

Notice of Appointment of Official Agent for a Candidate

It is the responsibility of the candidate and the official agent to read the following information.

Purpose of this form

This form is to be used by a candidate who is registered with the NSW Electoral Commission ('NSWEC') but has not notified the NSWEC of the appointment of the candidate's official agent.

This form is also for a candidate who:

1. has 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 the official agent has died, resigned or their appointment has been revoked; and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.

This form is also for a candidate who is a member of a group and the candidate has appointed a person as their official agent who is different to the group's official agent.

Appointment of Official Agent

All candidates must appoint a person as their official agent. The NSWEC must be notified of the official agent who is appointed.

The official agent is responsible for the management and disclosure of the candidate's political donations and electoral expenditure.

To be appointed as an official agent the prospective agent must be on the NSW electoral roll and must successfully complete the NSWEC's online agent training program. Go to www.elections.nsw.gov.au/fd.

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

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 candidate if incorrect or incomplete information is provided. 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). The form may be lodged by post, fax or email.

Your privacy

The information on this form is collected for the purpose of notifying the NSWEC of the appointment of an official agent for the candidate. The information is collected in accordance with the *Election Funding, Expenditure and Disclosures Act 1981*. The information collected on this form will be reviewed by officers of the NSWEC and will be disclosed if lawfully required or authorised. The NSWEC is not responsible for how the candidate or the official agent uses the personal information contained on this form.

The following details on 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 by whom the agent was appointed.

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

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

DD / MM / YYYY

DATE OF ELECTION

NAME OF ELECTION (include area and ward for Council Elections or state electorate for State Elections)

Election type (tick as applicable):

State Election Local Government Councillor Election Local Government Mayoral Election

Part B – Official Agent Appointment (to be completed by the candidate)

I, (Candidate name) hereby notify the NSW Electoral Commission that the agent named in Part C of this form has been appointed by me in respect of my candidacy at the election named in Part A of this form:

CANDIDATE SIGNATURE

DD / MM / YYYY

DATE

Part C – 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 D – 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 E – Official Agent Consent (to be completed by the official agent)

I, (name of official agent):

- accept the appointment as the official agent for the candidate named in Part B of this form; and
- certify that I am enrolled to vote at NSW State elections;
- 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
- I understand I am responsible under the *Election Funding, Expenditure and Disclosures Act 1981* for managing the election campaign finances of the candidate and disclosing to the NSWEC the candidate's political donations and electoral expenditure.

OFFICIAL AGENT SIGNATURE

DD / MM / YYYY

DATE