

Notice of amendment to senior office holders of a State registered party

Instructions for completing this form

Amendment legend

- Use **O** to omit or delete something from the published list of senior office holders;
- Use **A** to add or include something to the published list of senior office holders;
- To modify the published list of senior office holders, use **O** to remove the original details; and
- Use **A** to add the modified/new details

Example 1:

To delete a disclosure from the original form (eg. remove a donation entirely) use '**OMIT (O)**'

Full name	DOB	Email	Position, role	Responsibilities	Legend
Sally Smith	10/12/1975	sally@email.com	Party agent	Management of party	OMIT (O)

Example 2:

To add a disclosure to the original form (eg. add a new donation entirely) use '**ADD (A)**'

Full name	DOB	Email	Position, role	Responsibilities	Legend
Sally Smith	10/12/1975	sally@email.com	Party agent	Management of party	ADD (A)

Example 3:

To **modify** an entry (eg. to correct the name, position or responsibilities):

1. Show original details to be removed - '**OMIT (O)**'
2. Show new details to be added - '**ADD (A)**'

Full name	DOB	Email	Position, role	Responsibilities	Legend
Sally Smith	10/12/1975	sally@email.com	Party agent	Management of party	OMIT (O)
Sally Jones	10/12/1975	sally@email.com	Party agent	Management of party	ADD (A)

Full name	DOB	Email	Position, role	Responsibilities	Legend
John Smith	10/12/1975	john@email.com	Party agent	Management of party	OMIT (O)
John Smith	10/12/1975	js@email.com	Party agent	Management of party	ADD (A)

Full name	DOB	Email	Position, role	Responsibilities	Legend
Sally Smith	10/12/1975	sally@email.com	Party agent	Management of party	OMIT (O)
Sally Smith	10/12/1975	sally@email.com	Finance director	Financial management of the party	ADD (A)

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

Who should complete this form

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

Lodgement

When to lodge The party must promptly notify the NSW Electoral Commission of any changes to the published details of senior office holders.

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

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

Senior office holders of a party					
<input type="text"/>			<input type="text"/>		
NAME OF AUTHORISED SIGNATORY			NAME OF PARTY THAT APPOINTED THE AUTHORISED SIGNATORY		
I declare that I have taken reasonable steps to ensure that the information provided in this amended notice is not false or misleading in a material particular. Note: giving false or misleading information is a serious offence.					
<input type="text"/>			<input type="text"/>		
SIGNATURE OF AUTHORISED SIGNATORY (ELECTRONIC SIGNATURES ARE NOT ACCEPTED)			DATE		
Include details of the change to the published list of senior office holders of the party. This may include notifying the NSW Electoral Commission of a change in person undertaking a role, or a change in existing positions, roles and/or responsibilities. Details:					
Full name (as on electoral roll)	DOB	Email	Position, role	Responsibilities	Legend Omit (O) or Add (A)
					O/A
					O/A
OFFICE USE ONLY					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REGISTRATION NO.	DATE RECEIVED	PROCESSED BY		FILE NO.	

Senior office holders of a party (continued)

Full name (as on electoral roll)	DOB	Email	Position, role	Responsibilities	Legend Omit (O) or Add (A)
					O/A
					O/A
					O/A
					O/A
					O/A
					O/A
					O/A

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