**Important Notice to Gift/Loan Recipients**

Thank you for the opportunity to support you in your election campaign. As a donor, I am required to notify you of the below relevant details about the gift/loan I have given you. I am aware that you will need to disclose this information to the Electoral Commission of Queensland (ECQ), and that this will be publicly available.

Please note that I have retained a copy of this document as evidence that I have fulfilled my obligation to notify you of the relevant details of the gift/loan I have given you.

**Section 1: Reporting type**

You will be required to report (donor to tick the relevant boxes):

|  |  |  |
| --- | --- | --- |
| *Type of gift* | \* Gift (money)  \* Gift-in-kind  \* Loan | \* Fundraising contribution  \* Another type of gift |
| *Type of donor* | \* Individual  \* Unincorporated association  \* Registered Industrial Org. | \* Corporation (company)  \* Trust Fund/Foundation  \* Another type of entity |
| *Name of donor* |  | |
| *Address of donor* |  | |

**Section 2: Information about gift/loan**

|  |  |
| --- | --- |
| *Date gift / loan made* |  |
| *Value of gift / loan* |  |
| *Description of gift*  *(if applicable)* |  |
| *Terms of loan*  (if applicable) |  |

**Section 3A: Donor Information – Individual** (if applicable)

|  |  |  |
| --- | --- | --- |
| *Interest in local government matters* | \* I **do** have an interest in a local government matter that is greater than other persons in the local government area  \* I **do not** have an interest in a local government matter that is greater than other persons in the local government area | |
| *Nature of interest*  (if applicable) |  | |
| *Source of gift / loan* | \* I **am** the source of the gift/loan  \* I **am not** the source of the gift/loan *(must complete Section 4)* | |
| *Individual’s occupation* |  | |
| *Industry of individual’s employer, business, or other engagement* |  |  |

**Section 3B: Donor Information - Corporation** (if applicable)

|  |  |
| --- | --- |
| *Interest in local government matters* | \* This corporation **does** have an interest in a local government matter that is greater than other persons in the local government area  \* This corporation **does not** have an interest in a local government matter that is greater than other persons in the local government area |
| *Nature of interest*  (if applicable) |  |
| *Source of gift / loan* | \* This corporation **is** the source of the gift/loan  \* This corporation **is not** the source of the gift/loan *(must complete Section 4)* |
| *Description of type of business of corporation* |  |
| *Names and addresses of directors / members of executive committee* |  |
| *If the corporation has a holding the company - names and addresses of directors / members of executive committee of the holding company* |  |

**Section 3C: Donor Information – Unincorporated association** (if applicable)

|  |  |
| --- | --- |
| *Interest in local government matters* | \* This association **does** have an interest in a local government matter that is greater than other persons in the local government area  \* This association **does not** have an interest in a local government matter that is greater than other persons in the local government area |
| *Nature of interest*  (if applicable) |  |
| *Source of gift / loan* | \* This association **is** the source of the gift/loan  \* This association **is not** the source of the gift/loan *(must complete Section 4)* |
| *Names and addresses of directors / members of executive committee* |  |

**Section 3D: Donor Information – Trust fund / foundation** (if applicable)

|  |  |
| --- | --- |
| *Interest in local government matters* | \* This trust fund **does** have an interest in a local government matter that is greater than other persons in the local government area  \* This trust fund **does not** have an interest in a local government matter that is greater than other persons in the local government area |
| *Nature of interest*  (if applicable) |  |
| *Source of gift / loan* | \* This trust fund **is** the source of the gift/loan  \* This trust fund **is not** the source of the gift/loan *(must complete Section 4)* |
| *Names and addresses of trustees or responsible persons* |  |
| *If the gift/loan was from a trust account of a lawyer / accountant – the name and address of the instructor.* |  |

**Section 4: Source information** (if applicable)

|  |  |
| --- | --- |
| *Source name* |  |
| *Source address* |  |

|  |  |
| --- | --- |
| *Type of source* | \* Individual *(must complete Section 4A)*  \* Corporation *(must complete Section 4B)*  \* Unincorporated Association *(must complete Section 4C)*  \* Trust Fund / Foundation *(must complete Section 4D)*  \* Registered Industrial Organisation  \* Other |
| *Interest in local government matters* | \* The source **does** have an interest in a local government matter that is greater than other persons in the local government area  \* The source **does not** have an interest in a local government matter that is greater than other persons in the local government area |
| *Nature of interest*  (if applicable) |  |

**Section 4A: Source information – Individual** (if applicable)

|  |  |  |
| --- | --- | --- |
| *Individual’s occupation* |  | |
| *Industry of individual’s employer, business, or other engagement* |  |  |

**Section 4B: Source information - Corporation** (if applicable)

|  |  |
| --- | --- |
| *Description of type of business of corporation* |  |
| *Names and addresses of directors / members of executive committee* |  |
| *If the corporation has a holding the company - names and addresses of directors / members of executive committee of the holding company* |  |

**Section 4C: Source information – Unincorporated Association** (if applicable)

|  |  |
| --- | --- |
| *Names and addresses of directors / members of executive committee* |  |

**Section 4D: Source information – Trust fund / foundation** (if applicable)

|  |  |
| --- | --- |
| *Names and addresses of trustees or responsible persons* |  |
| *If the gift/loan was from a trust account of a lawyer / accountant – the name and address of the instructor.* |  |