**Important Notice from Recipient to Donors**

Thank you for your gift.

This notice is to inform you that you may be required to give a return about your gift to the Electoral Commission of Queensland (ECQ), as per s125A of the *Local Government Electoral Act 2011* (the LGEA).

Under the LGEA, any person or entity who makes a gift of $500 or more for the purposes of a local government election is required to disclose the details of that expenditure in a return to the ECQ. You are required to give this return within 7 business days of the gift being made. You can lodge your return online by visiting disclosures.ecq.qld.gov.au.

For your convenience, I have outlined the information that you will be required to disclose in your return, if you are required to give one.

**Section 1: Reporting type** (Recipient to complete this section)

You will be required to report:

|  |  |  |
| --- | --- | --- |
| *Type of gift* | 🗆 Gift (money)  🗆 Gift-in-kind | 🗆 Fundraising contribution  🗆 Another type of gift |
| *Type of recipient* | 🗆 Candidate  🗆 Group of candidates | 🗆 Third party |
| *Name of candidate, group, or third party* |  | |

**Section 2: Particulars of the gift**

You will also need to disclose the following information:

* A description of the gift you made (e.g. monetary, free printing services, tickets to an event);
* The purpose of the gift you gave (i.e. why did you make a gift to this candidate, group of candidates or third party?);
* The value of the gift received;
* The date the gift was made; and
* Whether the gift was made because you support or oppose a particular issue (and if so, what that issue is).

**Contact me**

Please note I have retained a copy of this document, as evidence that I have met my obligations under the LGEA to give you this notice. As a donor, you are required to give me a notice outlining the relevant details of the gift you have given me. Please provide me with this notice as soon as possible (if you haven’t already), as I may have to forfeit the gift (or an equal amount) to the ECQ if I don’t collect the information.

Please visit the ECQ’s website at [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au) if you require any further information about your obligations.