

# Register an Associated Entity



This application form is used by associated entities who are required to register under section 287H of the *Commonwealth Electoral Act 1918* (Electoral Act).

- Section 287H of the Electoral Act requires a person or entity to be registered as an associated entity before the end of 90 days after becoming required to be registered.
- Section 292E of the Electoral Act requires each associated entity to nominate a financial controller.
- Information on this form is collected under sections 287K and 292F of the Electoral Act, and in accordance with the *Privacy Act 1988*. See the [Privacy](#) page on the Australian Electoral Commission (AEC) website to understand how the AEC handles personal information.
- The name of the associated entity, the financial controller and the disclosure entity associated with the associated entity will be published on the AEC's [Transparency Register](#). The person completing this form should ensure that any named individual is properly informed about publication.
- Further information is available at the [Associated Entity Registration](#) on the AEC website.
- For a definition of disclosure entity see [Disclosure entities and electoral activity](#).

## How to complete this fillable form

- Open the PDF document.
- Click the 'Fill & Sign' tool.
- Fill out your form by clicking a text field and then typing.

## Reason for registration

Registration as an associated entity will only be approved if the application complies with 287K(2) of the Electoral Act and the Electoral Commissioner is satisfied that the associated entity meets the requirements for registration under section 287H of the Electoral Act. Otherwise, the Commissioner must refuse the application.

A person or entity is required to register as an associated entity in a financial year if any of the following applies: *(Tick any that apply)*

- ☐ the entity is controlled by one or more registered political parties;
- ☐ the entity operates wholly or to a significant extent for the benefit of one or more registered political parties;
- ☐ the entity is a financial member of a registered political party;
- ☐ another person is a financial member of a registered political party on behalf of the entity;
- ☐ the entity has voting rights in a registered political party;
- ☐ another person has voting rights in a registered political party on behalf of the entity;
- ☐ the entity operates wholly, or to a significant extent, for the benefit of one or more disclosure entities, and the benefit relates to one or more electoral activities (whether or not the electoral activities are undertaken during an election period).

Completed forms and enquiries should be directed to:

**Email:** [fad@aec.gov.au](mailto:fad@aec.gov.au)

**Phone:** 02 6271 4552

**Post:** Funding and Disclosure | Australian Electoral Commission  
Locked Bag 4007 Canberra ACT 2601

### Associated entity details

|                |  |       |          |
|----------------|--|-------|----------|
| Name           |  |       |          |
| ABN            |  | ACN   |          |
| Street address |  |       |          |
| Suburb/town    |  | State | Postcode |
| Postal address |  |       |          |
| Suburb/town    |  | State | Postcode |

### Name of party and/or disclosure entity associated with

List any registered political party or disclosure entity, that the entity is associated with:

|  |
|--|
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*If you need to add further parties or disclosure entities, complete page 4.*

### Related organisations / branches

Subsection 287(6) of the Electoral Act deems bodies corporate related under the provisions of the *Corporations Act 2001* to be a single entity for disclosure purposes.

List any organisations or branches you are reporting on behalf of:

|                |  |       |          |
|----------------|--|-------|----------|
| Name           |  |       |          |
| ABN            |  | ACN   |          |
| Postal address |  |       |          |
| Suburb/town    |  | State | Postcode |
| Name           |  |       |          |
| ABN            |  | ACN   |          |
| Postal address |  |       |          |
| Suburb/town    |  | State | Postcode |
| Name           |  |       |          |
| ABN            |  | ACN   |          |
| Postal address |  |       |          |
| Suburb/town    |  | State | Postcode |

*If you need to add further related organisations / branches, complete page 4.*

## Financial controller details

To be appointed as a financial controller, a person must meet the requirements in section 292F of the Electoral Act and the definition of a financial controller in subsection 287(1) of the Electoral Act.

**Note:** A financial controller means one of the following:

- for an entity that is a company, the company secretary
- for a person or entity that is a trustee of a trust, the trustee
- in all other cases, the person responsible for maintaining the entity's financial records.

|                     |        |          |  |
|---------------------|--------|----------|--|
| Name                |        |          |  |
| Title (e.g. Ms, Mr) |        |          |  |
| Street address*     |        |          |  |
| Suburb/town         | State  | Postcode |  |
| Postal address      |        |          |  |
| Suburb/town         | State  | Postcode |  |
| Phone number        | (    ) |          |  |
| Mobile number       |        |          |  |
| Email address       |        |          |  |

\* The street address can be the entity's office street address.

## Financial controller's certification and signature

- I declare that I am 18 years of age and have not been convicted of an offence against the funding and disclosure provisions of the *Commonwealth Electoral Act 1918*.
- I consent to being appointed as the financial controller.
- I understand that the name of the associated entity, the financial controller and the disclosure entity associated with the associated entity will be made public on the [Transparency Register](#).
- I understand that giving false or misleading information is a serious offence.
- I declare that: *(Tick one)*
  - ☐ for an entity that is a company, I am the Company Secretary.
  - ☐ for a person or entity that is a trustee of a trust, I am the Trustee.
  - ☐ in all other cases, I am the person responsible for maintenance of the entity's financial records.

|   |  |      |
|---|--|------|
|  |  | Date |
|---|--|------|

**Note: Only complete this section if further parties or disclosure entities are required**

List any registered political party or disclosure entity, that the entity is associated with:

|  |
|--|
|  |
|  |
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|  |

**Note: Only complete this section if further related organisations / branches are required**

List any organisations or branches you are reporting on behalf of:

|                |  |       |          |
|----------------|--|-------|----------|
| Name           |  |       |          |
| ABN            |  | ACN   |          |
| Postal address |  |       |          |
| Suburb/town    |  | State | Postcode |
| Name           |  |       |          |
| ABN            |  | ACN   |          |
| Postal address |  |       |          |
| Suburb/town    |  | State | Postcode |
| Name           |  |       |          |
| ABN            |  | ACN   |          |
| Postal address |  |       |          |
| Suburb/town    |  | State | Postcode |
| Name           |  |       |          |
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| Name           |  |       |          |
| ABN            |  | ACN   |          |
| Postal address |  |       |          |
| Suburb/town    |  | State | Postcode |