

# Change Party Secretary



## Completing this form

- This form should be used by a registered political party or formally recognised branch to notify a change of party secretary.
- If the AEC's records of the party secretary are not up-to-date, other applications from the party may not be accepted and the party might not receive important election correspondence from the AEC.
- Independent certification of the appointment of the secretary must be shown on this form.
- Further information is provided in the [Guide for maintaining party registration](#) available at [www.aec.gov.au](http://www.aec.gov.au).
- Information on this form is collected under the *Commonwealth Electoral Act 1918* (Electoral Act) and is not made public.

Name of Political Party

Name of previous secretary


## New Secretary's details

Title	
Name	
Street address	
	Suburb/town State Postcode
Postal address	
	Suburb/town State Postcode
Daytime telephone	( ) After hours ( )
Mobile	Fax number ( )
Email address	
Signature	 Date
Party position of secretary (director, convenor, secretary, etc.)	

## Certification by independent party official

*Because of the importance of the role of the party secretary, an independent party official such as the President, Treasurer, etc needs to certify that the secretary has been properly appointed in accordance with the party's constitution to perform the role defined in the Electoral Act.*

I declare that, under the party constitution, the above-named individual was appointed to manage the party on a day-to-day basis on \_\_\_\_/\_\_\_\_/\_\_\_\_  
(date of appointment)

Name of party official

Position of party official

Party official's signature



**Enquiries and form should be completed and returned to:**

Email: [fad@aec.gov.au](mailto:fad@aec.gov.au)  
Phone: 02 6271 4552  
Fax: 02 6293 7655

Funding and Disclosure  
Australian Electoral Commission  
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