



# Electronic Disclosure System (EDS) for Donors and Third Parties

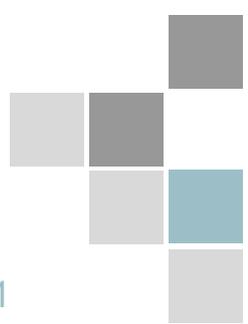
FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**

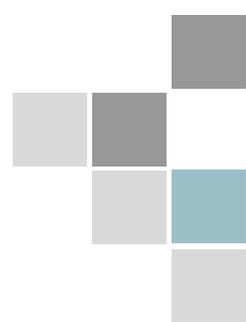
VERSION 5: APRIL 2025

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# 1. Introduction



## 1.1 Overview of the Act and Regulation

This user guide is intended for donors and other unregistered third parties who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2024 (the Regulation). Such provisions include disclosing a gift made to a political party or state candidate or disclosing a gift received that has enabled the donor or third party to incur expenditure for political purposes.

This user guide is NOT intended for third parties who are required to formally register with the Electoral Commission of Queensland (ECQ) for an election. Registration is required if a third party intends to incur more than \$6,000 in electoral expenditure during the capped expenditure period for an election. If you are required to register as a third party, please refer to the [EDS User Guide - Registered Third Parties \(Individuals and Organisations\)](#) found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets).

## 1.2 Disclaimer

Publications by the ECQ are not intended as a substitute for the Act or Regulation. Donors and third parties are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

## 1.3 Contacting the ECQ

Please contact the ECQ's Funding and Disclosure Unit for general enquiries and assistance. Our details are set out below:

Postal address: GPO Box 1393  
BRISBANE QLD 4001

Office location: Level 20, 1 Eagle Street, Brisbane, Queensland

Telephone: 1300 881 665

Email: [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au)

Website: [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au)

## 2. Glossary

Please see below for key terms used throughout this user guide and their definitions.

### **Capped Expenditure Period**

For a state general election, the capped expenditure period generally starts on the next business day after the last Saturday in March that is prior to the election day for the general election; and ends at 6pm on election day for the election.

For a by-election, the capped expenditure period begins the day the writ for the election is issued and ends at 6pm on election day.

Refer to state [Fact sheet 24 – Expenditure caps for third parties](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) for more information on how electoral expenditure caps apply to third parties.

### **Electoral Expenditure**

Electoral expenditure includes any of the following costs relating to a campaign purpose:

- costs of designing, producing, printing, broadcasting or publishing any kind of material for an election including (but not limited to):
  - advertisements broadcast at a cinema, on radio or television or on the internet
  - direct marketing through the post office or email
  - flyers, billboards, brochures, signs or how-to-vote cards
- distribution costs for election material such as the cost of postage, couriers or sending SMS messages
- costs of opinion polling or research
- fees for contracted services related to an activity mentioned above (e.g., payments for experts or consultants, the provision of data, etc).

Please refer to state government [Fact sheet 7 – Definition of electoral expenditure](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) for more details.

## Expenditure for a Political Purpose

Expenditure incurred for a political purpose includes:

- electoral expenditure
- a gift made to or for the benefit of a political party or candidate in a state election
- a gift made to or for the benefit of another person to enable that person to use all or part of the gift for a purpose mentioned above.

## Gift

A gift is defined as the disposition of property, or provision of a service, by a person to another person for no payment or inadequate payment.

Gifts include:

- electoral expenditure gifted to a participant in an election
- uncharged interest or an amount forgiven on a loan
- the part of a fundraising contribution that exceeds \$200
- an amount given to a third party or another donor to enable them to make a gift in support of a candidate or a registered political party.

Gifts do not include:

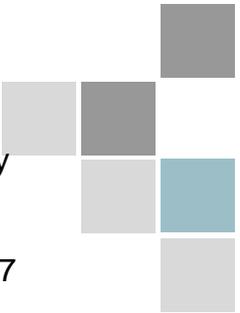
- property provided under a will
- fundraising contributions of \$200 or less, or the first \$200 of a fundraising contribution that exceeds \$200
- an amount transferred to an individual from funds held jointly by that individual and their spouse
- volunteer labour or incidental use of a volunteer's vehicle or equipment.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) for more information about gifts.

## Gifted Electoral Expenditure

A person is taken to have **gifted electoral expenditure** to an election participant if all of the following occurred:

- The expenditure benefited the participant

- 
- The participant authorised or consented to the expenditure or accepted any material that resulted from the expenditure.
  - The participant did not receive an invoice or pay for the expenditure within 7 days of any of the above.

Refer to state [Fact sheet 34 – Gifted electoral expenditure](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) for more information about gifted electoral expenditure.

## Loan

A loan is when a person or entity lends money to a candidate by:

- advancing money
- providing credit or another form of financial accommodation
- paying on behalf of the candidate with an obligation for them to repay the amount
- making another transaction that is in effect a loan of money.

## Note:

- Money received from financial institutions or by use of a credit card are not considered a loan.
- A loan is considered a gift when it is made for no consideration or inadequate consideration.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) for more information about loans.

## Political donation

A political donation is any gift or non-commercial loan given to a registered political party or candidate that is accompanied by a donor statement.

A donor statement is a written document which must:

- be completed by the donor of the gift or loan
- name the election participant given the gift or loan
- state the gift or loan is intended to be used for an electoral purpose
- detail the relevant particulars of the donor of the gift or loan

- be given to the recipient with the gift or loan within 14 days after the gift or loan is made.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) and [Fact sheet 6 – Political donation caps](#) (both found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) for more details.

### **Third Party**

A third party is an individual or an entity who participates in Queensland state general elections and by-elections, other than a registered political party, an associated entity or a candidate. Donors are considered third parties.

A third party must register with the ECQ if they spend, or someone they authorise spends, cumulatively more than \$6,000 in electoral expenditure during the capped expenditure period for an election.

Refer to state [Fact sheet 19 – Funding and disclosure overview for third parties](#) for more information about third parties.

Further information about key terms and definitions can also be found in the [Electoral Act 1992](#) and [Electoral Regulation 2024](#).

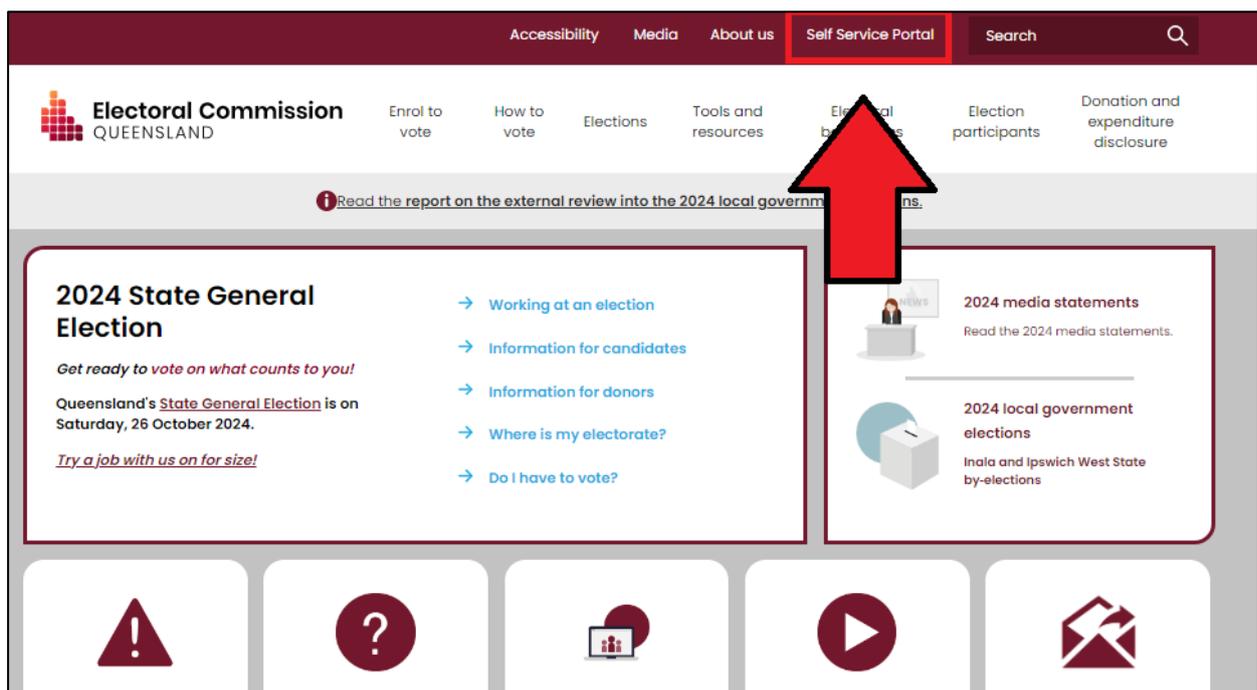
### 3. Accessing the Self Service Portal

To access the Electronic Disclosure System (EDS) and lodge returns as a donor or third party, you will first need to log into the ECQ's Self Service Portal (SSP) and set up your profile.

Please use the following instructions to create an account.

**Note:** If you already have an SSP account, you can skip to [section 4 of this user guide](#).

1. Visit the ECQ's website at [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au) and select the **Self Service Portal** button at the top of the page.



- Alternatively, you can access the SSP directly at [selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au).

2. Click the **Login or Register** button at the bottom of the screen.

The screenshot shows the homepage of the Electoral Commission of Queensland's Self Service Portal. At the top left is the logo for the Electoral Commission of Queensland Self Service Portal, and at the top right is a link for "About us". The main heading reads "Welcome to the Electoral Commission of Queensland's Self Service Portal". Below this, a section titled "The Self Service Portal allows:" lists four bullet points: citizens applying to work at an upcoming election, completing a candidate nomination, disclosing gifts and donations, and registering as a third party. An illustration of a diverse group of people (a woman with a dog, a man with a child, a person in a wheelchair, a woman, and a man with a phone) stands in front of a house. Below the illustration, a section titled "We use digital identity authentication to keep your account and personal information secure" explains that the Queensland Government Digital ID Exchange is used for secure storage of personal information. It instructs users to click the "Login or Register" button, which is highlighted with a red box and a red arrow pointing to it. A note at the bottom states that users without an existing digital identity will need to register with an approved provider.

3. Click to **Continue with QDI**.

The screenshot shows the login screen of the Queensland Government Digital ID Exchange. At the top left is the Queensland Government logo, and at the top right is the text "Digital ID Exchange". A blue box contains a "Please note" message: "Your QGov account will soon be replaced with a Queensland Digital Identity (QDI). Visit the QGov-QDI transition webpage to learn more." Below this is a "Login to continue" section with a fingerprint icon. It states: "To continue with this service online you must login with your digital identity." A button labeled "Continue with QDI (formerly known as QGOV)" is highlighted with a red box and a red arrow pointing to it. At the bottom, there is a link: "Not sure which option to use? Find out more about digital identity." A footer note says: "You can use any of these digital identity options to access this service."

4. If you already have a Queensland Digital Identity (QDI) account, enter your email and password and click **Continue**. Then skip to [step 12](#).

If you do not have a QDI account, click **Sign up**.

Queensland Government

Welcome

Login to Queensland Digital Identity

Email address\*

Password\*

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

5. Enter an email address and password, then click **Continue**.

Queensland Government

Welcome

Sign up to Queensland Digital Identity

Email address\*

Password\*

Continue

Already have an account? [Log in](#)

6. Select the tick boxes agreeing to the terms and conditions, then click **Accept**.

The screenshot shows the Queensland Government website header with the logo and search bar. Below the header, there are navigation links for "For Queenslanders" and "Contact us". The main content area is titled "Terms and Conditions" and contains the following text:

The safety and security of your private information are our top priority. Your private information is protected under the law - to find out more, you can read our [privacy notice](#).

To continue you must agree to the [Queensland Digital Identity Terms and Conditions](#).

\* I have read and agree to the [Terms and Conditions](#)

\* I have read and agree to the [Privacy Policy](#), [Privacy Notice](#), and the provision of my private information to be used for the Queensland Digital Identity

At the bottom of the form are two buttons: "Accept" (green) and "Decline" (blue).

On the right side, there is a "Need help?" section with a lightbulb icon and text: "Visit the [Queensland Digital Identity webpage](#) to learn more about creating your QDI and troubleshoot any problems."

7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

The screenshot shows the Queensland Government website header with the logo and search bar. Below the header, there are navigation links for "For Queenslanders" and "Contact us". The main content area is titled "Enter your email verification code" and contains the following text:

We have sent a Digital Identity verification code to the email:

\* Digital Identity verification code

**i** Check your Junk/Spam folders if the email does not appear in your inbox. You can [resend the email](#), if you did not receive it.

[Change your email address](#), if the above email address is incorrect.

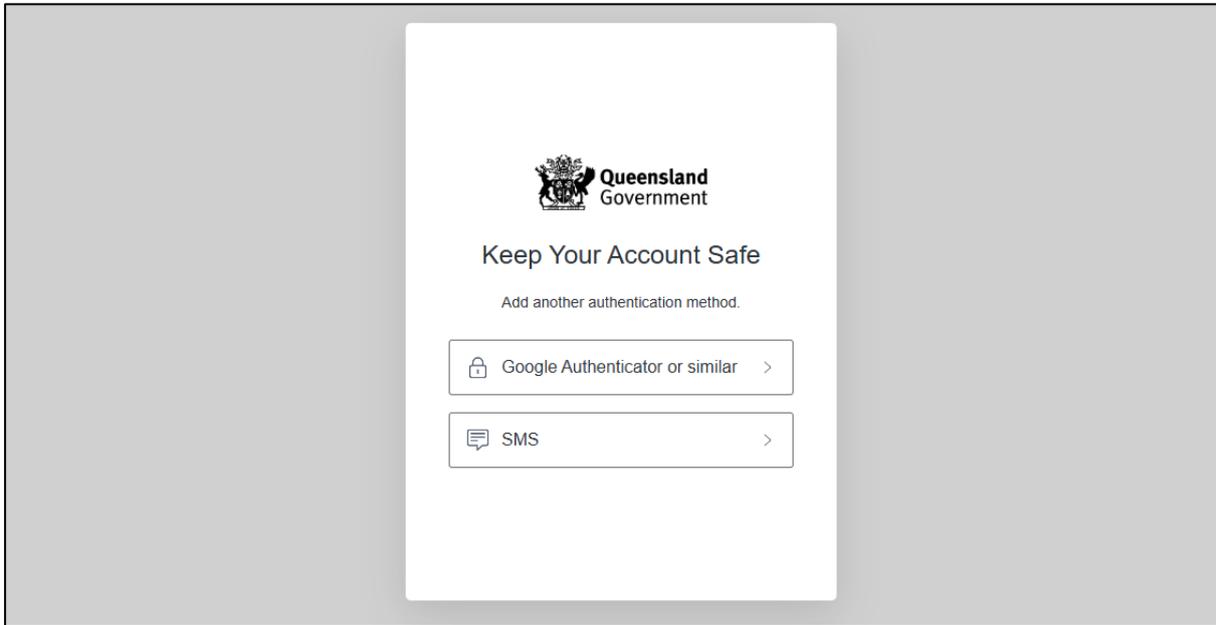
At the bottom of the form are two buttons: "Continue" (green) and "Cancel" (blue).

On the right side, there is a "Need help?" section with a lightbulb icon and text: "Visit the [Queensland Digital Identity webpage](#) to learn more about creating your QDI and troubleshoot any problems."

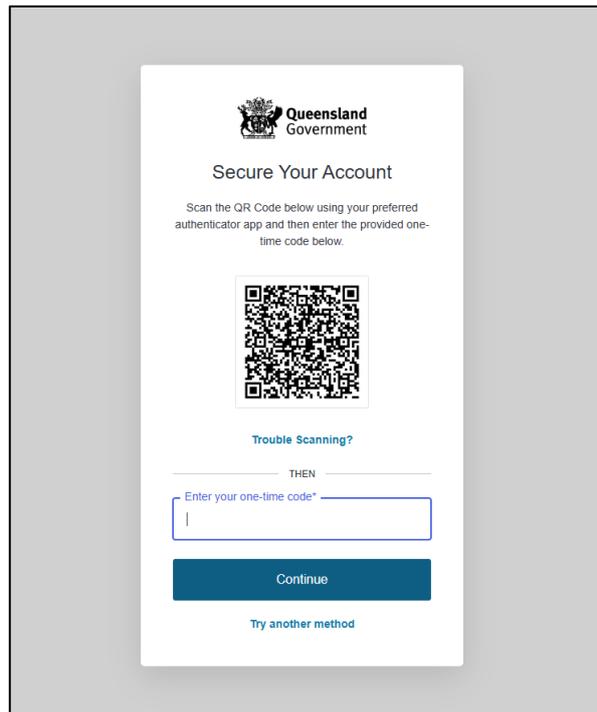
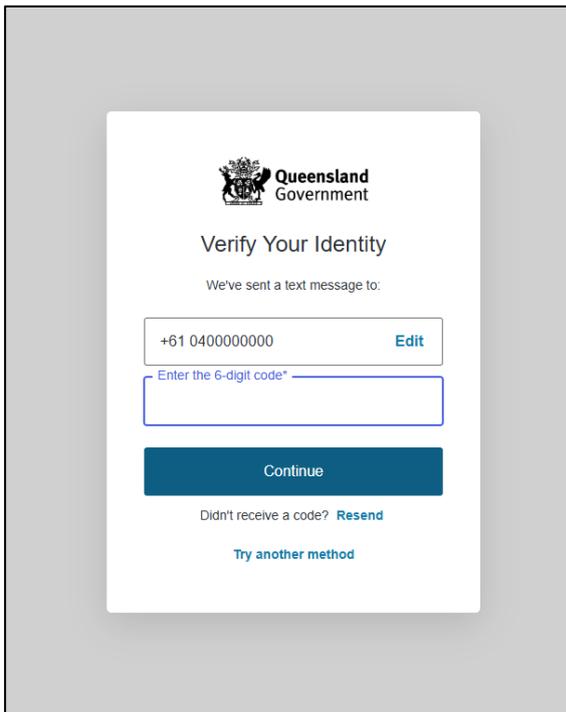
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

8. Choose an **authentication method** to secure your account.

You can either choose to receive a verification code by SMS or by using an authenticator application, such as Google Authenticator.

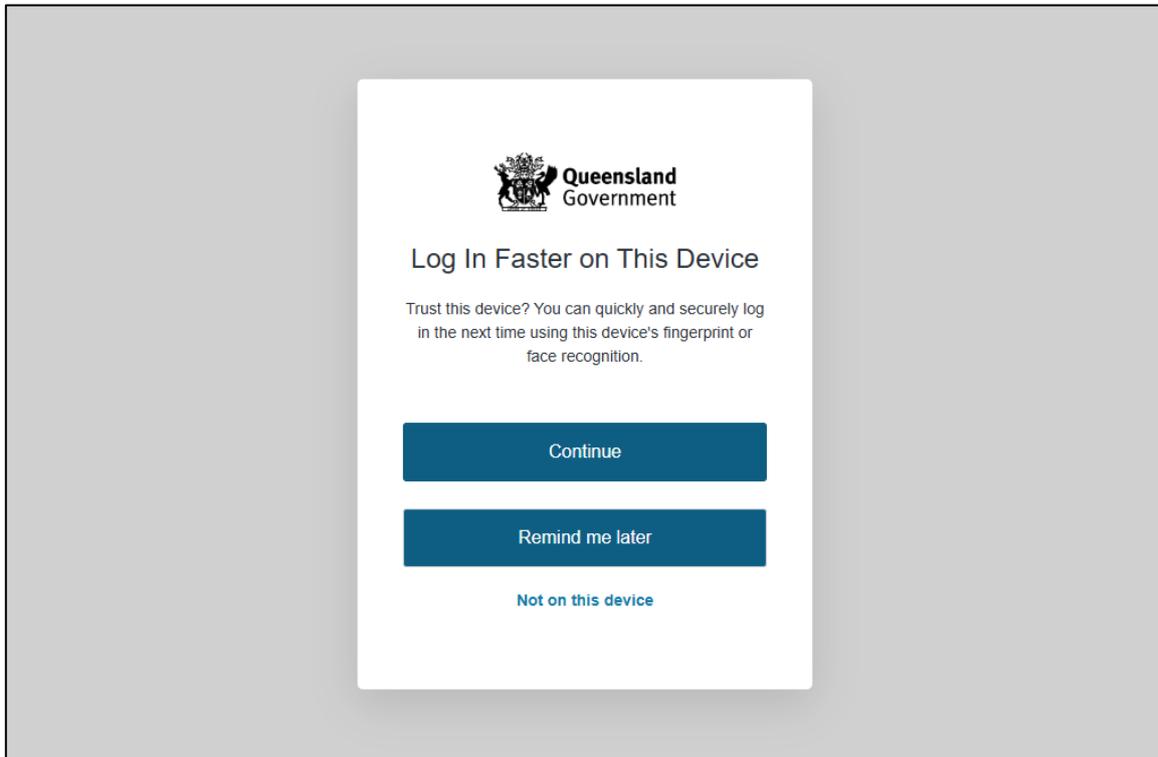


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

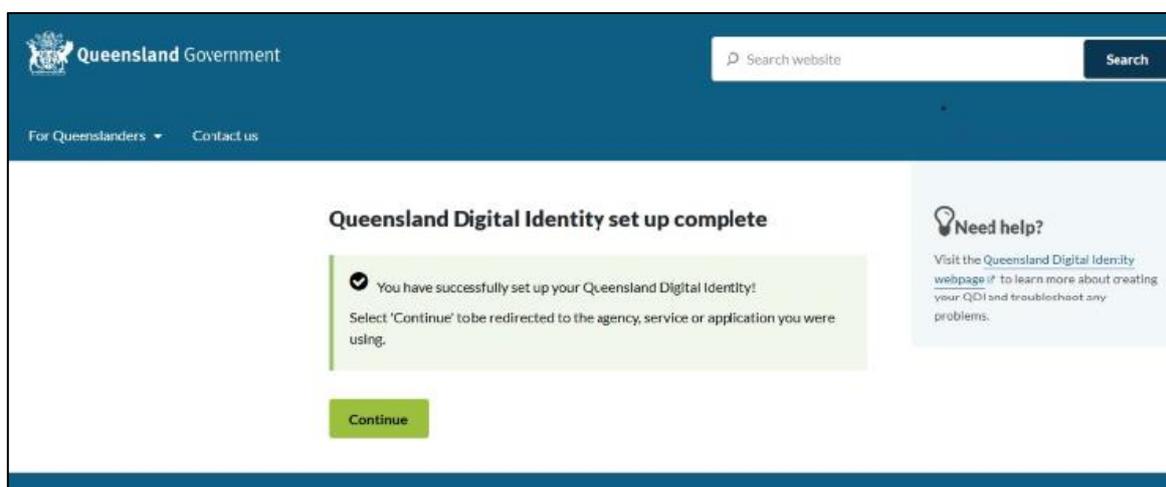


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

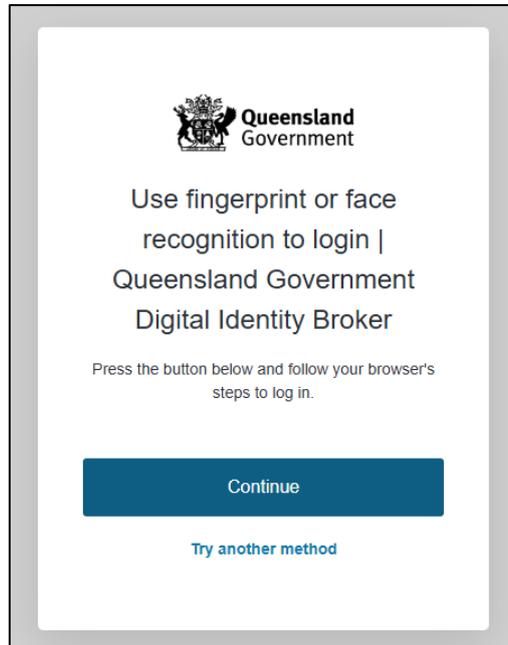
If you are not on a trusted device, click **Not on this device**.



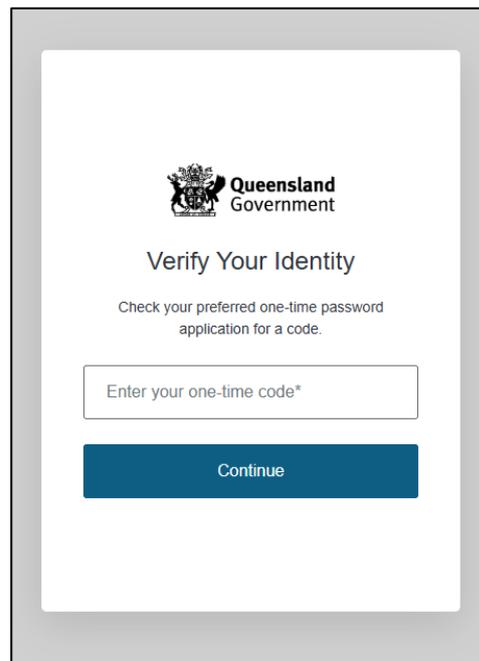
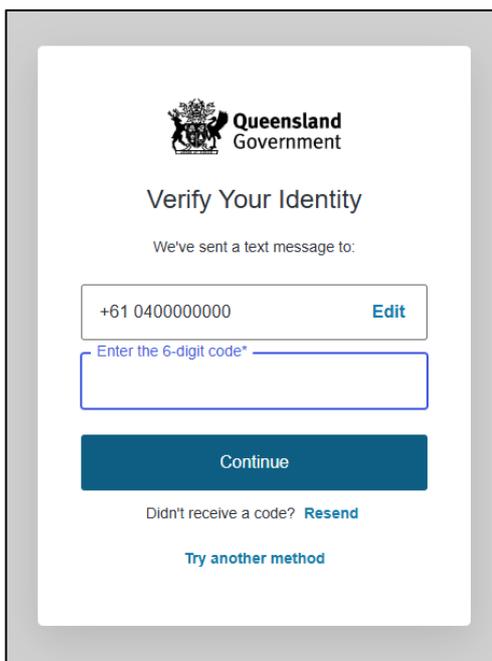
11. After successfully setting up your account, click **Continue**.



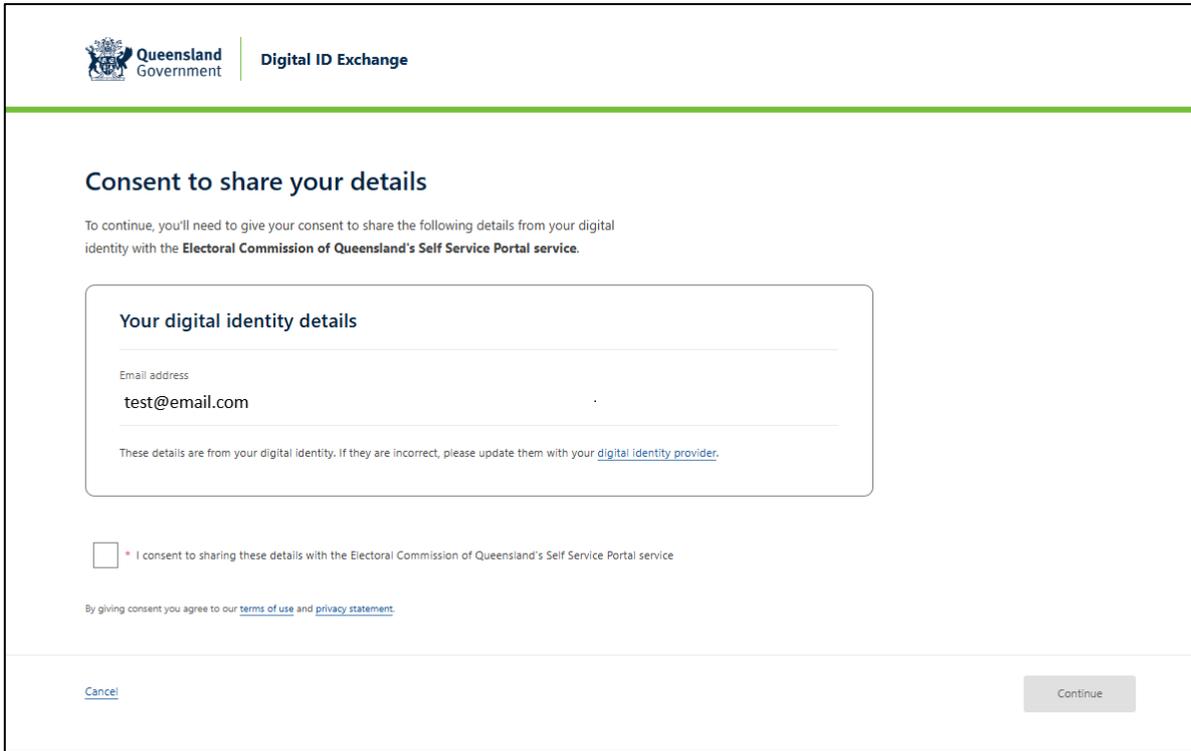
12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.



Otherwise, retrieve the 6-digit code from your mobile device or authenticator app to verify your identity. Enter the code in the box provided then click **Continue**.

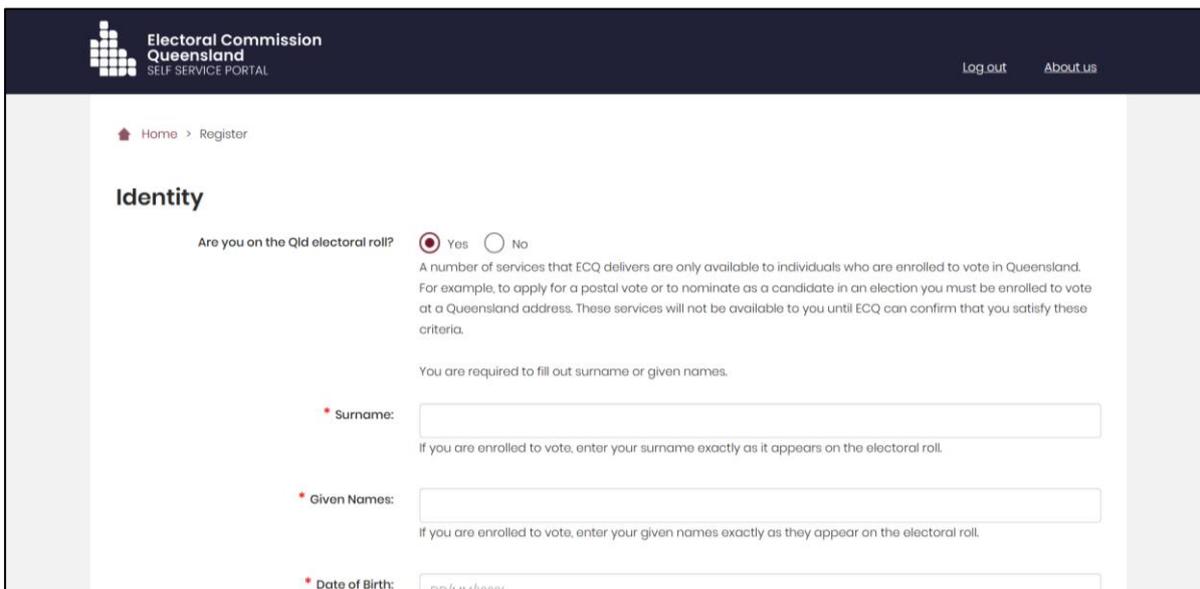


13. The first time you access SSP, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.



The screenshot shows the 'Digital ID Exchange' interface. At the top left is the Queensland Government logo. The page title is 'Consent to share your details'. Below the title, it states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box titled 'Your digital identity details' contains an 'Email address' field with the value 'test@email.com'. Below this box, there is a checkbox that is currently unchecked, followed by the text '\* I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. At the bottom left of the page is a 'Cancel' link, and at the bottom right is a 'Continue' button. A link for 'terms of use and privacy statement' is also present.

14. The first page to appear in SSP will be the **Identity** page. Enter your information into all mandatory fields then select **Search the Roll**.



The screenshot shows the 'Identity' page of the Electoral Commission Queensland Self Service Portal. The header includes the logo and 'Electoral Commission Queensland SELF SERVICE PORTAL', along with 'Log out' and 'About Us' links. The breadcrumb trail is 'Home > Register'. The main heading is 'Identity'. The first question is 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. Below this is explanatory text: 'A number of services that ECQ delivers are only available to individuals who are enrolled to vote in Queensland. For example, to apply for a postal vote or to nominate as a candidate in an election you must be enrolled to vote at a Queensland address. These services will not be available to you until ECQ can confirm that you satisfy these criteria.' A note states: 'You are required to fill out surname or given names.' There are three mandatory fields: '\* Surname:', '\* Given Names:', and '\* Date of Birth:'. The 'Date of Birth' field has a placeholder 'dd/mm/yyyy'. Below the 'Surname' field, there is additional text: 'If you are enrolled to vote, enter your surname exactly as it appears on the electoral roll.'

Did you get an error message? Here are some possibilities to check:

- Do not enter the street suffix in the Street Name field (no St, Ave, Ln, etc).
- If you receive the error message *'No entry was found on the Queensland electoral roll matching these details,'* please double check that everything has been entered correctly.
- If you continue to receive that error, visit the Australian Electoral Commission's (AEC's) website at [check.aec.gov.au](http://check.aec.gov.au) to ensure your enrolment details are up to date. You can create your SSP profile using old details, and once the AEC has updated their roll, the ECQ will be automatically notified.
- If you are not on the Queensland electoral roll (maybe you are under 18 or enrolled in another state), please select **No** for the question *Are you on the Qld electoral roll.*

15. Enter your contact details and choose **Next**.

If your address has been verified against the electoral roll, your address will be prefilled and so not able to be edited. If you need to change these details, please visit the AEC at [aec.gov.au](http://aec.gov.au).

**Contact Details**

\* QNumber:

\* Personal Email Address:   
ECQ may need to send notifications to this email address in certain circumstances. If you need to change this email address you can do so with QGov, using the option to manage your QGov login.

\* Primary Phone Preference:   
In the unlikely event that ECQ may need to contact you by phone, please indicate whether you would prefer to be contacted on a mobile or home phone number.

Home Phone Number:

Mobile Phone Number:

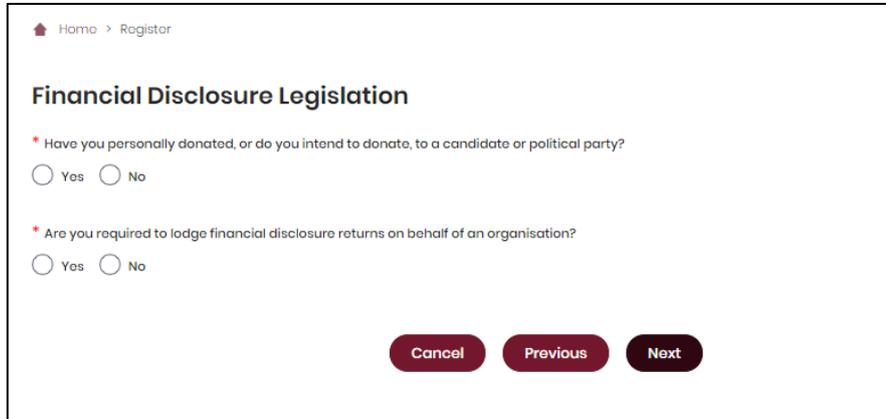
**Enrolled Address**

123 FAKE ST, BRISBANE QLD 4000

**Postal Address**

Same as enrolled address

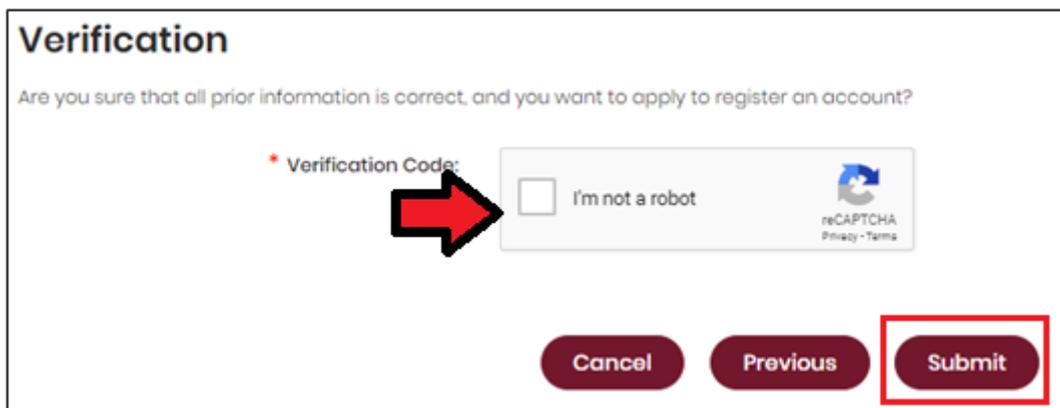
16. On the Financial Disclosure Legislation page, complete the 2 questions relating to the types of returns that you may need to lodge in the EDS. Then click **Next**.



The screenshot shows a web form titled "Financial Disclosure Legislation" with a breadcrumb "Home > Register". It contains two questions, each with "Yes" and "No" radio button options. The first question is "Have you personally donated, or do you intend to donate, to a candidate or political party?". The second question is "Are you required to lodge financial disclosure returns on behalf of an organisation?". At the bottom, there are three buttons: "Cancel", "Previous", and "Next".

- If you will be lodging returns as an **individual** donor or third party, answer **Yes** to the first question. You will then be prompted to enter your occupation and industry.
- If you are required to lodge returns on behalf of an **organisation** that is a donor, third party, publisher, broadcaster or associated entity, answer **Yes** to the second question.

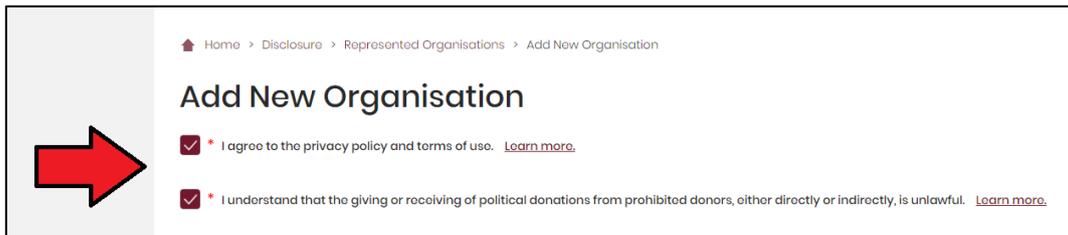
17. If asked for verification, tick the box stating 'I'm not a robot.' Then click **Submit**. If you are a robot, please close the browser.



The screenshot shows a "Verification" page with the question "Are you sure that all prior information is correct, and you want to apply to register an account?". Below this is a "Verification Code:" label and a checkbox labeled "I'm not a robot". A red arrow points to the checkbox. To the right of the checkbox is a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. At the bottom, there are three buttons: "Cancel", "Previous", and "Submit". The "Submit" button is highlighted with a red box.

18. If you are lodging returns as an **individual** donor or third party, skip to [step 16](#).

If you are lodging returns on behalf of an **organisation**, you will be asked to supply the details of the organisation that you represent. Agree to the privacy policy and terms of use and select the tick box indicating your understanding of the [Prohibited Donors Scheme](#).



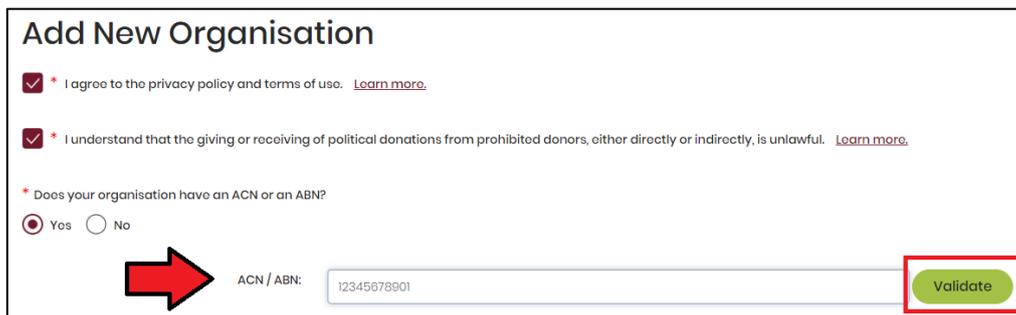
Home > Disclosure > Represented Organisations > Add New Organisation

### Add New Organisation

\* I agree to the privacy policy and terms of use. [Learn more.](#)

\* I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

19. If your organisation has an ACN or ABN, please choose **Yes** and validate the relevant number.



### Add New Organisation

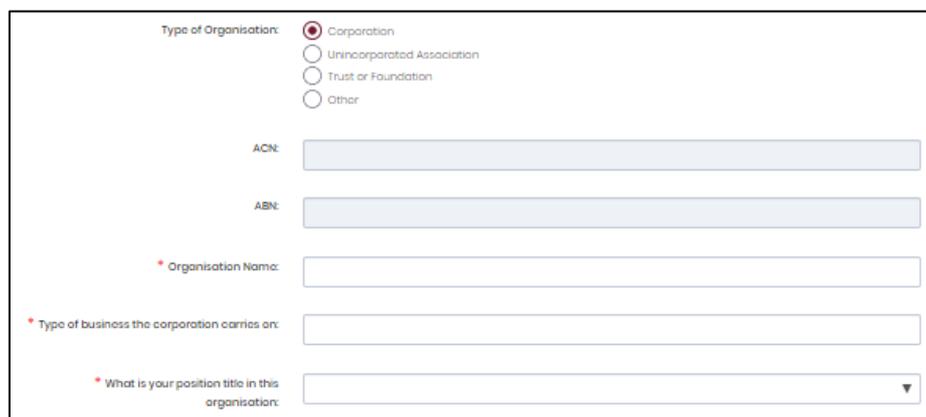
\* I agree to the privacy policy and terms of use. [Learn more.](#)

\* I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

\* Does your organisation have an ACN or an ABN?  
 Yes  No

ACN / ABN:

20. Choose the type of organisation you are representing and complete the required fields.



Type of Organisation:  Corporation  
 Unincorporated Association  
 Trust or Foundation  
 Other

ACN:

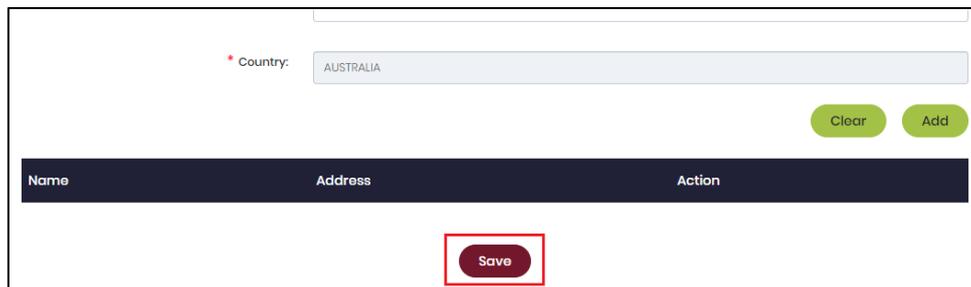
ABN:

\* Organisation Name:

\* Type of business the corporation carries on:

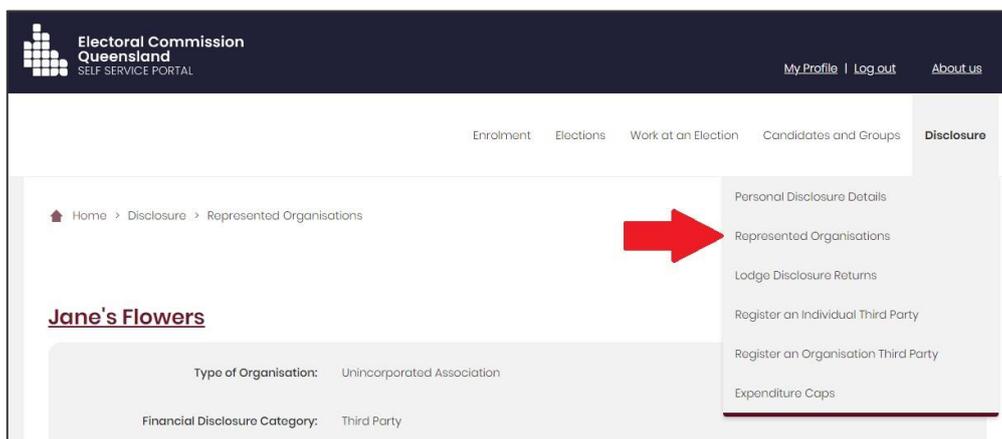
\* What is your position title in this organisation:

21. After completing all required fields, choose **Save** to add the organisation to your SSP profile.

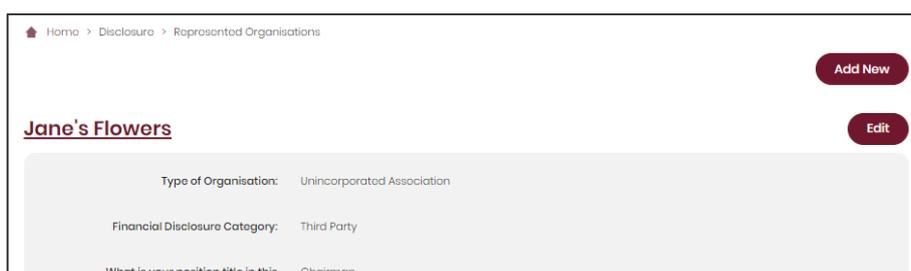


The screenshot shows a form for adding an organisation. At the top, there is a 'Country' dropdown menu with 'AUSTRALIA' selected. Below this are two buttons: 'Clear' and 'Add'. A table with columns 'Name', 'Address', and 'Action' is visible. At the bottom of the form, a red-bordered box highlights a 'Save' button.

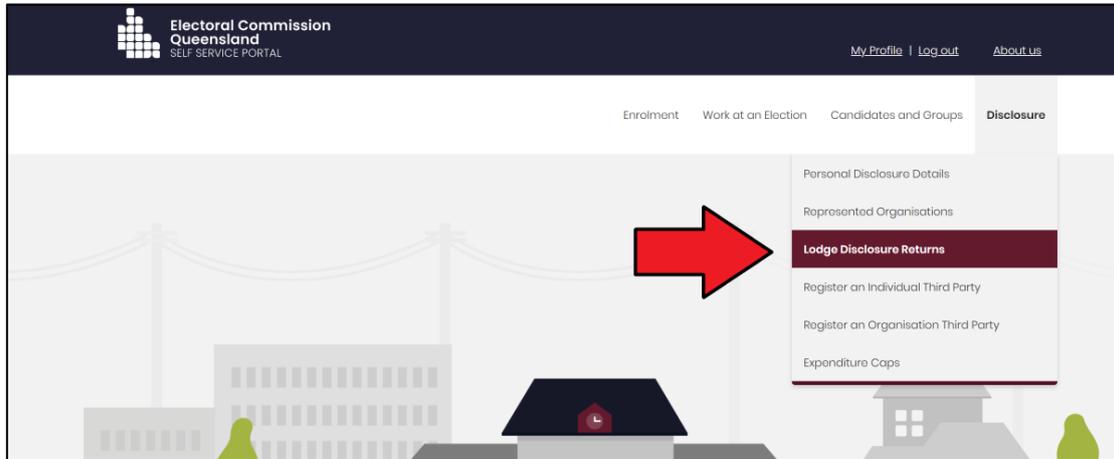
22. You can view and edit the organisations you represent in SSP at any time by opening the **Disclosure** dropdown menu at the top right of the screen then choosing **Represented Organisations**.



- New organisations can be added by choosing the **Add New** button at the top right.
- To edit an existing organisation's details, choose the **Edit** button opposite the organisation's name or select the organisation's name then choose **Edit** at the bottom of the screen.



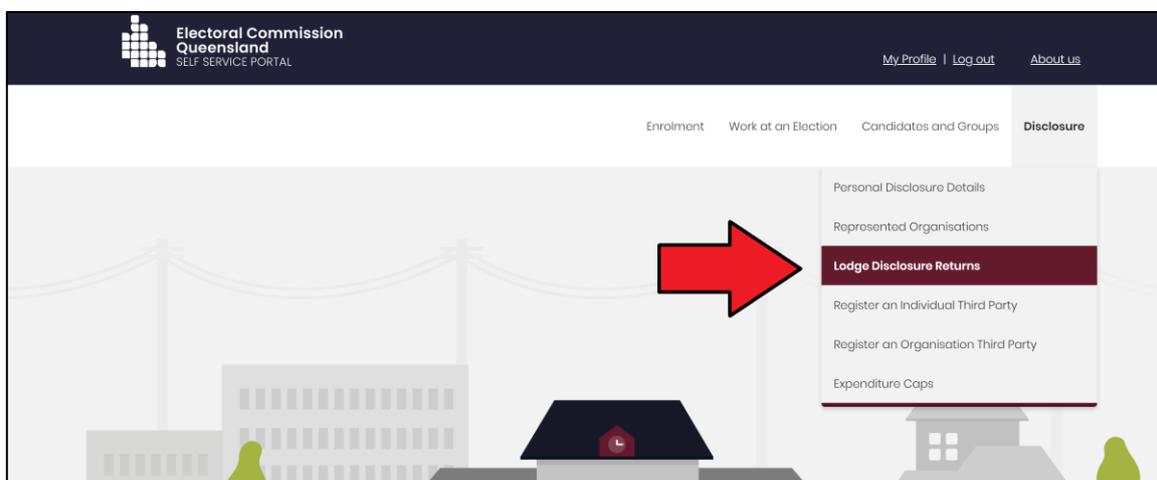
23. You can now lodge returns in EDS by opening the **Disclosure** dropdown menu in the top right then choosing **Lodge Disclosure Returns**.



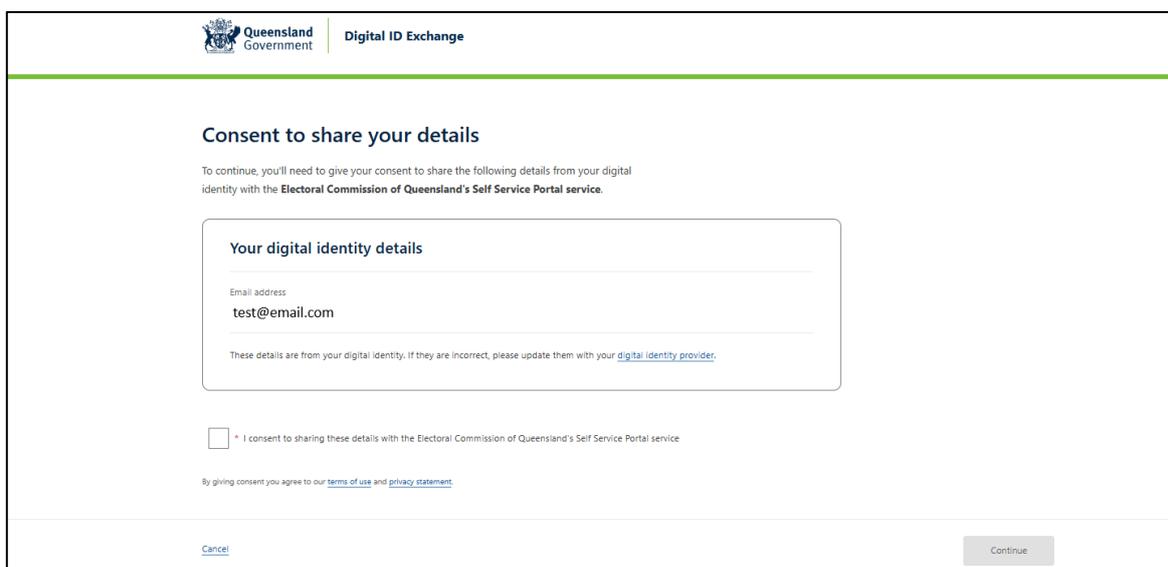
## 4. Logging into EDS

Once you have registered in the Self Service Portal (SSP) (see [section 3](#)), you can log into the Electronic Disclosure System (EDS) at any time by using the following instructions.

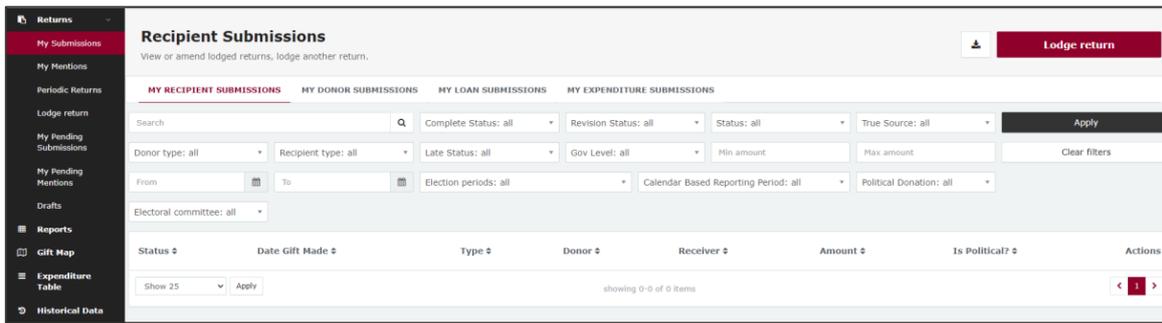
1. When logged into SSP ([selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au)), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.

A screenshot of a 'Consent to share your details' form. At the top left is the Queensland Government logo and 'Digital ID Exchange'. The main heading is 'Consent to share your details'. Below it, a paragraph states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box titled 'Your digital identity details' contains an 'Email address' field with the text 'test@email.com'. Below this box is a note: 'These details are from your digital identity. If they are incorrect, please update them with your [digital identity provider](#).' At the bottom of the form is a checkbox with the text '\* I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. Below the checkbox is a link: 'By giving consent you agree to our [terms of use](#) and [privacy statement](#).' At the very bottom are two buttons: 'Cancel' on the left and 'Continue' on the right.

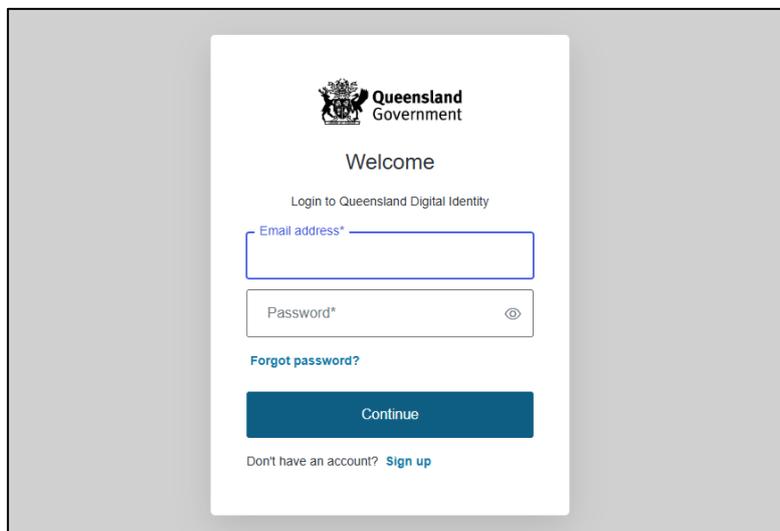
3. You will now see the main page of EDS.



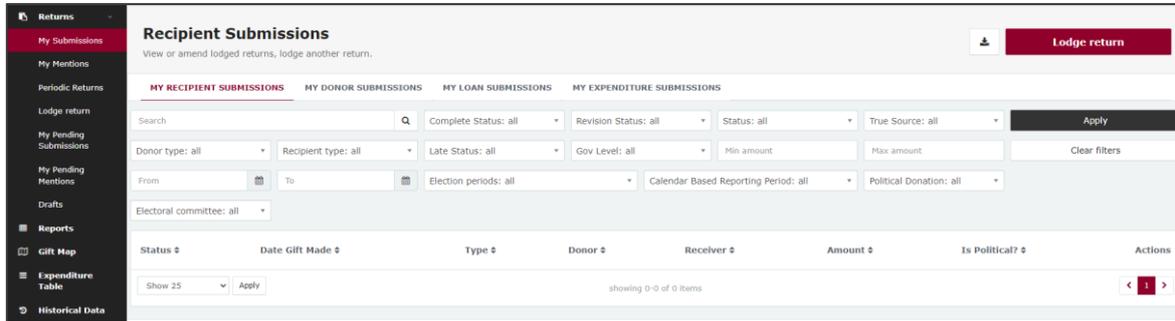
4. You can also access EDS directly at [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au). Choose **Login/Register** in the top right-hand corner.



5. Log into EDS using your QDI email address and password.



6. If you haven't accessed EDS before, you will see the same consent screen pictured in step 2. Otherwise, the main page of EDS will appear.



## 5. Disclosing a gift made in EDS

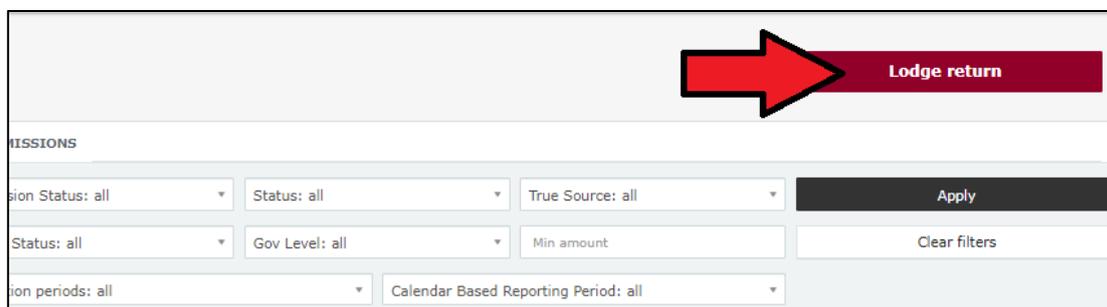
A donor or third party that makes a gift of \$1,000 or more to or for the benefit of a state candidate or a registered political party must lodge a return with the ECQ within 7 business days.

Gifts are cumulative. It does not matter if a gift was made in small amounts or all at once. Once the threshold of \$1,000 is met, all previous and future gifts to the same election participant must be disclosed.

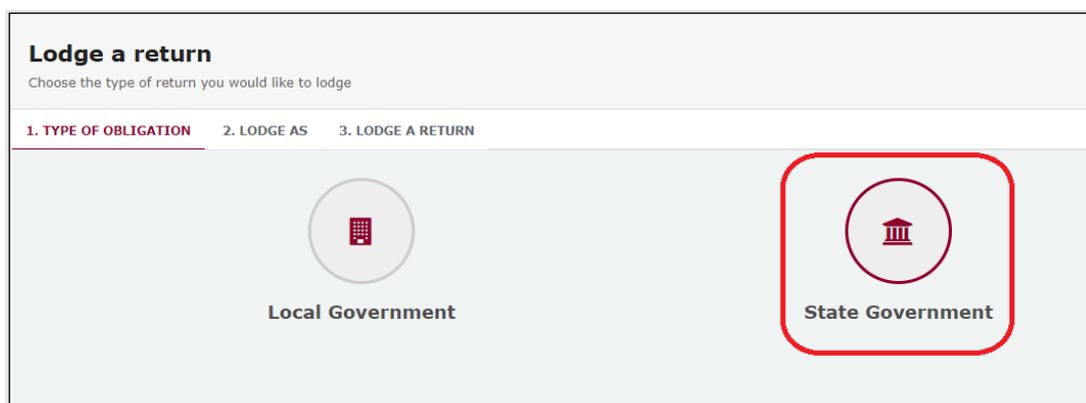
**Note:** Refer to the [Glossary](#) for key terms and definitions.

To lodge a return for a gift made to candidate in a state election or a registered political party, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



2. Under Type of Obligation, select **State Government**.

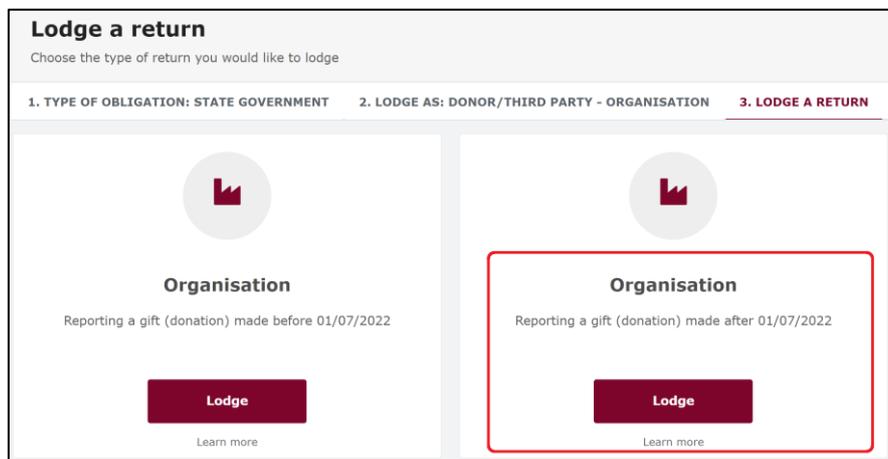
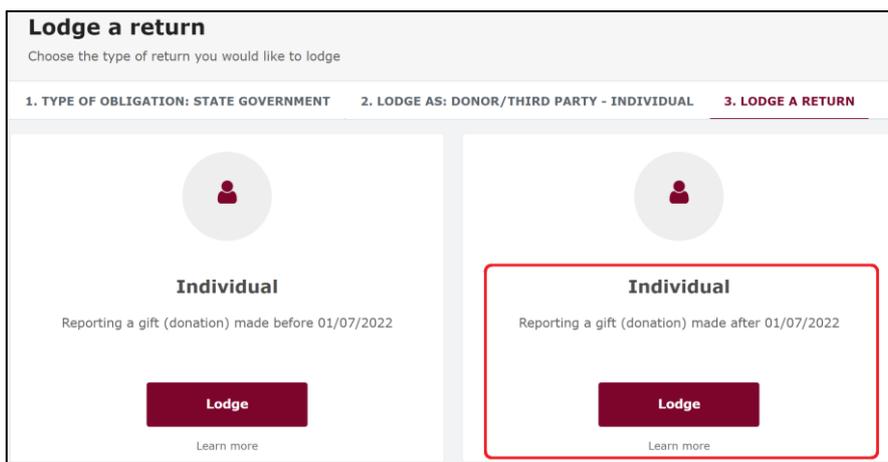


3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an organisation, choose **Donor/Third Party – Organisation**.



4. Choose the **Lodge** button under **Reporting a gift (donation) made after 01/07/2022**.



5. Your details will be pre-filled. Select the gift type using the **I am reporting** dropdown menu (e.g., a gift).

**Organisation**  
Reporting a gift (donation) made  
State

**Your details**

Title\*  
Third Party Organisation

Street\*  
1 King St

Suburb\*  
Coomera

State\*  
QLD

ABN  
123456789

ACN  
123456789

I am reporting  + made to -  

- a gift
- a gift-in-kind
- a fundraising contribution
- another type of gift

6. Choose the recipient type from the **+ made to** dropdown menu (e.g., a registered political party or a state candidate).

I am reporting  + made to -  

- Registered Political Party
- State Candidate

7. Complete all mandatory fields such as recipient name and address, description of gift, date made and value of gift.

**Reporting a Gift made to Registered Political Party**

Recipient's Name\*  
Political Party A

Street\*  
1 Queen St

Suburb\*  
Rockhampton

State\*  
QLD

Postcode\*  
4700

**Gift Particulars**

Description of Gift\*  
monetary donation

Amount\*  
4000

Date made\*  
27/07/2024

Did you receive a gift that enabled you to make all or part of this gift?\*

Yes  No

Current Total **\$4000.00**

I am reporting  + made to -

Save Draft Submit

- You can hover over the question mark symbol (?) next to each field in EDS to see a description of what to enter.
- Additional gifts can be disclosed by selecting options from the **I am reporting** and **+ made to** buttons at the bottom of the page and repeating the steps above.

8. If a person or entity gave you a gift (e.g. money) in order to allow you to make the gift you are disclosing, answer **Yes** to the question **Did you receive a gift that enabled you to make all or part of the gift?**

Otherwise, answer **No**.

Did you receive a gift that enabled you to make all or part of this gift? \* ?

Yes  No

9. The question in the bottom radio button **Is this amount a political donation?** must be answered.

Is this amount a political donation? \* ?

Yes  No

- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- Gifted electoral expenditure is also considered a political donation whether or not there is a donor statement.
- There are caps on the amount of political donations that can be made to a state candidate or registered political party.
- If you are not sure if the gift is a political donation or not, state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) may help.

- If the gift is a political donation, you will need to identify if it was received by or for an electoral committee for an electoral district. An electoral committee is a committee that is established by a registered political party to help elect a candidate in a particular electoral district.

10. When you have finished disclosing gifts made, select **Submit**.

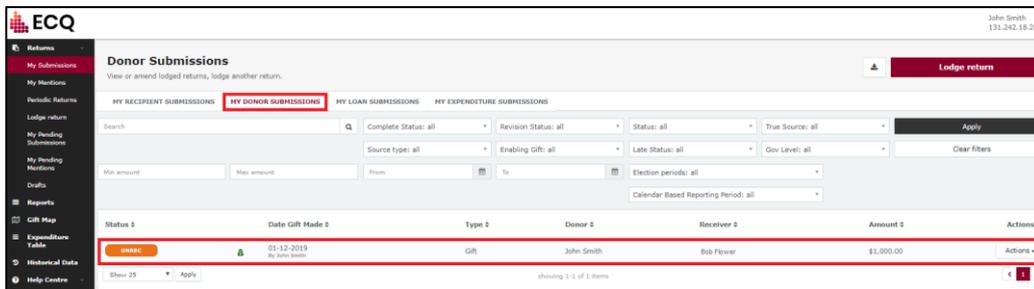
If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.

The screenshot shows a form with two input fields: 'Amount' with the value '1000' and 'Date made' with the value '01/09/2024'. Below these fields is a large empty text area. At the bottom right of the form, it displays 'Current Total \$1000.00'. Below the form, there are two buttons: 'Save Draft' and 'Submit'. A red arrow points to the 'Submit' button.

11. Choose **Submit** again to confirm the information in your return is accurate.

The screenshot shows a dialog box titled 'Confirm lodgement of return'. It contains the following text:  
I confirm that the information provided in this return is true and complete.  
I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.  
I acknowledge that this submission will be published and available for public viewing.  
At the bottom right, there are 'Cancel' and 'Submit' buttons.

12. Your return will appear on your My Submissions page under the **My Donor Submissions** tab. It will also display on the public Gift Map and Reports pages within 24 hours.



- If the value of the gift reported is \$1,000 or more (cumulative to the same recipient), the received **Status** will display as **UNREC** (unreconciled) until the recipient lodges a corresponding return.

## 6. Disclosing a gift received in EDS

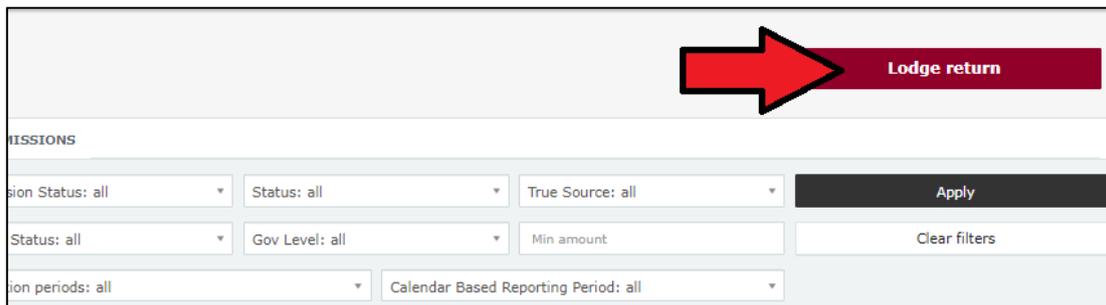
A donor or third party who receives a gift of \$1,000 or more (cumulative from the same donor) is required to disclose the details of the gift in a return if they use it to incur or reimburse expenditure for a political purpose in a state general election or by-election.

Expenditure for a political purpose includes expenditure incurred in the form of electoral expenditure or gifts made to a participant in the election.

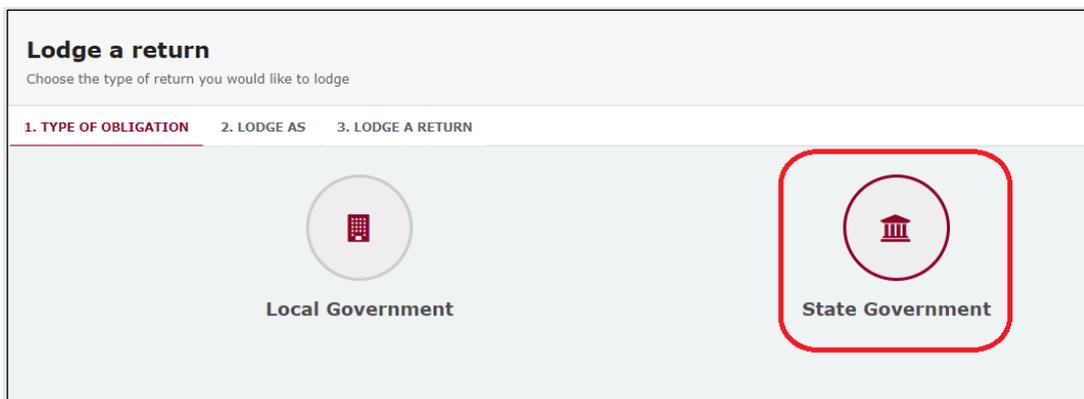
**Note:** Refer to the [Glossary](#) for key terms and definitions.

To lodge a return for a gift received, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.

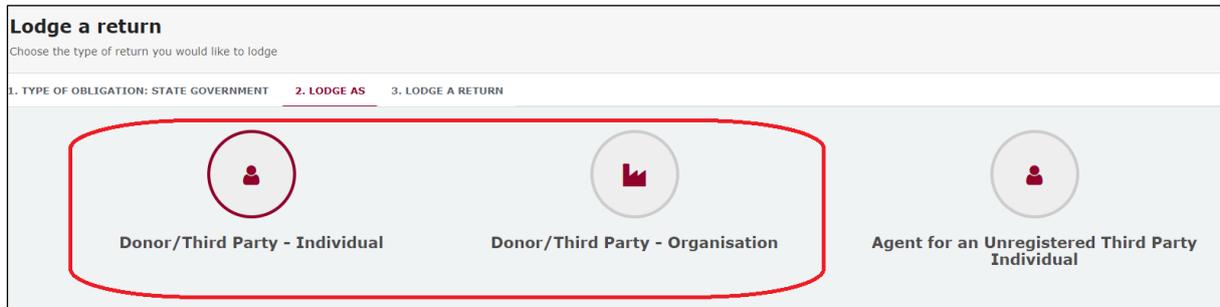


2. Under Type of Obligation, select **State Government**.

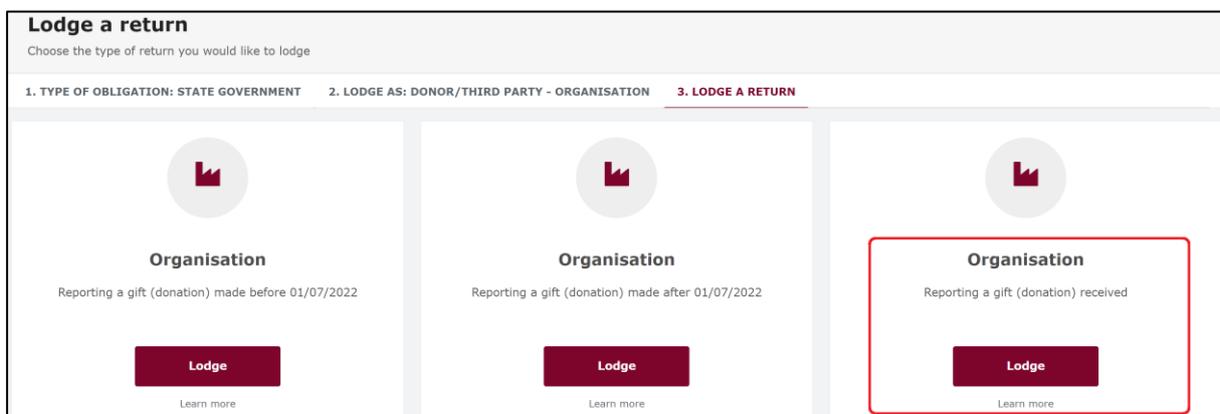
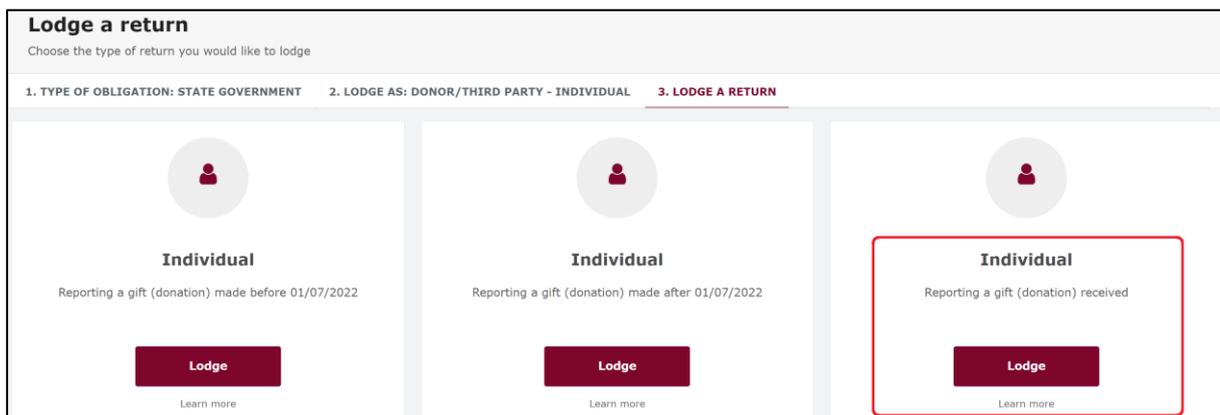


3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an organisation, choose **Donor/Third Party – Organisation**.



4. Choose the **Lodge** button under **Reporting a gift received**.



5. Your details will be pre-filled. Use the **I am reporting** dropdown menu to choose the type of gift received (e.g., a gift-in-kind or a fundraising contribution).

**Organisation**  
Reporting a gift (donation) received  
State

**Your details**

Title\*  
My Third Party

Street\* 1 Road Street Suburb\* Warwick State\* QLD

ABN 123456789 ACN 123456789

I am reporting  + received from ▾  
a gift  
a gift-in-kind  
a fundraising contribution  
another type of gift

6. Choose the donor type from the **+ received from** dropdown menu.

I am reporting a gift + received from ▾  
an Individual  
a Corporation  
an Unincorporated Association  
a Trust Fund or Foundation  
Another type of Entity

7. Complete all mandatory fields, such as name and address of the entity giving the gift, description of gift received, amount and date made.

**Reporting a Gift received from a corporation**

Name\* Corporate Corporation

Street\* 1 Street Lane Suburb\* Brisbane State\* QLD

**Gift Particulars**

Description of Gift Received\* monetary donation Amount\* 6000 Date made\* 27/07/2024

Date gift used\* 27/07/2024

Event\* 2024 State General Election

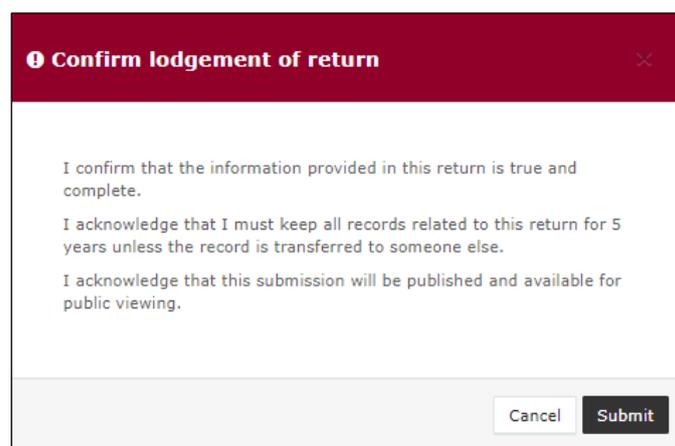
- You can hover over the question mark symbol (?) next to each field in EDS to see a description of what to enter.
- Depending on the person or entity who gave the gift, you may be required to enter additional information. State [Fact sheet 5 – Definition of gifts, loans and political donations](http://ecq.qld.gov.au/factsheets) (found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)) has further information about what may be required.
- Additional gifts can be disclosed by selecting options from the **I am reporting** and **+ received from** buttons at the bottom of the page and repeating the steps above.

8. When you have finished disclosing gifts received, select **Submit**.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



9. Choose **Submit** again to confirm the information in your return is accurate.



10. The gift received will display on the My Submissions page under the **My Recipient Submissions** tab. It will also display on the public Gift Map and Reports pages.

The screenshot shows the 'Recipient Submissions' page. At the top, there is a 'Lodge return' button. Below it, there are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active. The page includes a search bar and several filter dropdowns: Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, From, To, Election periods, Calendar Based Reporting Period, Political Donation, and Electoral committee. Below the filters is a table with the following columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. One submission is listed with the following details: Status is 'NCR', Date Gift Made is '01-08-2024' by Jane Smith, Type is 'Gift', Donor is 'John Smith', Receiver is 'Jane Smith', Amount is '\$1,000.00', and Is Political? is 'NonPolitical'. At the bottom of the table, there is a 'Show 25' dropdown, an 'Apply' button, and a pagination indicator 'showing 1-1 of 1 items'.

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
NCR	01-08-2024 By Jane Smith	Gift	John Smith	Jane Smith	\$1,000.00	NonPolitical	Actions

- The return **Status** will display as **NCR** (no corresponding return) to signify that a corresponding return from the donor is not required.

## 7. Amending a return in EDS

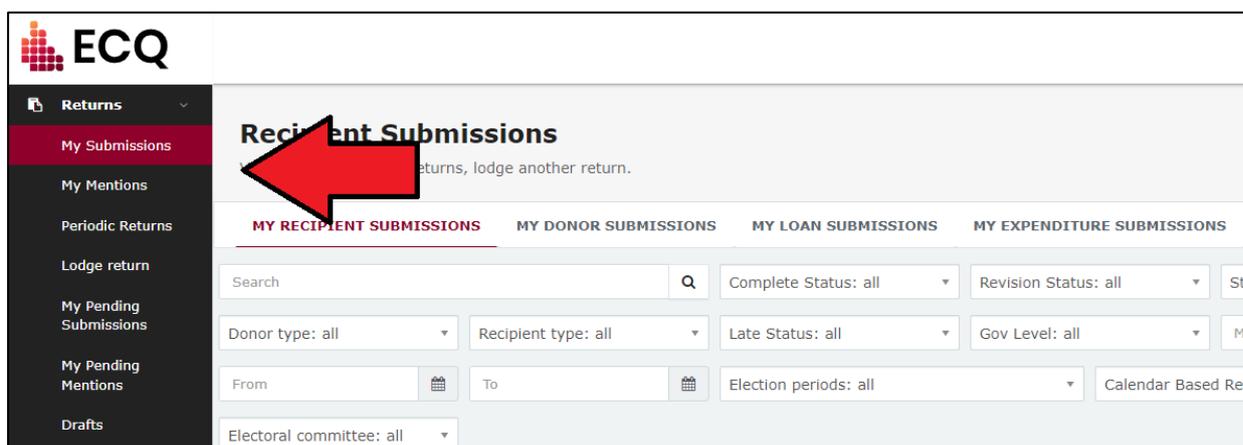
If you have made an error or omission in a return that you have previously lodged in EDS, you can request that the ECQ amend the return.

Existing returns are found under the side menu options as follows:

- **My Submissions**
  - **My Recipient Submissions** – displays existing returns for gifts received
  - **My Donor Submissions** – displays existing returns for gifts made
  - **My Loan Submissions** – displays existing returns for loans received
  - **My Expenditure Submissions** – displays existing returns for electoral expenditure incurred (local government only).
- **Periodic Returns** - displays existing periodic and election summary returns.

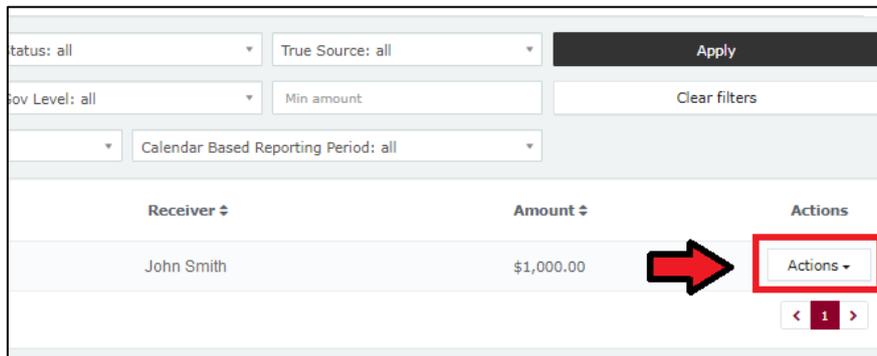
To request an amendment to a return in EDS, please use the following instructions.

1. When you are logged into EDS, select **My Submissions** or **Periodic Returns** from the left side menu.

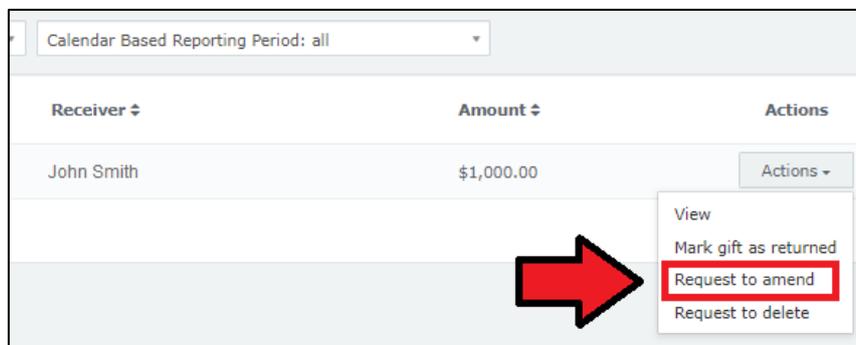


- If required, click the relevant tab to locate your return (e.g. My Recipient Submissions).

2. Find the return you wish to amend and click the **Actions** dropdown.



3. Select **Request to amend**.



4. In the pop-up box, enter a **Reason** for amending the return and a **Description** of the change requested.

### Confirm request to amend

Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.

Reason

Description

Attachments

No file chosen

Once your request to amend is submitted there will be no option for you to cancel your request - you will have to contact ECQ to reject your request.

- Files can be attached to support your request by selecting **Choose Files** and uploading the files from your device.

5. Choose the **Request to amend** button to submit the request.

**Confirm request to amend**

Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.

Reason

Entered the wrong date gift was made.

Description

Please change date from 17/07/2023 to 15/07/2023

Attachments

**Choose files** No file chosen

Once your request to amend is submitted there will be no option to cancel your request - you will have to contact ECQ to reject your request.

Cancel **Request to amend**

6. The return **Status** now displays as **Pending**. The return is temporarily removed from the public Gift Map and Reports page.

**Recipient Submissions**  
View or amend lodged returns, lodge another return.

**MY RECIPIENT SUBMISSIONS** MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE

Search   Complete Status: all

Source type: all

Max amount  From  To

Status	Date Gift Made	Type
<b>PENDING</b>	01-12-2019 By John Smith	Gift-In-Kind

Show 25

- You will receive an email once the amendment has been processed by ECQ.

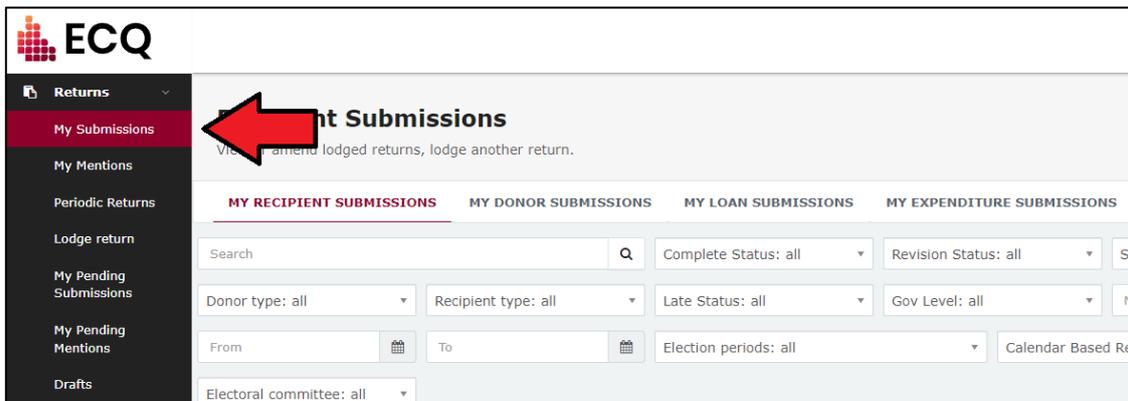
## 8. Mark a gift as returned in EDS

If you have lodged a return in EDS for a gift that has since been given back to the donor, you should mark the gift as returned.

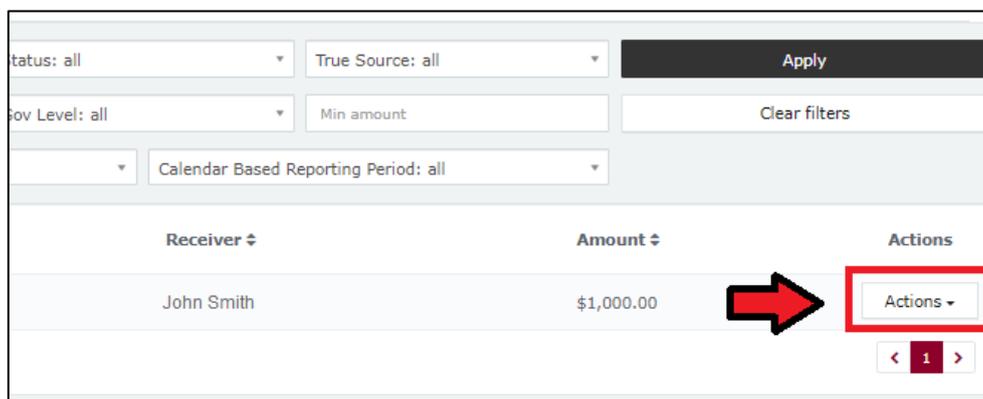
**Note:** Only the recipient of a gift can mark the gift as returned.

To mark a gift as returned in EDS, please use the following instructions.

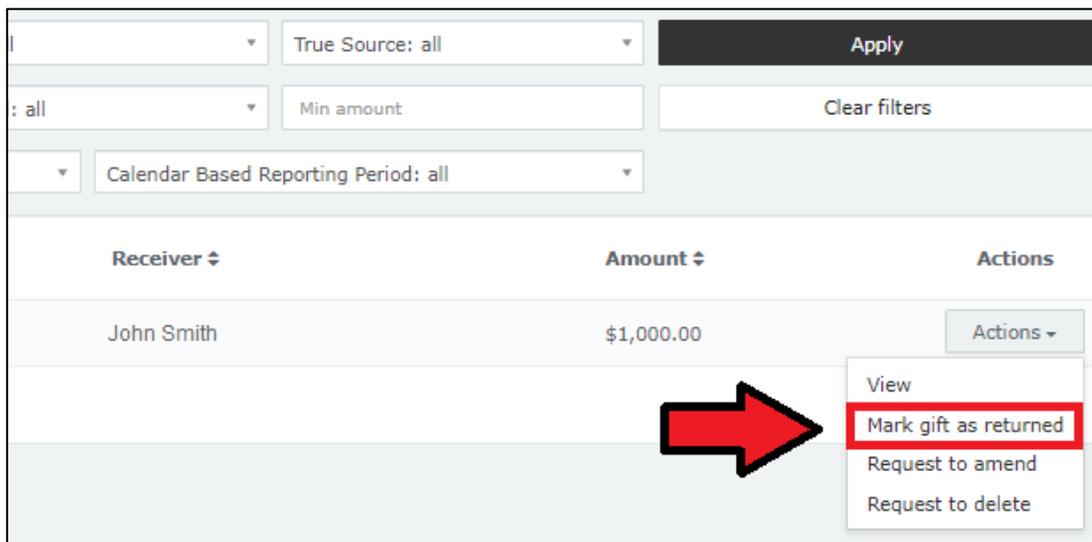
1. Select **My Submissions** on the side menu.



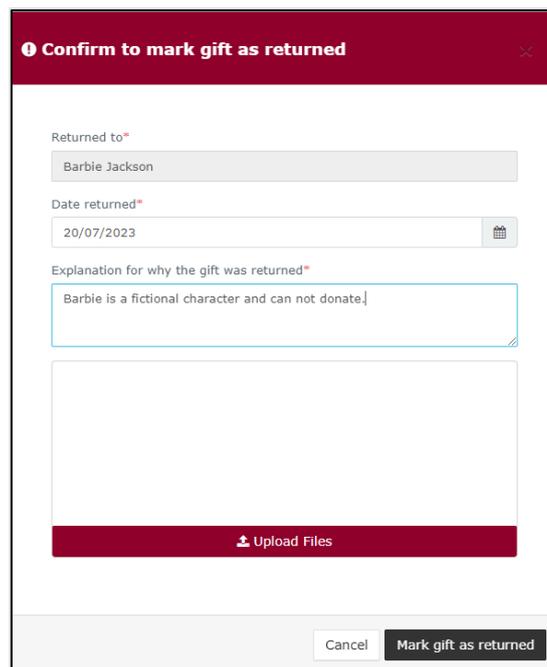
- If required, click the **My Recipient Submissions** tab to display existing returns for gifts you have received.
2. Find the return for the gift you wish to mark as returned, then click the **Actions** dropdown.



3. Select **Mark gift as returned**.

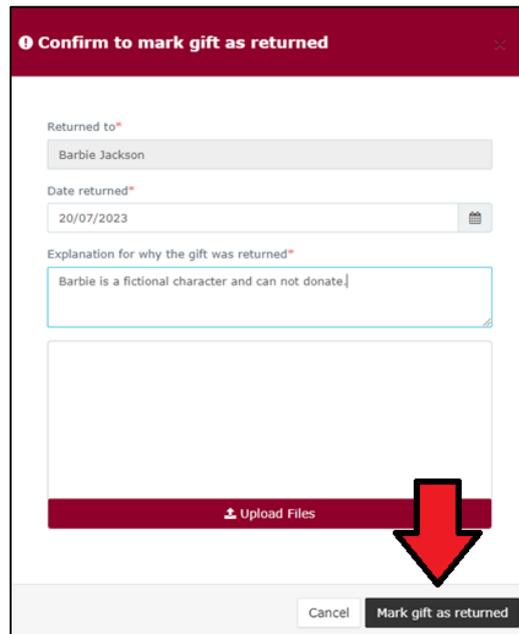


4. In the pop-up box, enter the **Date returned** and an **Explanation for why the gift was returned** for your returned gift.

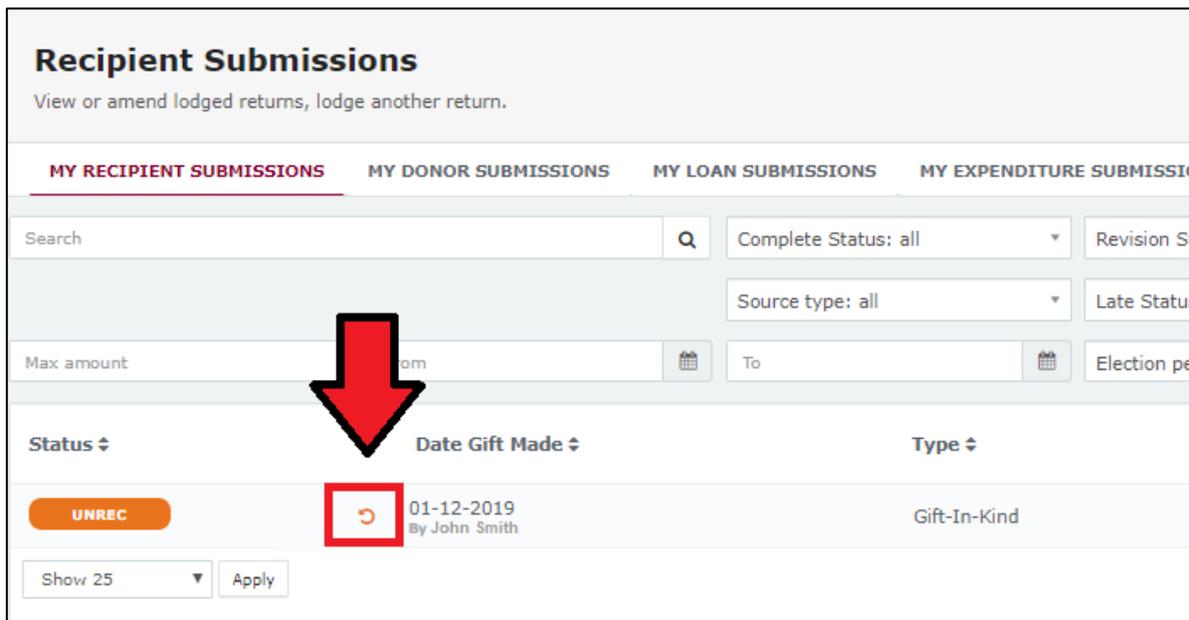


- Files to support returned gifts can also be attached by selecting **Upload Files** and uploading from your computer.

5. Click **Mark gift as returned**.



6. A returned symbol (↺) will display next to the return to indicate its status. This symbol will also display on the public Gift Map and Reports page.



- You and the donor of the gift (if they are registered in EDS) will receive an email confirming the gift has been marked as returned.