

# Change to the Transparency Register



Section 287P of the *Commonwealth Electoral Act 1918* (Electoral Act) requires a person or entity that is registered as a significant third party or an associated entity to notify the Australian Electoral Commission (AEC) within 90 days of any changes to the information on the [Transparency Register](#).

- Use this application form to update the information on the Transparency Register and to make any other changes. Further information is available at [Registration Requirements](#) on the AEC website.
- Information on this form is collected under sections 287P and 292F of the Electoral Act, and in accordance with the *Privacy Act 1988*. See the [Privacy](#) page on the AEC website to understand how the AEC handles personal information.
- The name of the entity, the financial controller and, where applicable, the disclosure entity associated with an associated entity, are published on the AEC's [Transparency Register](#). The person completing this form should ensure that any named individual is properly informed about publication.

## How to complete this fillable form

- Open the PDF document.
- Click the 'Fill & Sign' tool.
- Only complete applicable sections of this form.
- Fill out your form by clicking a text field and then typing.

## Name of entity

Name	
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## Indicate entity type *(Tick all that apply)*

- ☐ Significant third party
- ☐ Associated entity

## Changes to be made *(Tick all that apply)*

- ☐ Section A: Change to entity name or contact details.
- ☐ Section B: Change or update to financial controller.
- ☐ Section C: Change to associated political parties or disclosure entities (associated entities only).
- ☐ Section D: Change to related organisations / branches.

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

Details of person applying to change the Transparency Register

Name	
Phone number (    )	
Mobile number	
Email address	

Declaration and signature

Capacity under which you seek to change the details of the significant third party and/or associated entity:

- I declare that I am: *(Tick one)*
  - ☐ the financial controller of the significant third party and/or associated entity.
  - ☐ acting on behalf of, or with the authority of, the significant third party and/or associated entity.
- I understand that giving false or misleading information is a serious offence.

		Date
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**Section A: Change to entity name or contact details**

**Entity name** *(only complete any details that are changing)*

Current entity name	
New entity name	

**New/updated entity contact details** *(only complete any details that are changing)*

ABN		ACN	
Street address			
Suburb/town		State	Postcode
Postal address			
Suburb/town		State	Postcode

## Section B: Change to the financial controller

### Financial controller name *(only complete any details that are changing)*

Name of current financial controller	
Name of new financial controller	
Title (e.g. Ms, Mr)	

### New/updated financial controller contact details *(only complete any details that are changing)*

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 *(only complete this certification if you are the new financial controller.)*

- 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 entity, the financial controller and, where applicable, the disclosure entity associated with an 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
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**Section C: Change to registered political parties or disclosure entities with which the entity is associated (Associated entities only)**

For a definition of disclosure entity see [Disclosure entities and electoral activity](#).

**Add** any additional registered political party or disclosure entity, that the entity is associated with:


**Remove** any registered political party or disclosure entity, that the entity is no longer associated with:


*Note: Current political parties and disclosure entities will remain listed on the Transparency Register unless removed.*

*Only complete any details that are changing.*

*If insufficient space, please attach additional sheets.*

## Section D: Related organisations / branches

**Add** any additional 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			
ABN		ACN	
Postal address			
Suburb/town		State	Postcode

**Remove** any organisations or branches that you are no longer reporting on behalf of:

Name	
Name	
Name	
Name	

*Note: Current organisations / branches will remain listed on the Transparency Register unless removed.*

*Only complete any details that are changing.*

*If insufficient space, please attach additional sheets.*