

# Notice of Appointment of Official Agent for a Group of Candidates

It is the responsibility of each member of the group and the official agent to read the following information.

## Purpose of this form

This form is to be used by candidates who are registered as a group for an election and have not yet notified the NSW Electoral Commission ('NSWEC') of the appointment of the group's official agent or the appointment of the official agent in respect of each member of the group.

This form is also for a registered group of candidates who:

1. have previously appointed an official agent; and
2. the official agent has died, resigned or their appointment has been revoked; and
3. a new official agent has been appointed.

## Appointment of Official Agent

An official agent must be appointed by the group of candidates and by each candidate who is a member of the group. The NSWEC must be notified of the appointment of the official agent. The official agent is responsible for the management and disclosure of political donations and electoral expenditure of the group of candidate's and each candidate who is a member of the group.

To be appointed as an official agent the prospective agent must be on the NSW electoral roll and must either have a certain accounting qualification or, if not, have successfully completed the NSWEC's online agent training program. Go to [www.elections.nsw.gov.au/fd](http://www.elections.nsw.gov.au/fd).

If an appointed official agent dies, resigns or the appointment is revoked the group members must immediately notify the NSWEC in writing, appoint a new official agent and notify the NSWEC of the appointment of the new official agent.

## Completing and Lodging this form

This form contains five parts: Part A to Part E. Each part must be completed. The NSWEC may refuse to register the official agent if incorrect or incomplete information is provided or if the person is not eligible to be appointed as an agent. It is an offence to provide false or misleading information on this form.

The completed form is to be lodged directly with the NSWEC (not a Returning Officer) after the group has been registered with the NSWEC. The form may be lodged with the NSWEC by post, fax or email.

## Your privacy

The NSWEC is authorised under the *Election Funding, Expenditure and Disclosures Act 1981* to collect the personal information on this form for the purpose of administration and regulation of State and local government election campaign finance. The NSWEC is not responsible for how a member of the group or the official agent uses the personal information contained in this form. For further detail see the NSWEC Privacy Management Plan available at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)

The following details in this form will be included on a publicly available register kept by the NSWEC:

- the full name and address of the official agent,
- the occupation of the official agent,
- the name of the candidate/s and group by which the agent is appointed,

## More information

For more information about your legal obligations as a group of candidates or an official agent go to [www.elections.nsw.gov.au/fd](http://www.elections.nsw.gov.au/fd)

Please print within the boxes using block letters (all fields mandatory unless indicated)

### Part A – Election Details (to be completed by the head candidate)

DD / MM / YYYY

DATE OF ELECTION

NAME OF ELECTION (include area and ward for Council elections)

**Election type** (tick as applicable):

State Election for the Legislative Council  Local Government Councillor Election

### Part B – Group Details (to be completed by the head candidate)

NAME OF GROUP

HEAD CANDIDATE FIRST NAME

HEAD CANDIDATE SURNAME

### Part C – Official Agent Appointment (to be completed by each candidate in the group)

We, the candidates named below do hereby appoint the person named in Part D as the official agent for the group named in Part B, and as the official agent for each of us individually as candidates:

Candidate Surname	Candidate First Name	Signature of Candidate	Name of political party of which the candidate is a member (if applicable)

### Part D – Official Agent Details (to be completed by the official agent)

TITLE

FIRST NAME

SURNAME

DD / MM / YYYY

DATE OF BIRTH

OCCUPATION

ENROLLED ADDRESS

POSTAL ADDRESS

PHONE

EMAIL

## Part E – Official Agent Training (to be completed by the official agent)

Do you have one or more of the following qualifications (tick as applicable):

- A Certificate of Public Practice issued by the Institute of Chartered Accountants in Australia, NSW Branch.
- A Certified Practising Accountant member CPA Australia, NSW Division.
- A Public Practice Certificate from the Institute of Public Accountants.

MEMBER NUMBER

If you do not have any of the above qualifications have you completed the NSWEC's online training for prospective agents?  Yes  No

## Part F – Official Agent Consent (to be completed by the official agent)

I,  (name of official agent):

- accept the appointment as an official agent for the group of candidates named in Part B of this form and of each candidate individually named in Part C of this form; and
- certify that I am enrolled to vote at NSW State elections; and
- have not been convicted of an indictable offence, an offence against the *Election Funding, Expenditure and Disclosures Act 1981*, an offence involving dishonesty or an electoral offence; and
- understand I am responsible under the *Election Funding, Expenditure and Disclosures Act 1981* for managing the election campaign finances and disclosing to the NSWEC the political donations and electoral expenditure of the group of candidates named in Part B and for each individual candidate named in Part C of this form.

DD / MM / YYYY

OFFICIAL AGENT SIGNATURE

DATE