Returns

[Lodge Annual Return](#)

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year	
AE	Associated Entity	27/05/2024 11:15 AM	Original	Submitted	2023 - 2024	<a href="#">Action</a>

[Request for amendment](#)  
[Export to PDF](#)

31

You must provide a reason for requesting an amendment. The grey boxes will be automatically populated with your annual return details. Click submit when finished.

## Request for amendment ✕

**Annual Return \***

**Submitted by \***

**Amendment Reason \***

Submit

32

Click 'Export to PDF' to view your annual return details.

Annual Returns Home / Annual Returns

[Lodge Annual Return](#)

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year	Action
AE	Associated Entity	27/05/2024 11:15 AM	Original	Submitted	2023 - 2024	<a href="#">Request for amendment</a> <a href="#">Export to PDF</a>

33

Any imported files (outstanding debt details or amounts received other than political donations templates) will not display until they have finished importing.

Home / Annual Returns / Annual Return Summary Report

[Export](#)

### Associated Entity

Please note that this annual return has not been published. If accepted, the VEC will publish an annual return summary.

**Financial Year**  
2023 - 2024

**Start Date** 01/07/2023 **End Date** 30/06/2024

**Organisation details**

**Organisation name**  
AE

**Organisation address**

**Address**  
Sample

**Suburb**  
Melbourne

**State** Victoria **Postcode** 3000

34

Click 'Export' to export a copy of your annual return.

Home / Annual Returns / Annual Return Summary Report

**Export**

### Associated Entity

Please note that this annual return has not been published. If accepted, the VEC will publish an annual return summary.

**Financial Year**  
2023 - 2024

**Start Date** 01/07/2023 **End Date** 30/06/2024

#### Organisation details

**Organisation name**  
AE

**Organisation address**

**Address**  
Sample

**Suburb**  
Melbourne

**State** Victoria **Postcode** 3000