

THIRD PARTY REGISTRATION PROCESS

This fact sheet relates to individuals and entities which incur electoral expenditure in Queensland State elections and by-elections. All references to legislation are to the *Electoral Act 1992*, as in force from 1 July 2022. The information in this fact sheet does not replace legislation. If you are concerned about your obligations, you should seek independent legal advice.

This fact sheet outlines the registration process for those third parties which are required to register with the ECQ.

Refer to [Fact Sheet 14](#) for general information about how third parties are regulated in Queensland State elections.

Who needs to register as a third party?

A third party which incurs or intends to incur more than \$6,000 (either as a single amount, or cumulatively) in electoral expenditure during the capped expenditure period for an election, must be registered with the ECQ for the election.

Refer to [Fact Sheet 8](#) for information, definitions, and examples about what electoral expenditure may include.

Refer to [Fact Sheet 9](#) for information about the capped expenditure period and expenditure caps for third parties.

When to register as a third party

Applications for registration must be submitted to the ECQ before election day for an election.¹

The ECQ encourages early registration where possible.

Appointment of an agent for a third party

If a third party is an organisation, an agent for the third party **must** be appointed.² The agent is responsible for ensuring that all disclosure, cap and reporting obligations are met.

If a third party is an individual, an agent may be appointed. Where no agent is appointed, the individual is taken to be their own agent.

Should a third party organisation not have an agent appointed, all obligations under electoral legislation default to the members of the organisation's executive committee.³

Operating a dedicated State campaign bank account

A registered third party **must** establish a dedicated State campaign bank account and use it to pay for all electoral expenditure.

The bank account details for the State campaign account must be provided to the ECQ. Refer to [Fact Sheet 3](#) for further information about State campaign account requirements for third parties.

How to register as a third party

Registration applications can be lodged via the ECQ's **Self Service Portal** (accessed via: selfserv.elections.qld.gov.au).

The following information will be required:

- the election to which the registration applies,
- if the third party is an individual:
 - name,
 - date of birth,
 - address (as shown on the electoral roll),
 - contact details (phone number and email address),

¹ See section 299

² See section 208(1)

³ See section 213

More information

For more information relating to funding and disclosure obligations, please visit the ECQ's website at www.ecq.qld.gov.au, call 1300 881 665, or email fad@ecq.qld.gov.au.

- if the third party is an organisation:
 - name,
 - ABN or ACN,
 - business address,
 - contact details (phone number and email address),
 - name and address of the agent,
 - the agent's signed consent and declaration that they accept and are eligible for the appointment, and
- State campaign bank account details (these can be provided to ECQ separately within five business days, if not available at the time of registration).

Upon acceptance of an application by the ECQ, the third party will be added to the Register of Third Parties for that election.

Changes to registration and cancellation of registration

The third party must notify the ECQ of any changes to the appointment of an agent or any other details relating to a third party registration **within 28 days**.

Registration details can be amended via the ECQ's **Self Service Portal** (accessed via: selfserv.elections.qld.gov.au).

Third party registrations are for a specific election event. Third parties must register for each individual election they intend to participate in.

The agent of a third party may apply to the ECQ to cancel their registration for an election.