



Electronic Disclosure System (EDS) for Registered Third Parties

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE

VERSION: MARCH 2026



**Electoral
Commission**
QUEENSLAND

Contents

1.	Introduction	1
1.1	Overview of the Act and Regulation.....	1
1.2	Disclaimer	1
1.3	Contacting the ECQ.....	1
2.	Glossary.....	2
3.	Accessing the Self Service Portal	6
4.	Registering a third party	19
4.1	Registering an individual as a third party	20
4.2	Registering an organisation as a third party	25
5.	Adding state campaign account details	34
6.	Updating registration details.....	40
6.1	Updating details of a registered third party individual	41
6.2	Updating details of a registered third party organisation.....	44
7.	Adding or removing an agent	49
7.1	Adding an agent.....	50
7.2	Removing an agent.....	55
8.	Logging into EDS	60
9.	Disclosing a gift made in EDS	63
10.	Disclosing a gift received in EDS	69
11.	Submitting an election summary return	74
11.1	Disclosing electoral expenditure individually	75
11.2	Disclosing electoral expenditure using a bulk upload spreadsheet .	80
11.3	Completing the return summary	86
12.	Amending a return in EDS	89
13.	Mark a gift as returned in EDS	92
14.	Deregistering a third party.....	95

1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for registered third parties (or third parties intending to register) for a state government election who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2024 (the Regulation).

Users who are only donating to political parties or candidates or who do not intend on spending more than \$6,000 in electoral expenditure for an election should refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) (found at ecq.qld.gov.au/factsheets) for more relevant information.

1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Registered 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.

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

Website: 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 the 2024 Queensland state general election, the capped expenditure period began on 2 April 2024 and ends at 6pm on 26 October 2024.


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) 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) 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 and loans](#) (found at ecq.qld.gov.au/factsheets) for more information about gifts.

Gifted Electoral Expenditure

You are taken to have incurred **gifted electoral expenditure** if:

- a person *other than* a candidate, registered political party or registered third party incurred electoral expenditure and:
 - the expenditure benefited you; and
 - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
 - you did not receive an invoice or pay for the expenditure within 7 days of any of the above; or
- a candidate, registered political party or registered third party incurred electoral expenditure and:
 - the expenditure benefited you; and
 - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
 - you received an invoice for payment of the expenditure.

Refer to state [Fact sheet 34 – Gifted electoral expenditure](#) (found at 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:

- Any of the above made by use of a credit card is 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 and loans](#) (found at 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 and loans](#), [Fact sheet 5A – Definition of political donations and donor statements](#) and [Fact sheet 6 – Political donation caps](#) (both found at 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 be found in the [Electoral Act 1992](#) and [Electoral Regulation 2024](#).

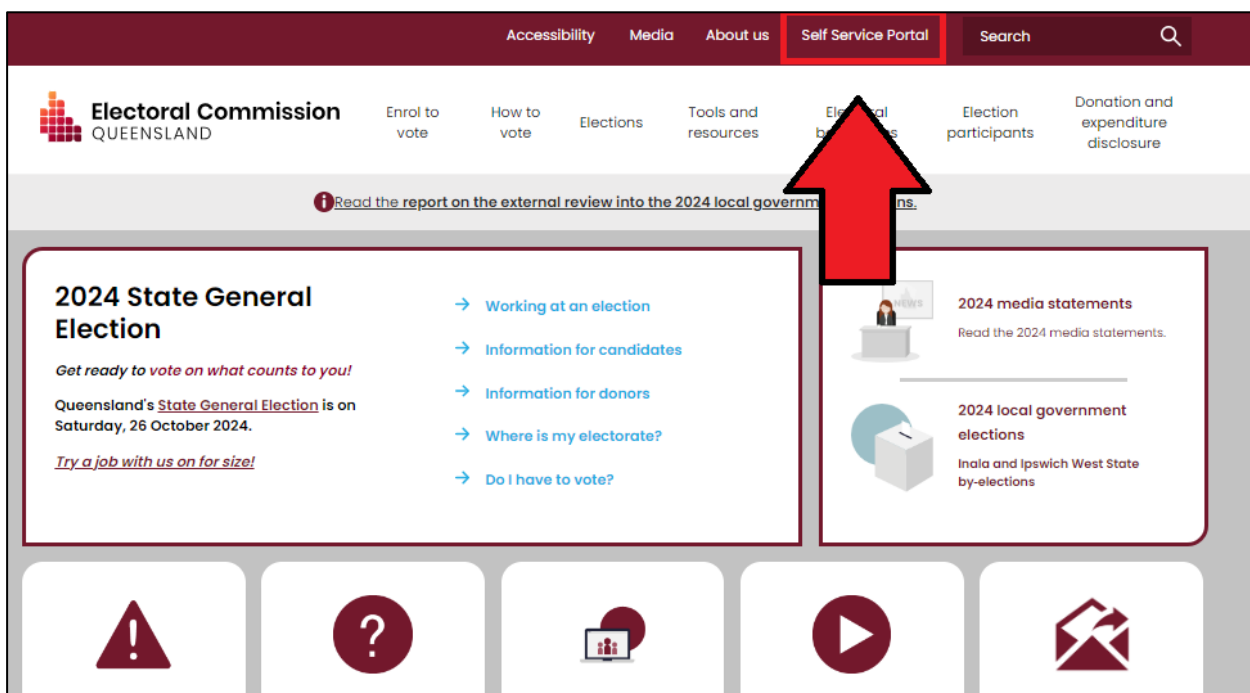
3. Accessing the Self Service Portal

A person who needs to register a third party, provide state campaign account details or lodge returns in the Electronic Disclosure System (EDS) will first need to access and set up a profile in the ECQ's Self Service Portal (SSP).

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 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.

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

Electoral Commission Queensland
SELF SERVICE PORTAL

About us

Welcome to the Electoral Commission of Queensland's Self Service Portal

The Self Service Portal allows:

- citizens to apply to work at an upcoming election
- citizens to complete a candidate nomination
- citizens to disclose gifts and donations
- citizens to register as a third party

We use digital identity authentication to keep your account and personal information secure

Queensland Government Digital ID Exchange is the Queensland Government's preferred secure website for storing personal information. It lets you access multiple services with a single login.

Simply click the Login or Register button below and you'll be taken to the authentication website.

Login or Register

If you do not have an existing digital identity, you will need to register with one of the approved providers before you can access the Self Service Portal.

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

Queensland Government | Digital ID Exchange

Please note: Your QGov account will soon be replaced with a Queensland Digital Identity (QDI).
Visit the [QGov-QDI transition](#) webpage to learn more.

Login to continue

To continue with this service online you must login with your [digital identity](#).

Continue with QDI (formerly known as QGOV)

Not sure which option to use? [Find out more about digital identity.](#)

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 navigation links. 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, there 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. 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.

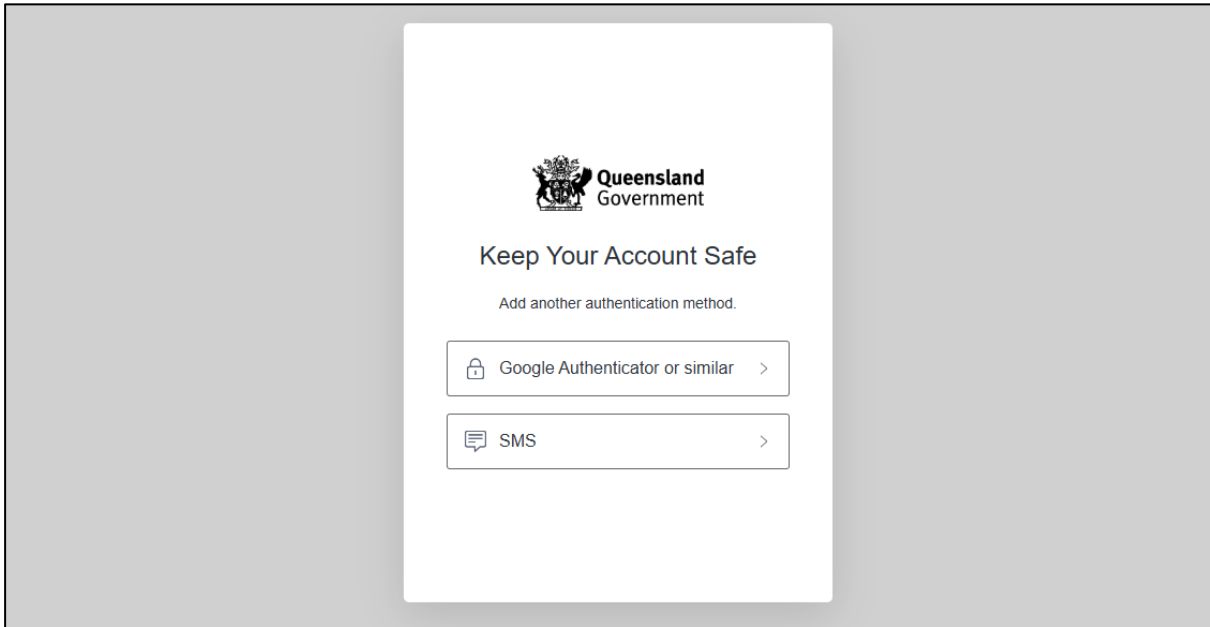
At the bottom, there are two buttons: "Continue" (green) and "Cancel" (blue).

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."

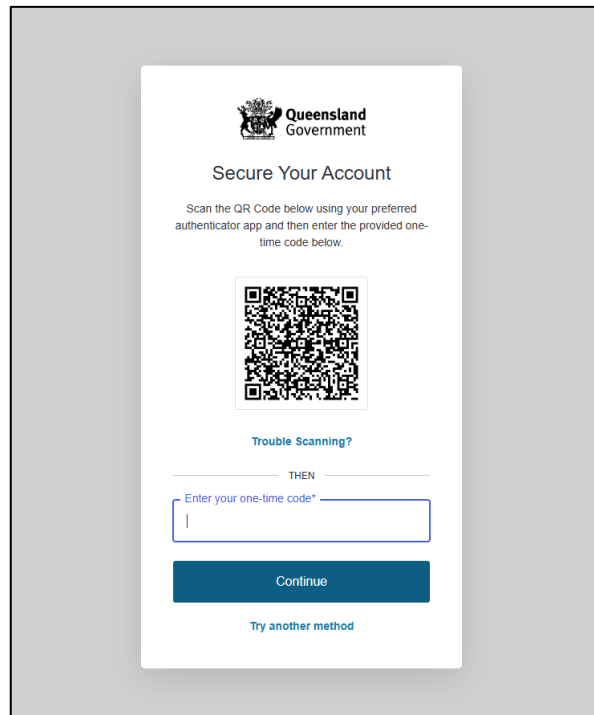
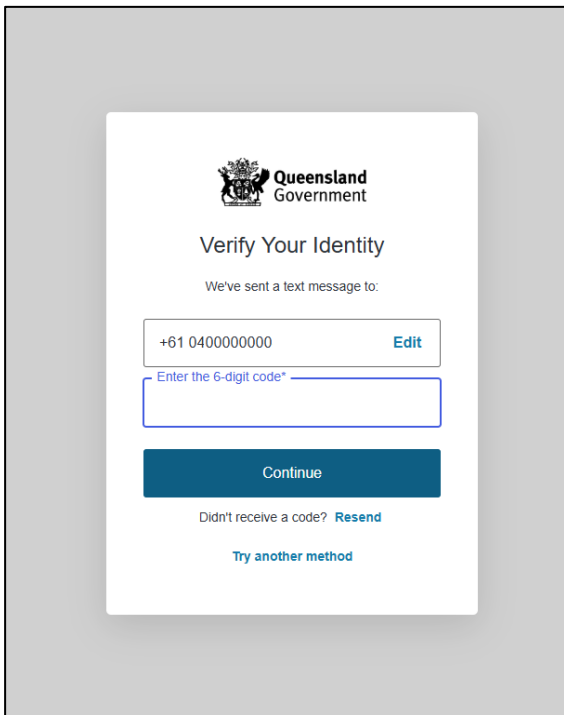
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

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.

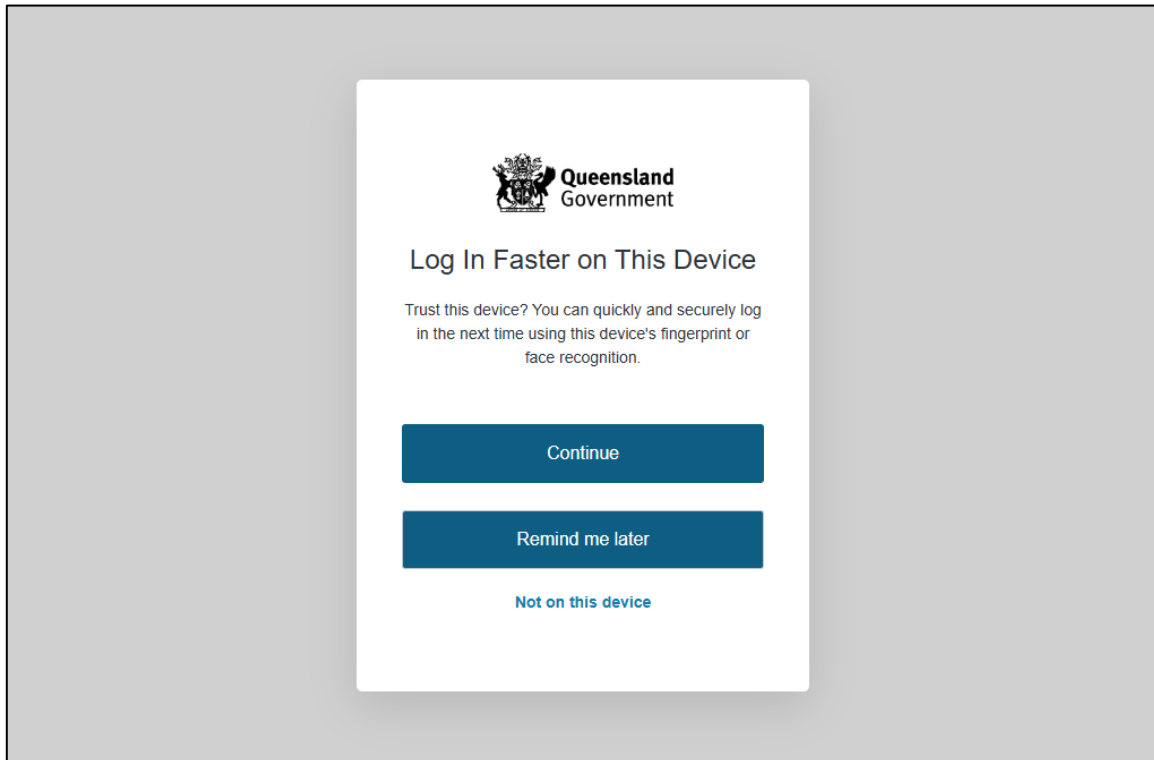


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

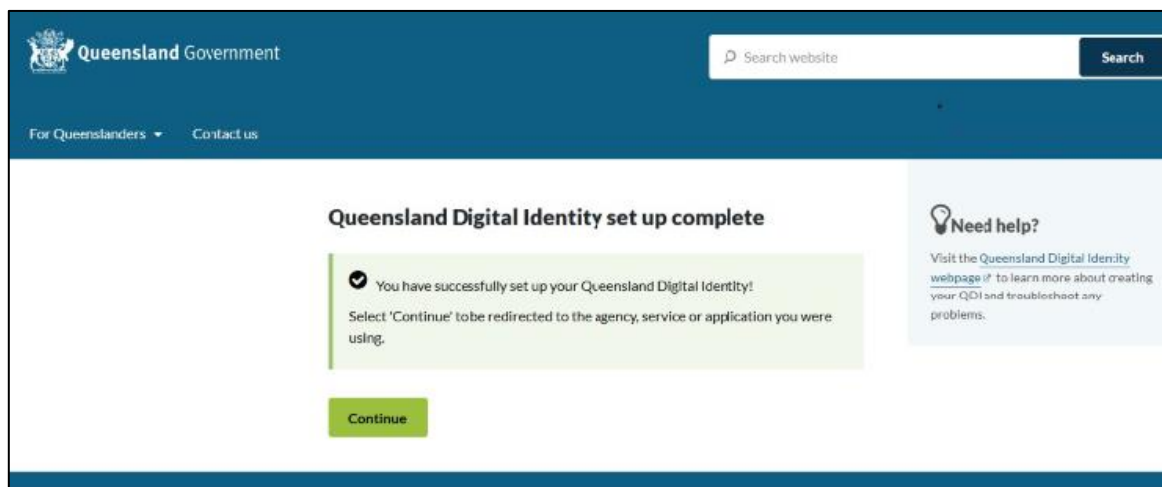


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

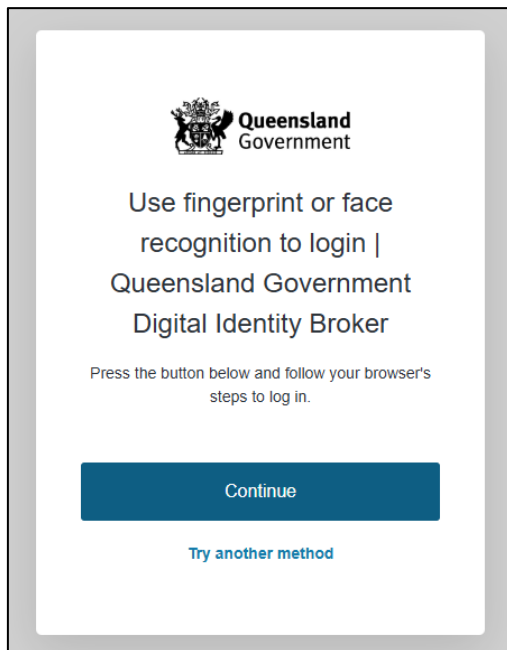
If you are not on a trusted device, click **Not on this device**.



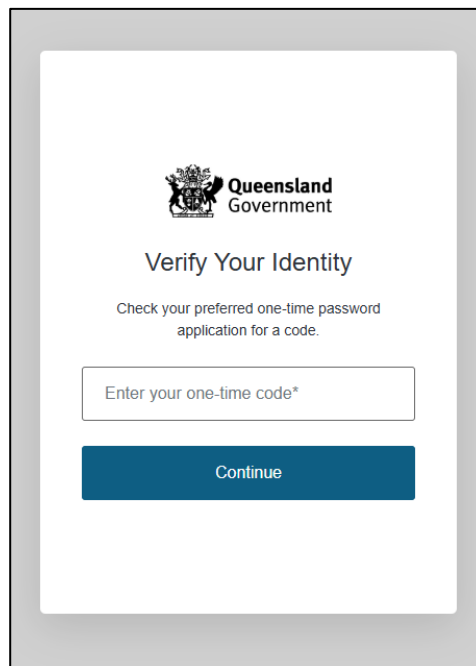
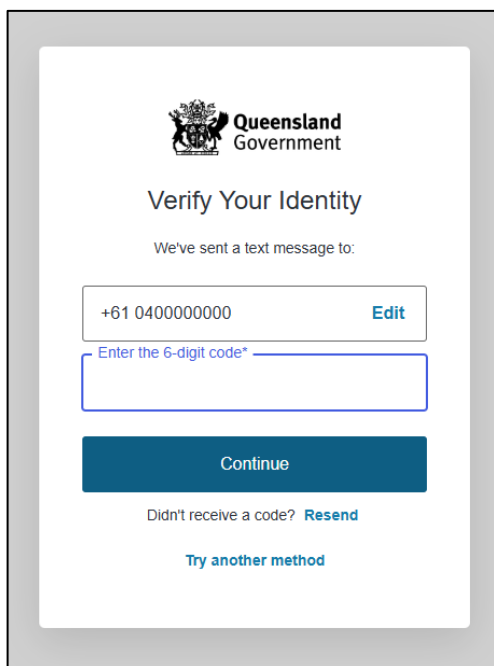
11. After successfully setting up your account, click **Continue**.



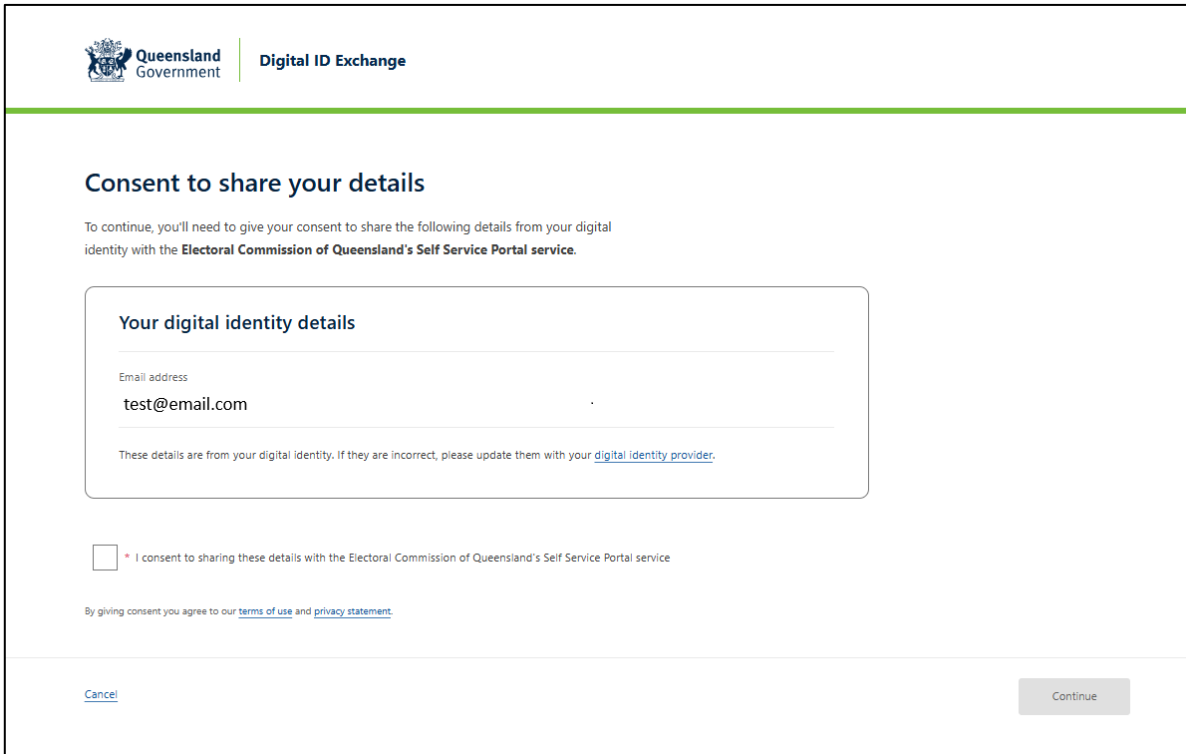
12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.



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**.

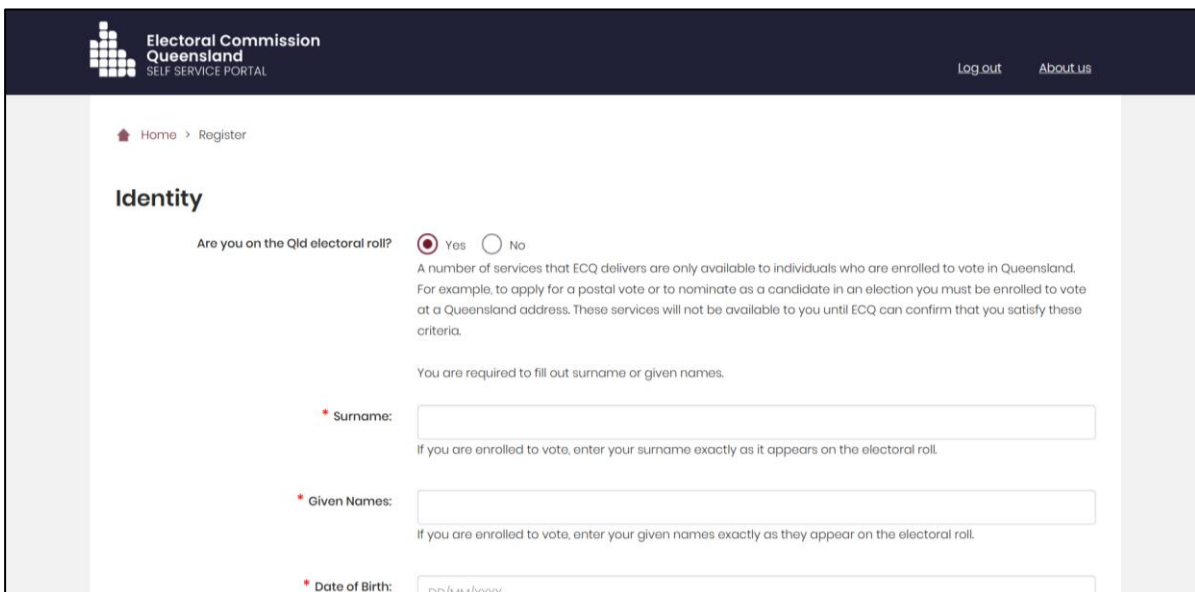


13. The first time you access SSP, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.



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.

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 in the 'Electoral Commission Queensland SELF SERVICE PORTAL'. The page has a dark header with the logo and navigation links for 'Log out' and 'About Us'. Below the header, there is a breadcrumb trail: '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:'. Each field has a text input box. Below the 'Surname' and 'Given Names' fields, there is additional text: 'If you are enrolled to vote, enter your surname exactly as it appears on the electoral roll.' and 'If you are enrolled to vote, enter your given names exactly as they appear on the electoral roll.' The 'Date of Birth' field has a placeholder 'dd/mm/yyyy'.



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 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**.

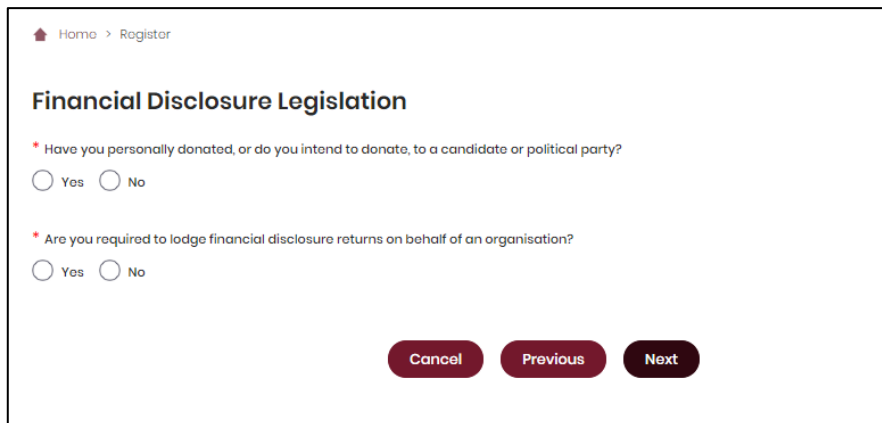
If your address has been verified against the electoral roll, your address will be prefilled and so not able to be edited. If you need to change these details, please visit the AEC at aec.gov.au.

The screenshot shows a 'Contact Details' form with the following fields and information:

- QNumber:** Q123456789
- Personal Email Address:** test@email.com
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:** (Dropdown menu)
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:** (Empty text field)
- Mobile Phone Number:** (Empty text field)
- Enrolled Address:** 123 FAKE ST, BRISBANE QLD 4000
- Postal Address:** Same as enrolled address

At the bottom of the form are three buttons: **Cancel**, **Previous**, and **Next**.

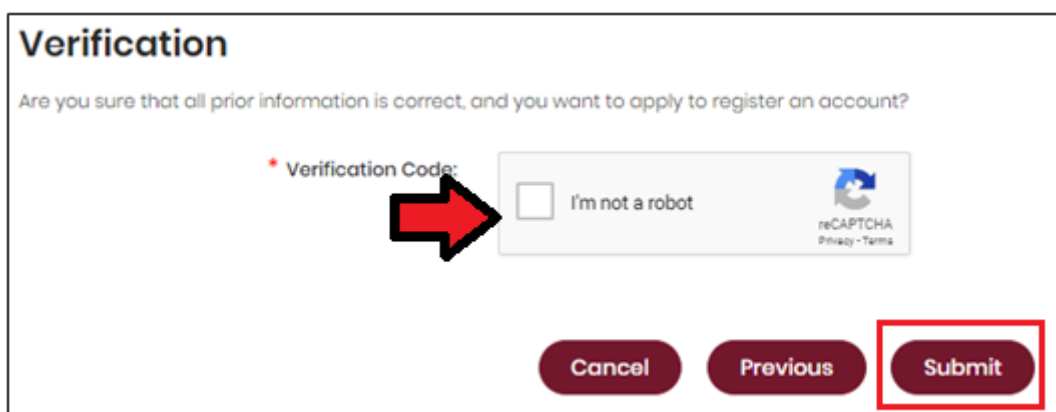
16. On the Financial Disclosure Legislation page, complete the 2 questions relating to the types of returns that you may need to lodge in the EDS. Then click **Next**.



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 of the form 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.

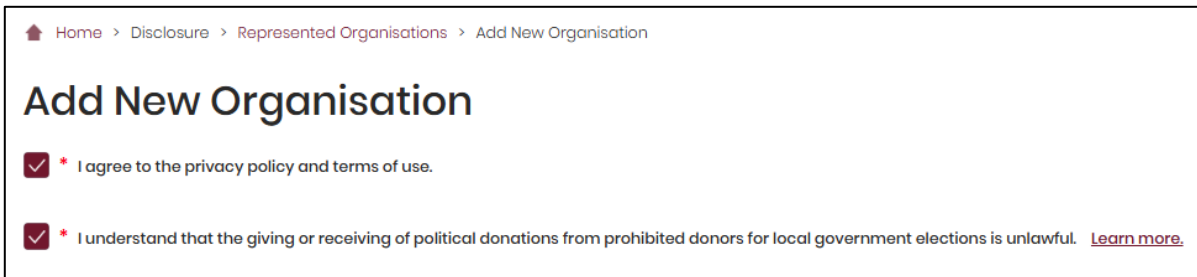
17. If asked for verification, tick the box stating 'I'm not a robot.' Then click **Submit**. If you are a robot, please close the browser.



The screenshot shows a "Verification" step 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 this checkbox. To the right of the checkbox is a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. At the bottom are three buttons: "Cancel", "Previous", and "Submit". The "Submit" button is highlighted with a red rectangular box.

18. If you are lodging returns as an **individual** donor / 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 about [prohibited donations](#).



Home > Disclosure > Represented Organisations > Add New Organisation

Add New Organisation

* I agree to the privacy policy and terms of use.

* I understand that the giving or receiving of political donations from prohibited donors for local government elections is unlawful. [Learn more.](#)

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

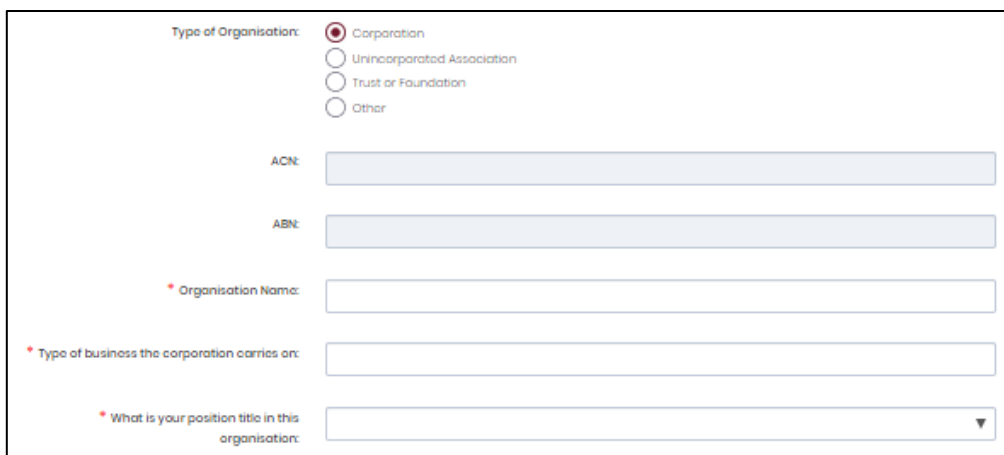


* Does your organisation have an ACN or an ABN?

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:

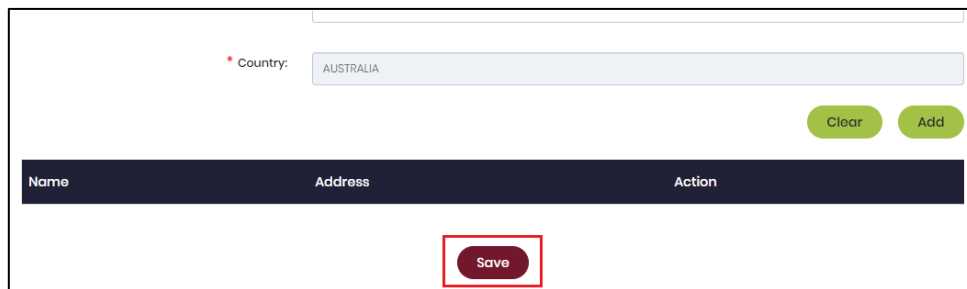
ABN:

* Organisation Name:

* Type of business the corporation carries on:

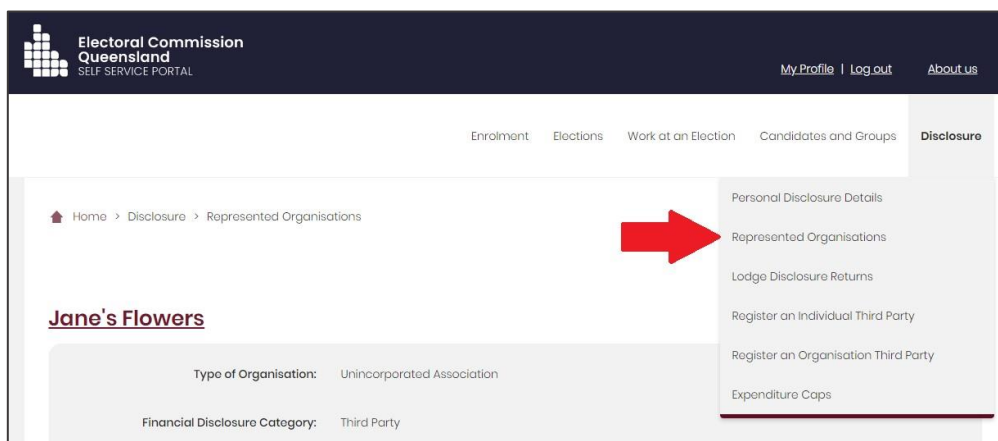
* What is your position title in this organisation:

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



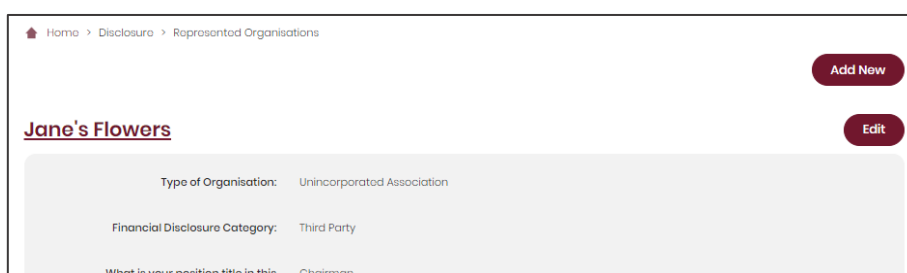
The screenshot shows a form for adding an organisation. At the top, there is a 'Country' dropdown menu with 'AUSTRALIA' selected. Below this are two buttons: 'Clear' and 'Add'. A table with columns 'Name', 'Address', and 'Action' is visible. At the bottom of the form, a red-bordered box highlights a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



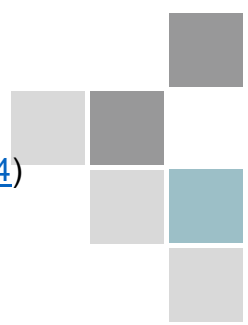
The screenshot shows the 'Electoral Commission Queensland SELF SERVICE PORTAL' header. The 'Disclosure' menu is open, showing options: 'Personal Disclosure Details', 'Represented Organisations', 'Lodge Disclosure Returns', 'Register an Individual Third Party', 'Register an Organisation Third Party', and 'Expenditure Caps'. A red arrow points to the 'Represented Organisations' option. Below the menu, the page title is 'Jane's Flowers' and the details show 'Type of Organisation: Unincorporated Association' and 'Financial Disclosure Category: Third Party'.

- 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.



The screenshot shows the 'Jane's Flowers' organisation details page. At the top right, there are two buttons: 'Add New' and 'Edit'. The details show 'Type of Organisation: Unincorporated Association' and 'Financial Disclosure Category: Third Party'. At the bottom, there is a field 'What is your position title in this' with the value 'Chairman'.

23. You are now ready to register as a third party for an election (see [section 4](#)) and lodge returns in EDS (see [section 8](#)).



4. Registering a third party

After setting up a user profile in the Self Service Portal, third parties who spend or intend to spend more than \$6,000 in electoral expenditure (cumulatively) during the capped expenditure period for an election must apply to register as a third party for the election. The application must be made before election day.

To register as a third party who is an **individual**, please refer to [section 4.1](#).

To register a third party that is an **organisation**, please refer to [section 4.2](#).

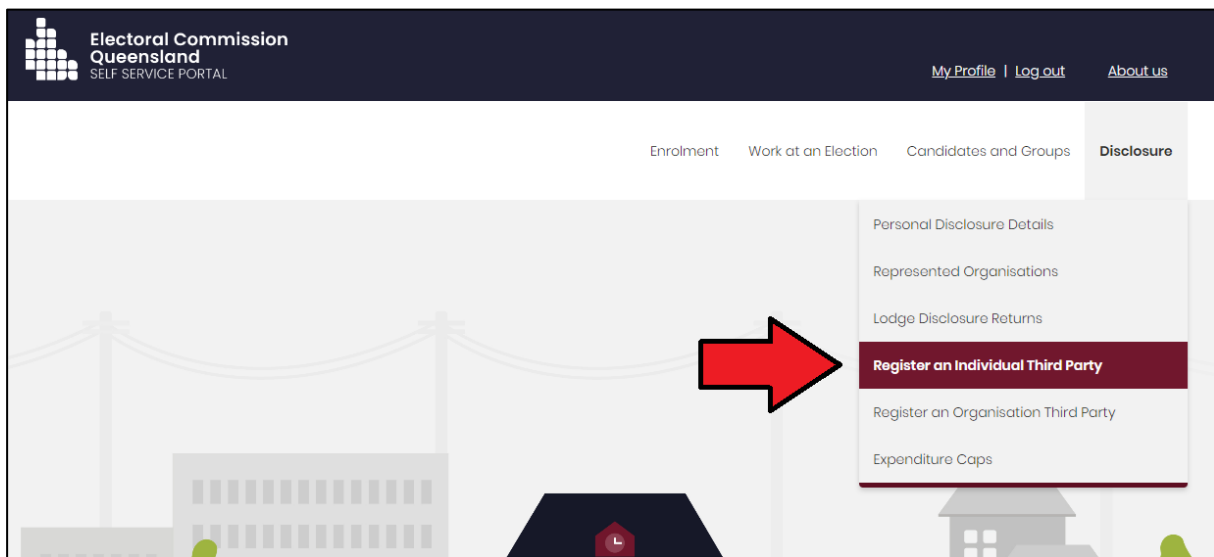
Note:

- Donations of money to political parties or candidates are not considered electoral expenditure.
- Refer to the [Glossary](#) for key terms and definitions.

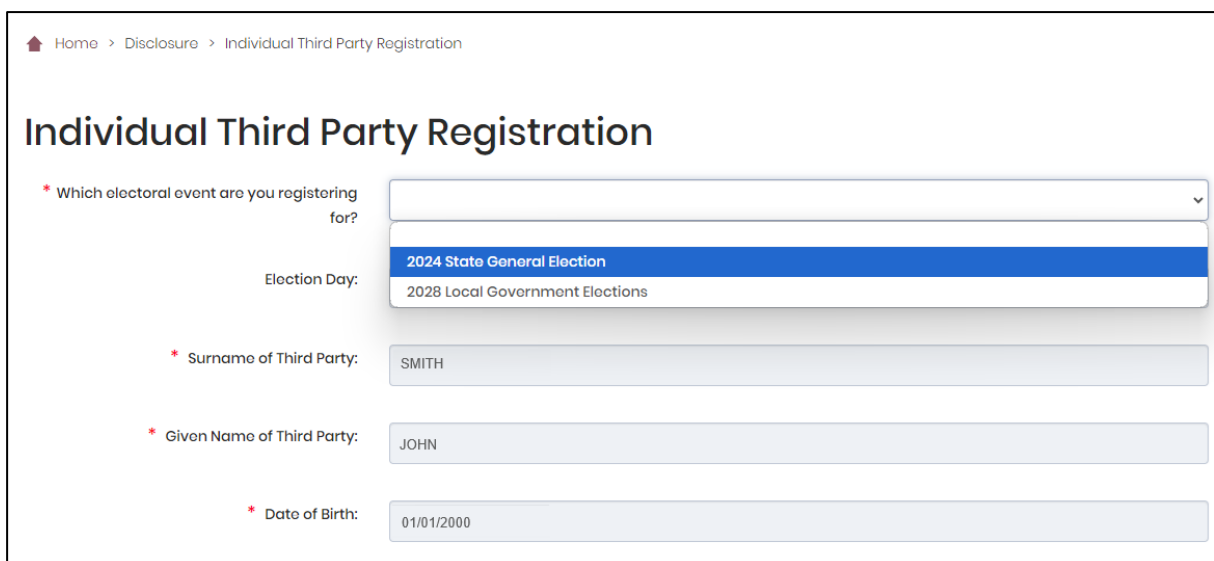
4.1 Registering an individual as a third party

To apply to register yourself as a third party individual for an election, please use the following instructions.

1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), open the **Disclosure** dropdown menu at the top right of the screen. Then choose **Register an Individual Third Party**.

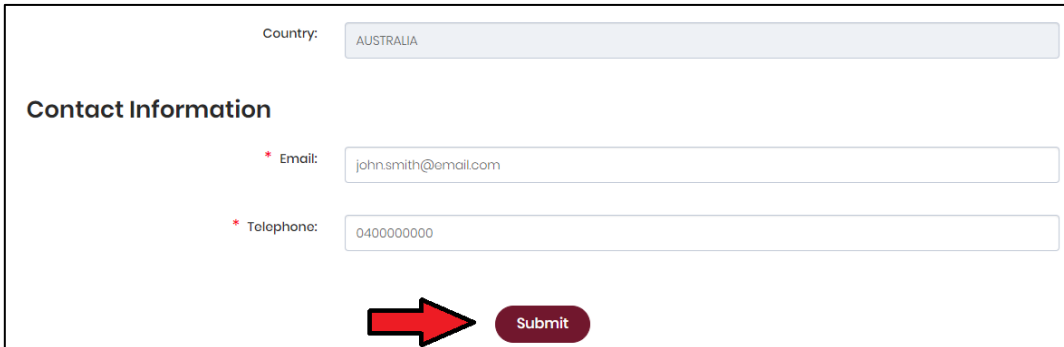


2. Choose the election event (e.g. 2024 State General Election) from the dropdown menu at the top of the page.

A screenshot of the 'Individual Third Party Registration' form. The breadcrumb trail at the top reads 'Home > Disclosure > Individual Third Party Registration'. The form title is 'Individual Third Party Registration'. It contains several fields with asterisks indicating they are required:

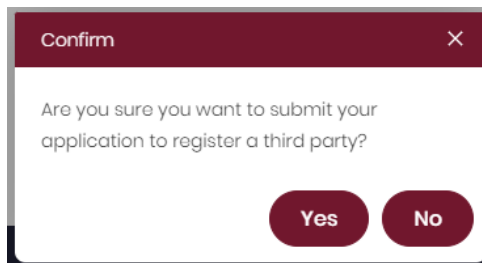
- 'Which electoral event are you registering for?': A dropdown menu with '2024 State General Election' selected and '2028 Local Government Elections' as an alternative option.
- 'Election Day:': A label for the dropdown menu.
- 'Surname of Third Party:': A text input field containing 'SMITH'.
- 'Given Name of Third Party:': A text input field containing 'JOHN'.
- 'Date of Birth:': A text input field containing '01/01/2000'.

3. Complete all relevant details that are not already prefilled from the electoral roll. Then click **Submit** at the bottom of the page.



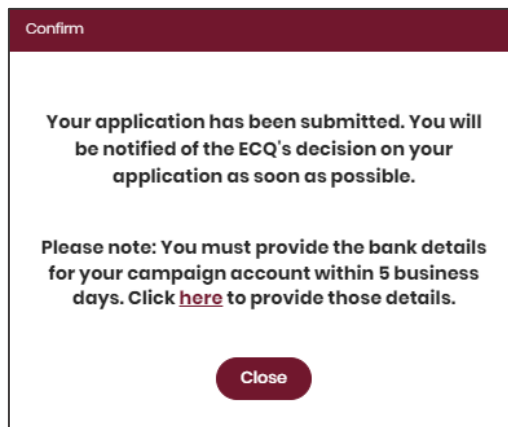
A screenshot of a web form. At the top, there is a 'Country:' field with 'AUSTRALIA' entered. Below this is a section titled 'Contact Information'. It contains two required fields: '* Email:' with 'john.smith@email.com' and '* Telephone:' with '0400000000'. At the bottom right of the form is a red 'Submit' button, which is pointed to by a red arrow.

4. Select **Yes** to confirm your application to register as a third party.



A confirmation dialog box with a dark red header and a close button (X) in the top right corner. The text inside asks: 'Are you sure you want to submit your application to register a third party?'. At the bottom, there are two buttons: 'Yes' and 'No'.

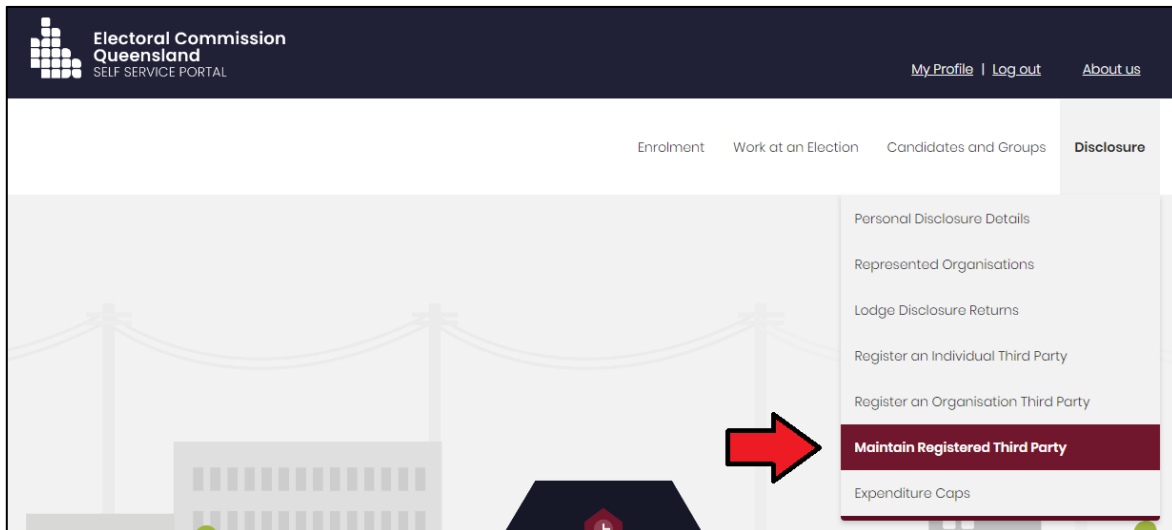
5. Your application to register for the election has now been submitted.



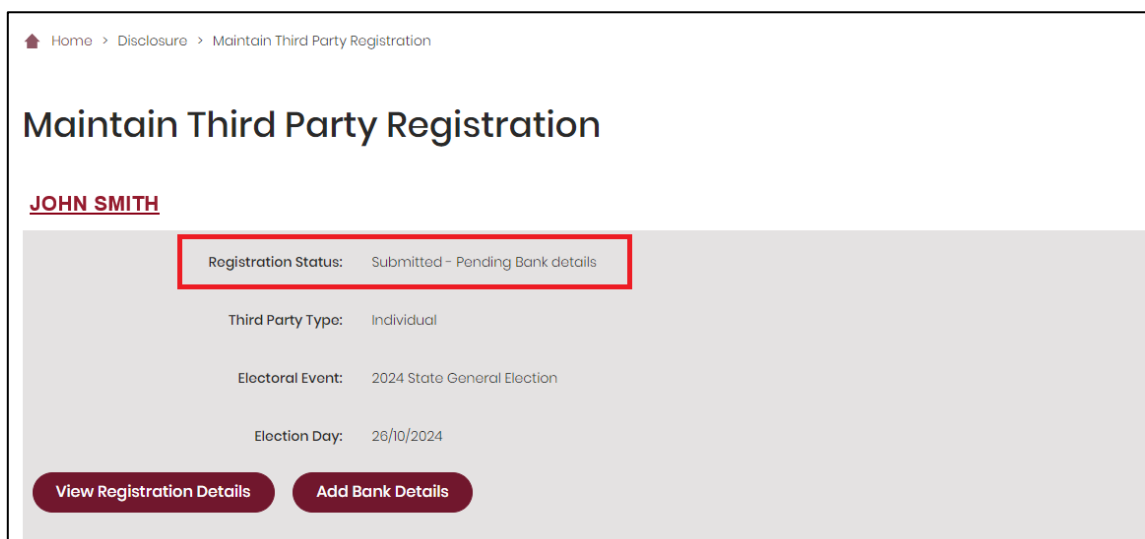
A confirmation message box with a dark red header and a close button (X) in the top right corner. The text reads: 'Your application has been submitted. You will be notified of the ECQ's decision on your application as soon as possible.' Below this, it says: 'Please note: You must provide the bank details for your campaign account within 5 business days. Click [here](#) to provide those details.' At the bottom, there is a 'Close' button.

- You will need to provide your bank details for your state campaign bank account within **5 business days** of submitting the application. To add your bank details, click the link in the confirmation pop-up box or refer to [section 5 – Adding state campaign account details](#).

- To view your registration status as a third party, open the **Disclosure** dropdown menu in SSP then select **Maintain Registered Third Party**.



- The **Registration Status** will change depending on the status of your application to register as a third party.
 - **Submitted** – your application has been submitted and is being processed.
 - **Approved** – your application has been approved.
 - **Pending Bank details** – your state campaign bank account details are yet to be provided.



8. You can review the details of your application by selecting **View Registration Details**.

Home > Disclosure > Maintain Third Party Registration

Maintain Third Party Registration

JOHN SMITH

Registration Status: Submitted - Pending Bank details

Third Party Type: Individual

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#) [Add Bank Details](#)

- You will not be able to edit your registration details until your application has been approved.
9. Once your application to register as a third party has been approved, your **Registration Status** will change to **Approved**. Options to edit your registration details, add an agent or apply to de-register will also become available to you.

Home > Disclosure > Maintain Third Party Registration

Maintain Third Party Registration

JOHN SMITH


Registration Status: Approved - Pending Bank Details

Third Party Type: Individual

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

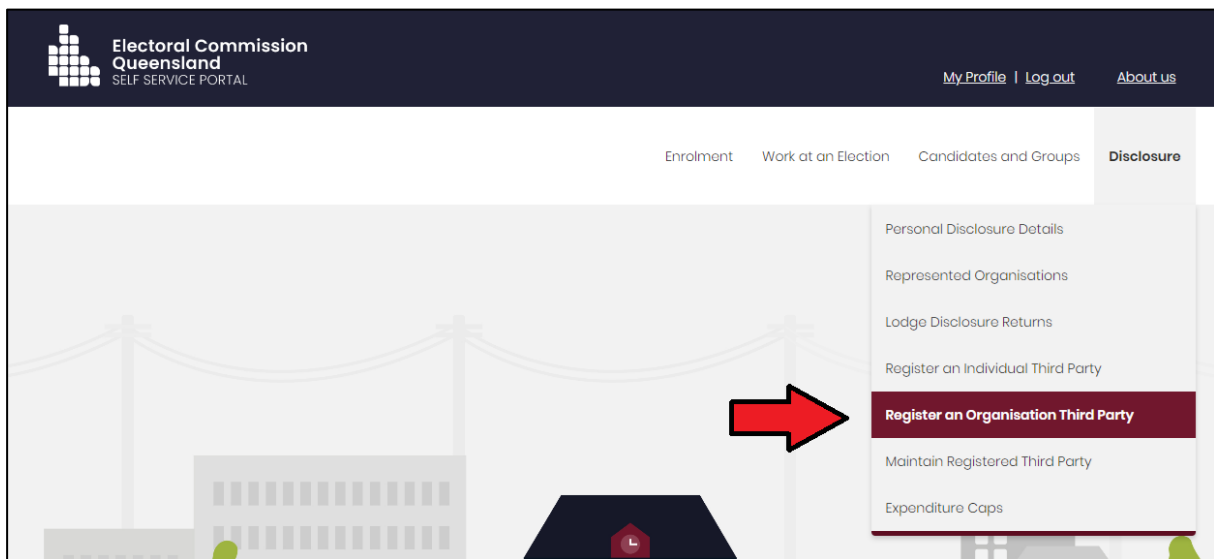
[View Registration Details](#) [Edit Registration Details](#) [Add Bank Details](#) [Agent Details](#) [De-Register](#)

- 
- You will receive an email once the ECQ has approved your application to register.
 - If there is a change to any of your registration details as a third party, you must notify the ECQ within 30 days. Refer to [section 6 – Updating registration details](#) for instructions.
 - You have the option to appoint an agent who, with you, will be responsible for meeting your obligations under the Act and the Regulation. Refer to [section 7 – Adding or changing an agent](#) for instructions. If you do not appoint an agent, you will be taken to be your own agent.
 - You may request for the ECQ to cancel your registration for an election. Refer to [section 14 – De-registering a third party](#).

4.2 Registering an organisation as a third party

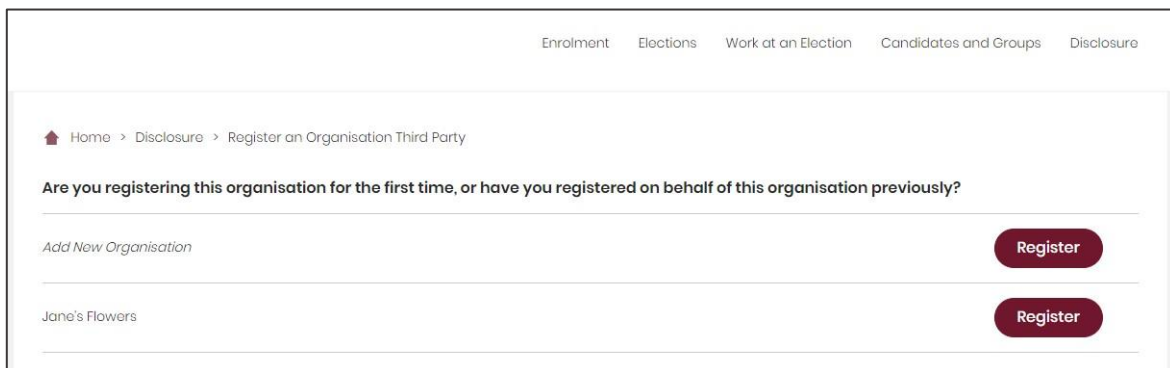
To apply to register an organisation as a third party for an election, please use the following instructions.

1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), open the **Disclosure** dropdown menu at the top right of the screen. Then choose **Register an Organisation Third Party**.



2. If you have already set up a profile for an organisation you represent in SSP, select **Register** next to the name of the organisation.

Otherwise, select **Register** next to *Add New Organisation*.

A screenshot of the 'Register an Organisation Third Party' page in the SSP. The page has a breadcrumb trail: 'Home > Disclosure > Register an Organisation Third Party'. Below the breadcrumb, there is a question: 'Are you registering this organisation for the first time, or have you registered on behalf of this organisation previously?'. There are two rows of input fields. The first row has the text 'Add New Organisation' and a red 'Register' button. The second row has the text 'Jane's Flowers' and a red 'Register' button.

3. Choose the election event (e.g. 2024 State General Election) from the dropdown menu at the top of the page.

Home > Disclosure > Register an Organisation Third Party > Register

Organisation Third Party Registration

* Which electoral event are you registering for?

Election Day:
2024 State General Election
2028 Local Government Elections

* Name of the Organisation:

* Type of Organisation:
 Corporation or Company
 Unincorporated Association
 Trust Fund or Foundation
 Other

4. Some information may be pre-filled depending on whether you have already set up a profile for the organisation in SSP. Complete all mandatory fields as required.

Organisation Third Party Registration

* Which electoral event are you registering for?

Election Day:

* Name of the Organisation:

* Type of Organisation:
 Corporation or Company
 Unincorporated Association
 Trust Fund or Foundation
 Other

ABN/ACN:

Business Address

Google Address Search:

* Street Number:

* Street Name:

5. You must provide the details of an agent for the third party. The agent is responsible for ensuring the third party meets their obligations for the election.

Agent Details

* Surname of Agent:

* Given name of Agent:

Address of Agent

Google Address Search:

* Street Number:

* Street Name:

* Street Type:

* Locality:

* State:

* Postcode:

* Country:

- Refer to state [Fact sheet 28 – Funding and disclosure overview for agents](#) (available at ecq.qld.gov.au/factsheets) for more information about agents.
- If you are naming yourself as the agent for the organisation, be sure to enter the same email address that you used to create your SSP account.

6. The contact person and the nominated agent for the organisation will need to sign the application form before it can be submitted. To do this, choose the **Print** button at the bottom of the registration page.

Agent Contact Information

* Agent email:

* Agent phone number:

You must print, sign and upload the application form before it can be submitted.

- The **Upload** button will only be available after you have clicked **Print**.

- After choosing **Print**, the application form will open in a new tab or window. The form is automatically filled out with the details you provided in the previous steps. Please check to ensure the details are correct.

Electoral Commission QUEENSLAND

Application to register a third party (organisation)

For an election

The *Electoral Act 1992* and the *Local Government Electoral Act 2011* require a third party to register for an election if the electoral expenditure incurred by, or with the authority of, the third party, exceeds (or is intended to exceed) \$6,000 during the capped expenditure period for an election.

A third party that intends to register must keep a dedicated bank account for that election, and use that account to pay for all electoral expenditure. This bank account **cannot** be used across state and local elections.

Complete this form to apply to register an organisation as a third party for an election. This form can also be completed online through the Self Service Portal, available at www.ecq.qld.gov.au.

The ECQ is required to publish the name of all registered third parties, and their agents, in the Register of Third Parties, which will be available on the ECQ's website. The name and address of a third party's agent will also be published in the ECQ's Register of Agents, which will also be published on the ECQ's website.

Lodgement timeframe
An application to register a third party for an election must be submitted **prior to polling day** for that election.

Enquiries and lodgements
Please direct all enquiries and lodgements to the Funding and Disclosure Unit by:
Email: fad@ecq.qld.gov.au Post: GPO Box 1393
Telephone: 1300 881 665 BRISBANE QLD 4001

Part A: Election details
This form is for the registration of an organisation as a third party in the (Name of the by-election, quadrennial or general election)

- The agent and contact person of the third party need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

Part D: Acceptance of agency appointment

I,

consent to being appointed as the agent of the third party outlined in Part B of this form. I further confirm that I am over 18 years of age, and that I have not been convicted of an offence against Part 11 of the *Electoral Act 1992*, or section 43C(4), Part 6, or Part 9 division 5 of the *Local Government Electoral Act 2011*.

Signature Date
(dd/mm/yyyy)

Part E: Third party declaration

Signature of contact person Date

- The agent and contact person can be the same individual.

9. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.

Agent Contact Information

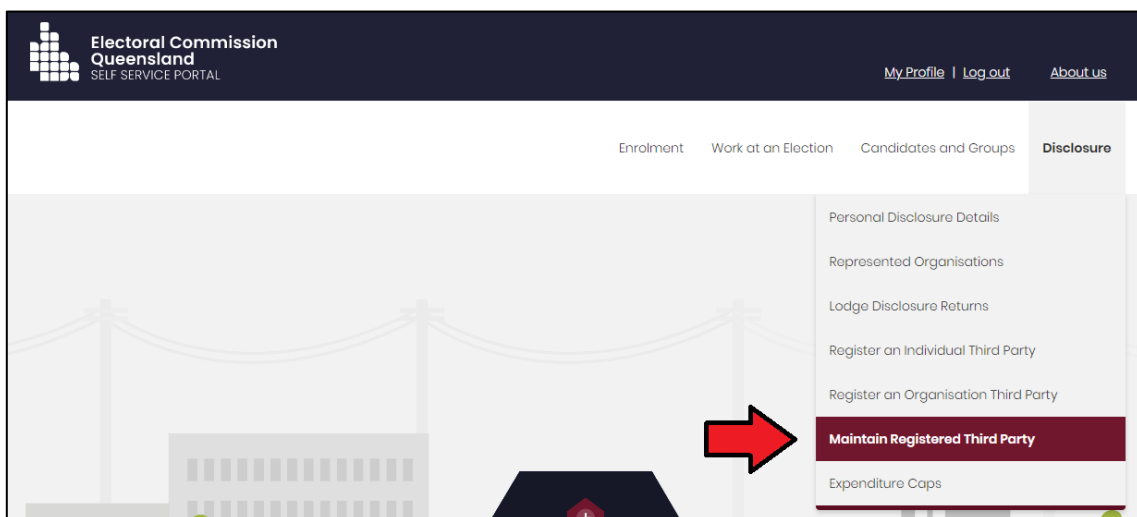
* Agent email:

* Agent phone number:

You must print, sign and upload the application form before it can be submitted.

[Print](#) [Upload](#) [Submit](#)

- If you have had to close the previous tab or window, you can navigate back to your application by logging into SSP, opening the **Disclosure** dropdown menu and selecting **Maintain Registered Third Party**.



- Click **Add Registration Details** to continue working on your application.

Test Organisation

Registration Status: Incomplete

Third Party Type: Organisation

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[Add Registration Details](#) [Add Bank Details](#) [Agent Details](#)

10. After clicking **Upload**, browse to the saved file on your device then click **Save**.

Upload Signed Document

Upload Signed Document

* File:

Form QSG04B - Organisation Registratio... 704.2KB

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

11. With the form uploaded and showing under the heading Upload Signed Document, you can choose the **Submit** button to lodge your application to register a third party.

Upload Signed Document

File Name	Form Type
Form_QSG04B - Organisation Registration.pdf	Registration Form

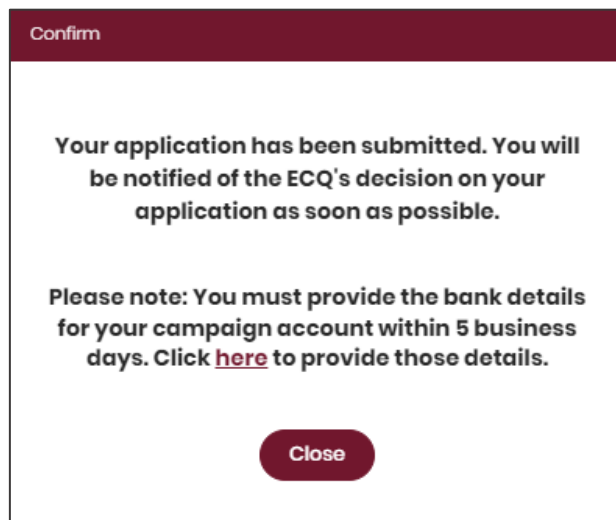
You must print, sign and upload the application form before it can be submitted.

12. Select **Yes** to confirm your application to register a third party.

Confirm

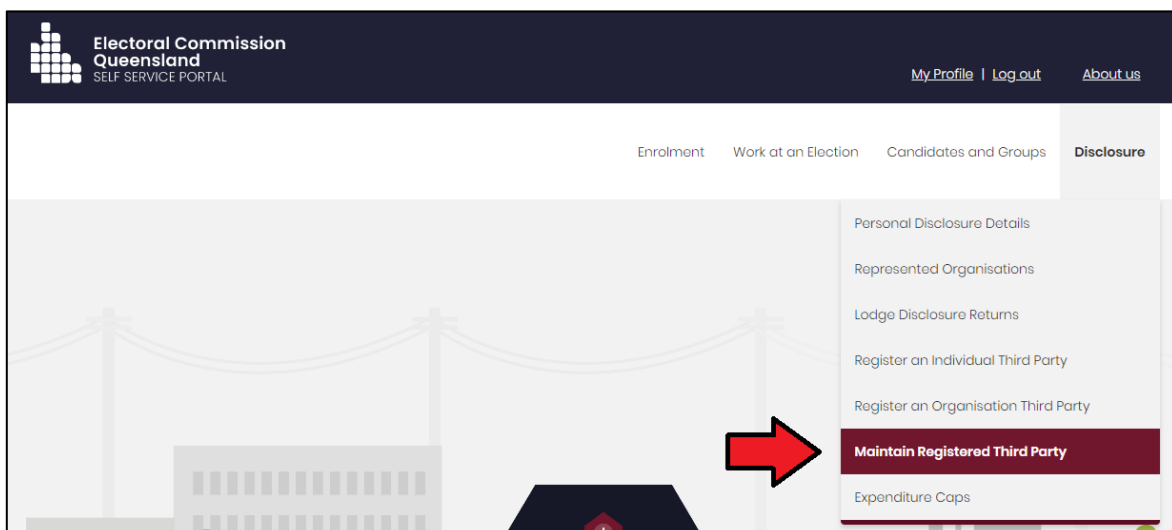
Are you sure you want to submit your application to register a third party?

13. Your application to register for the election has now been submitted.



- You will need to provide the bank details for your third party's state campaign bank account within **5 business days** of submitting the application. To add the bank details, click the link in the confirmation pop-up box or refer to [section 5 – Adding state campaign account details](#).

14. To view your registration status as a third party, open the **Disclosure** dropdown menu then select **Maintain Registered Third Party**.



15. The **Registration Status** will change depending on the status of your application to register a third party.

- **Submitted** – your application has been submitted and is being processed.
- **Approved** – your application has been approved.
- **Pending Bank details** – your state campaign bank account details are yet to be provided.

Test Organisation

Registration Status: Submitted - Pending Bank details

Third Party Type: Organisation

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#) [Add Bank Details](#) [Agent Details](#)

16. You can review the details of your application by selecting **View Registration Details**.

Test Organisation

Registration Status: Submitted - Pending Bank details

Third Party Type: Organisation

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#) [Add Bank Details](#) [Agent Details](#)

- You will not be able to edit the third party's registration details until your application has been approved.

17. Once your application to register a third party has been approved, your **Registration Status** will change to **Approved**. Options to edit the third party's registration details, add an agent or apply to deregister will also become available to you.

Test Organisation

Registration Status: Approved - Pending Bank Details

Third Party Type: Organisation

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#) [Edit Registration Details](#) [Add Bank Details](#) [Agent Details](#) [De-Register](#)

- You will receive an email once the ECQ has approved your application to register.
- If a person other than yourself was appointed as agent, that person will also need to create their own SSP account following the instructions in [section 3 – Accessing the Self Service Portal](#).
- If there is a change to any of your third party's registration details, you must notify the ECQ within 30 days. Refer to [section 6 – Updating registration details](#) for instructions.
- If there is a change to the third party's agent, you must notify the ECQ within 28 days. Refer to [section 7 – Adding or changing an agent](#) for instructions.
- The agent may request for the ECQ to cancel the third party's registration for an election. Refer to [section 14 – Deregistering a third party](#) for instructions.

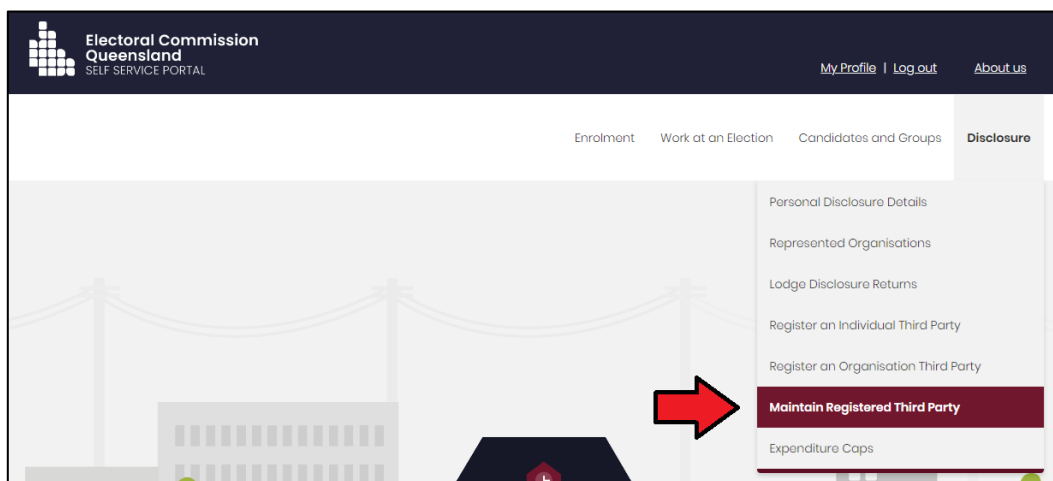
5. Adding state campaign account details

All registered third parties must register the details of their state campaign bank account with the ECQ within **5 business days** of submitting their registration.

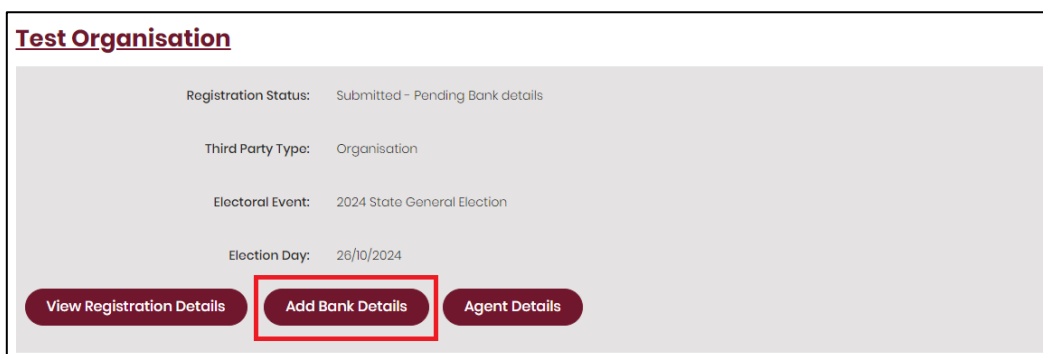
For more details about state campaign bank accounts, please refer to state [Fact sheet 21 – State campaign bank accounts](#) for third parties (available at ecq.qld.gov.au/factsheets).

To provide a third party's bank account details via the Self Service Portal (SSP), please use the following instructions.

1. When logged into SSP (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Add Bank Details** under the third party's name.



3. Enter the bank details for the third party's state campaign bank account in the boxes provided. Then choose the **Print** button at the bottom of the page.

Bank Details Remove

* Name of financial institution:

* Name of account:


* BSB Number: -

* Account Number:

Back Print Upload Submit

- The **Upload** button will only be available after you have clicked **Print**.

4. After choosing **Print**, a tab or window called **Bank account details for third parties** will open. The form is automatically filled out with the details you provided in the previous step. Please check to ensure the details are correct.

 **Electoral Commission**
QUEENSLAND

Bank account details

For third parties

The *Electoral Act 1992* requires registered third parties to keep and maintain a **State campaign account** with a financial institution, which is used to pay for all electoral expenditure for State elections.

The *Local Government Electoral Act 2011* requires registered third parties to operate a **dedicated account** with a financial institution, which is used to pay for all electoral expenditure for local government elections.

Separate accounts must be kept for State and local government elections.

A registered third party's agent may use this form to notify the ECQ of the details of their State campaign account, or local government dedicated account. This form may also be used to notify the ECQ if any of those account details change.

Lodgement timeframe

The ECQ must be notified of a registered third party's bank account details within 5 business days of an entity becoming a registered third party, or of any account details changing.

Enquiries and lodgements

Please direct all enquiries and lodgements to the Funding and Disclosure Unit by:

Email: fad@ecq.qld.gov.au Post: GPO Box 1393
Telephone: 1300 881 665 BRISBANE QLD 4001

This form is to advise the ECQ of:

a State campaign account
 a local government dedicated account
 changes to an existing bank account

- The agent of the third party will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

The screenshot shows the 'Bank account details' form for third parties. It includes the Electoral Commission Queensland logo and the title 'Bank account details For third parties'. The form is divided into two parts: Part B: Bank account details and Part C: Authorisation. Part B contains fields for Name of financial institution (Test Bank), Name of account (State campaign account), and BSB and account number (012 - 012 123456789). Part C contains fields for Signature of agent and Date (/ /).

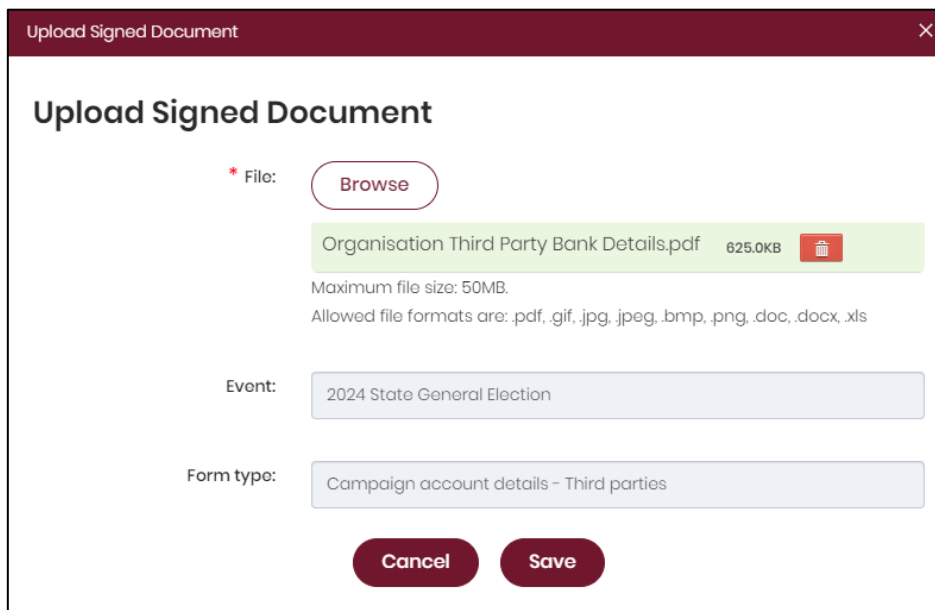
- If you are a third party individual who has not appointed an agent, you will act as your own agent.

- Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.

The screenshot shows the 'Bank Details' form in the SSP system. It includes a 'Remove' button in the top right corner. The form contains fields for Name of financial institution (Test Bank), Name of account (State campaign account), BSB Number (012 - 012), and Account Number (123456789). At the bottom, there are buttons for Back, Print, Upload, and Submit. The Upload button is highlighted with a red box.

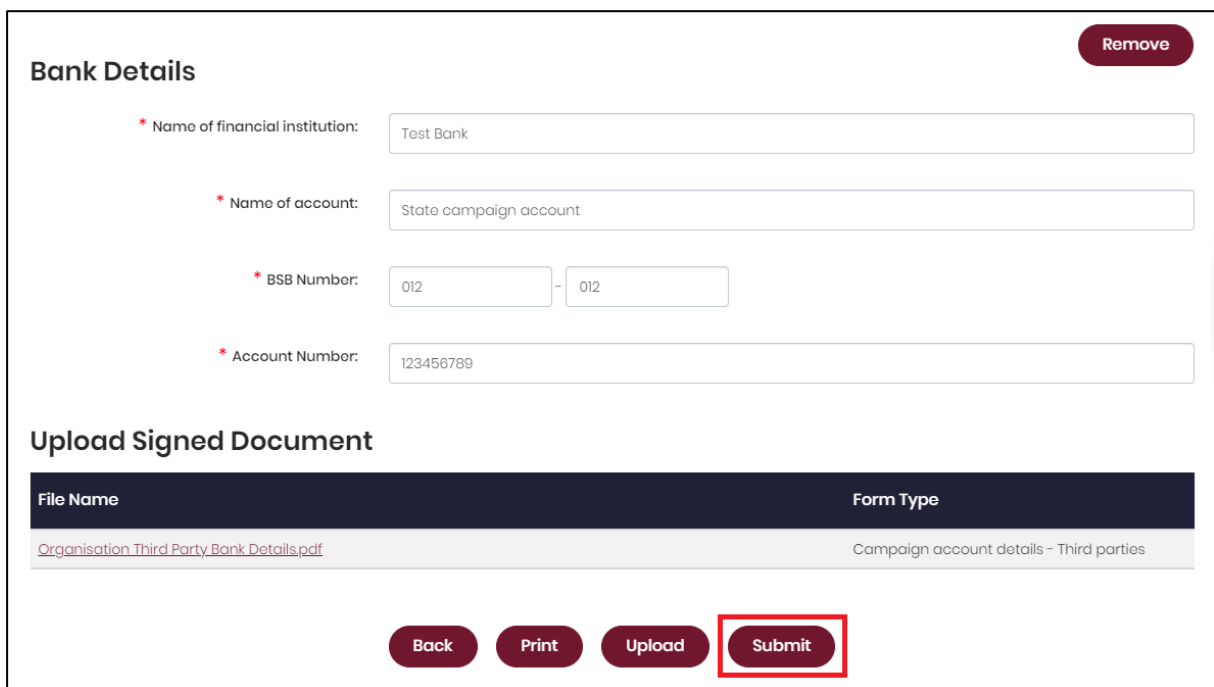
- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the bank details page in SSP.

7. After clicking **Upload**, browse to the saved file on your device then click **Save**.



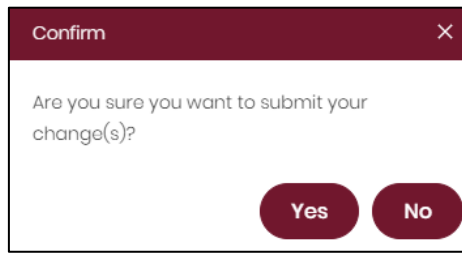
The screenshot shows a dialog box titled "Upload Signed Document" with a close button (X) in the top right corner. The main heading is "Upload Signed Document". Below this, there is a "File:" label with a red asterisk, followed by a "Browse" button. A file selection bar shows "Organisation Third Party Bank Details.pdf" with a size of "625.0KB" and a delete icon. Below the file bar, it states "Maximum file size: 50MB." and "Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls". There are two input fields: "Event:" with the value "2024 State General Election" and "Form type:" with the value "Campaign account details - Third parties". At the bottom, there are two buttons: "Cancel" and "Save".

8. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to add your bank details.

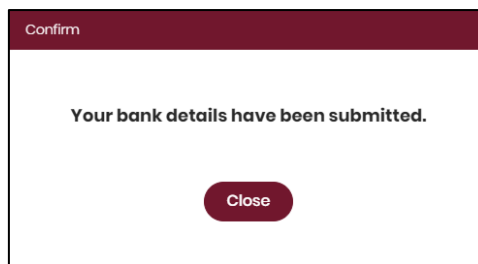


The screenshot shows a form titled "Bank Details" with a "Remove" button in the top right corner. The form contains four required fields (marked with a red asterisk): "Name of financial institution:" with the value "Test Bank", "Name of account:" with the value "State campaign account", "BSB Number:" with two input boxes containing "012" and "012", and "Account Number:" with the value "123456789". Below the "Bank Details" section is the "Upload Signed Document" section, which features a table with two columns: "File Name" and "Form Type". The table contains one row with the file name "Organisation Third Party Bank Details.pdf" and the form type "Campaign account details - Third parties". At the bottom of the form, there are four buttons: "Back", "Print", "Upload", and "Submit". The "Submit" button is highlighted with a red square.

9. Click **Yes** to confirm your submission.

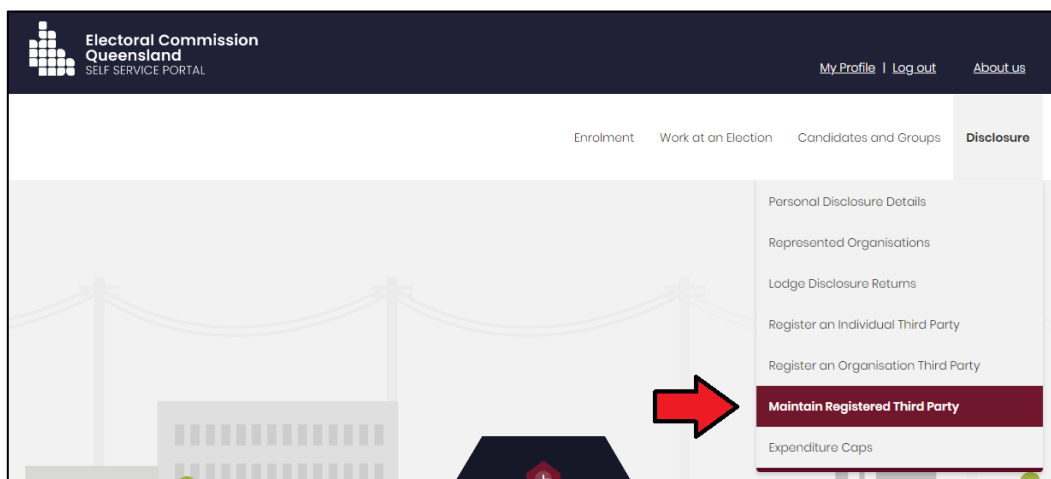


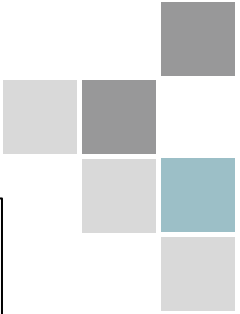
10. The bank details for your third party's state campaign account have now been submitted.



11. If the third party's bank account details change, the agent will need to provide the new details within **5 business days**.

To update the bank details in SSP, choose the **Disclosure** dropdown menu, select **Maintain Registered Third Party**, then select **Edit Bank Details**. Note: This option will only appear after the previous bank details have been processed by ECQ.





Test Organisation

Registration Status: Approved

Bank Details Status: Approved

Third Party Type: Organisation

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#) [Edit Registration Details](#) [Edit Bank Details](#) [Agent Details](#) [De-Register](#)

6. Updating registration details

The ECQ must be notified **within 30 days** of any changes to a registered third party's registration details. This includes changes to the third party's name, address, contact details or other information as provided in the third party's application to register for an election.

To update your details as a registered third party **individual**, see [section 6.1](#).

To update the details of a registered third party **organisation**, see [section 6.2](#).

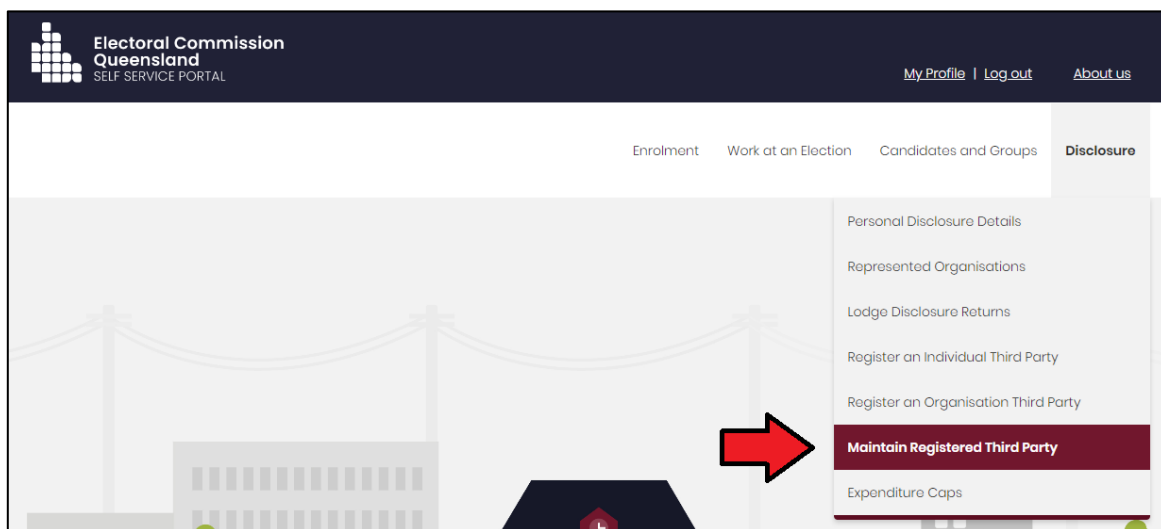
Note: This section does not provide instructions on how to update a registered third party's state campaign bank account or agent details.

- For changes to the bank account details, see section 5 – Adding state campaign account details ([step 10](#)).
- For changes to an agent, see [section 7 – Adding or changing an agent](#).

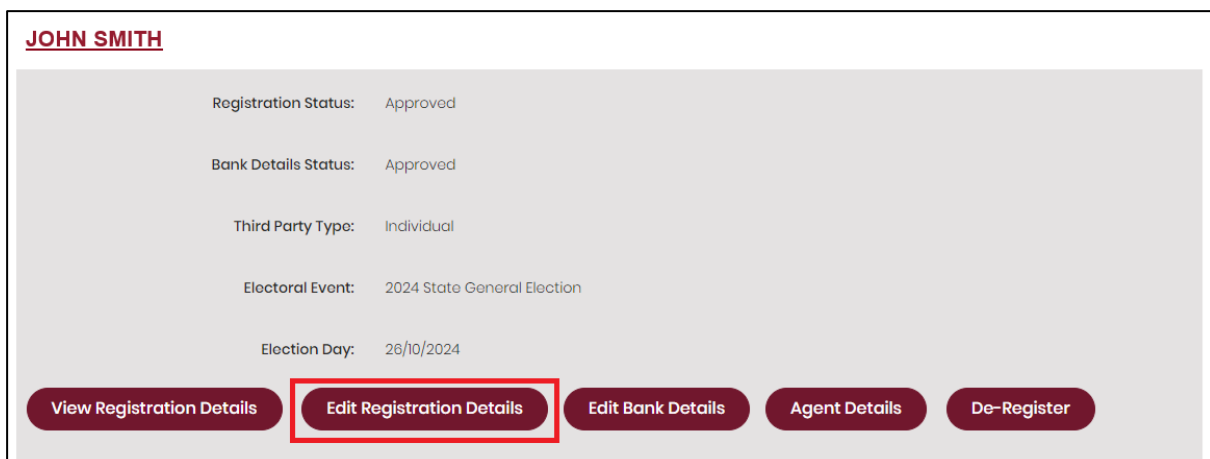
6.1 Updating details of a registered third party individual

To notify the ECQ of a change to your registration details as a registered third party individual, please use the following instructions.

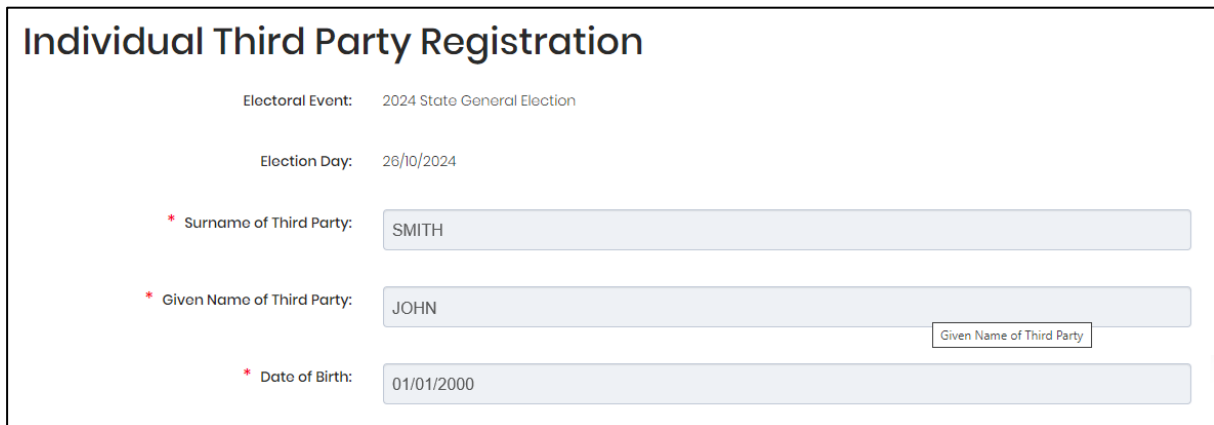
1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Edit Registration Details** under your name.



3. Update your details as required.



Individual Third Party Registration

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

* Surname of Third Party: SMITH

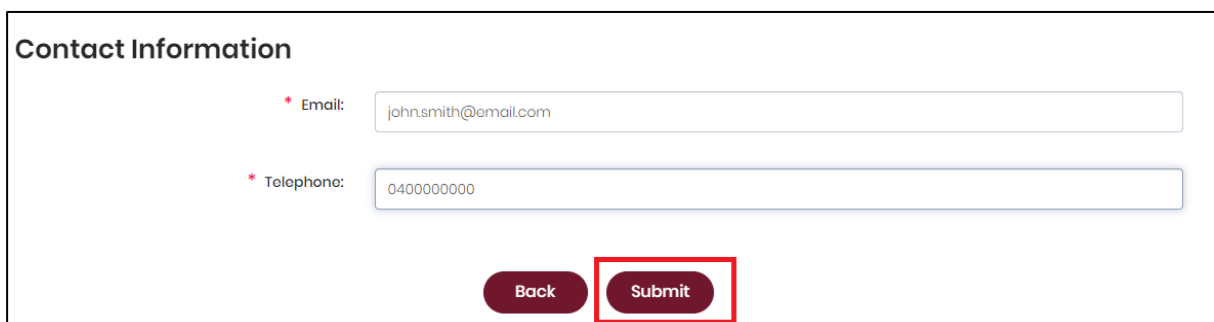
* Given Name of Third Party: JOHN

* Date of Birth: 01/01/2000

Given Name of Third Party

- You may not be able to update your name or address due to these details being linked to the electoral roll. If you need to change these details, please visit the AEC at aec.gov.au.

4. Click **Submit** to provide your updated details to ECQ.



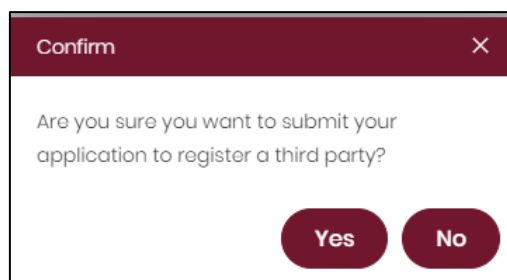
Contact Information

* Email: john.smith@email.com

* Telephone: 0400000000

Back Submit

5. Click **Yes** to confirm your submission.

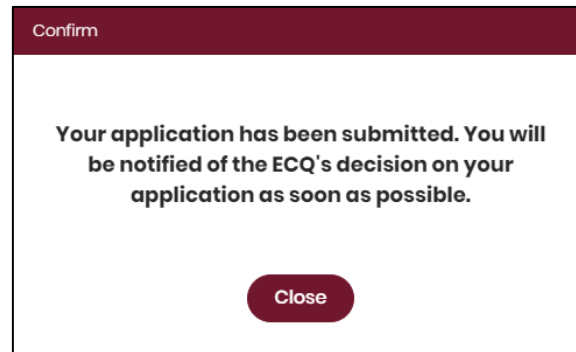


Confirm X

Are you sure you want to submit your application to register a third party?

Yes No

6. Your application to change the details for your third party's registration has now been submitted.

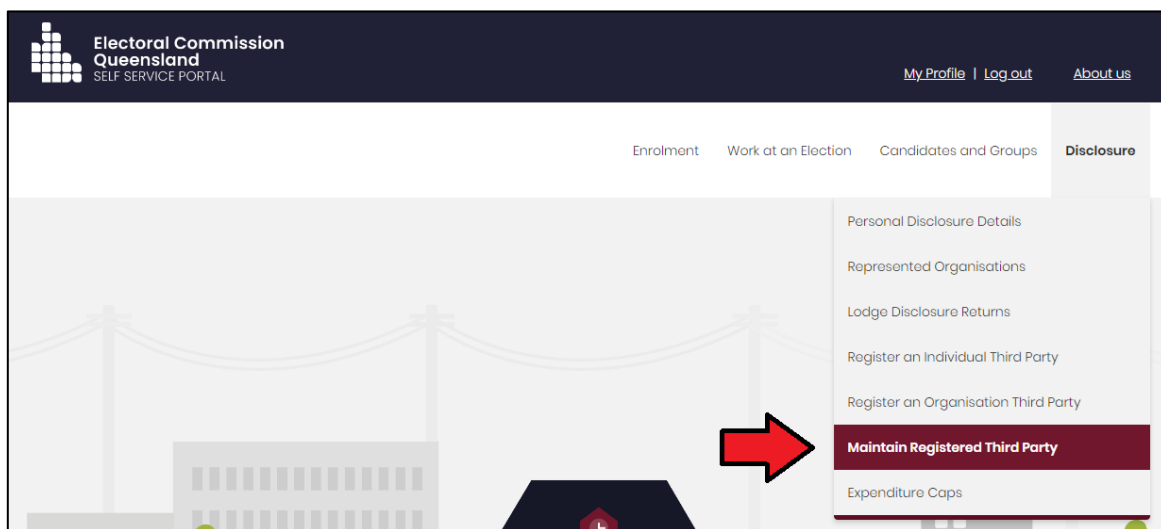


- You can view the status of your application by selecting the **Disclosure** dropdown menu in SSP and choosing **Maintain Registered Third Party**.

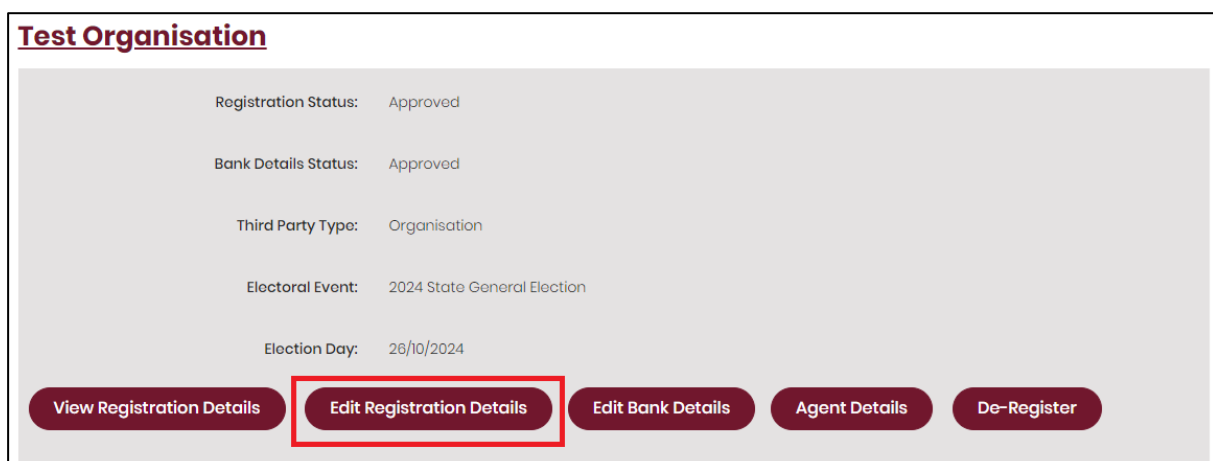
6.2 Updating details of a registered third party organisation

To notify the ECQ of a change to the registration details of a registered third party organisation, please use the following instructions.

1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Edit Registration Details** under the third party's name.



3. Update the third party's details as required.

Home > Disclosure > Maintain Third Party Registration > Edit Registration Details

Organisation Third Party Registration

Which electoral event are you registering for?: 2024 State General Election

Election Day: 26/10/2024

Name of the Organisation:

Type of Organisation:

- Corporation or Company
- Unincorporated Association
- Trust Fund or Foundation
- Other

ABN/ACN:

4. The third party's agent will need to sign off on the change of details. Click the **Print** button at the bottom of the page to generate a change of details form for the agent to sign.

Agent Details

Surname of Agent: John

Given name of Agent: Smith

Address of Agent: 1 Eagle ST, Brisbane City, QLD 4000

Agent email: agent.test@email.com

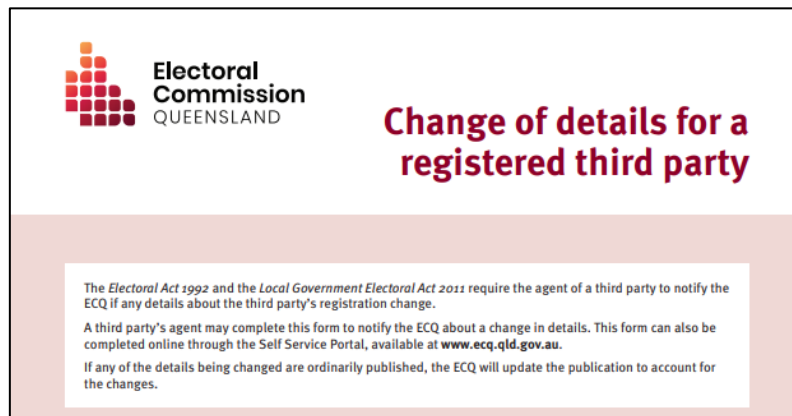
Agent phone number: 0400000000

You must print, sign and upload the application form before it can be submitted.

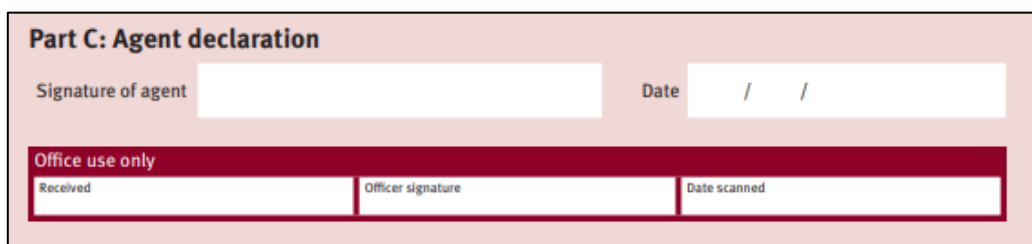
[Back](#) [Print](#) [Upload](#) [Submit](#)

- The **Upload** button will only be available after you have clicked **Print**.

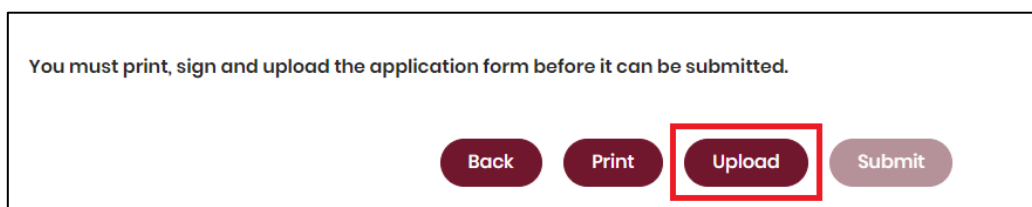
5. After choosing **Print**, a tab or window called **Change of details for a registered third party** will open. The form is automatically filled out with the details you provided in the previous step. Please check to ensure the details are correct.



6. The agent of the third party will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.



7. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the **Edit Registration Details** page in SSP.

8. After clicking **Upload**, browse to the saved file on your device then click **Save**.

Upload Signed Document

Upload Signed Document

* File:

FAD5C - Change of details of a third par... 86.8KB

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

9. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to update your third party's registration details.

Upload Signed Document

File Name	Form Type
FAD5C - Change of details of a third party registration.pdf	Change of Details of Third parties

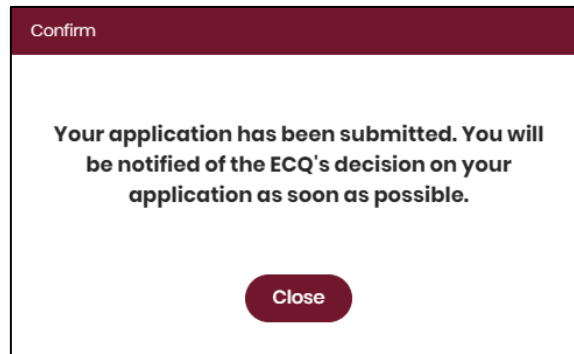
You must print, sign and upload the application form before it can be submitted.

10. Click **Yes** to confirm your submission.

Confirm

Are you sure you want to submit your application to register a third party?

11. Your application to change the details for your third party's registration has now been submitted.



- You can view the status of your application by selecting the **Disclosure** dropdown menu in SSP then choosing **Maintain Registered Third Party**.

7. Adding or removing an agent

A registered third party **individual** may appoint a person to act as their agent for the election. A registered third party **organisation** must appoint an agent for the election. The agent is responsible for ensuring the third party meets their obligations for the election.

If the appointment of an agent ends, the third party must notify the ECQ within 28 days. If the third party is an organisation, another agent must be appointed within 28 days.

To add an agent, please refer to [section 7.1](#).

To remove an agent, please refer to [section 7.2](#).

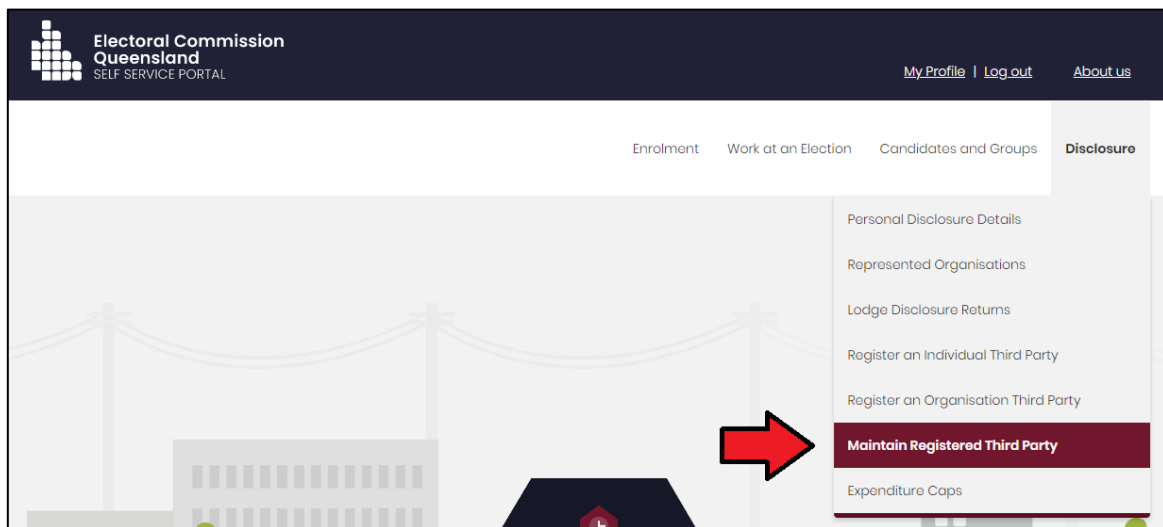
Note:

- If a third party individual does not appoint an agent, they are taken to be their own agent.
- A third party organisation must appoint an agent as part of their application to register for an election.
- An agent can only be added in the Self Service Portal after the third party's application to register has been approved.
- Refer to state [Fact sheet 28 – Funding and disclosure overview for agents](#) (available at ecq.qld.gov.au/factsheets) for more information about agents.

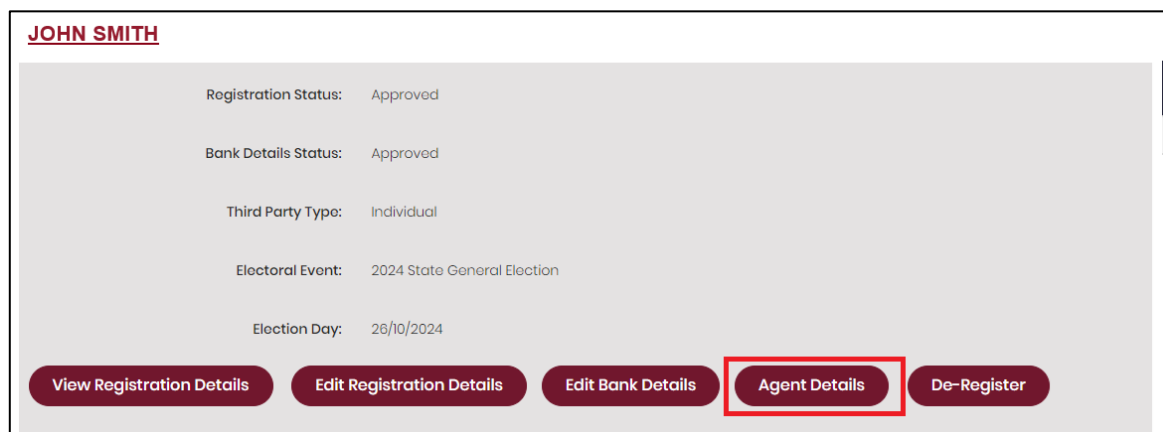
7.1 Adding an agent

To add an agent for the election via the Self Service Portal (SSP), please use the following instructions.

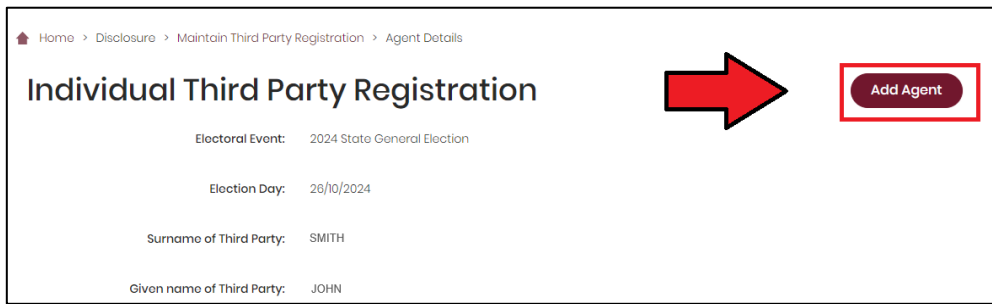
1. When logged into the Self Service Portal (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Agent Details** under the third party's name.



3. Click **Add Agent** in the top right corner.



Home > Disclosure > Maintain Third Party Registration > Agent Details

Individual Third Party Registration

Electoral Event: 2024 State General Election

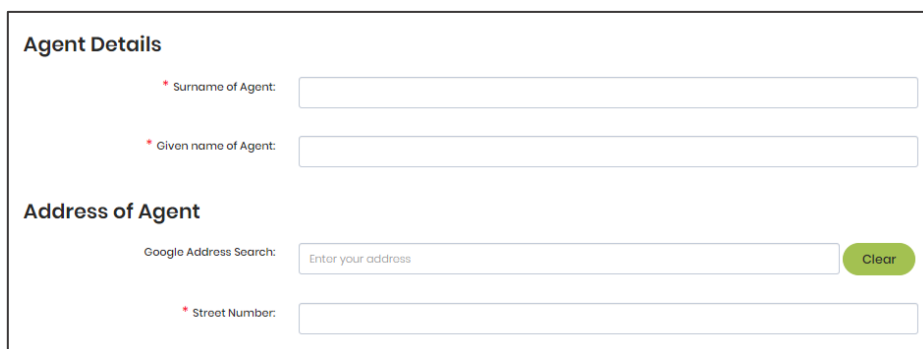
Election Day: 28/10/2024

Surname of Third Party: SMITH

Given name of Third Party: JOHN

Add Agent

4. Provide the details of the person to be appointed as agent for the third party.



Agent Details

* Surname of Agent:

* Given name of Agent:

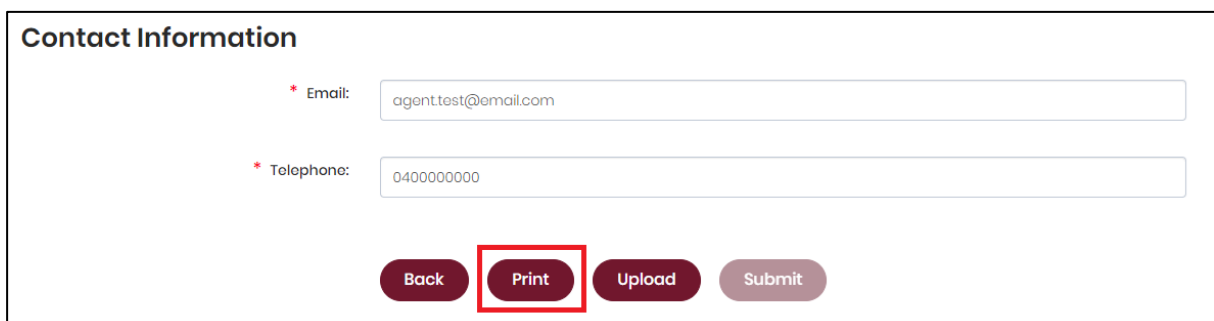
Address of Agent

Google Address Search:

* Street Number:

- If you are naming yourself as the agent for the organisation, be sure to enter the same email address that you used to create your SSP account.

5. The contact person and the nominated agent for the third party will need to sign the appointment form before it can be submitted. To do this, choose the **Print** button at the bottom of the page.



Contact Information

* Email:

* Telephone:

- The **Upload** button will only be available after you have clicked **Print**.

6. After choosing **Print**, the agent appointment form will open in a new tab or window. The form is automatically filled out with the details you provided in the previous steps. Please check to ensure the details are correct.

The screenshot shows the top portion of a form. On the left is the Electoral Commission Queensland logo, consisting of a grid of colored squares (orange, red, grey) and the text 'Electoral Commission QUEENSLAND'. To the right of the logo is the title 'Appointment of an agent for a third party' in a large, bold, dark red font. Below the title is a light pink rectangular box containing the following text:

A third party may appoint an agent. The agent is responsible for the third party's election funding and financial disclosure obligations under the *Electoral Act 1992* or the *Local Government Electoral Act 2011*. Only one agent can be appointed at a time for each election.

The name of a third party's agent will be entered into the ECQ's Register of Agents. Unless otherwise indicated, all information in this form will be published for public inspection on the ECQ's website.

During any period where no agent is appointed for a registered third party organisation, each member of the executive committee of the organisation becomes responsible for the obligations of the agent.

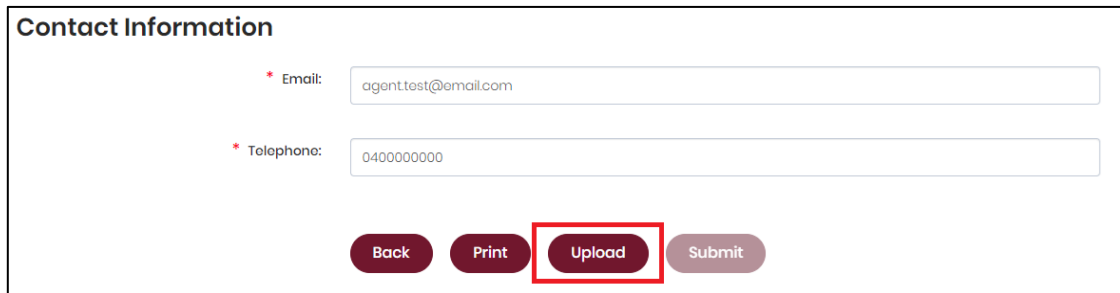
During any period where no agent is appointed for an individual third party, the individual is responsible for the obligations of the agent.

7. The agent and contact person of the third party need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

The screenshot shows two sections of the form. The first section is titled 'Part D: Acceptance of agency appointment'. It contains a text input field with 'John Smith' entered. Below this is a paragraph of text: 'consent to being appointed as the agent of the third party outlined in Part B of this form. I further confirm that I am over 18 years of age, and that I have not been convicted of an offence against Part 11 of the *Electoral Act 1992*, or section 43C(4), Part 6, or Part 9 division 5 of the *Local Government Electoral Act 2011*.' Below the text are two input fields: 'Signature' and 'Date'. The 'Date' field has a format of '/' '/' and '(dd/mm/yyyy)' below it. The second section is titled 'Part E: Third party declaration'. It contains two input fields: 'Signature of contact person' and 'Date'. The 'Date' field has a format of '/' '/'.

- The agent and contact person can be the same individual.

8. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



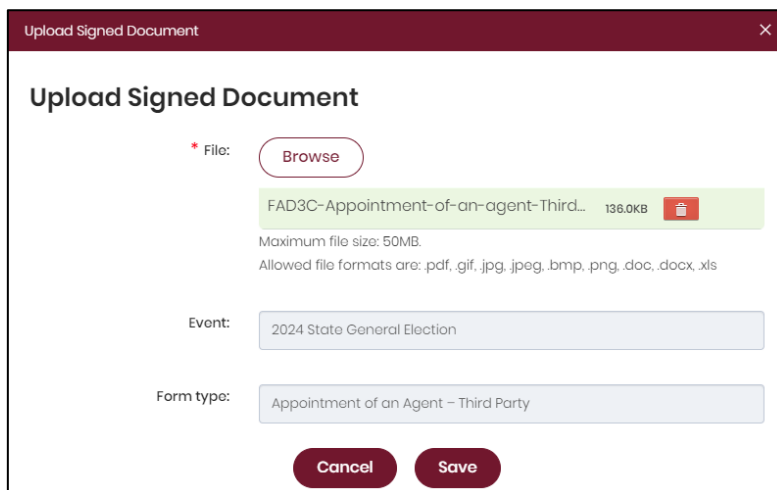
Contact Information

* Email:

* Telephone:

- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the **Agent Details** page in SSP.

9. After clicking **Upload**, browse to the saved file on your device then click **Save**.



Upload Signed Document

* File:

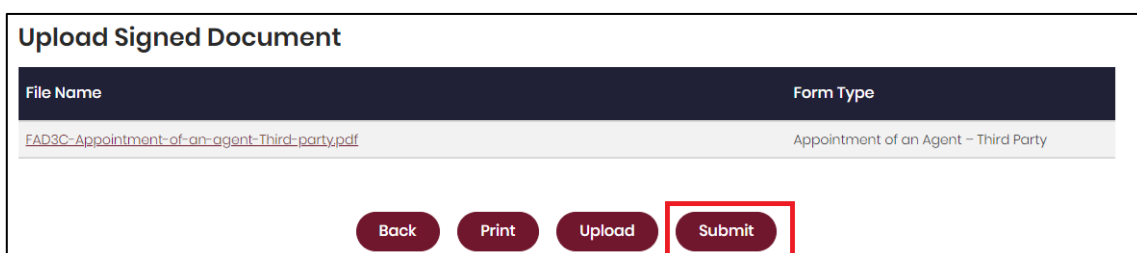
FAD3C-Appointment-of-an-agent-Third... 136.0KB

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

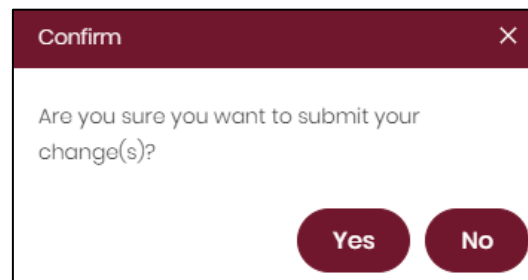
10. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to lodge the agent appointment form.



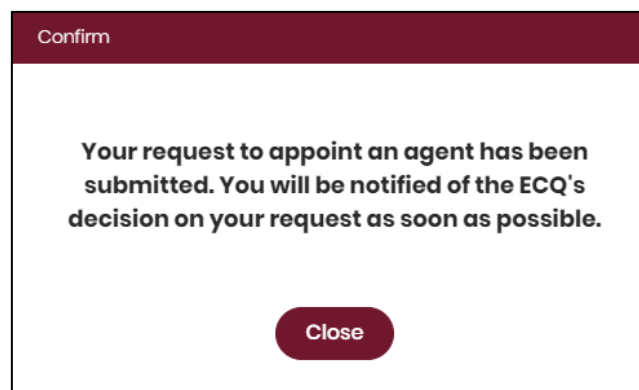
Upload Signed Document

File Name	Form Type
FAD3C-Appointment-of-an-agent-Third-party.pdf	Appointment of an Agent - Third Party

11. Select **Yes** to confirm your submission.



12. Your notice of appointment of an agent has now been submitted.

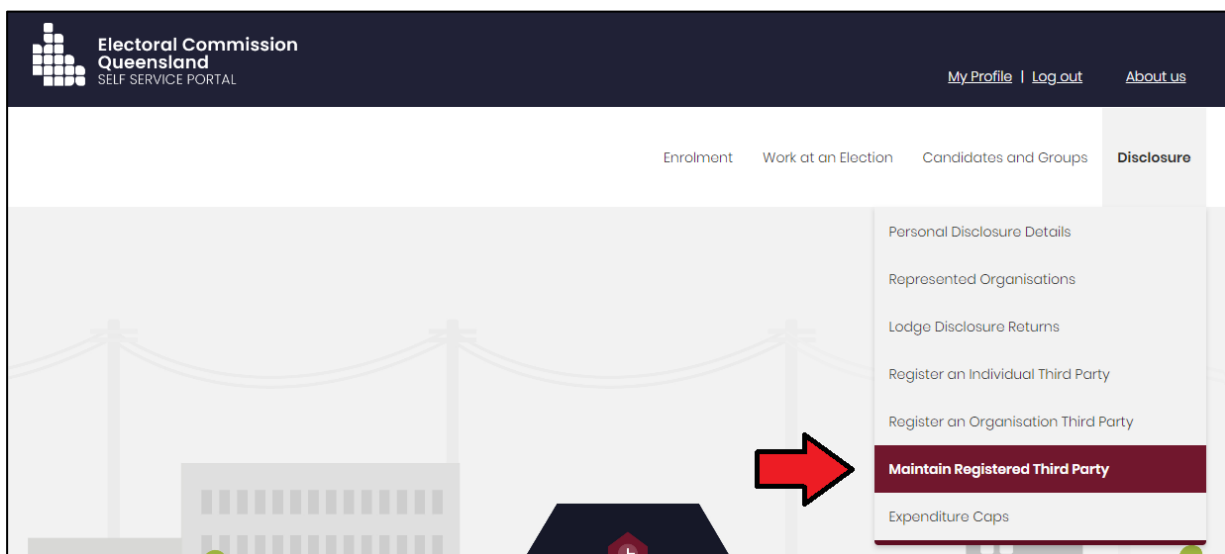


- You will receive an email once the appointment has been processed by ECQ.
- If a person other than yourself was appointed as agent, that person will also need to create their own SSP account following the instructions in [section 3 – Accessing the Self Service Portal](#).

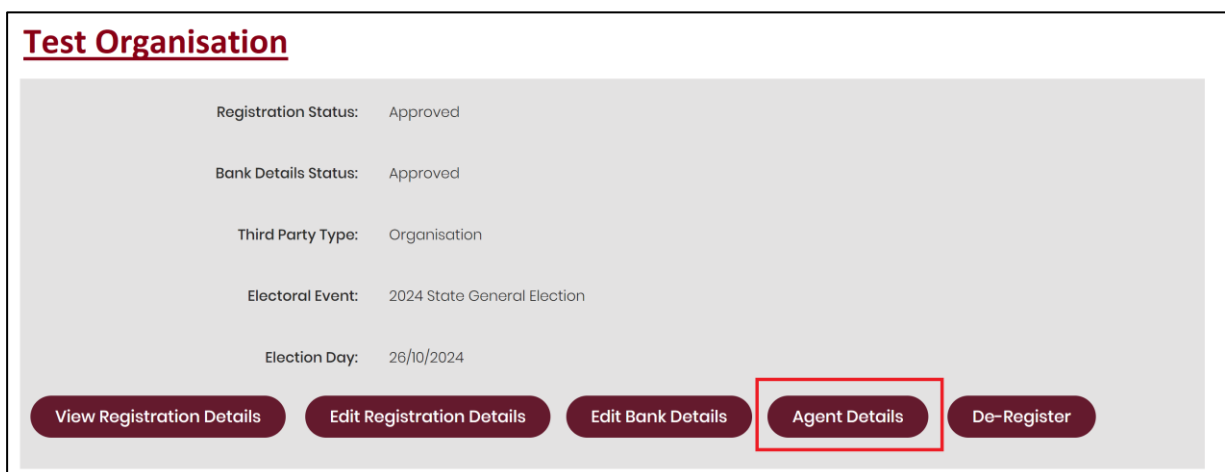
7.2 Removing an agent

To remove an agent for the election via the Self Service Portal (SSP), please use the following instructions.

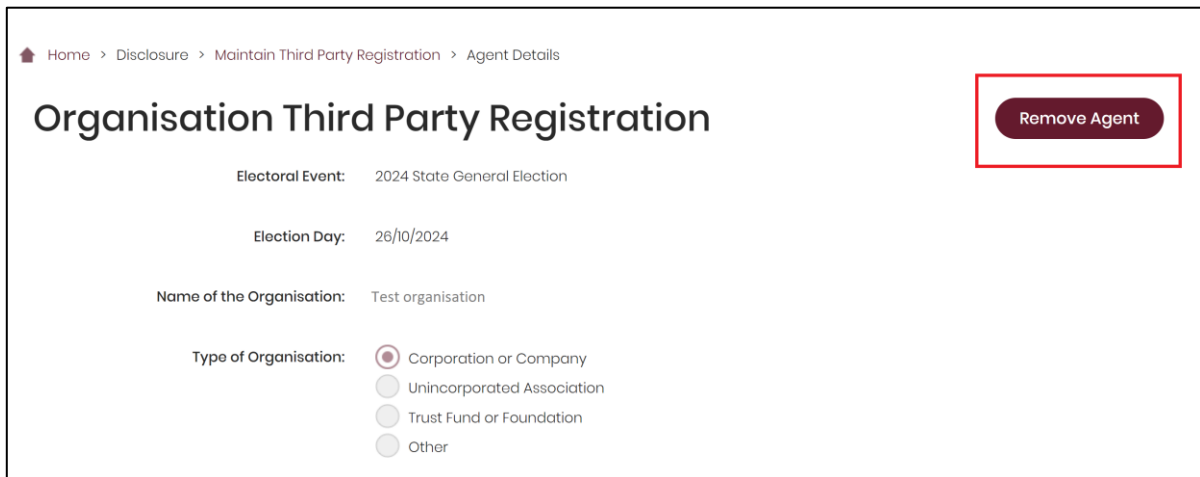
1. When logged into the Self Service Portal (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Agent Details** under the third party's name.



3. Click **Remove Agent** in the top right-hand corner.



Home > Disclosure > Maintain Third Party Registration > Agent Details

Organisation Third Party Registration

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

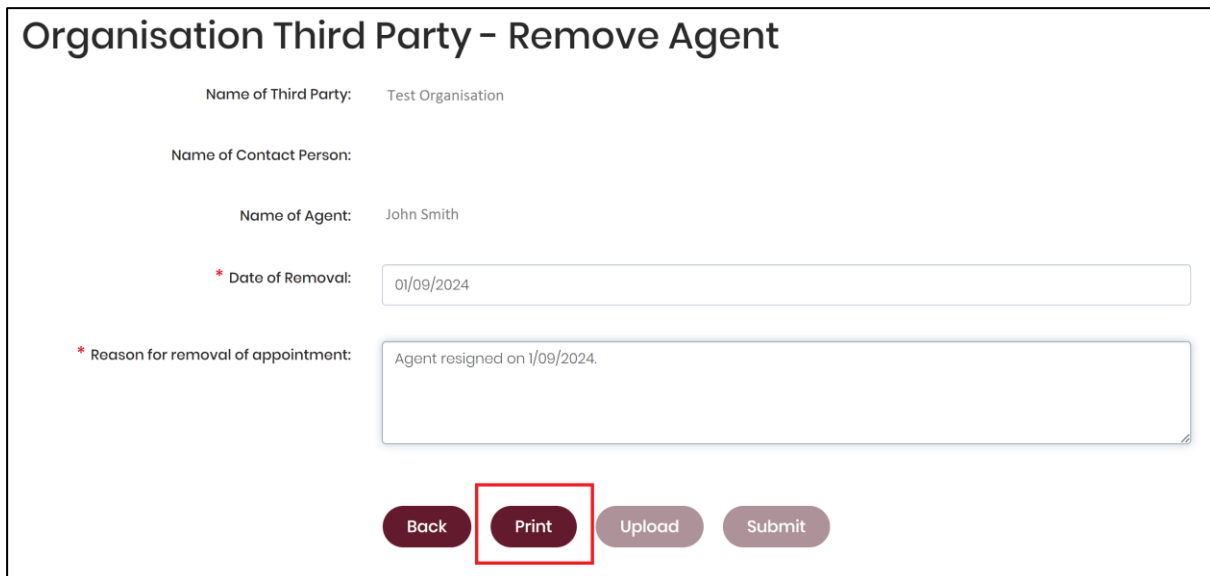
Name of the Organisation: Test organisation

Type of Organisation:

- Corporation or Company
- Unincorporated Association
- Trust Fund or Foundation
- Other

Remove Agent

4. Enter the **Date of Removal** and a **Reason for removal of appointment** of the agent. Then click **Print**.



Organisation Third Party - Remove Agent

Name of Third Party: Test Organisation

Name of Contact Person:

Name of Agent: John Smith

* Date of Removal: 01/09/2024

* Reason for removal of appointment: Agent resigned on 1/09/2024.

Back **Print** Upload Submit

- The **Upload** button will only be available after you have clicked **Print**.

5. After choosing **Print**, a tab or window called **Removal of an agent** will open. The form is automatically filled out with the details you provided in the previous step. Please check to ensure the details are correct.

The screenshot shows the top portion of a form titled "Removal of an agent" from the Electoral Commission Queensland. The title is in a dark red font. Below the title is the subtitle "For a registered political party, candidate, or third party". A light pink box contains introductory text: "The Electoral Act 1992 and the Local Government Electoral Act 2011 allows for an electoral participant to revoke the appointment of an agent. Complete this form to revoke an appointment for a registered political party, candidate, or a third party." Below this is a section titled "Lodgement timeframe" with two lines of text: "Agent appointments can be revoked at any time. The ECQ must be notified of a revocation within 28 days of the revocation actually occurring." and "Political parties and registered third parties must appoint a new agent within 28 days of the revocation occurring."

6. The contact person for the third party will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

The screenshot shows the signature and date fields of the form. At the top, it says "The appointment of the agent has been revoked due to:" followed by a text box containing "Agent resigned on 1/09/2024." Below this is a section titled "IMPORTANT: Once an agent is removed each member of the executive committee of the registered political party or third party (that is not an individual) will be responsible for the obligations of the agent until a new agent is appointed." At the bottom, there are two input fields: "Signature of contact person or candidate" and "Date" with a pre-filled format of "/ /".

7. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.

The screenshot shows the bottom section of the form. It has two fields: "* Date of Removal:" with the value "01/09/2024" and "* Reason for removal of appointment:" with the value "Agent resigned on 1/09/2024." Below these fields are four buttons: "Back", "Print", "Upload", and "Submit". The "Upload" button is highlighted with a red rectangular border.

- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the bank details page in SSP.

8. After clicking **Upload**, browse to the saved file on your device then click **Save**.

Upload Signed Document

Upload Signed Document

* File:

FAD4-Removal-of-Agent.pdf 138.5KB

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

9. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to lodge the agent removal form.

Upload Signed Document

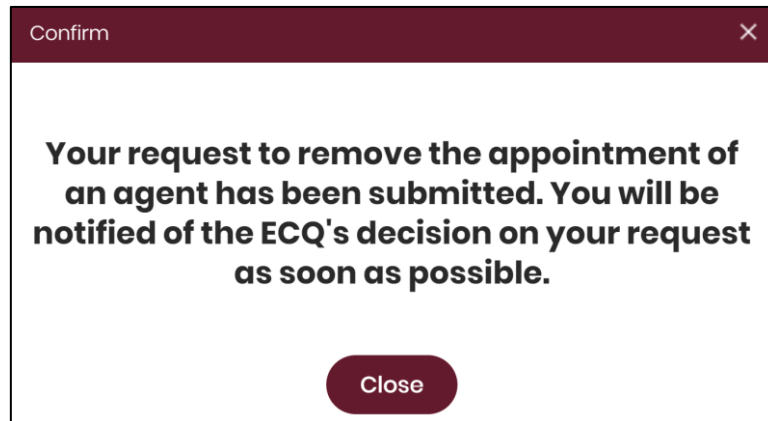
File Name	Form Type
FAD4-Removal-of-Agent.pdf	Remove Agent

10. Click **Yes** to confirm your submission.

Confirm

Are you sure you want to submit your change(s)?

11. Your notice of removal of an agent has now been submitted.

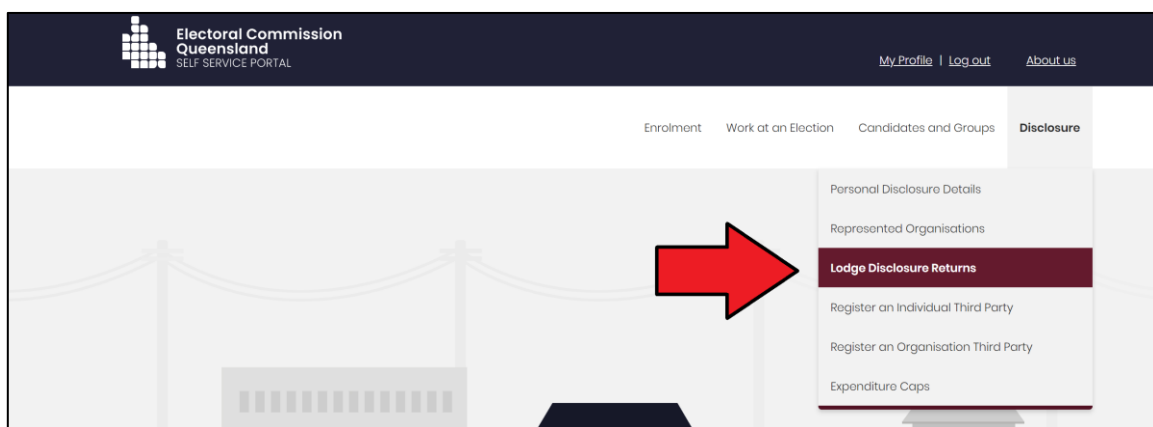


- You will receive an email once the removal has been processed by ECQ.
- If you need to add a new agent for the registered third party, please refer to [section 7.1 – Adding an agent](#) for instructions.

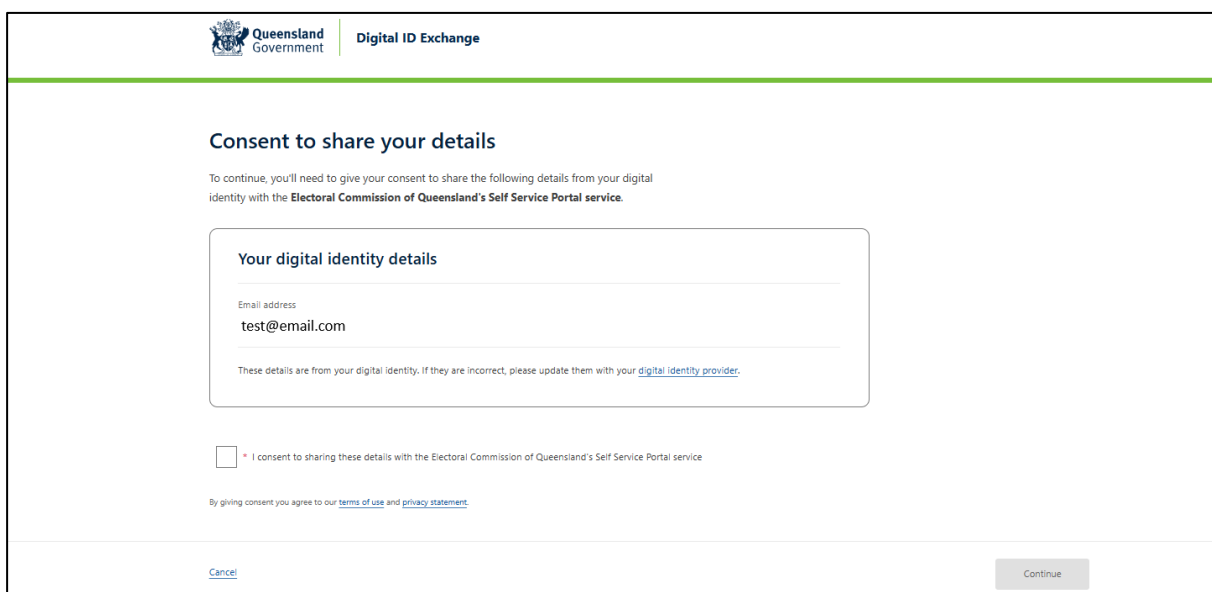
8. Logging into EDS

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.

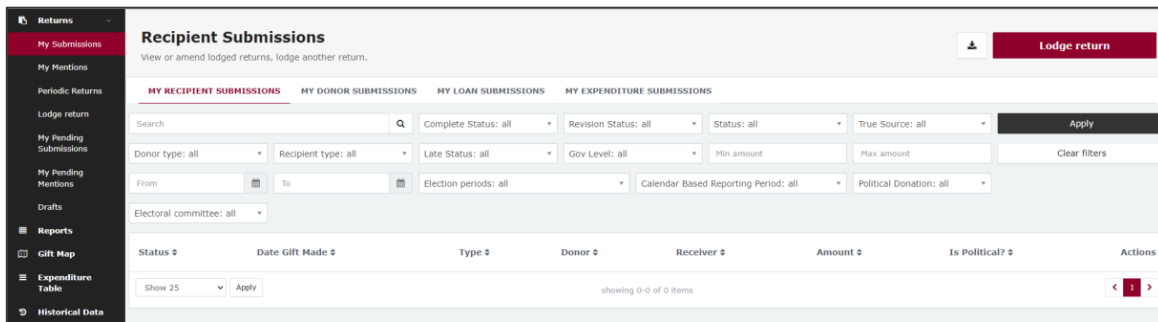
1. When logged into SSP (selfserv.elections.qld.gov.au), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



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 the 'Consent to share your details' page in the Digital ID Exchange. The header shows the Queensland Government logo and 'Digital ID Exchange'. The main heading is 'Consent to share your details'. Below it, text 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 with the text '* I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. Underneath the checkbox, it says 'By giving consent you agree to our [terms of use](#) and [privacy statement](#).' At the bottom left is a 'Cancel' button and at the bottom right is a 'Continue' button.

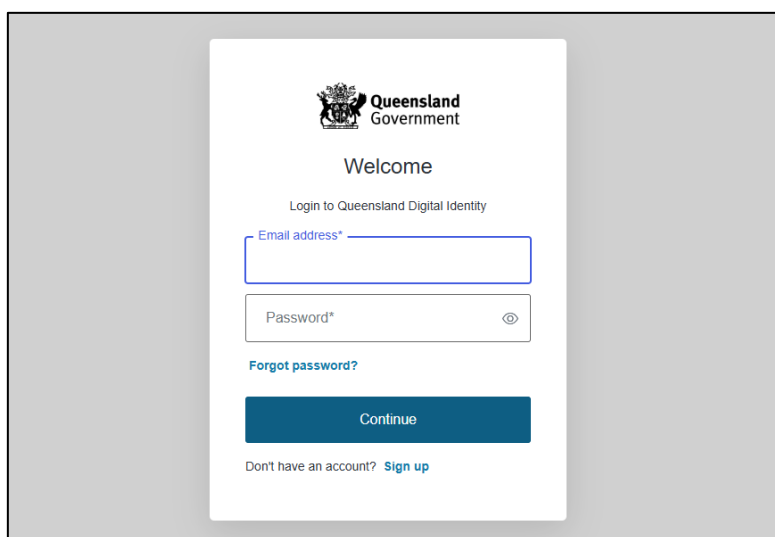
3. You will now see the main page of EDS.



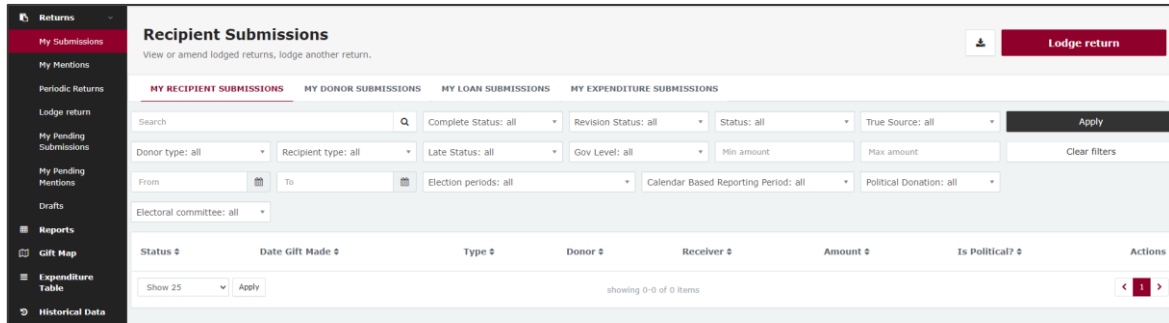
4. You can also access EDS directly at disclosures.ecq.qld.gov.au. Choose **Login/Register** in the top right-hand corner.



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.



9. Disclosing a gift made in EDS

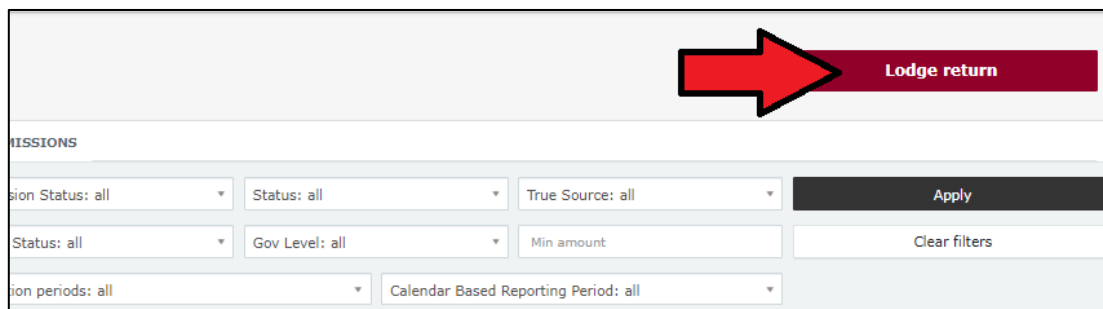
A registered third party that makes a gift of \$1,000 or more to or for the benefit of a state candidate or a registered political party must lodge a return with the ECQ within 7 business days.

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.

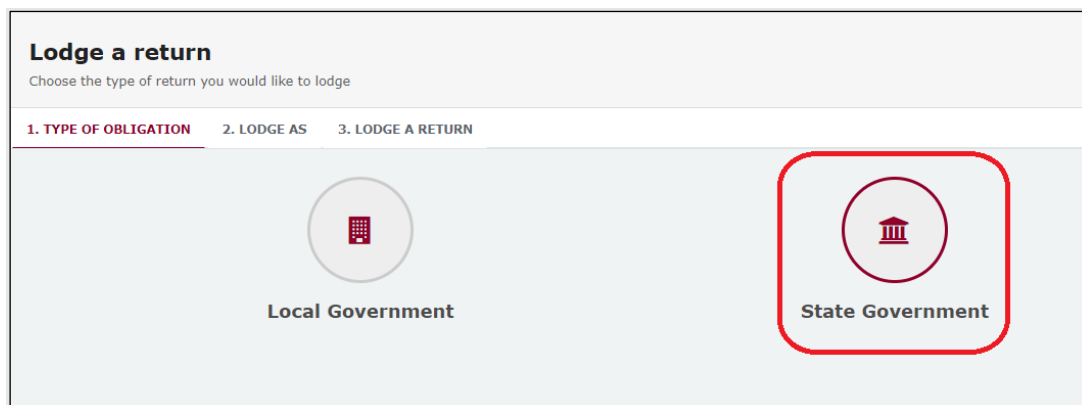
Note: Refer to the [Glossary](#) for key terms and definitions.

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.

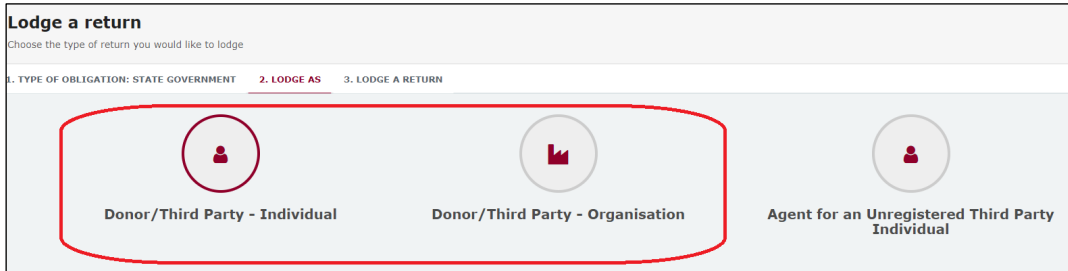


2. Under Type of Obligation, select **State Government**.

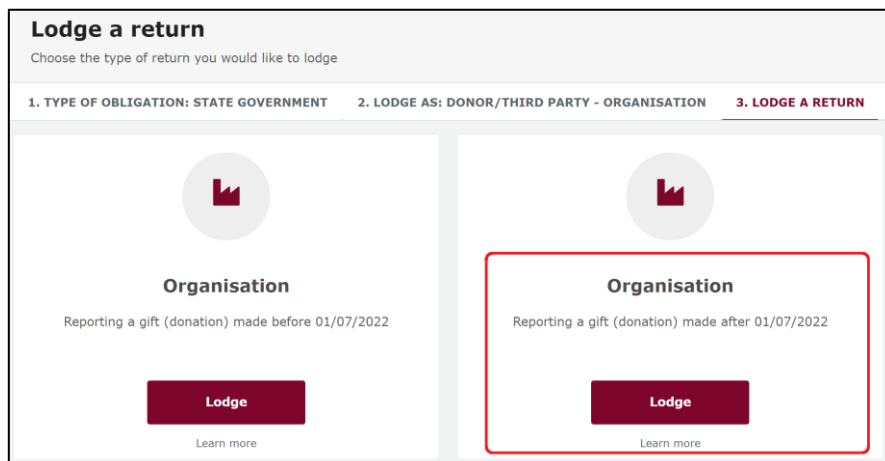
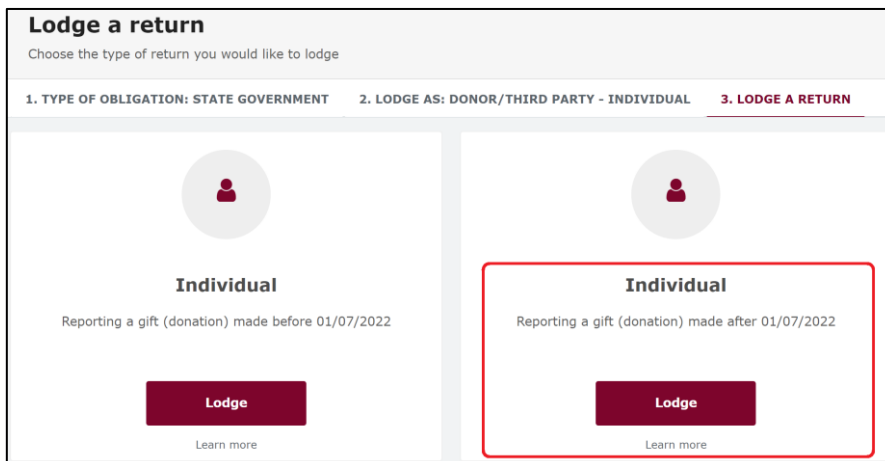


3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.

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).

The screenshot shows the 'Organisation' section of a form. The title is 'Reporting a gift (donation) made'. Below this, there is a 'Your details' section with the following fields: 'Title*' (Third Party Organisation), 'Street*' (1 King St), 'Suburb*' (Coomera), 'State*' (QLD), 'ABN' (123456789), and 'ACN' (123456789). At the bottom, there is a dropdown menu labeled 'I am reporting' with a red '+ made to' button next to it. The dropdown menu is open, showing options: 'a gift', 'a gift-in-kind', 'a fundraising contribution', and '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).

The screenshot shows a close-up of the '+ made to' dropdown menu. The dropdown is open, showing two options: 'Registered Political Party' and 'State Candidate'. The 'I am reporting' dropdown is set to 'a gift'.


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

The screenshot shows the 'Reporting a Gift made to Registered Political Party' form. The title is 'Reporting a Gift made to Registered Political Party'. The form is filled out with the following information: 'Recipient's Name*' (Political Party A), 'Street*' (1 Queen St), 'Suburb*' (Rockhampton), 'State*' (QLD), 'Postcode*' (4700), 'Description of Gift*' (monetary donation), 'Amount*' (4000), and 'Date made*' (27/07/2024). There is a question 'Did you receive a gift that enabled you to make all or part of this gift?' with 'No' selected. At the bottom right, there is a 'Current Total' of \$4000.00 and buttons for 'Save Draft' and '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. Confirm whether you provided a donor statement and/or if the gift was received by or for an electoral committee.

Did you give the recipient a [Donor Statement](#) within 14 days of making the gift? * 

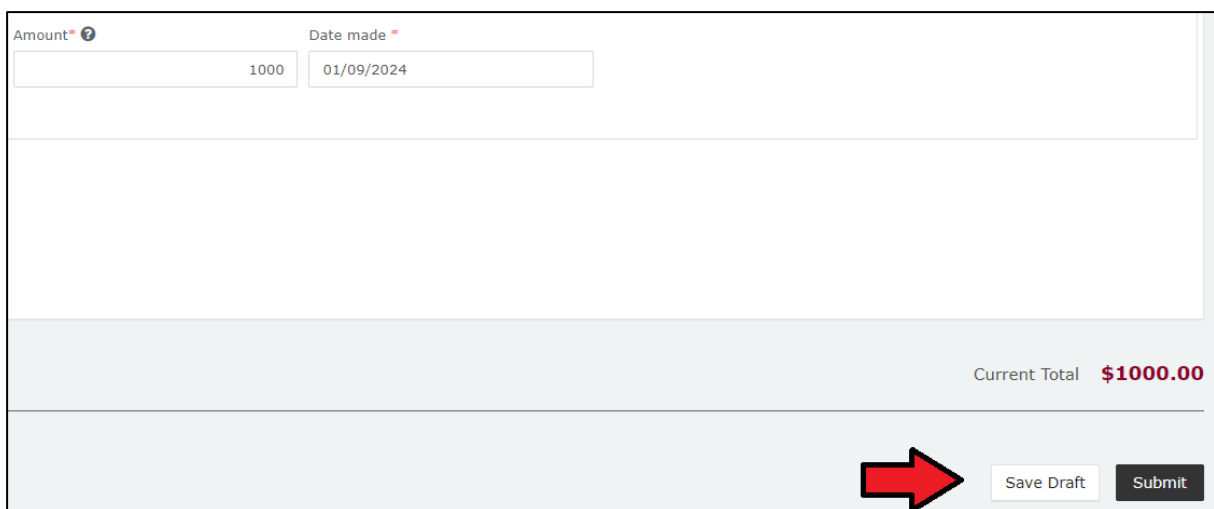
Yes No

- A donor statement is a written statement made by a donor that specifies the gift was made for an electoral purpose.
- A gift accompanied by a donor statement within 14 days is a ‘political donation’, which is subject to donation caps.
- Gifted electoral expenditure is considered a political donation whether or not there is a donor statement.
- Political donations are the only type of gift that may be deposited into a state campaign bank account and used to incur electoral expenditure.
- If you are not sure if the gift is a political donation or not, state [Fact sheet 5A – Definition of political donations and donor statements](#) (found at ecq.qld.gov.au/factsheets) may help.

- If the gift is a political donation, you may 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.

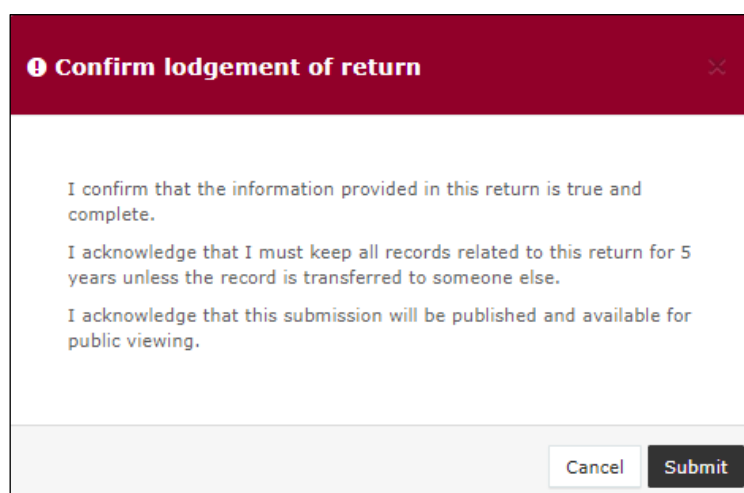
10. When you have finished disclosing gifts made, select **Submit**.

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.



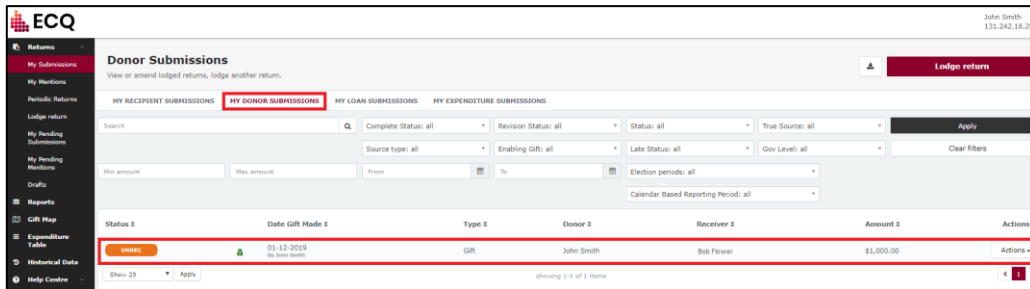
The screenshot shows a form with two input fields: 'Amount' containing '1000' and 'Date made' containing '01/09/2024'. Below these fields is a large empty text area. At the bottom right of the form, it displays 'Current Total \$1000.00'. Below the form, there are two buttons: 'Save Draft' and 'Submit'.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

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.

10. Disclosing a gift received in EDS

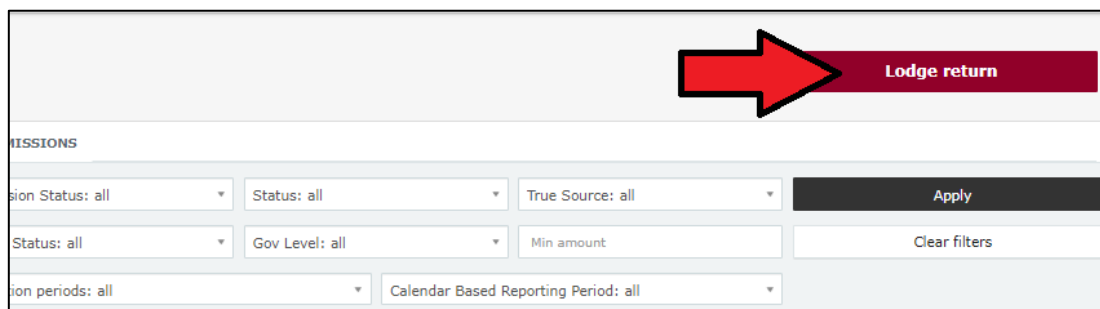
A registered third party who receives a gift of \$1,000 or more (cumulative from the same donor) is required to disclose the details of the gift in a return if they use it to incur or reimburse expenditure for a political purpose in a state general election or by-election.

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

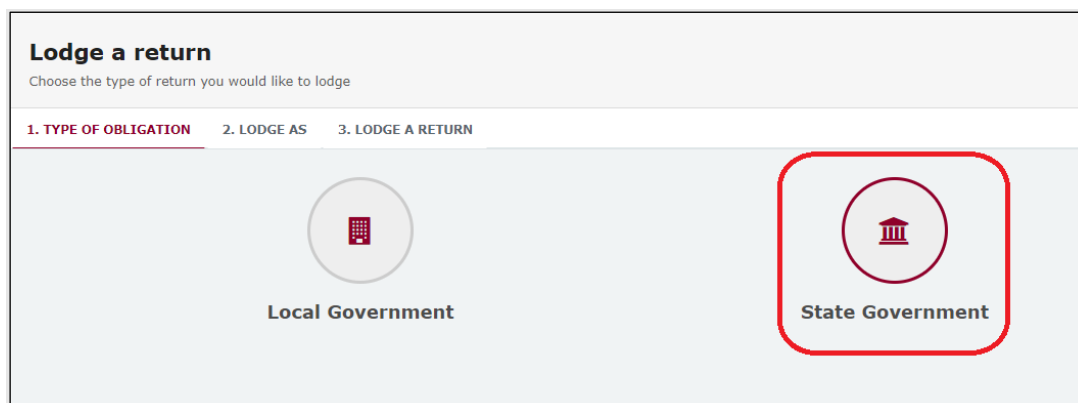
Note: Refer to the [Glossary](#) for key terms and definitions.

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**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. **LODGE AS** 3. LODGE A RETURN

Donor/Third Party - Individual

Donor/Third Party - Organisation

Agent for an Unregistered Third Party Individual

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

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. **LODGE AS: DONOR/THIRD PARTY - INDIVIDUAL** 3. **LODGE A RETURN**

Individual
Reporting a gift (donation) made before 01/07/2022
Lodge
Learn more

Individual
Reporting a gift (donation) made after 01/07/2022
Lodge
Learn more

Individual
Reporting a gift (donation) received
Lodge
Learn more

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. **LODGE AS: DONOR/THIRD PARTY - ORGANISATION** 3. **LODGE A RETURN**

Organisation
Reporting a gift (donation) made before 01/07/2022
Lodge
Learn more

Organisation
Reporting a gift (donation) made after 01/07/2022
Lodge
Learn more

Organisation
Reporting a gift (donation) received
Lodge
Learn more

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

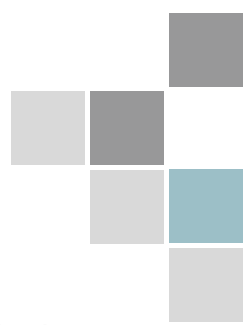
Street* 1 Street Lane Suburb* Brisbane State* QLD

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



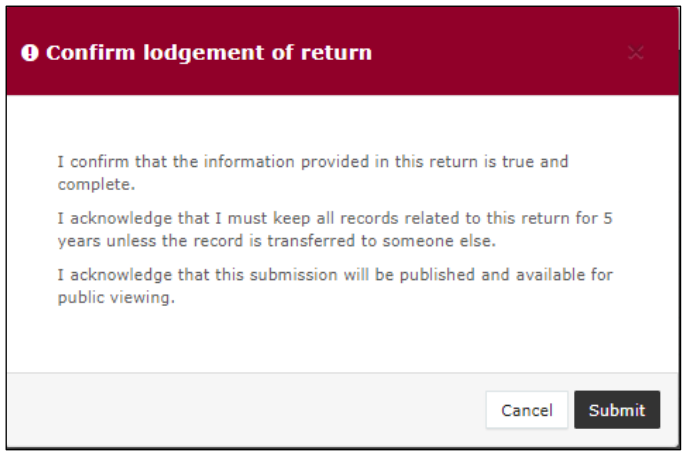
- You can hover over the question mark symbol (?) next to each field in EDS to see a description of what to enter.
- Depending on the person or entity who gave the gift, you may be required to enter additional information. State [Fact sheet 5 – Definition of gifts, loans and political donations](#) has 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.

Recipient Submissions
View or amend lodged returns, lodge another return. [Lodge return](#)

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

Search Complete Status: all Revision Status: all Status: all True Source: all

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount Max amount

From To Election periods: all Calendar Based Reporting Period: all Political Donation: all

Electoral committee: ...

Status <input type="button" value="v"/>	Date Gift Made <input type="button" value="v"/>	Type <input type="button" value="v"/>	Donor <input type="button" value="v"/>	Receiver <input type="button" value="v"/>	Amount <input type="button" value="v"/>	Is Political? <input type="button" value="v"/>	Actions
NCR	01-08-2024 By Jane Smith	Gift	John Smith	Jane Smith	\$1,000.00	NonPolitical	<input type="button" value="Actions v"/>

Show 25 showing 1-1 of 1 items

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

11. Submitting an election summary return

Agents of registered third parties are required to lodge an election summary return (ESR) within 15 weeks of election day.

In this return, you must disclose the total amount of electoral expenditure and gifted electoral expenditure that the registered third party incurred for the election.

Electoral expenditure can be disclosed individually (see [section 11.1](#)) or by using a bulk upload spreadsheet (see [section 11.2](#)). The bulk upload spreadsheet is recommended when there is a large number of items to disclose.

If no amounts of electoral expenditure or gifted electoral expenditure need to be disclosed for the election, please refer to [section 11.1](#) (steps 1 to 7).

Once all electoral expenditure (if any) has been entered into the ESR, the return summary must be completed (see [section 11.3](#)).

Note:

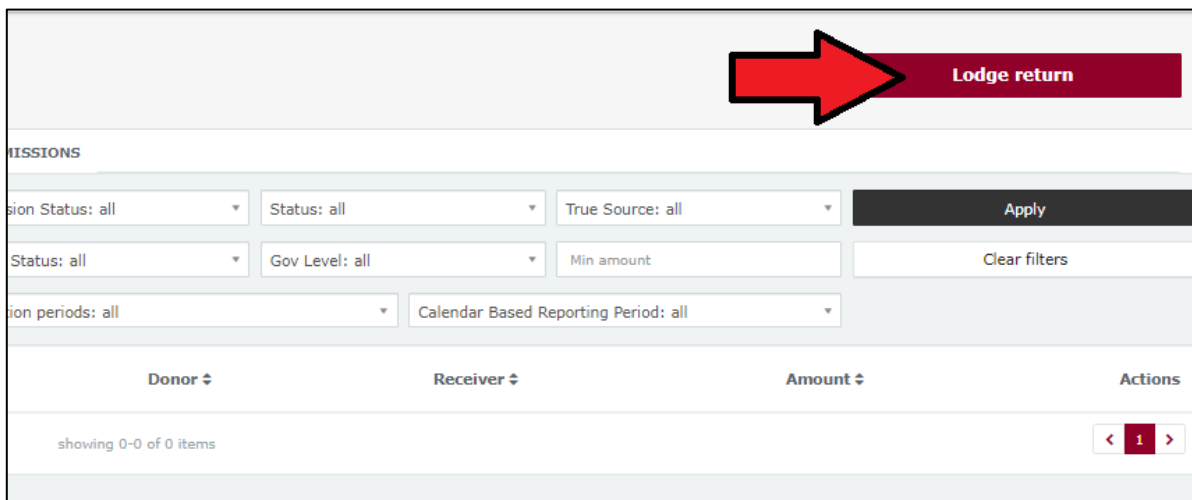
- Refer to the [Glossary](#) for key terms and definitions
- Even if no electoral expenditure was incurred or gifted for the election, an ESR must still be lodged.

11.1 Disclosing electoral expenditure individually

To disclose individual amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

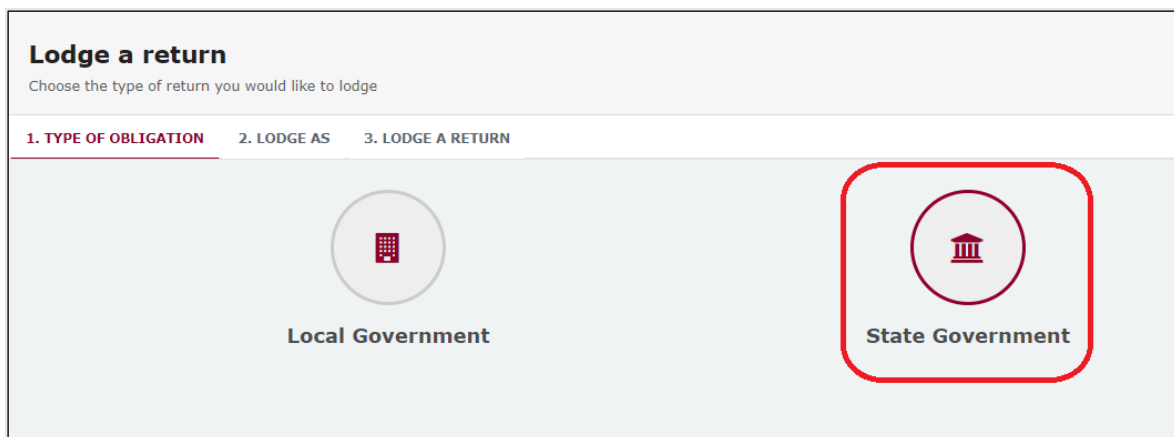
If no amounts need to be disclosed, please refer to steps 1 to 7 below.

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

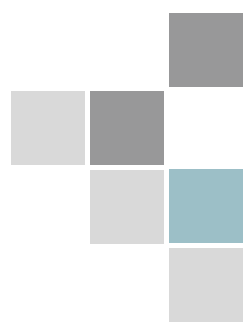


The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a red arrow. Below the button is a filter section with various dropdown menus and buttons like "Apply" and "Clear filters". At the bottom, there is a table header with columns "Donor", "Receiver", "Amount", and "Actions", and a pagination control showing "1" of 0 items.

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

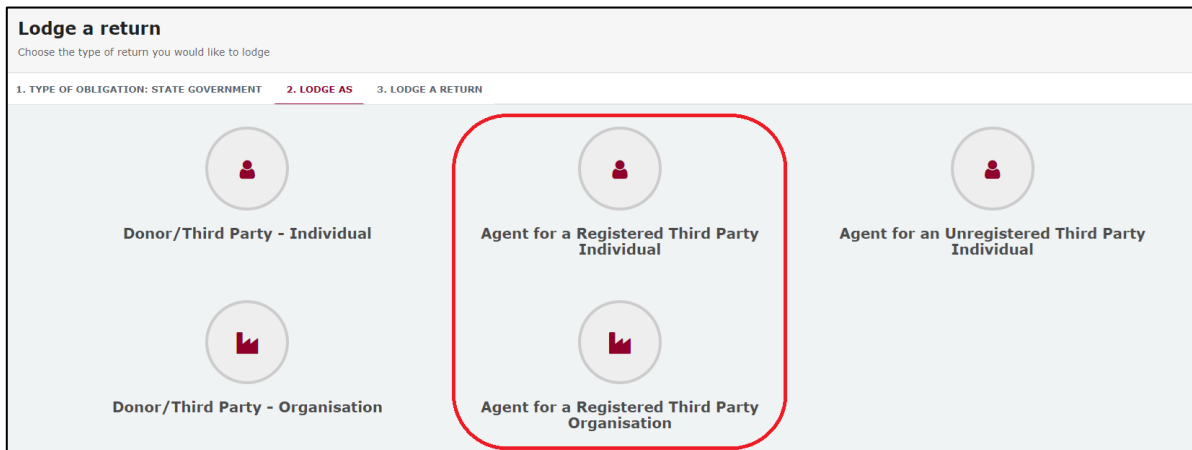


The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" and the subtitle is "Choose the type of return you would like to lodge". There are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". Under "1. TYPE OF OBLIGATION", there are two options: "Local Government" and "State Government". The "State Government" option is highlighted with a red rounded rectangle.

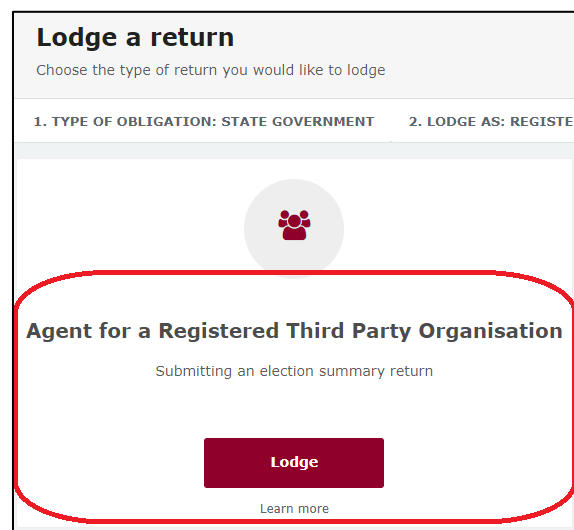
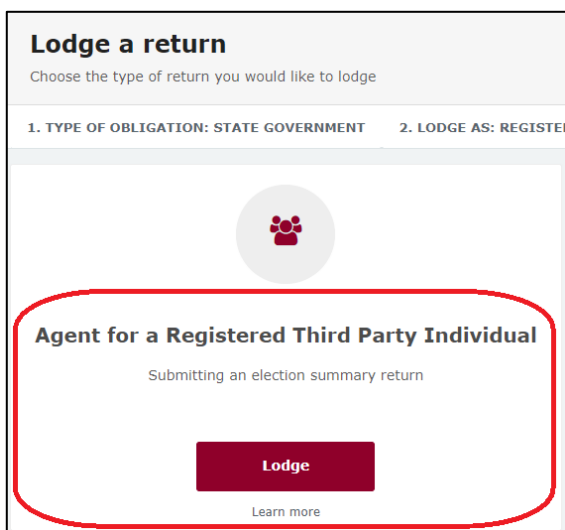


3. If you are lodging as or on behalf of an individual, choose **Agent for a Registered Third Party Individual**.

If you are lodging on behalf of an organisation, choose **Agent for a Registered Third Party Organisation**.



4. Choose the **Lodge** button under **Submitting an election summary return**.



- You may need to select the name of your third party from the drop-down menu. The third party's address (and ABN/ACN if applicable) will auto-populate once the name is selected.

The screenshot shows a form titled "Agent for Registered Third Party Organisation" with a sub-header "Submitting an election summary return" and a "Bulk upload" button. The form is divided into sections: "Your details" and "Third party organisation". Under "Your details", there is a text input for "Agent full name" containing "John Smith". Under "Third party organisation", there is a dropdown menu for "Third party organisation" with "Test Organisation Pty Ltd" selected, and a text input for "Address" containing "1 Eagle St, Brisbane, QLD 4000". Below these are text inputs for "ABN" and "ACN", with "123456789" entered in the ACN field.

- Using the **Event** dropdown menu, make sure the correct election is chosen.

The screenshot shows the "Events" section of the form. It features a dropdown menu labeled "Event" with a red asterisk indicating a required field. The dropdown menu is open, showing "2024 State General Election" as the selected option.

- If your third party did not incur any electoral expenditure or gifted electoral expenditure, check the **No electoral expenditure was incurred or gifted for the election** box. Then choose **Next** and proceed to [section 11.3 - Completing the return summary](#).

Otherwise, skip to step 8 below.

The screenshot shows the "Events" section of the form. The "Event" dropdown menu is set to "2024 State General Election". Below the dropdown, there is a checkbox labeled "Electoral Expenditure Incurred:" with the text "No electoral expenditure was incurred or gifted for the election" next to it. The checkbox is checked. A red arrow points to the checkbox, and another red arrow points to the "Next" button. The "Next" button is located next to a "Save Draft" button.

8. To disclose an item of expenditure, choose **+ Electoral expenditure** or **+ Gifted electoral expenditure** depending on the type of expenditure incurred.

Events

Event [⊗]

2024 State General Election

Electoral Expenditure Incurred: No electoral expenditure was incurred or gifted for the election

+ Electoral Expenditure [?] **+ Gifted Electoral Expenditure** [?]

9. Enter all mandatory electoral expenditure or gifted electoral expenditure information such as supplier name and address, description of goods or services, amount and date.

Electoral Expenditure Incurred: No electoral expenditure was incurred or gifted for the election

Electoral Expenditure [⊕]

Supplier name [⊗]

John's Fake Printing

Street [⊗] Suburb [⊗] State [⊗] Postcode [⊗]

1 Queen St Townsville QLD 4810

Description of goods or services [⊗] Amount [⊗] Date of expenditure [⊗]

Flyer printing 10000 25/07/2024

Gifted Electoral Expenditure [⊕]

Name [⊗]

Lee's Fake Graphic Design

Street [⊗] Suburb [⊗] State [⊗] Postcode [⊗]

1 King St Mackay QLD 4740

Description of goods or services [⊗] Amount [⊗] Date of expenditure [⊗]

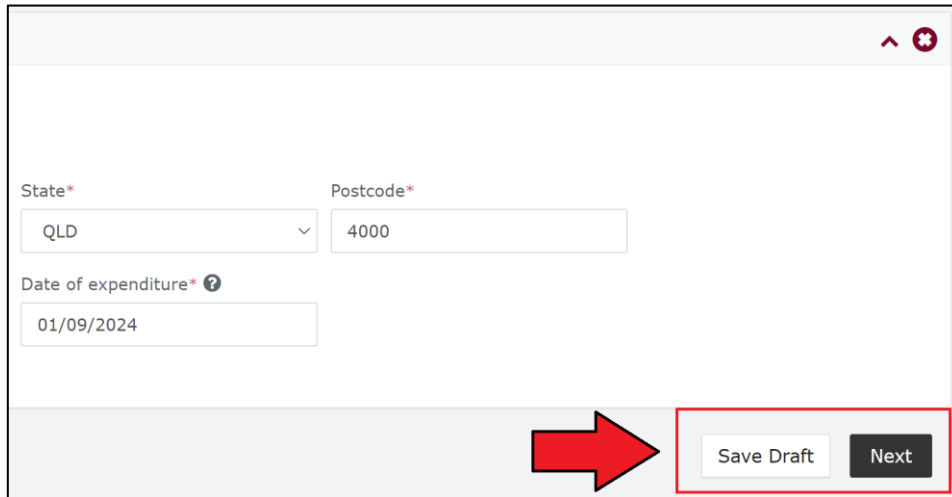
Graphic design of flyers and billboards 3000 24/07/2024

+ Electoral Expenditure [?] **+ Gifted Electoral Expenditure** [?] Save Draft Next

- Select **+ Electoral Expenditure** or **+ Gifted Electoral Expenditure** at the bottom of the page to enter additional items.

10. Once you have entered all items, you can choose the **Next** button in the lower right-hand corner.

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.



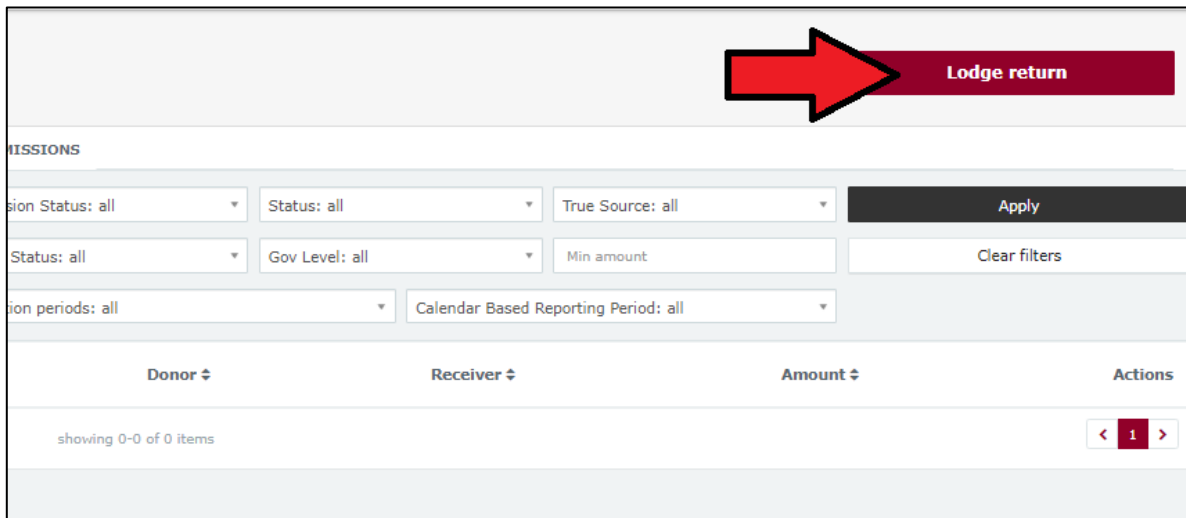
The screenshot shows a form with three input fields: 'State*' with a dropdown menu showing 'QLD', 'Postcode*' with the value '4000', and 'Date of expenditure*' with the value '01/09/2024'. At the bottom right, there are two buttons: 'Save Draft' and 'Next'. A red arrow points to the 'Next' button, and a red box highlights both buttons.

11. Skip to [section 11.3 – Completing the return summary](#) to finalise your ESR.

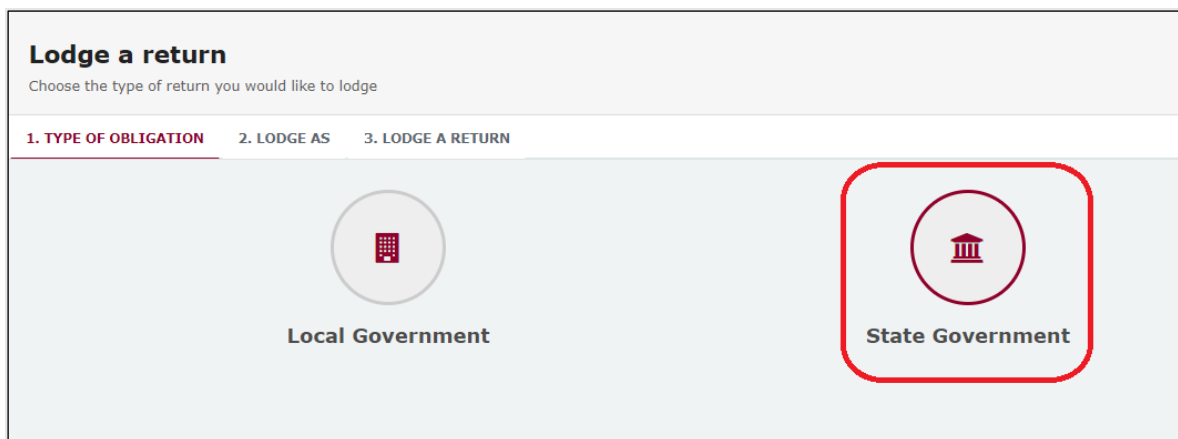
11.2 Disclosing electoral expenditure using a bulk upload spreadsheet

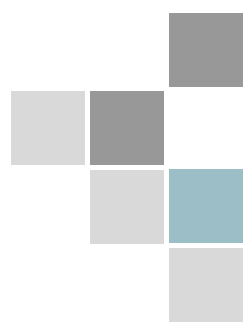
To disclose multiple amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

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



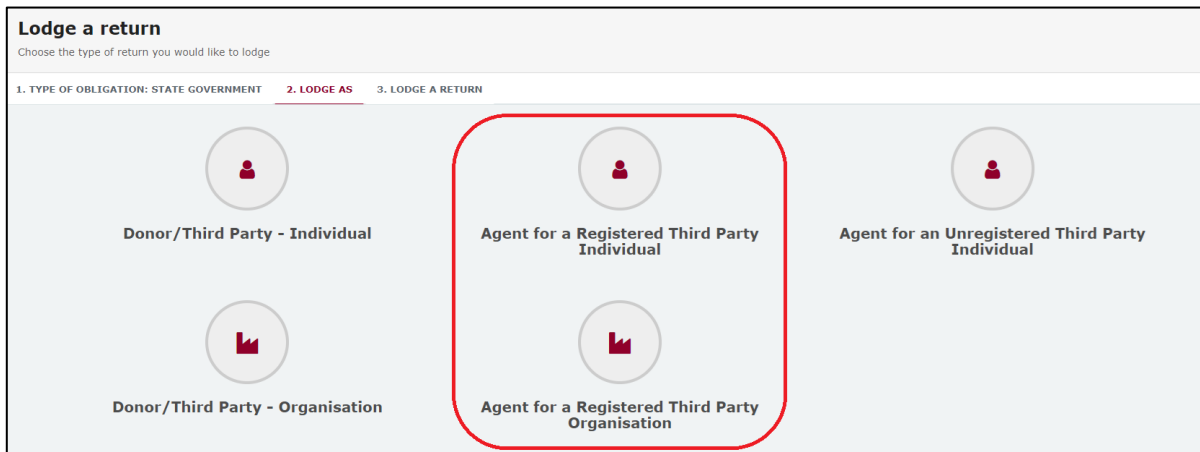
2. Under Type of Obligation, select **State Government**.



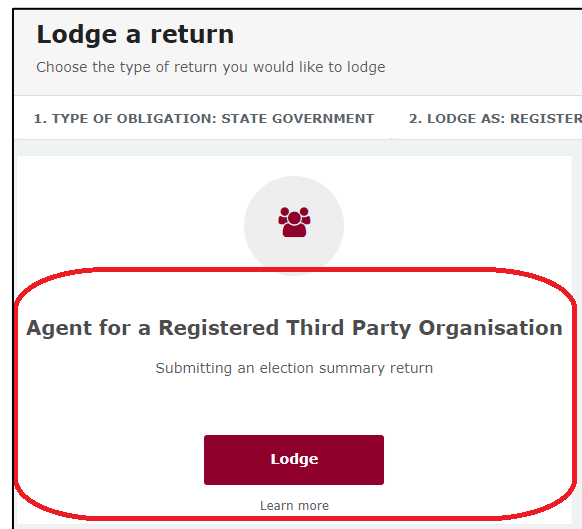
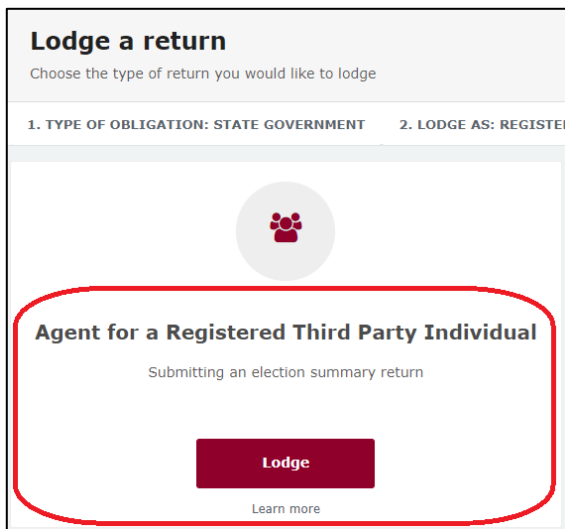


3. If you are lodging as or on behalf of an individual, choose **Agent for a Registered Third Party Individual**.

If you are lodging on behalf of an organisation, choose **Agent for a Registered Third Party Organisation**.



4. Choose the **Lodge** button under **Submitting an election summary return**.



- You may need to select the name of your third party from the drop-down menu. The third party's address (and ABN/ACN if applicable) will auto-populate once the name is selected.

The screenshot shows a web form titled "Agent for Registered Third Party Organisation" with a sub-header "Submitting an election summary return" and a "+ Bulk upload" button in the top right. Below the title is a "State" field. A section titled "Your details" contains the following fields: "Agent full name" (text input with "John Smith"), "Third party organisation" (dropdown menu with "Test Organisation Pty Ltd"), "Address" (text input with "1 Eagle St, Brisbane, QLD 4000"), "ABN" (text input), and "ACN" (text input with "123456789").

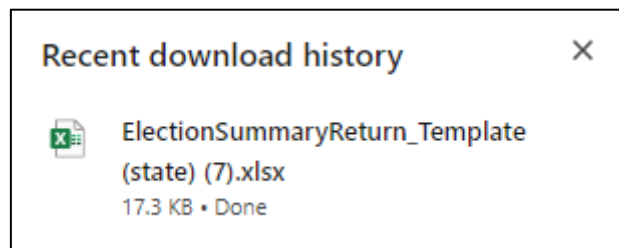
- Using the **Event** dropdown menu, make sure the correct election is chosen.

The screenshot shows a section titled "Events" with a dropdown menu labeled "Event" containing the selected option "2024 State General Election".

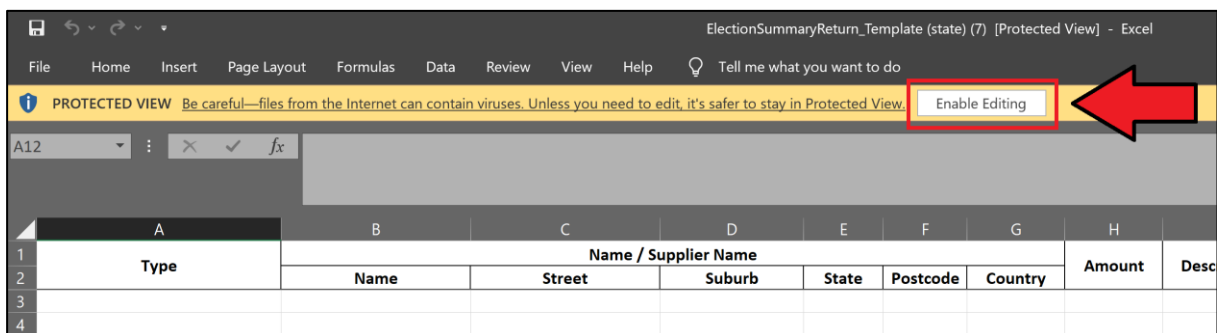
- Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.

The screenshot shows a web form titled "Organisation" with a "+ Bulk upload" dropdown menu in the top right corner. A red arrow points to this menu, which is open to show "Download template" and "Upload template" options. Below the title is an "Address" field with a dropdown menu showing "1 Eagle St, Brisbane, QLD 4000" and an "ACN" field with the value "123456789".

8. Open the excel file from your recent downloads.



9. Select **Enable Editing** at the top of the Excel spreadsheet (if necessary).



10. Enter all mandatory fields in the spreadsheet.

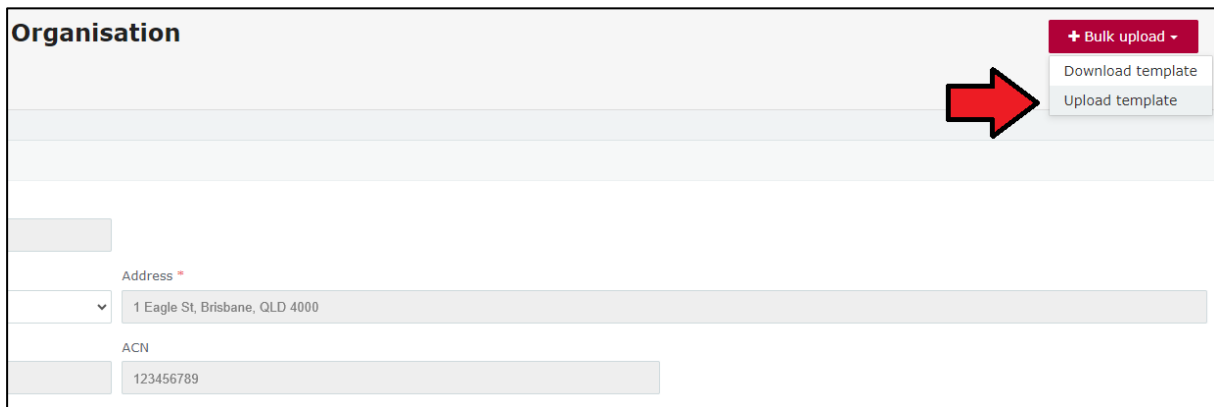
Type	Name / Supplier Name						Amount	Description of goods or services	Date of expenditure
	Name	Street	Suburb	State	Postcode	Country			
Electoral Expenditure	Printer Shop Y	1 Queen St	Mount Isa	QLD	4825		\$4,500.00	Printed flyers for mailouts	7/07/2024
Gifted Electoral Expenditure	Printer Shop T	1 Print St	Brisbane	QLD	4000		\$3,000.00	Printed business cards	10/08/2024

- Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
- Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.
- **Country** is only required for overseas addresses.

Handy tip! To save time, download the bulk upload template at the beginning of your election spending and complete it as expenditure is incurred.

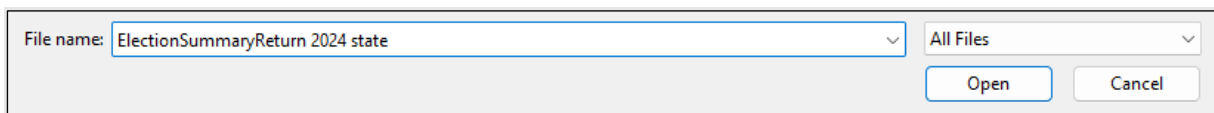
11. Save the file to a safe location on your device.

12. Return to EDS and use the **+ Bulk upload** dropdown menu to choose **Upload template**.



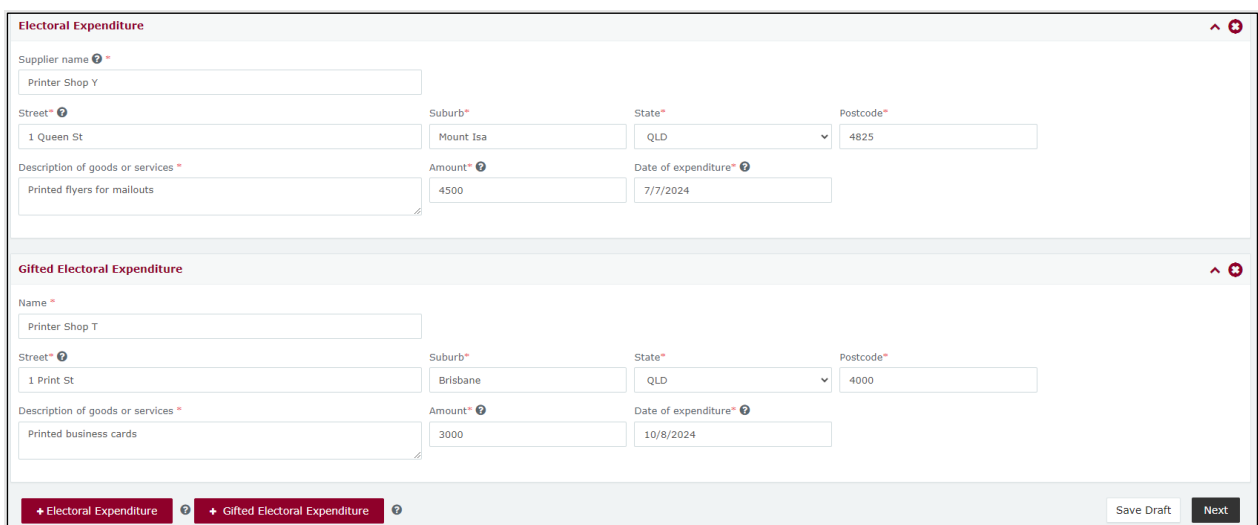
The screenshot shows the 'Organisation' form. At the top right, there is a dropdown menu labeled '+ Bulk upload'. The menu is open, showing three options: 'Download template', 'Upload template', and 'Bulk upload'. A red arrow points to the 'Upload template' option. Below the dropdown, the form fields are partially visible: 'Address' with the value '1 Eagle St, Brisbane, QLD 4000' and 'ACN' with the value '123456789'.

13. Select the bulk upload spreadsheet from where it is saved on your computer.



The screenshot shows a file selection dialog box. The 'File name' field contains 'ElectionSummaryReturn 2024 state'. The file type is set to 'All Files'. There are 'Open' and 'Cancel' buttons at the bottom right.

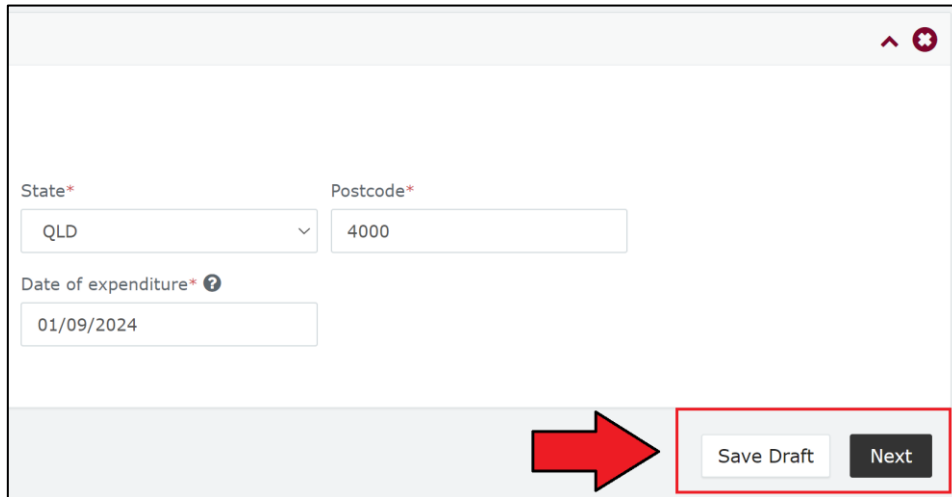
14. The items of electoral expenditure and gifted electoral expenditure will populate the page. Check to make sure there are no missing fields or errors.



The screenshot shows two forms: 'Electoral Expenditure' and 'Gifted Electoral Expenditure'. The 'Electoral Expenditure' form has the following fields: Supplier name (Printer Shop Y), Street (1 Queen St), Suburb (Mount Isa), State (QLD), Postcode (4825), Description of goods or services (Printed flyers for mailouts), Amount (4500), and Date of expenditure (7/7/2024). The 'Gifted Electoral Expenditure' form has the following fields: Name (Printer Shop T), Street (1 Print St), Suburb (Brisbane), State (QLD), Postcode (4000), Description of goods or services (Printed business cards), Amount (3000), and Date of expenditure (10/8/2024). At the bottom, there are buttons for '+ Electoral Expenditure', '+ Gifted Electoral Expenditure', 'Save Draft', and 'Next'.

15. If you are finished adding items of electoral expenditure, you can choose the **Next** button in the lower right hand corner.

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 web form with the following fields:

- State***: A dropdown menu with 'QLD' selected.
- Postcode***: A text input field containing '4000'.
- Date of expenditure* ?**: A date input field containing '01/09/2024'.

At the bottom right of the form, there are two buttons: 'Save Draft' and 'Next'. A red arrow points to the 'Next' button, which is also enclosed in a red rectangular box.

16. Continue to [section 11.3 – Completing the return summary](#) to finalise your ESR.

11.3 Completing the return summary

The return summary page displays a summary of all electoral expenditure and gifted electoral expenditure disclosed on the previous page.

To complete the return summary section and lodge your ESR, please use the following instructions.


1. Check to ensure the **Total Gifted Electoral Expenditure** and **Total Electoral Expenditure Incurred** accurately reflect your own records.

Return summary	
Gifted Electoral Expenditure	Electoral Expenditure Incurred
Amount \$2,701.00	Amount \$2,600.00
Gifted Electoral Expenditure Reported 2	Electoral Expenditure Reported 2
Total Gifted Electoral Expenditure \$2,701.00	Total Electoral Expenditure Incurred \$2,600.00

2. In the **Bank Statement** section, select **Upload Files** to upload a bank statement from the third party's state campaign bank account.

Bank Statement

You are required to upload a bank statement for the Third Party's State campaign account, covering the entire reporting period. If you do not have this statement ready, save this return in draft, and complete your return once you have the bank statement. Your return is not complete until you submit a bank statement.



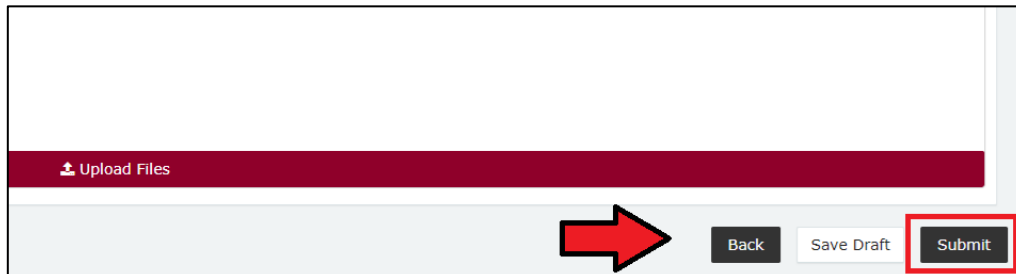
State
campaign
account
bank

[Upload Files](#)

- Multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for each file.
- The bank statement must cover the start of the capped expenditure period for the election or the earliest date on which electoral expenditure was incurred.

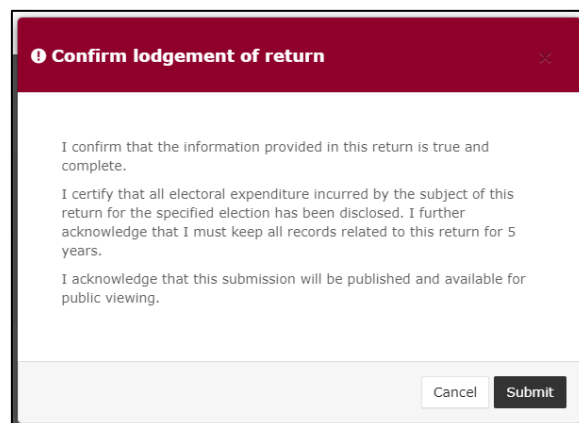
3. Choose **Submit** to lodge your ESR in EDS.

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.

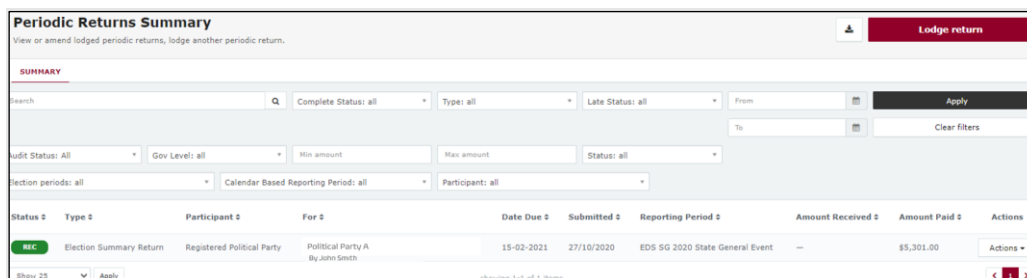


- If no amounts were disclosed, the button will appear as **Submit Nil Return**.

4. Review the **Confirm lodgement of return** message and choose **Submit**.



5. Once submitted, the ESR will be visible on the **Periodic Returns Summary** page and the public **Reports** page.



Periodic Returns Summary
View or amend lodged periodic returns, lodge another periodic return.

SUMMARY


Search [] Complete Status: all Type: all Late Status: all From [] To [] Apply Clear filters

Audit Status: All Gov Level: all Min amount [] Max amount [] Status: all

Section periods: all Calendar Based Reporting Period: all Participant: all

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Registered Political Party	Political Party A By John Smith	15-02-2021	27/10/2020	EDS SG 2020 State General Event	—	\$5,301.00	Actions

Show 25 Apply Showing 1-1 of 1 items

- 
- If you realise you have made an error after submitting your return, please refer to [section 12 – Amending a return in EDS](#) for instructions on how to request an amendment.

12. Amending a return in EDS

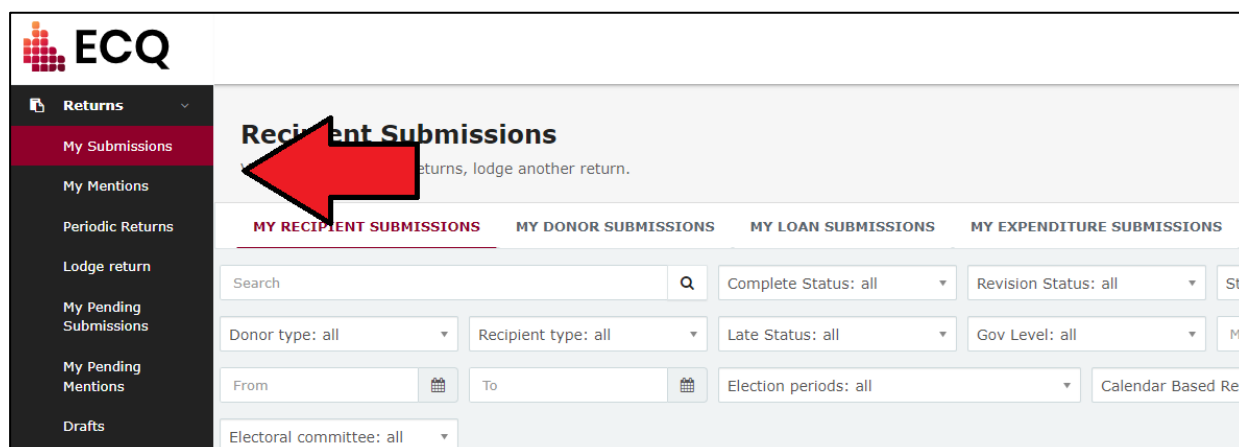
If you have made an error or omission in a return that you have previously lodged in EDS, you can request that the ECQ amend the return.

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.

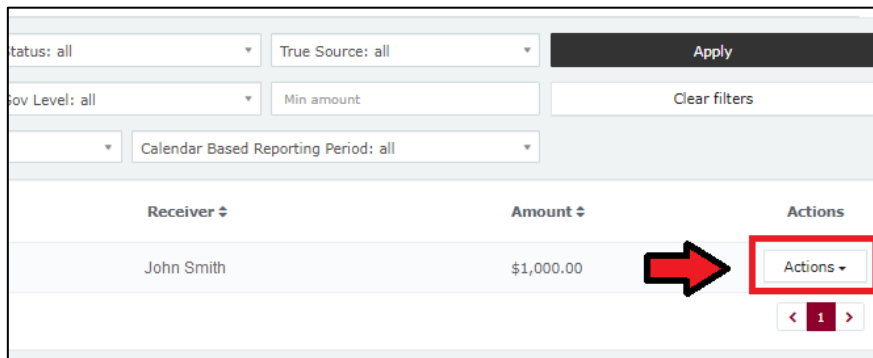
To request an amendment to a return in EDS, please use the following instructions.

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

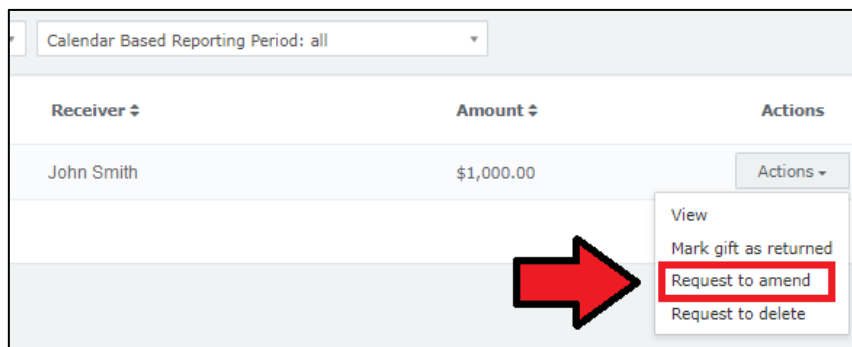


- If required, click the relevant tab to locate your return (e.g. My Recipient Submissions).

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	Q	Complete Status: all	▼
		Source type: all	▼
Max amount	From	To	
Status	Date Gift Made	Type	
PENDING	01-12-2019 By John Smith	Gift-In-Kind	
Show 25	▼	Apply	

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

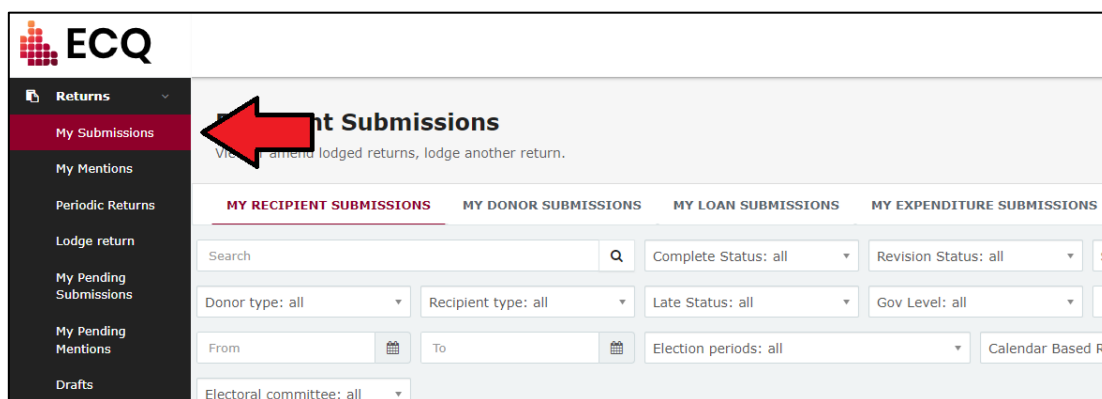
13. Mark a gift as returned in EDS

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.

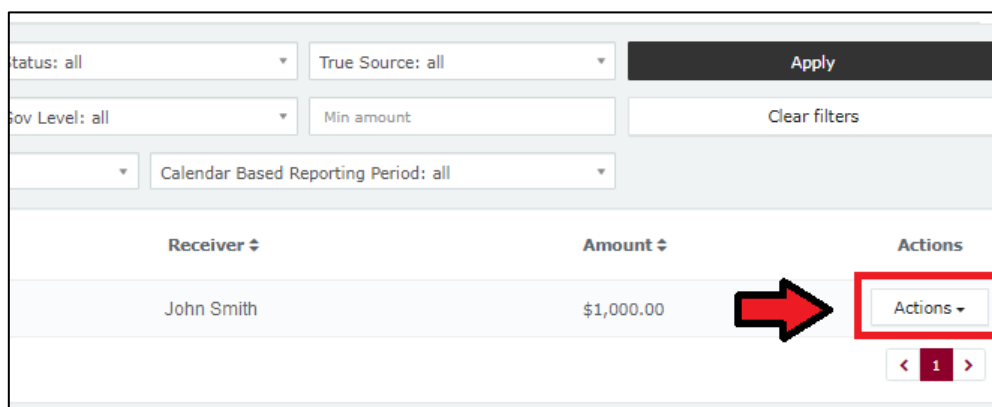
Note: Only the recipient of a gift can mark the gift as returned.

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

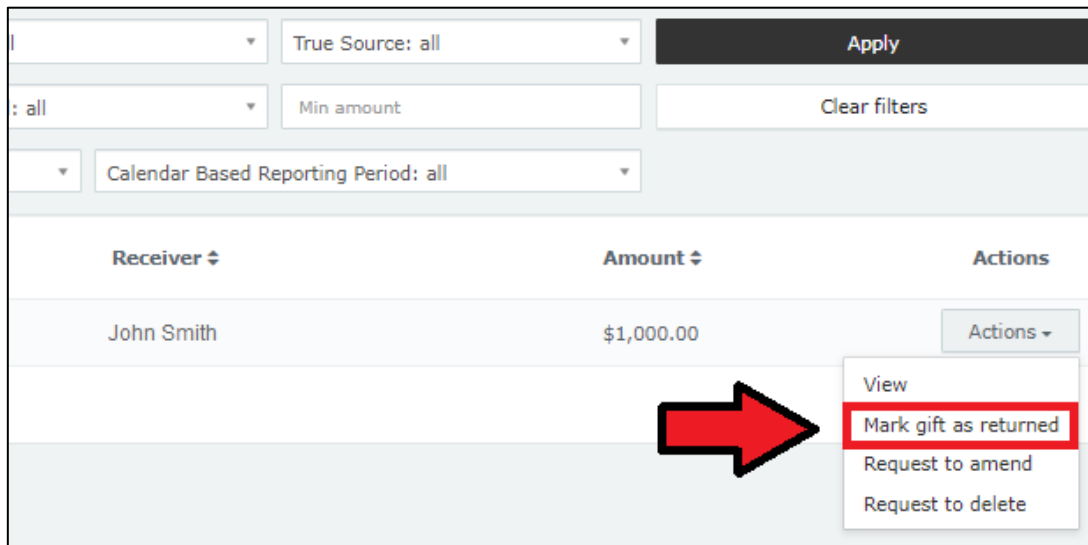
1. Select **My Submissions** on the side menu.



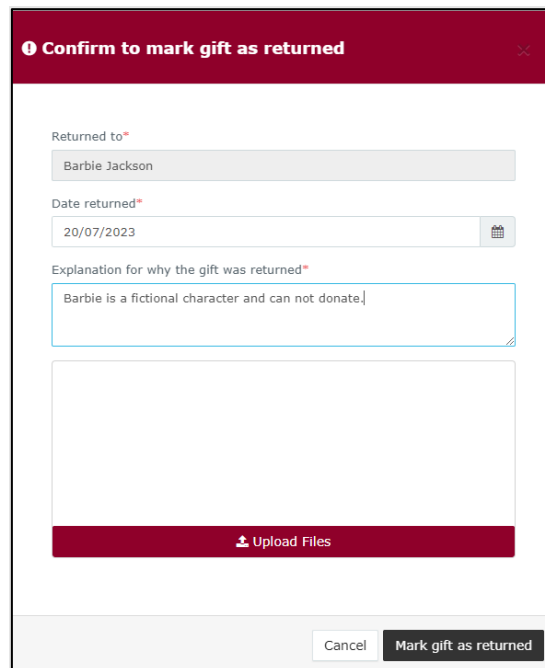
- If required, click the **My Recipient Submissions** tab to display existing returns for gifts you have received.
2. Find the return for the gift you wish to mark as returned, then click the **Actions** dropdown.



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

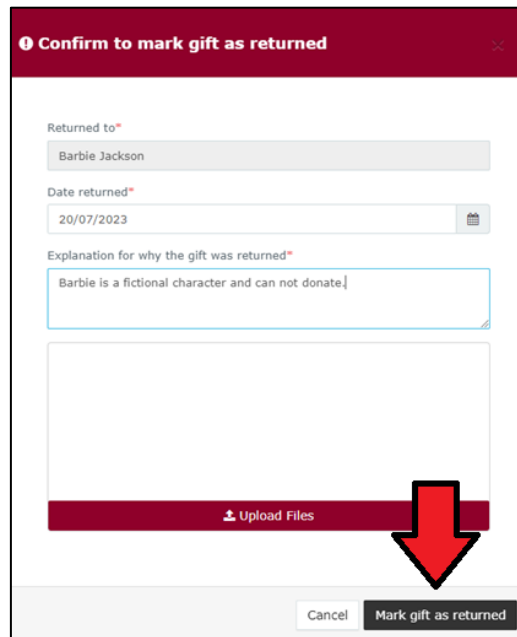


4. In the pop-up box, enter the **Date returned** and an **Explanation for why the gift was returned** for your returned gift.



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

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



Confirm to mark gift as returned

Returned to*
Barbie Jackson

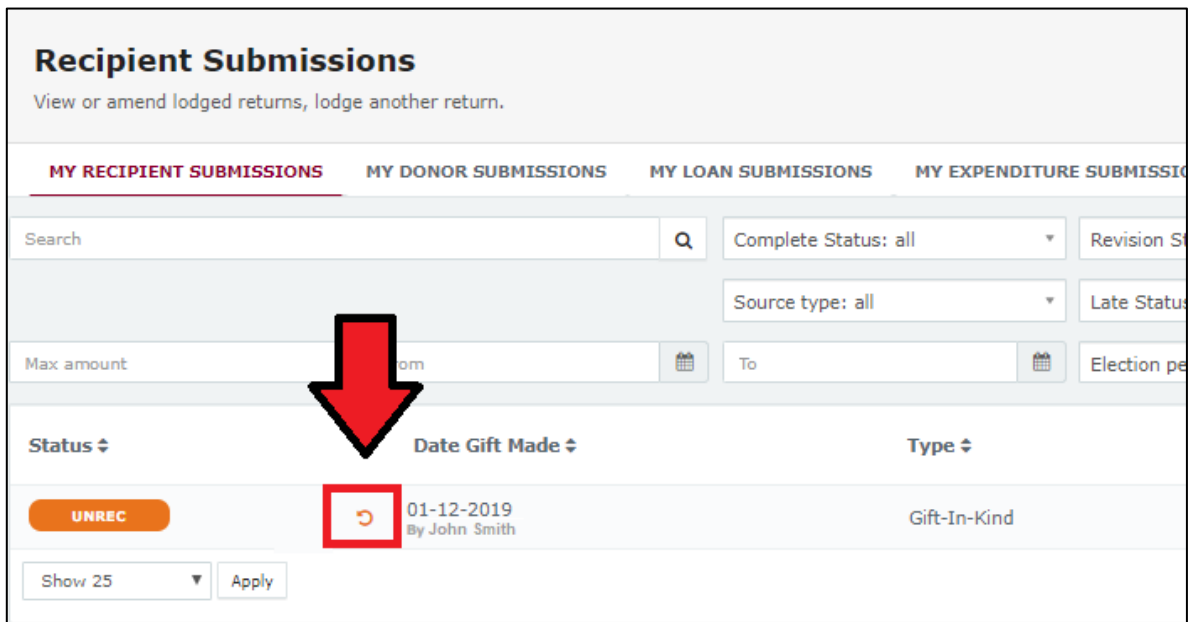
Date returned*
20/07/2023

Explanation for why the gift was returned*
Barbie is a fictional character and can not donate.

Upload Files

Cancel 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.



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

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

Search Complete Status: all Revision Status

Source type: all Late Status

Max amount To Election period

Status	Date Gift Made	Type
UNREC	↺ 01-12-2019 By John Smith	Gift-In-Kind

Show 25 Apply

- 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.

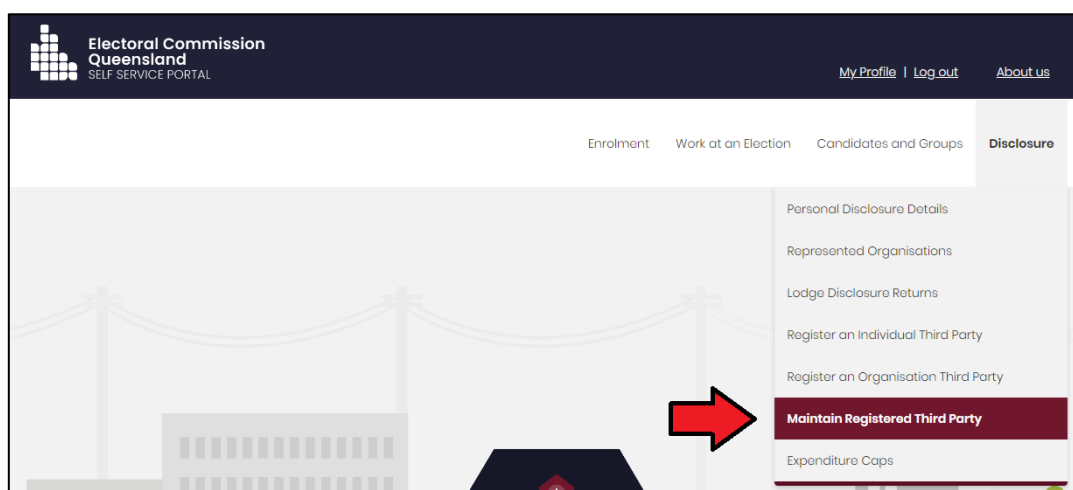
14. Deregistering a third party

The agent of a registered third party may request for the ECQ to deregister the third party for an election.

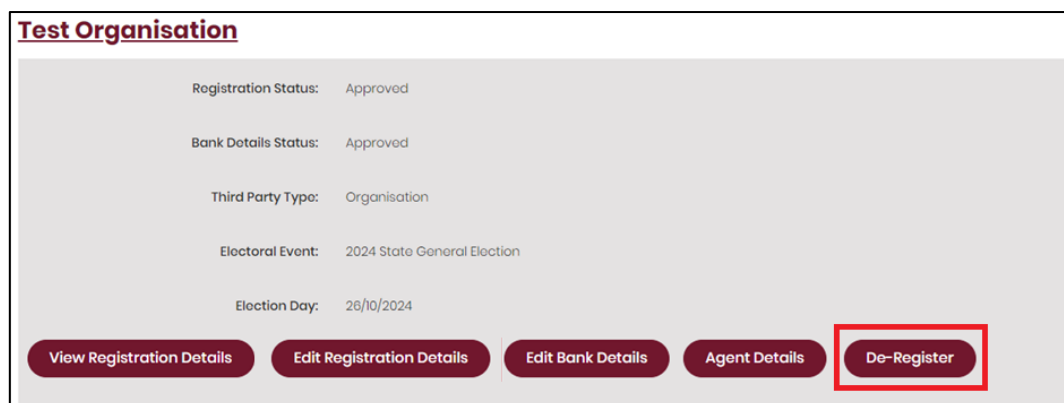
Note: The ECQ will only deregister a registered third party if it is satisfied the third party's obligations for the election have been fulfilled.

To request to deregister a third party, please use the following instructions.

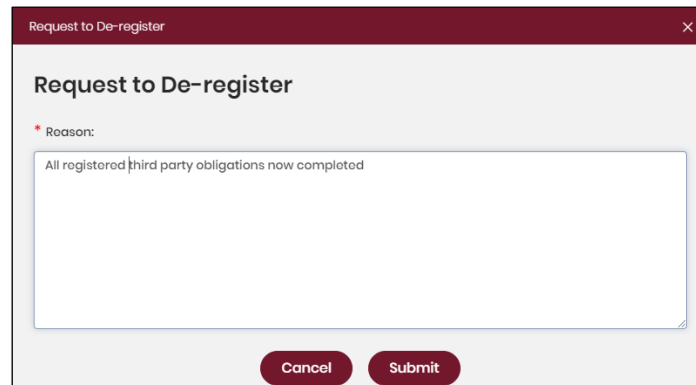
1. When logged into the Self Service Portal (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Select **De-Register** under the third party's name



3. In the pop-up box, enter a reason for your request to deregister the third party.
Then click **Submit**.



Request to De-register

Request to De-register

* Reason:

All registered third party obligations now completed

Cancel Submit

4. The ECQ will email you to confirm the deregistration of your third party.