Electronic Disclosure System (EDS) for Registered Third Parties (Individuals and Organisations)

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE

Electoral Commission QUEENSLAND

VERSION 3.0: NOVEMBER 2020

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. Registering as a Third Party 5
3.1 Registering an Individual as a Third Party 5
3.2 Registering an Organisation as a Third Party 13
3.3 Registering as an Agent of a Registered Third Party 17
3.4 Add Bank Details 18
3.5 De-register third party registration 22
3 Disclosing a Gift Made in the EDS 24
4 Disclosing a Gift Received in the EDS 29
5 Submitting an Election Summary Return 33
6 Amending a Return in the EDS 41
7 Mark a Gift as Returned in the EDS 44

1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for registered third parties (including those wanting to register) participating in state government elections who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2013 (the Regulation).

Users who are only acting as donors 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, which has 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
Internet:	www.ecq.qld.gov.au

2. Glossary

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

Electoral Expenditure

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

- Designing, producing, printing, broadcasting or publishing any kind of material for an election, including (but not limited to) an advertisement for:
    - Broadcast on radio or television, cinema, using the internet, email or SMS;
    - Publication in newspapers or magazines, on billboards, or as brochures, flyers, signs, how-to-vote cards or information sheets;
    - Material for distribution in letters;
- The cost of distributing material for an election, including, for example, the cost of postage, sending SMS messages or couriers;
- Carrying out an opinion poll or research;
- Contracted services related to an activity mentioned above, e.g. fees for consultants or the provision of data.

Expenditure Cap Period

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

Note: *for the 2020 Queensland State general election, the expenditure cap period begins 1 August and ends at 6pm on 31 October 2020.*

Refer to Fact sheet 11 - Information for Third Parties for more information about Expenditure Cap Periods.

Gifts

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

- An amount of electoral expenditure gifted to a participant in an election.
- An amount of 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.
- Provision of volunteer labour or use of a volunteer's vehicle or equipment.

Refer to Fact Sheet 2 - State elections: Definition of gifts and loans 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 Fact Sheet 5 - State elections: Definition of electoral expenditure for more information about gifted electoral expenditure.

Loans

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 any other transaction that is in effect a loan of money.

Note:

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

Refer to Fact Sheet 2 - State elections: Definition of gifts and loans for more information about Loans.

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 expenditure cap period for an election.

Refer to Fact sheet 11 - Information for Third Parties for more information about Third Parties.

Further information about key terms and definitions can also be found in the *Electoral Act 1992* and Electoral Regulation 2013.

3. Registering as a Third Party

After setting up a user profile in the Self Service Portal, third parties who spend (cumulatively) more than $6,000 in electoral expenditure, during the expenditure cap period for an election, are required to submit an application to register as a third party for the election *before* election day.

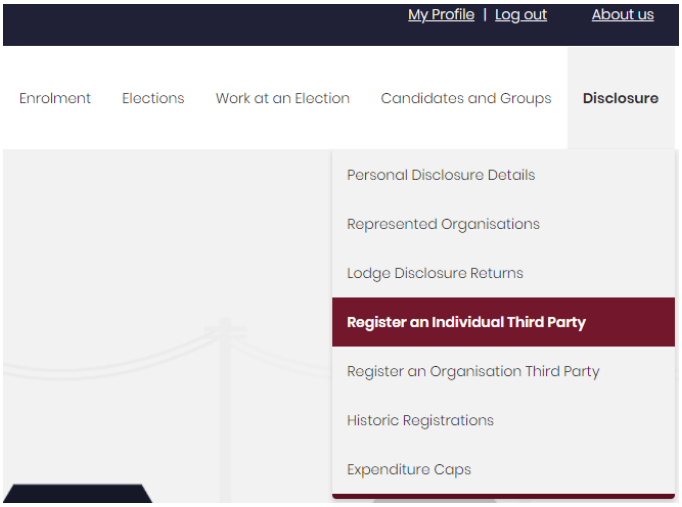
***Note**:*

- *Donations of money to political parties or candidates are not considered electoral expenditure.*
- *Refer to the Glossary for key terms and definitions.*

Refer to the EDS User Guide - How to login to the Electronic Disclosure System using the Self Service Portal for more information on how to set up a Self Service Portal user profile.

3.1 Registering an Individual as a Third Party

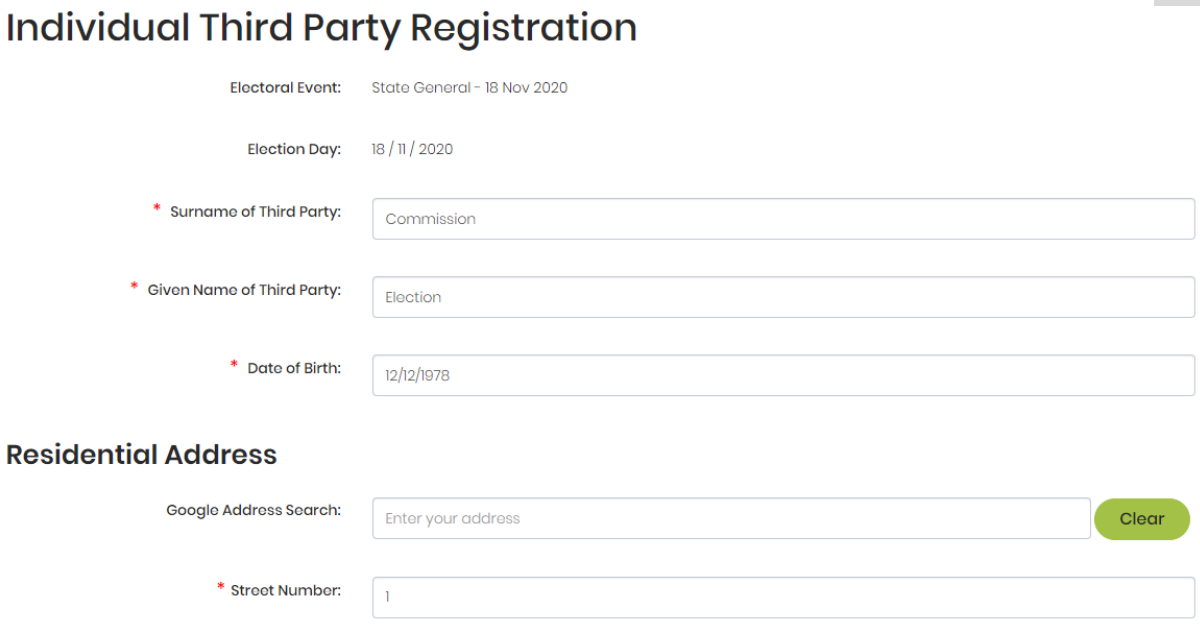
To register an individual as a third party, please use the following instructions.

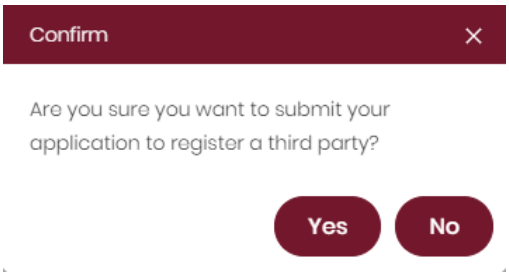


1. In the Self Service Portal, select **Register an Individual Third Party** from the **Disclosure** dropdown menu.

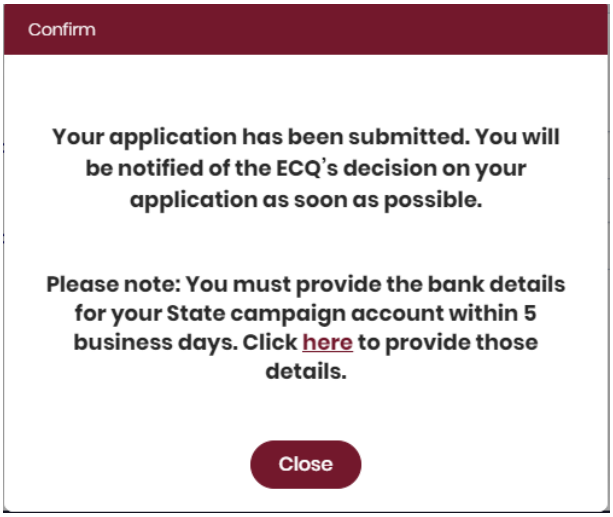
2. Enter **Individual Third Party Registration** details, such as electoral event, name, date of birth and contact details, residential and business address (if applicable), then select **Submit**.

   ***Note:** some information will populate from the electoral roll.*

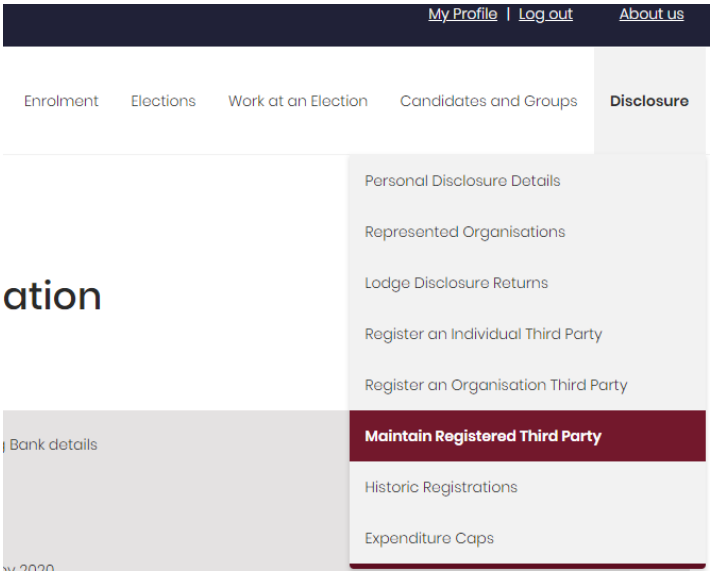




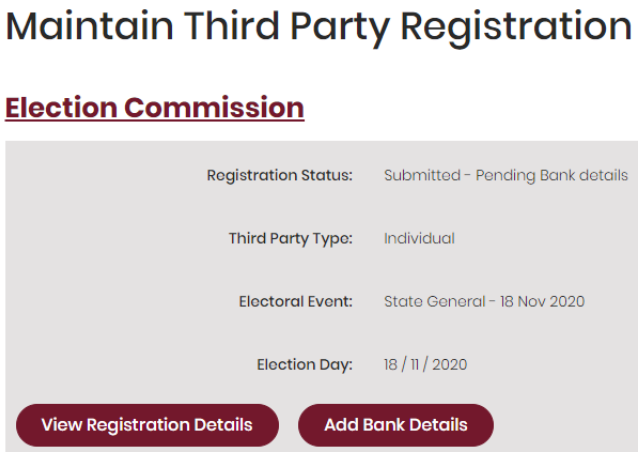
3. Select **Yes** to confirm.



4. Select **Close** to finalise registration or **here** to add your bank details. ***Note:*** *bank details for your state campaign bank account must be provided within 5 business days of your registration. Refer to Add Bank Details for more information on how to add bank details to your third party registration.*



5. To view third party registration status, select **Maintain Registered Third Party** from the **Disclosure** dropdown menu.

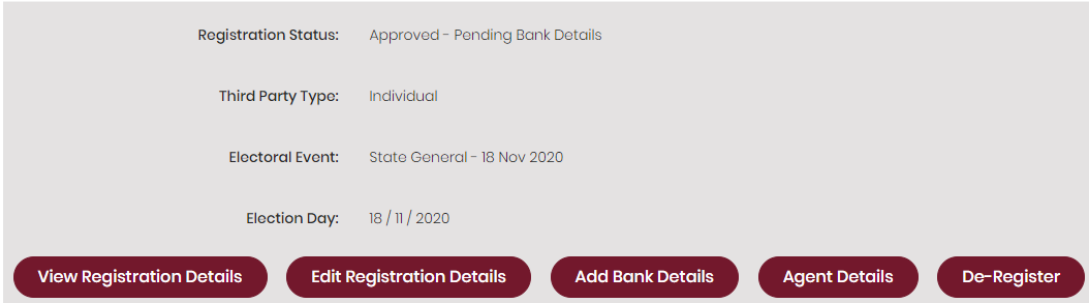


6. Select **View Registration Details** for more information. ***Note:*** *individuals must wait until their registration is approved by ECQ before they can edit or de-register their third party registration and add an agent. See step 7 for more information.*

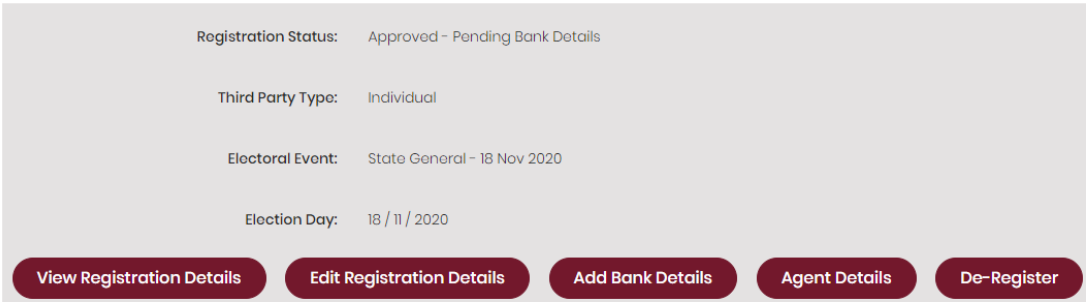
7. Once the individual third party registration is approved, the **Registration Status** updates to **Approved** and additional selections are available, including **Edit Registration Details**, **Agent Details** and **De-Register**.

   Note:

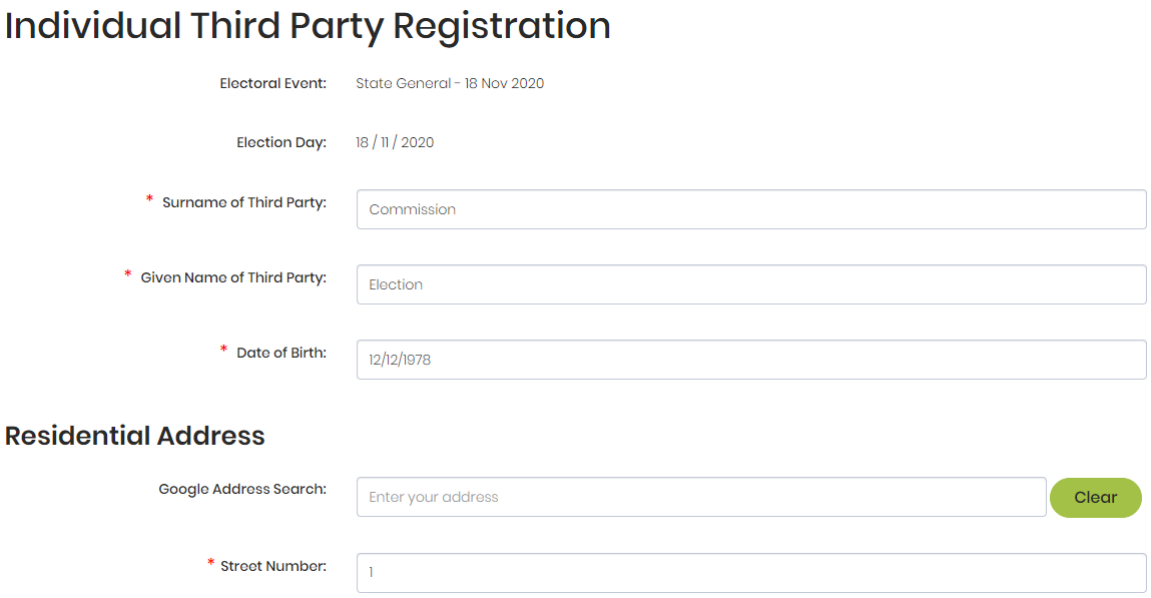
   - *Continue to step 8 to edit registration details.*
   - *Skip to step 12 if you wish to add an agent.*
   - *Refer to [De-register third party registration]() for more information on how to de-register a third party.*

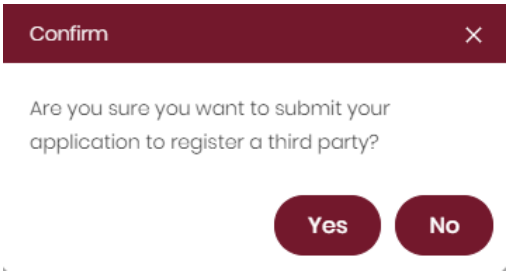


8. On the **Maintain Third Party Registration** page, select **Edit Registration Details**.

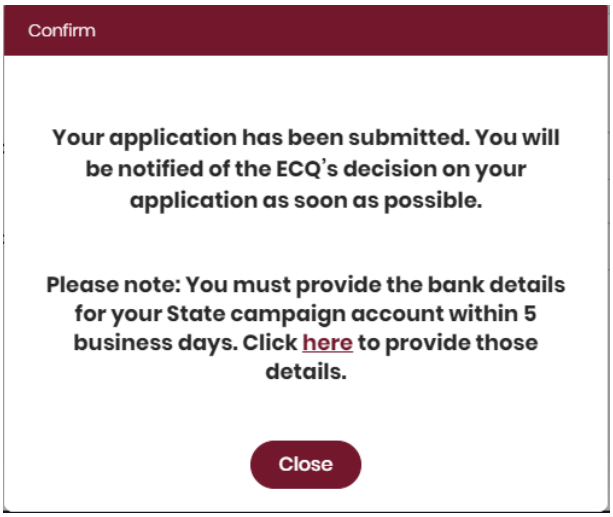


9. Update **Individual Third Party Registration** details, such as electoral event, name, date of birth and contact details, residential and business address (if applicable), then select **Submit**.



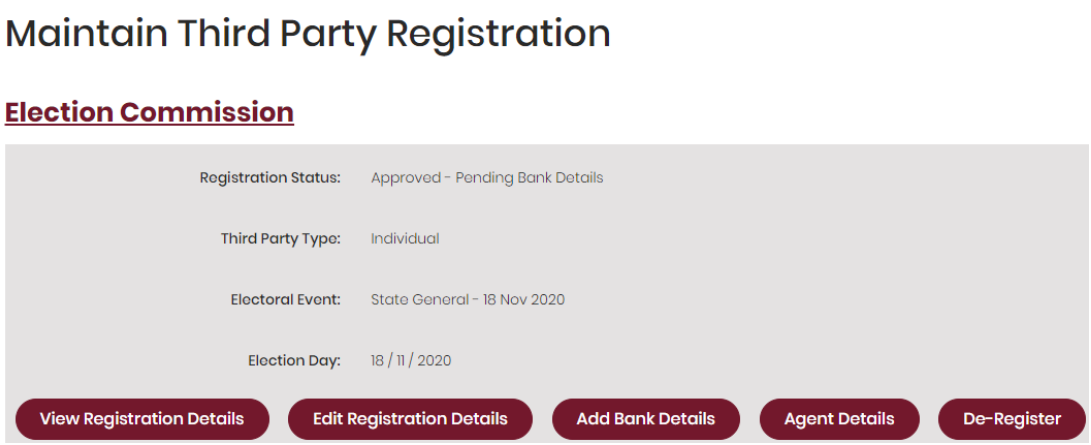


10. Select **Yes** to confirm.



11. Select **Close** to finalise registration or **here** to add your bank details. Select **Back** to return to the **Maintain Third Party Registration** page.
    Note: *bank details for your state campaign bank account must be provided within 5 business days of your registration. Refer to Add Bank Details for more information on how to add bank details to your third party registration.*

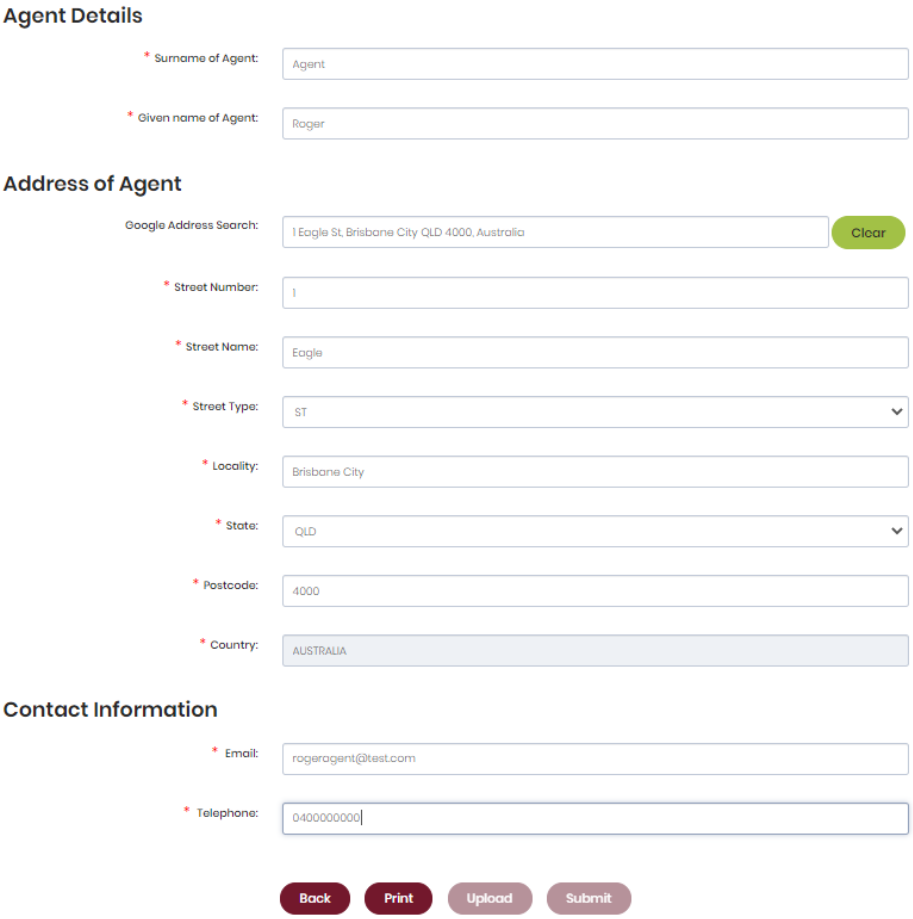
12. On the **Maintain Third Party Registration** page, select **Agent Details**.



13. Select **Add Agent**.

14. Enter agent details, including name, address and contact details, then select **Print**.

    Note: Upload *is available to select, after you have selected* ***Print****.*



15. You and your nominated agent must sign the populated **Appointment of an agent for a third party** form, then scan and save it to a safe location on your computer.

Electoral Commission QUEENSLAND

Appointment of an agent for a third party

A registered third party that is not an individual **MUST** appoint an agent for a State election.

A registered third party that is an individual, or an unregistered third party, **MAY** appoint an agent for a State election.

Only ONE agent can be appointed for a third party.

Where an agent is required to be appointed and one is not appointed or is removed, EACH MEMBER of the executive committee of the third party becomes accountable for the obligations and responsibilities carried out by the agent, until such time as a new agent is appointed.

Where an agent is not required to be appointed, and one is not appointed or is removed, the individual is taken to be their own agent.

Lodgement timeframe

For a registered third party that is not an individual, an agent must be appointed when the third party is first registered. If the person's appointment as the agent ends, a new agent must be appointed **within 28 days.**

For a registered third party that is an individual, or an unregistered third party, an agent may be appointed at any time.

Enquiries and lodgements

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

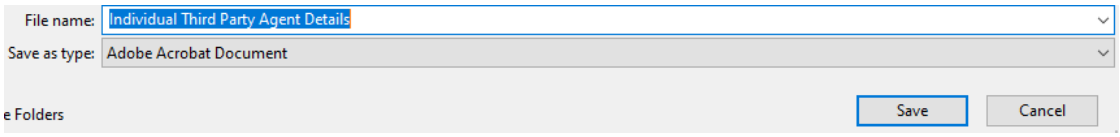
Email: fad@ecq.qld.gov.au
Telephone: 1300 881 665

Post: GPO Box 1393
BRISBANE QLD 4001

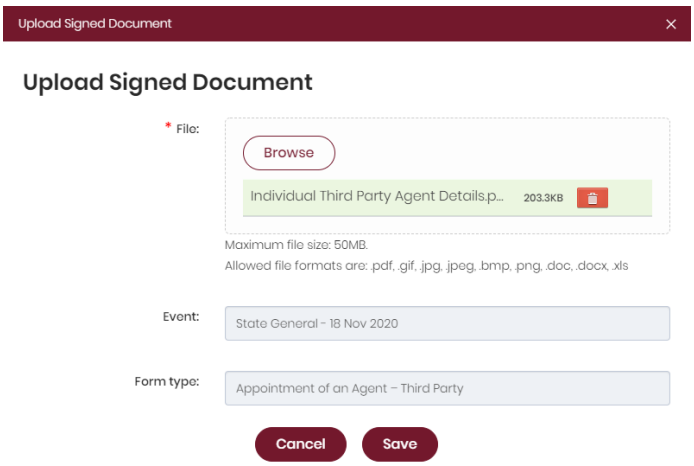
Part A: Details of the third party

A third party that is not an individual MUST appoint an agent for under s208 of the Act (complete details overleaf).

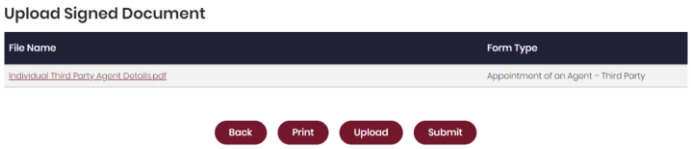
Name of the third party	Election Commission (given name, family name if an individual, or company/organisation name)
Address	1 Eagle ST
	Brisbane City, QLD 4000 (Postcode)
Email	third.party.ind0034@email.com



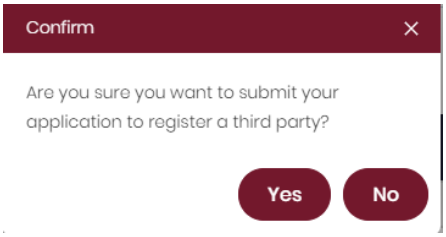
16. Select **Upload.**



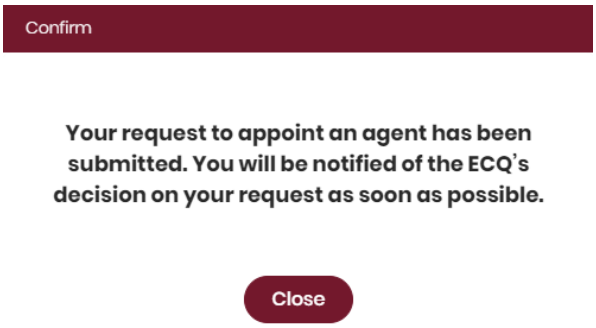
17. Select **Browse**, upload signed form then select **Save**.



18. Select **Submit**.



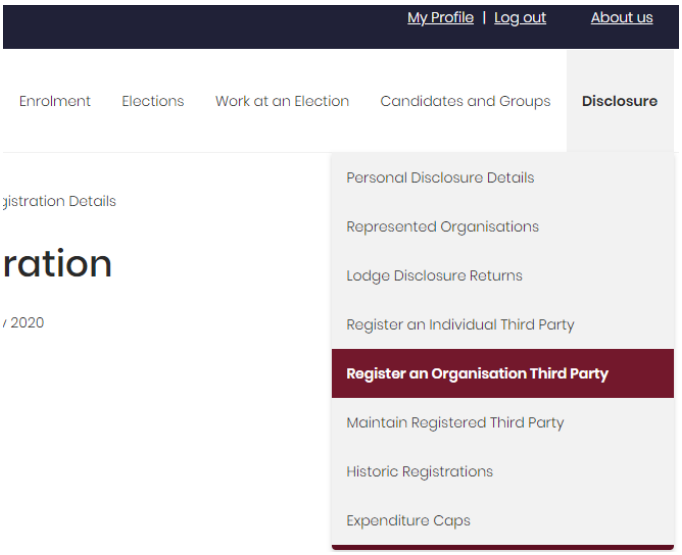
19. Select **Yes** to confirm.



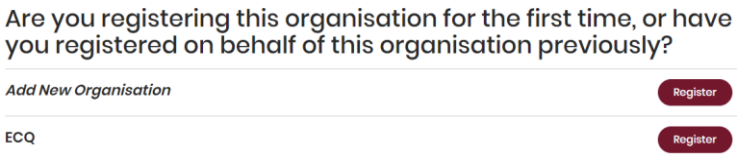
20. Select **Close** and then select **Back** to return to the **Maintain Third Party Registration** page.

3.2 Registering an Organisation as a Third Party

To register an organisation as a third party, please use the following instructions.

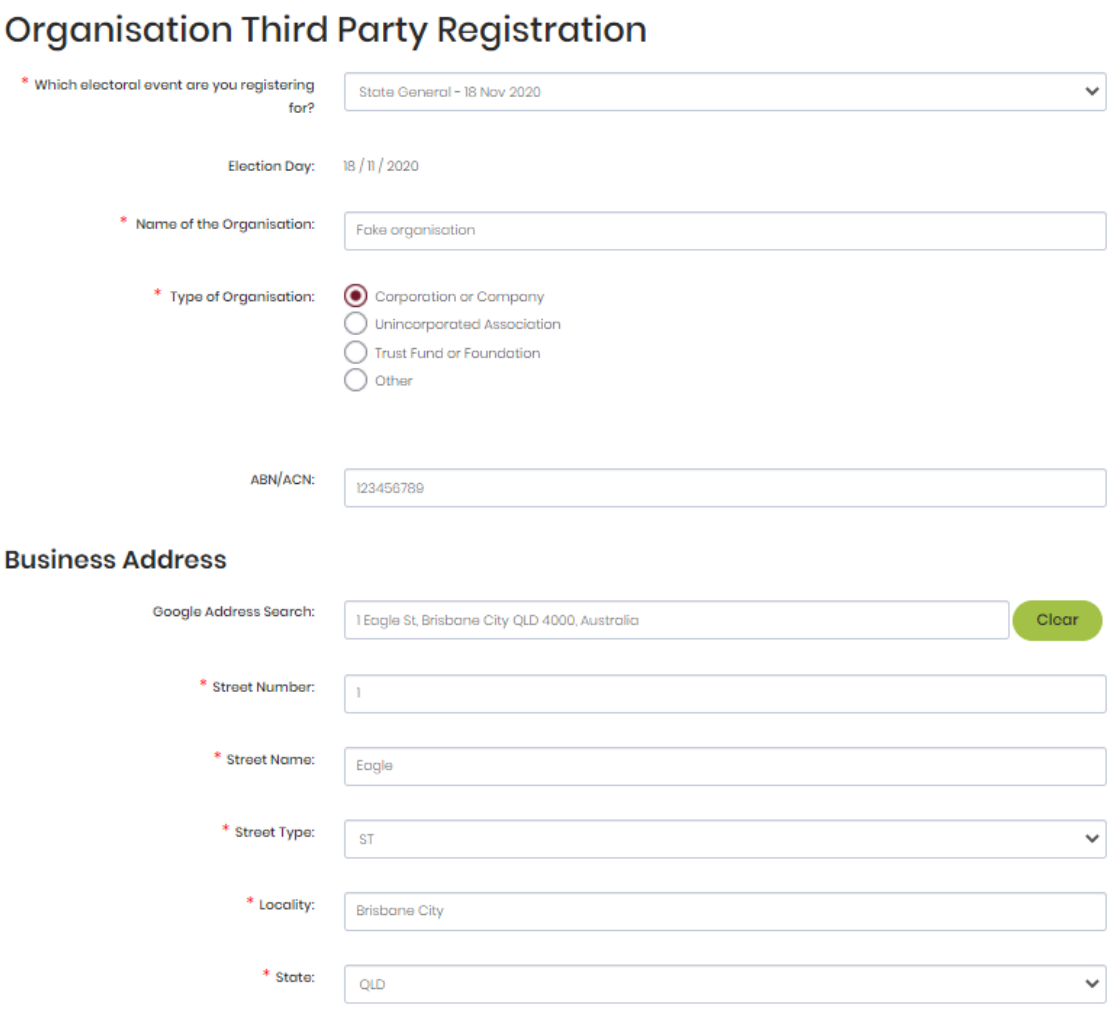


1. In the Self Service Portal, select **Register an Organisation Third Party** from the **Disclosure** dropdown menu.



2. Select **Register** next to **Add New Organisation**.
   Note: *select* ***Register*** *next to your organisation (e.g. ECQ) if you have registered an organisation in the Self Service Portal previously.*

3. Enter **Organisation Third Party Registration** details, such as electoral event, organisation name, type, address and contact details, and agent name and details.



Organisation Third Party Registration

* Which electoral event are you registering for? State General - 18 Nov 2020

Election Day: 18 / 11 / 2020

* Name of the Organisation: Fake organisation

* Type of Organisation:
- (●) Corporation or Company
- ( ) Unincorporated Association
- ( ) Trust Fund or Foundation
- ( ) Other

ABN/ACN: 123456789

Business Address

Google Address Search: 1 Eagle St, Brisbane City QLD 4000, Australia [Clear]

* Street Number: 1

* Street Name: Eagle

* Street Type: ST

* Locality: Brisbane City

* State: QLD

4. Select **Print**.

   Note: Upload *is available to select, after you have selected* ***Print****.*

Electoral Commission QUEENSLAND

Application to register a third party (organisation)

for a State Election

The *Electoral Act 1992* (the Act) requires that a third party must be registered if the electoral expenditure incurred during the capped expenditure period for the election exceeds $6,000.

The ECQ must maintain and publish a register of third parties on the ECQ's website.

The third party has an obligation to notify the ECQ of any change to details (Form QSG07) and must keep records in accordance with the Act. The Act requires all records to be kept for a period of 5 years.

The Act requires a third party to keep a State campaign account that is a bank account solely used for all electoral expenditure, gifts, loans, and political donations.

The ECQ MUST be informed of the details of the State campaign account using Form QSG16C.

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

Telephone: 1300 881 665

Post: GPO Box 1393
BRISBANE QLD 4001

This form is for the registration of an organisation as a third party in the

State General - 18 Nov 2020 (name of the by-election or general election) **election to be held on** 18 / 11 / 2020 (Day Month Year)

Part A: Details of the third party - the organisation

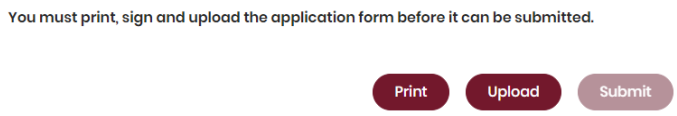
An agent **MUST** be appointed for a third party that is not an individual under s 208 of the Act (complete details overleaf).

Name of the organisation: Fake organisation

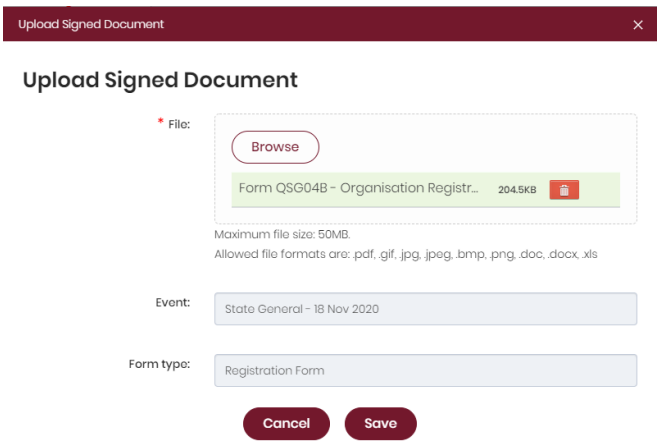
Type of organisation: Corporation or Company (corporation, unincorporated association, trust fund / foundation)

ABN/ACN: 123456789

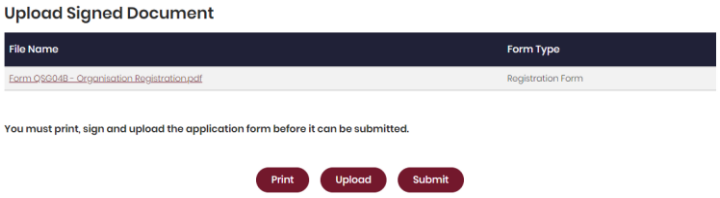
5. You and the nominated agent for the organisation must sign the populated **Application to register a third party (organisation)** form, then scan and save it to a safe location on your computer.



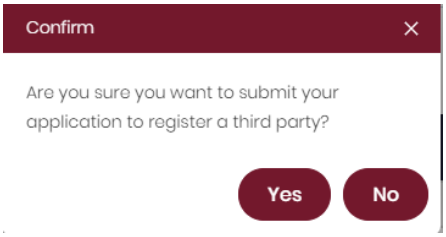
6. Select **Upload.**



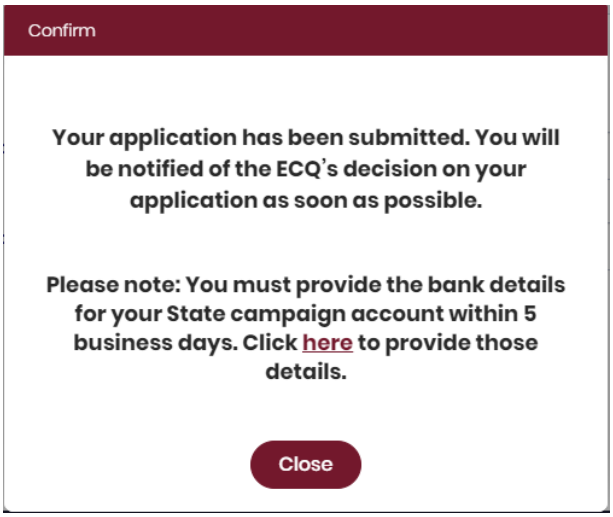
7. Select **Browse**, upload signed form then select **Save**.



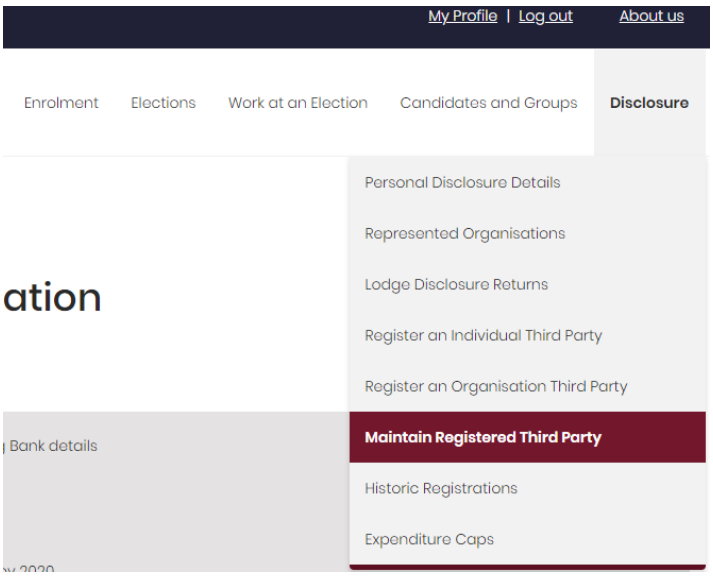
8. Select **Submit**.



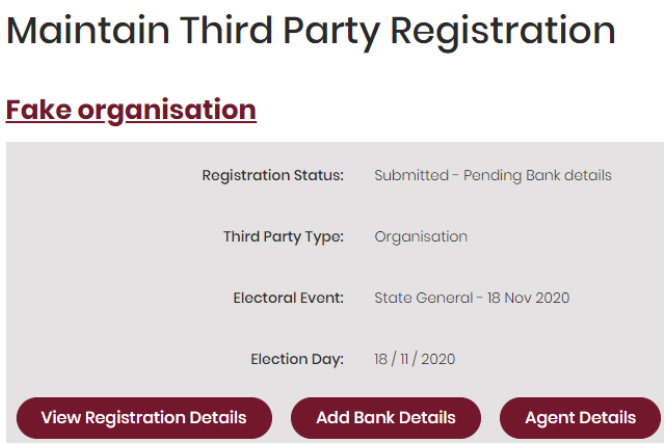
9. Select **Yes** to confirm.



10. Select **Close** to finalise registration or **here** to add your bank details. ***Note:*** *bank details for your state campaign bank account must be provided within 5 business days of your registration.*



11. To view third party registration status, select **Maintain Registered Third Party** from the **Disclosure** dropdown menu.



12. Select **View Registration Details** for more information about your organisation or **Agent Details** for more information about your agent or to remove your agent.

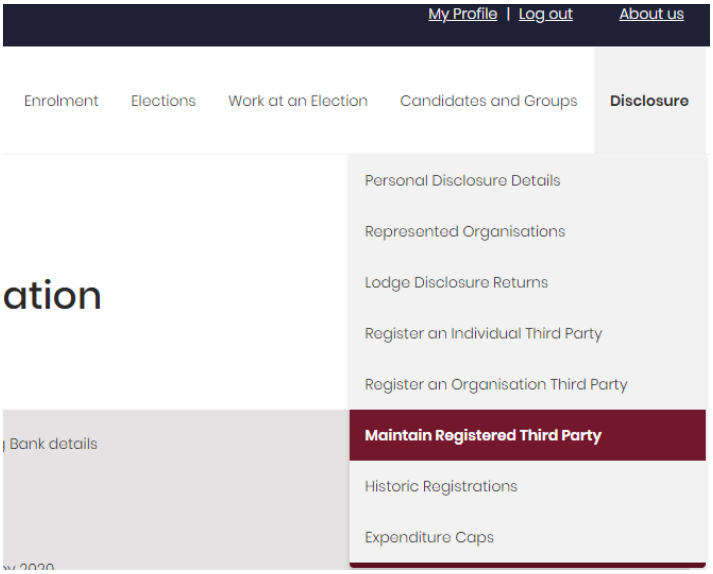
3.3 Registering as an Agent of a Registered Third Party

To register as an agent of a registered third party, you will also need to log into your account in the Self Service Portal.

Note:

- *Agents must use the same email address entered in the **Agent Details** section as they do in the Self Service Portal. If agents create their account in the Self Service Portal with a different email address, their account will not link.*
- *Agents must register in the Self Service Portal to enable them to submit an election summary return on behalf of a registered third party.*

Refer to the EDS User Guide - How to login to the Electronic Disclosure System using the Self Service Portal for more information on how to set up a Self Service Portal user profile.



1. To add agent details, select **Maintain Registered Third Party** from the **Disclosure** dropdown menu.

2. Select the relevant link below depending on whether you are an agent for an individual or an organisation.

   Refer to step 12 in Registering an Individual as a Third Party for more information on how to add agent for an Individual Third Party.

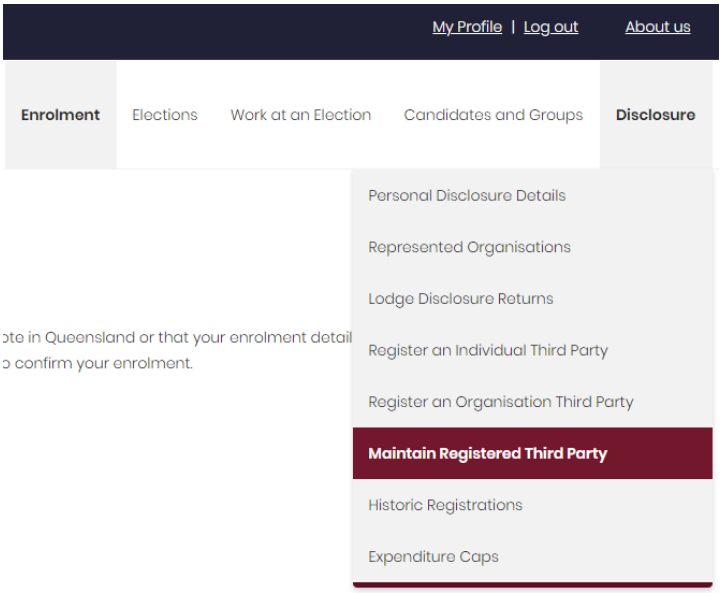
   Refer to Registering an Organisation as a Third Party for more information on how to add agent for an Organisational Third Party.

3.4 Add Bank Details

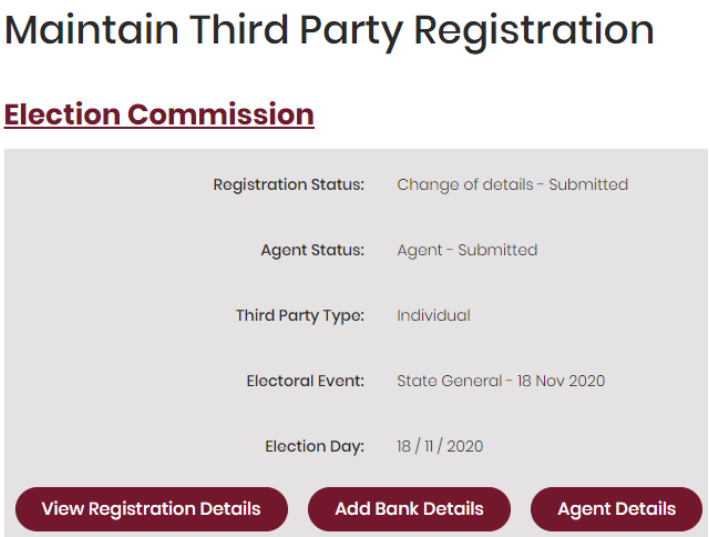
All third parties (or their agents) are required to establish a dedicated State campaign bank account with a bank or other financial institution; and use it for all transactions relating to a State election campaign. Refer to Fact Sheet 1 - State campaign bank accounts for more information on dedicated bank accounts for candidates.

Bank details are required to be submitted within 5 business days of third party registration.

To add bank details for a third party, please use the following instructions after you have registered as a third party in EDS.



1. In the Self Service Portal, select **Maintain Third Party Registration** from the **Disclosure** dropdown menu.



2. On the **Maintain Third Party Registration** page, select **Add Bank Details**.

3. Enter bank details, such as **Name of financial institution**, **Name of account**, **BSB** and **Account Number**, and then select **Print.**

   Note:

   - *Third party (or their agent) is required to **Print** and sign the **State campaign account details** form and then upload signed form to the Self Service Portal.*
   - ***Upload** is available to select, after you have selected **Print**.*

Bank Details

* Name of Financial Institution:	Suncorp
* Name of Account:	State election 2020 bank account
* BSB:	484 - 799
* Account Number:	65489754

Back | Print | Upload | Submit

4. Sign and scan **State campaign account details** form and save to a safe location.

Electoral Commission QUEENSLAND

State campaign account details

For third parties

The *Electoral Act 1992* requires a third party to keep a **State campaign account** that is a bank account solely used for all electoral expenditure, gifts, loans, and political donations.
If details of the State campaign account changes, the third party or its appointed agent MUST notify the ECQ of the change.

Lodgement timeframe

Changes to a State campaign account must be submitted **within 5 business days.**

Enquiries and lodgements

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

by: Email: fad@ecq.qld.gov.au
Telephone: 1300 881 665

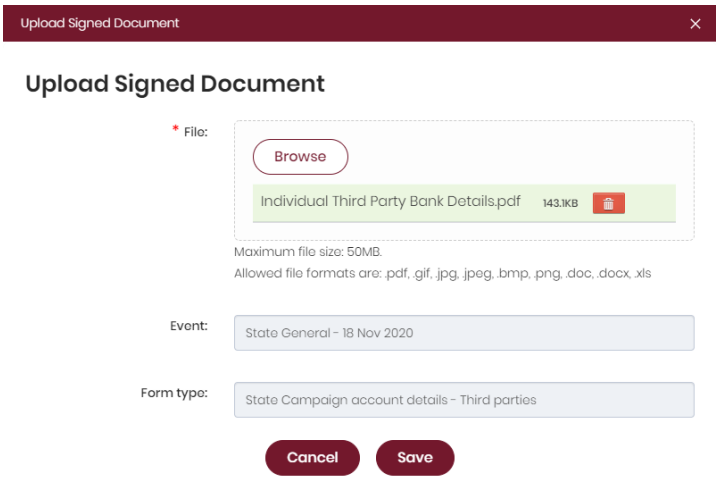
Post: GPO Box 1393
BRISBANE QLD 4001

This form is to advise the ECQ of:
- [x] a State campaign account
- [ ] changes to an existing State campaign account

Part A: Details of the third party and appointed agent

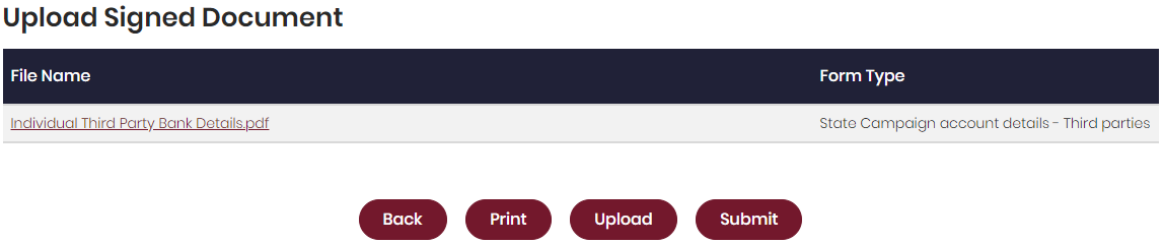
Name of third party	Election Commission
Name of agent (if applicable) (given name, family name)	
Address	1 Eagle ST
	Brisbane City, QLD 4000 (Postcode)
Email	third.party.ind0034@email.com

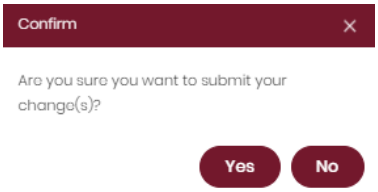
5. Select **Upload**.



6. Select **Browse** to find the signed **State campaign account details** form and then select **Upload**.
   Note: Submit *is available to select, after you have selected* ***Upload****.*

7. The signed **State campaign account details** now displays under the **Upload Signed Document** section. Select **Submit**.



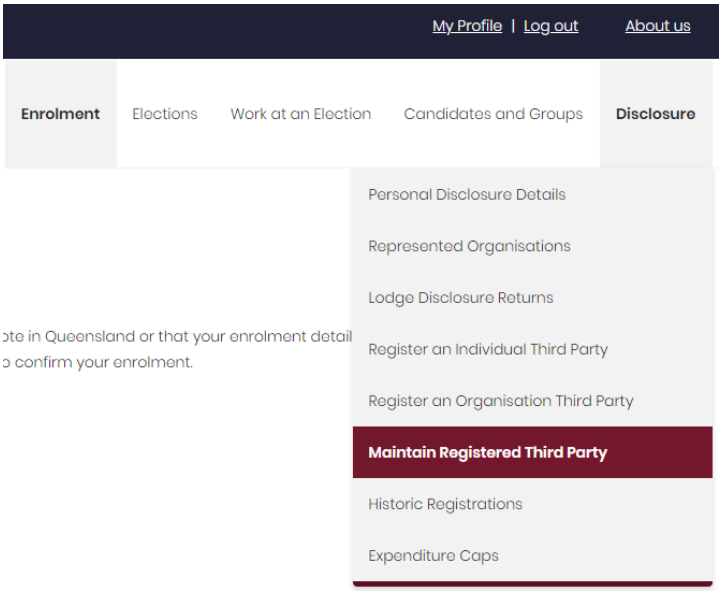


8. Select **Yes** to confirm and then select **Close**.
   Note: *after adding your bank details, select* ***Edit Bank Details*** *to update on the* ***Maintain Third Party Registration*** *page.*

3.5 De-register third party registration

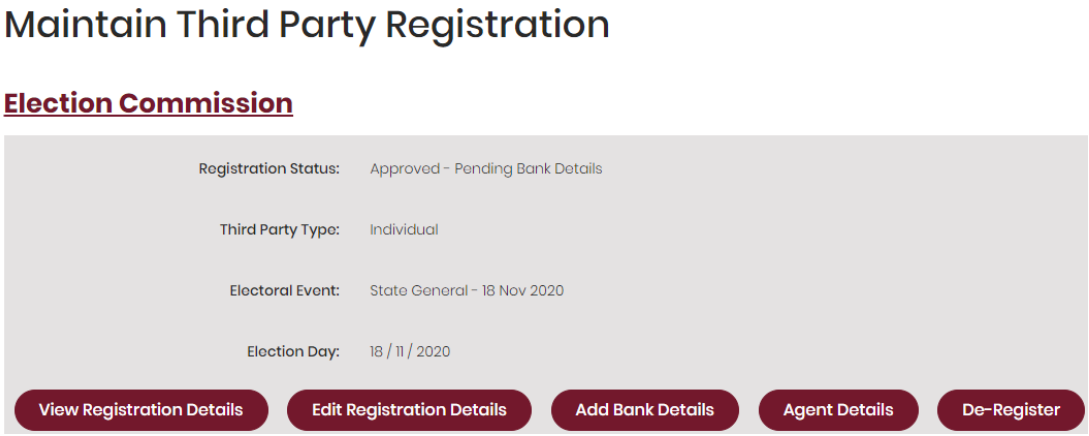
Third parties can de-register their third party registration after completing their disclosure obligations.

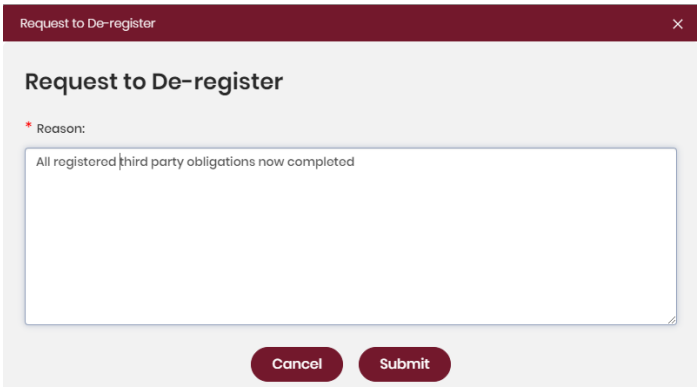
To de-register third party registration, please use the following instructions.



1. In the Self Service Portal, select **Maintain Third Party Registration** from the **Disclosure** dropdown menu.

2. On the **Maintain Third Party Registration** page, select **De-Register**.



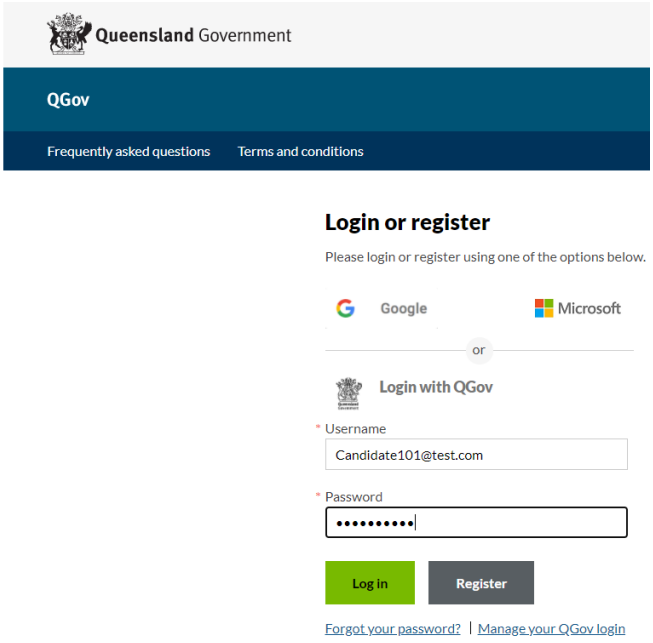


3. On the **Request to De-register** page, enter mandatory reason why you wish to de-register and then select **Submit**.

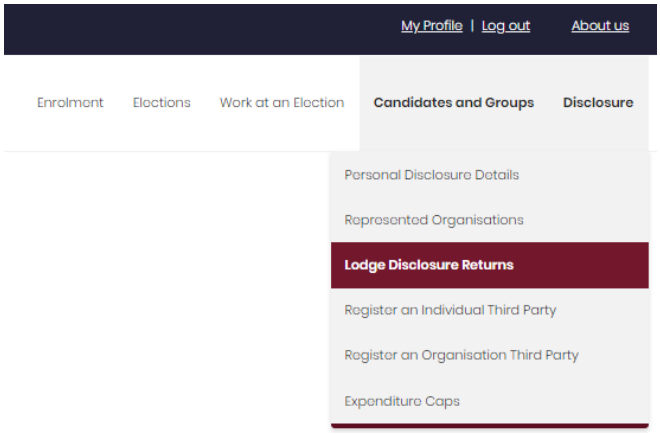
3 Disclosing a Gift Made in the EDS

Registered third parties who make gifts of $1,000 or more (cumulatively) are required to disclose the details of the gift in a return.

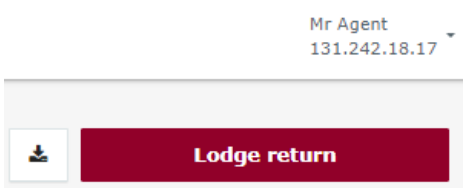
For third parties to lodge a return for a gift made to a registered political party or state government candidate, please use the following instructions.



1. Click here to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.
   Note: *select* ***Forgot your password?*** *and follow the prompts if you have forgotten your password.*



2. Select **Lodge Disclosure Returns** from the **Disclosure** dropdown menu.

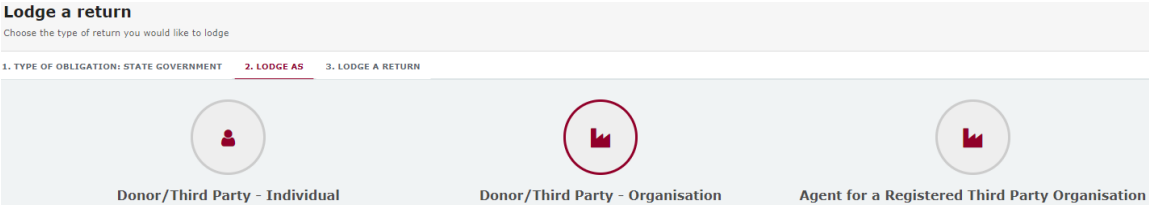


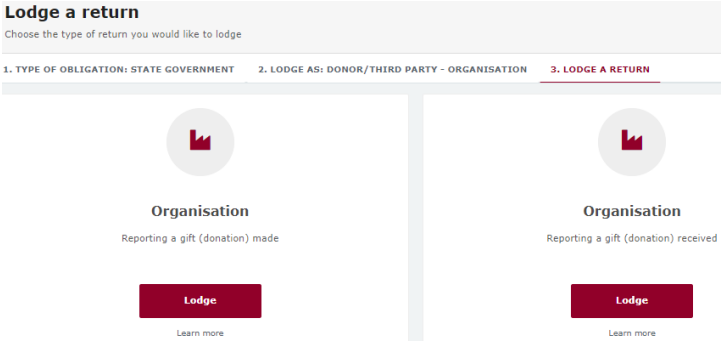
3. Select **Lodge return**.

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

5. Under **Lodge As**, select **Donor / Third Party - Organisation**.

   Note: *if you are an individual third party, select* ***Donor / Third Party - Individual****.*

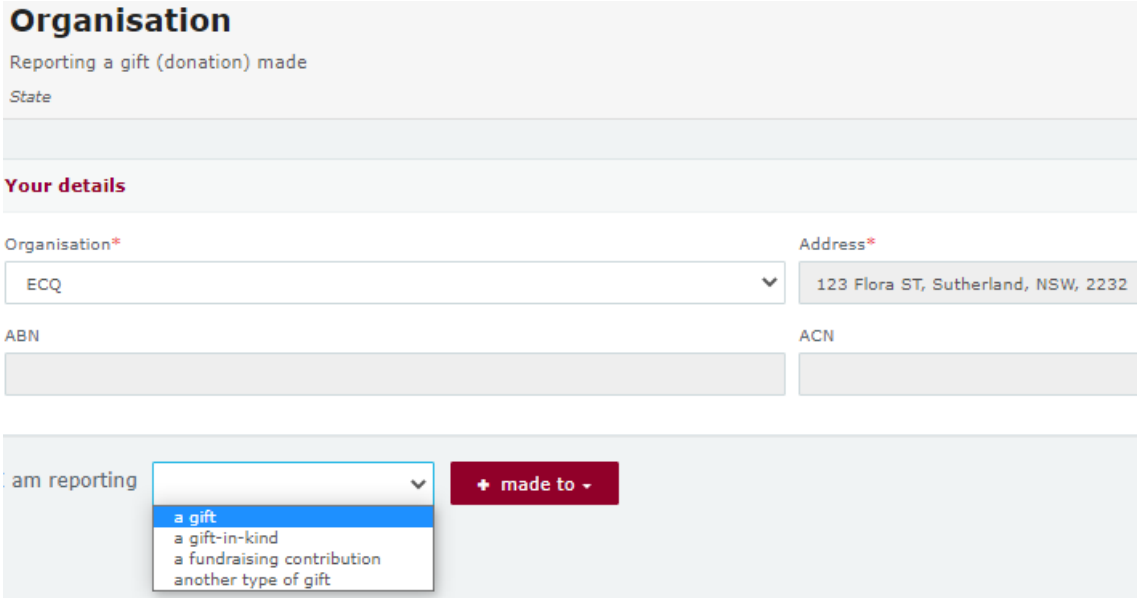


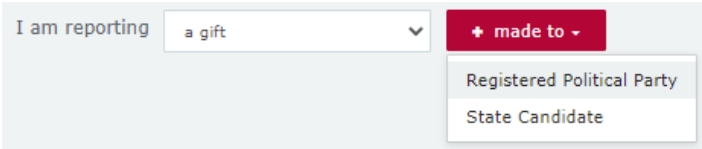


6. Under **Organisation: Reporting a gift (donation) made**, select **Lodge**.

   Note: *if you are an individual third party, under* ***Individual: Reporting a gift (donation) made****, select* ***Lodge****.*

7. Select gift type using the **I am reporting** dropdown menu (e.g. a gift).



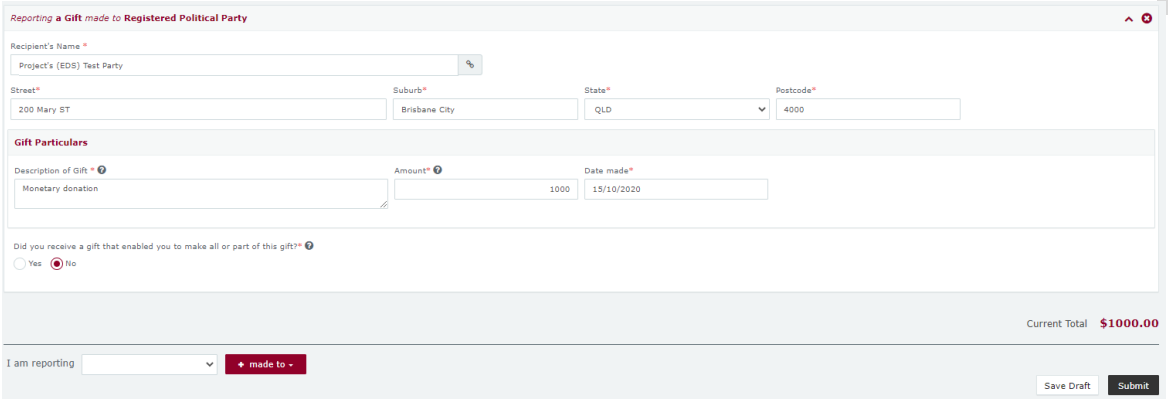


8. Select donor type from the **+ received from** dropdown menu (e.g. Registered Political Party).

9. Enter all mandatory gift reporting information, such as recipient name and address, description of gift, amount and date made.

   Note:

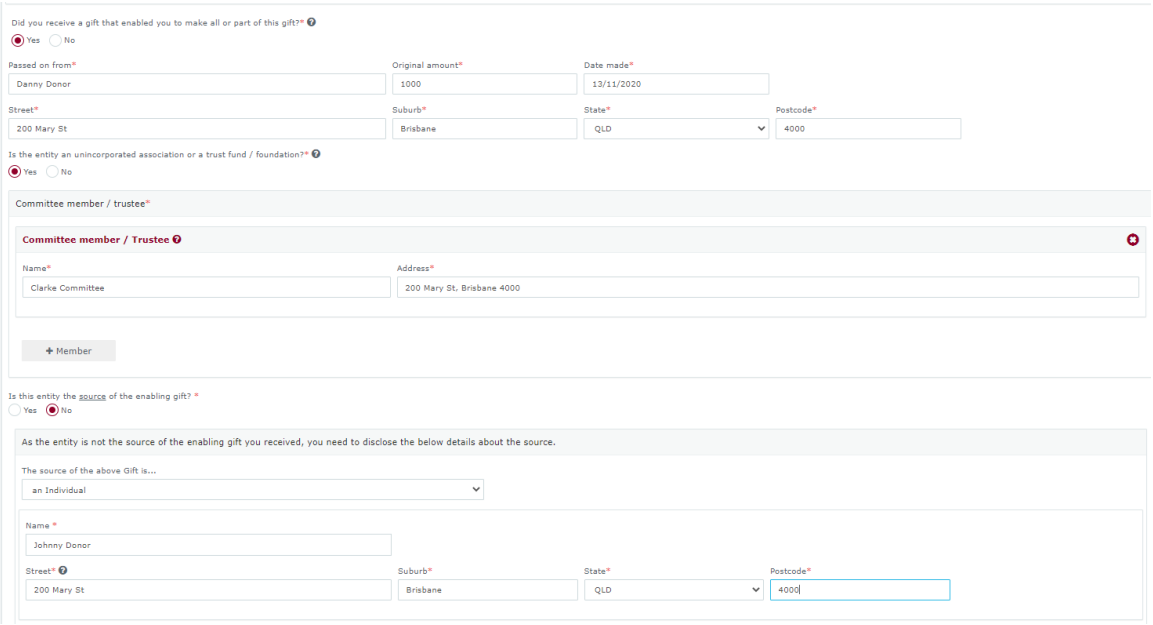
   - *If **No** is selected to* **Did you receive a gift that enabled you to make all or part of the gift?**, skip to step 11.
   - *If **Yes** is selected to* **Did you receive a gift that enabled you to make all or part of the gift?**, continue to step 10.
   - *Additional gifts can be disclosed by selecting **+ received from** and repeating the steps above.*

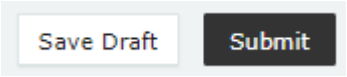


10. Select **Yes** to **Did you receive a gift that enabled you to make all or part of the gift?** (i.e. were you given this gift by someone else, to donate on their behalf) and enter name, address, amount and date made.

    Note:

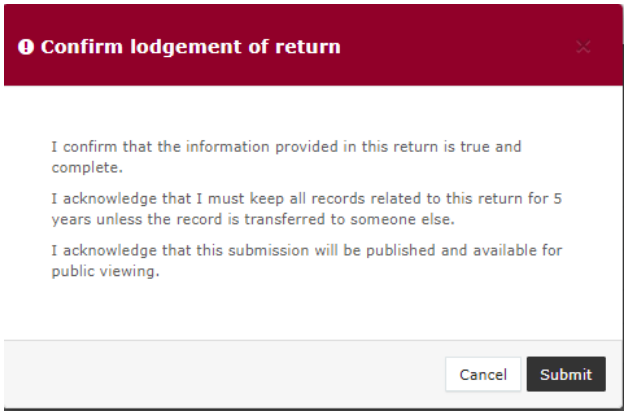
    - *If **Yes** is selected to **Is this entity an unincorporated association or a trust fund / foundation?**, enter name and address of the **Committee member / Trustee**.*
    - *If **No** is selected to **Is this entity the source of the enabling gift?**, enter entity type, name and address.*





11. Select **Submit**.

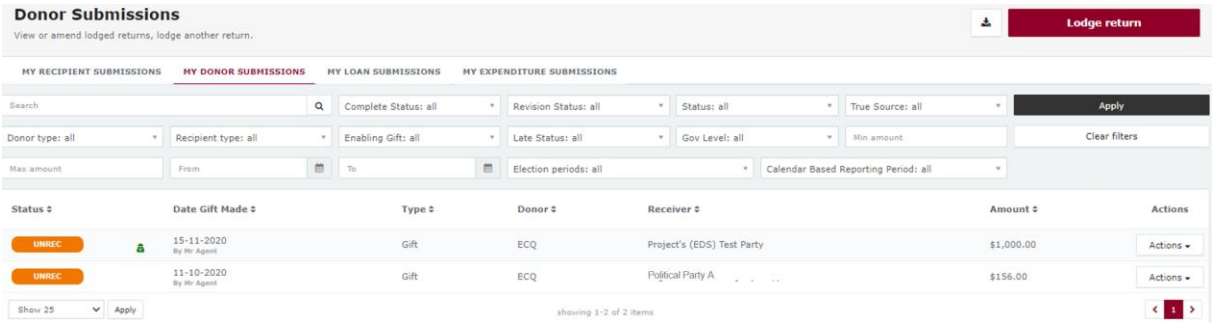
    Note: *select* ***Save Draft*** *to save a draft of your gift made at any time. Select* ***Drafts*** *from the side menu to access this record at a later date.*



12. Select **Submit** to confirm.

13. The gift made will display on the **Donor Submissions** page under the **My Donor Submissions** tab, and on the public **Gift Map** and **Reports** pages within 24 hours of submission.

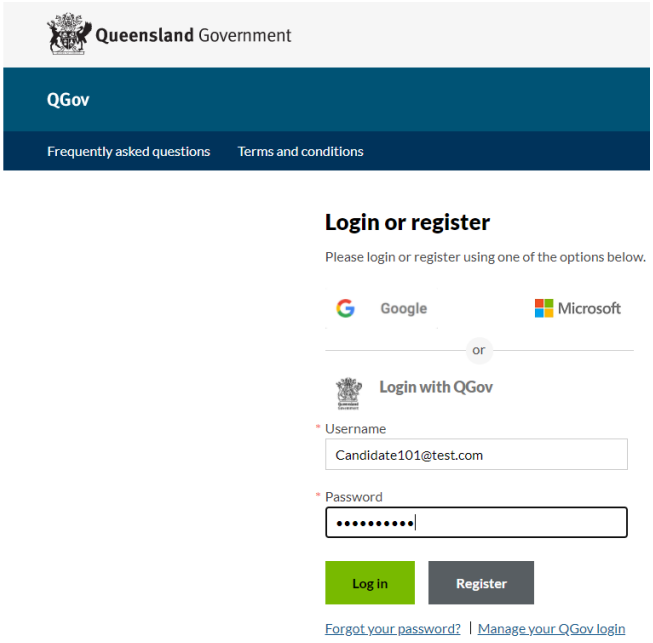
    Note: *gift made* ***Status*** *will display as UNREC (i.e. unreconciled) until recipient lodges a matching return.*



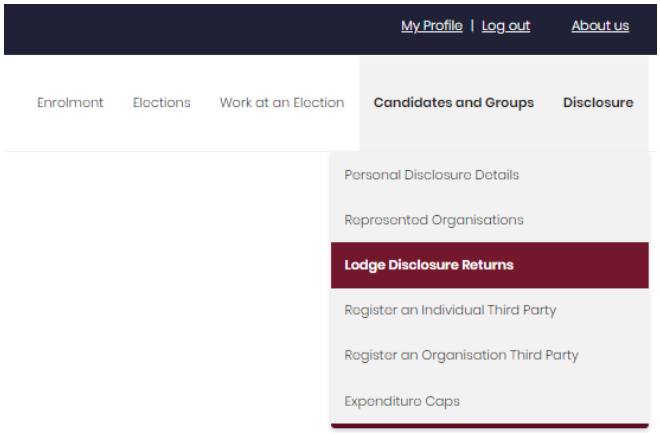
4 Disclosing a Gift Received in the EDS

Third parties who receive gifts of $1,000 or more (cumulatively) are required to disclose the details of the gift in a return if they use the gift for a political purpose.

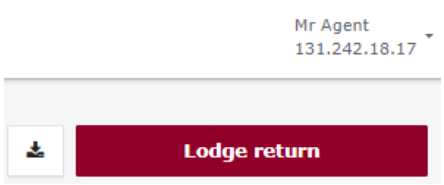
For third parties to lodge a return for gifts received, please use the following instructions.



1. Click here to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.
   Note: *select* ***Forgot your password?*** *and follow the prompts if you have forgotten your password.*



2. Select **Lodge Disclosure Returns** from the **Disclosure** dropdown menu.

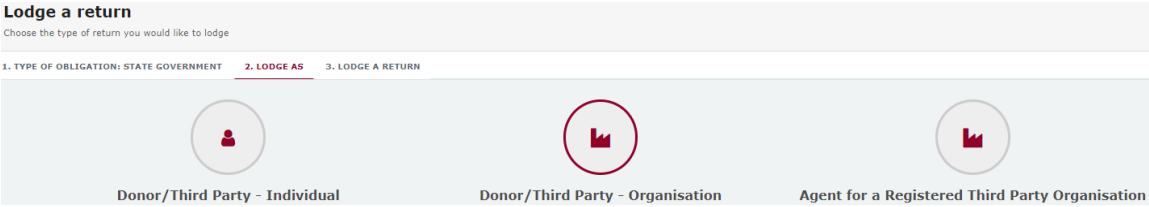


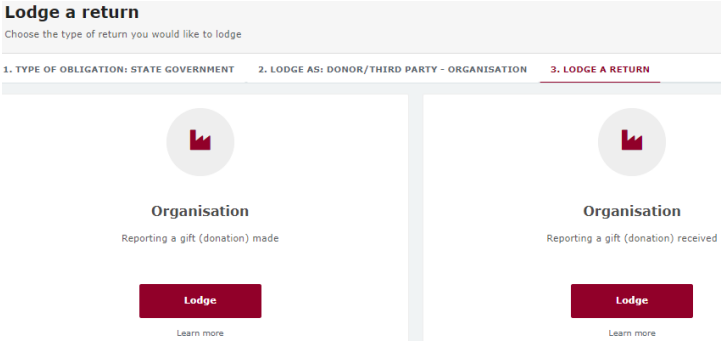
3. Select **Lodge return**.

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

5. Under **Lodge As**, select **Donor / Third Party - Organisation**.

   Note: *if you are an individual third party, select* ***Donor / Third Party - Individual****.*

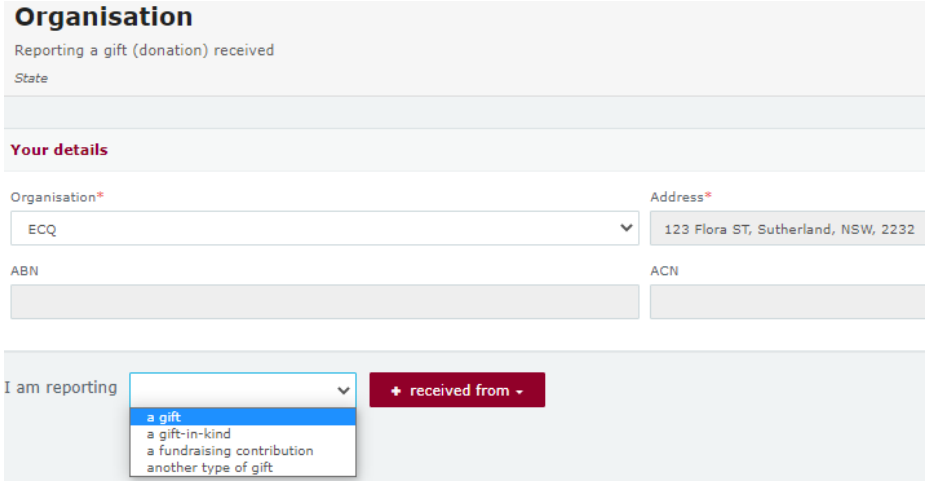


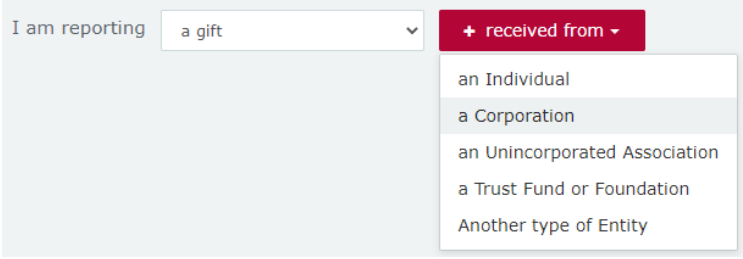


6. Under **Organisation: Reporting a gift (donation) received**, select **Lodge**.

   Note: *if you are an individual third party, under* ***Individual: Reporting a gift (donation) received****, select* ***Lodge****.*

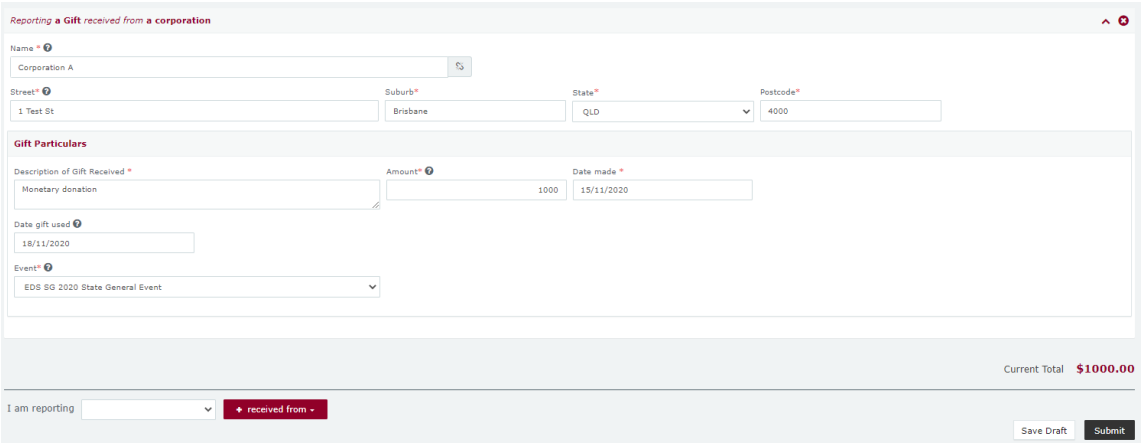
7. Select gift type using the **I am reporting** dropdown menu (e.g. a gift).

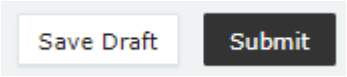




8. Select donor type from the **+ received from** dropdown menu (e.g. a Corporation).

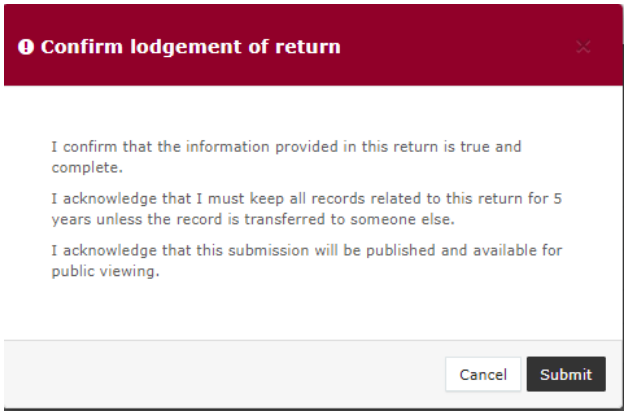
9. Enter all mandatory gift reporting information, such as name and address of the entity giving the gift, description of gift received, amount and date made. ***Note:*** *additional gifts can be disclosed by selecting* ***+ received from*** *and repeating the steps above.*





10. Select **Submit**.

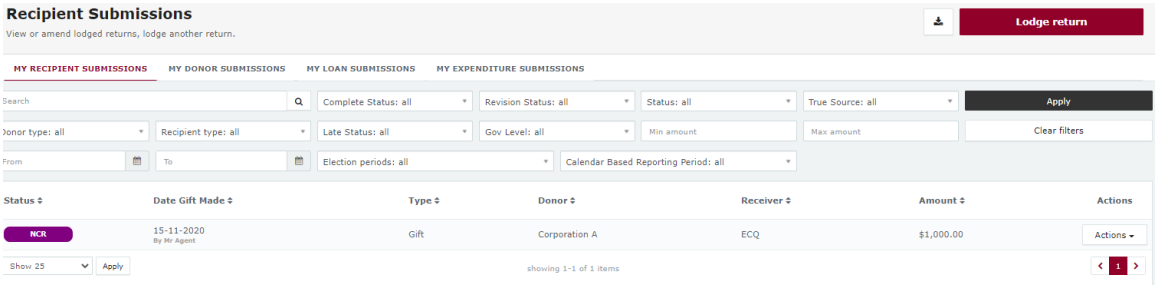
    Note: *select* ***Save Draft*** *to save a draft of your gift received at any time. Select Drafts from the side menu to access this record at a later date.*



11. Select **Submit** to confirm.

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

    Note: *gift received* ***Status*** *will display as NCR (i.e. no corresponding return) to signify that a corresponding return from the donor is not required.*



5 Submitting an Election Summary Return

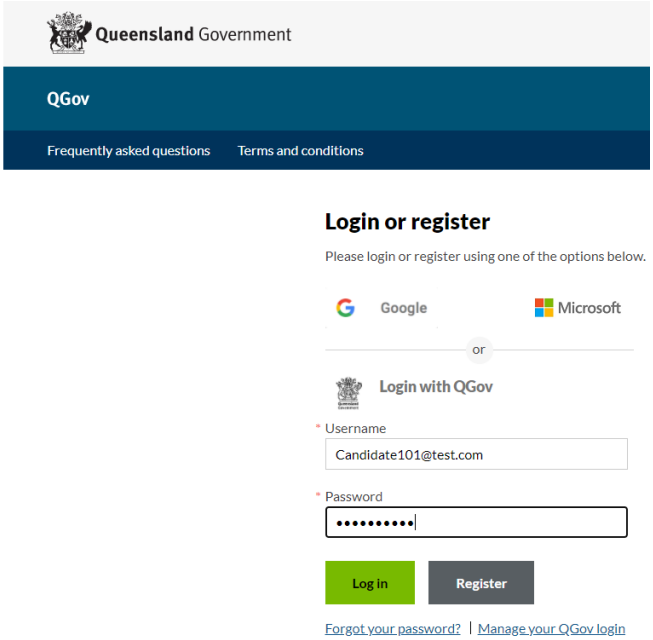
All registered third parties who are registered for a state general election or a state by-election are required to lodge an Election Summary Return within 15 weeks of election day.

In this return, registered third parties are required to disclose the total amount of all gifted electoral expenditure and the total amount of electoral expenditure that was incurred for the election, even if electoral expenditure is nil.

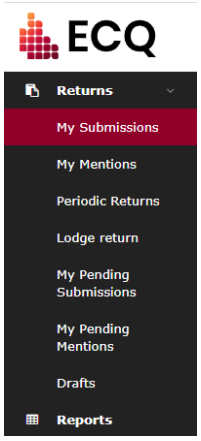
Note:

- *All gifted electoral expenditure third parties receive must be disclosed, even if the amount has already been declared as a gift-in-kind or if the value is less than $1,000.*
- *Refer to the Glossary for key terms and definitions.*

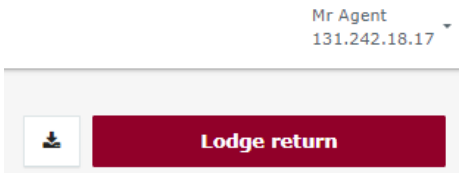
To lodge your Election Summary Return, please use the following instructions.



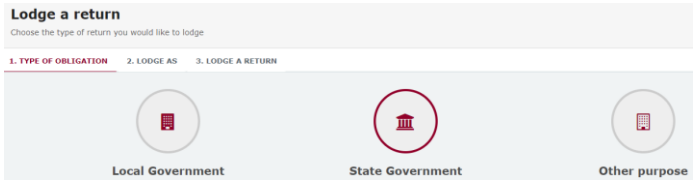
1. Click here to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.
   Note: *select* ***Forgot your password?*** *and follow the prompts if you have forgotten your password.*



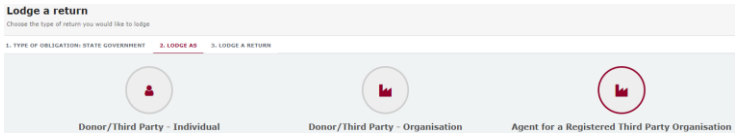
2. Select **My Submissions** in the EDS menu.



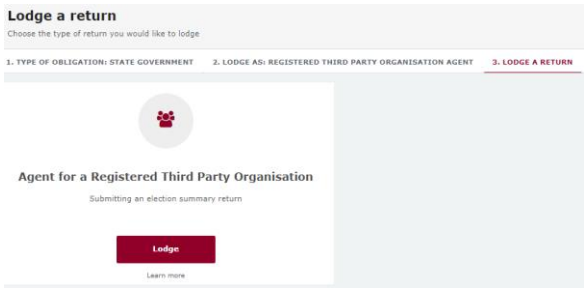
3. Select **Lodge return**.



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



5. Under **Lodge As**, select **Agent for a Registered Third Party Organisation**. ***Note:*** *users lodging on behalf of an individual will select* ***Agent for a Registered Third Party Individual****.*



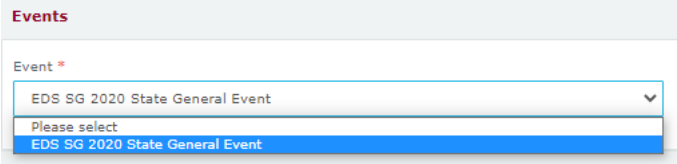
6. Under **Lodge a Return**, select **Lodge** for **Agent for a Registered Third Party Organisation: Submitting an**

Note: *users lodging on behalf of an individual will select Lodge for* ***Agent for a Registered Third Party Individual: Submitting and election summary return****.*

election summary return.

7. If applicable, select the relevant **Third party organisation** using the dropdown menu (e.g. ECQ).

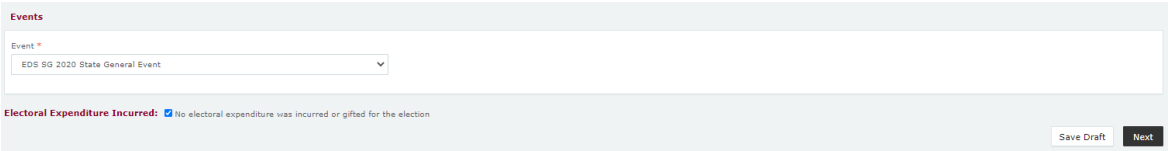
   Note: Address *and, if available,* ***ABN*** *or* ***ACN*** *auto-populates after* ***Third party organisation*** *is selected.*

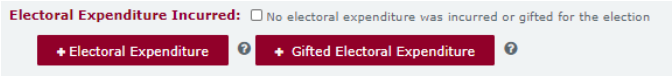


8. Select **Event** using the dropdown menu (e.g. EDS SG 2020 State General Event).

9. If you did not incur any electoral expenditure, and were not gifted any electoral expenditure, for the election, check the **No electoral expenditure was incurred or gifted for the election** box, then select **Next**.

   Note: *if no electoral expenditure was incurred or gifted for the election, continue to step 18, otherwise continue to step 10.*



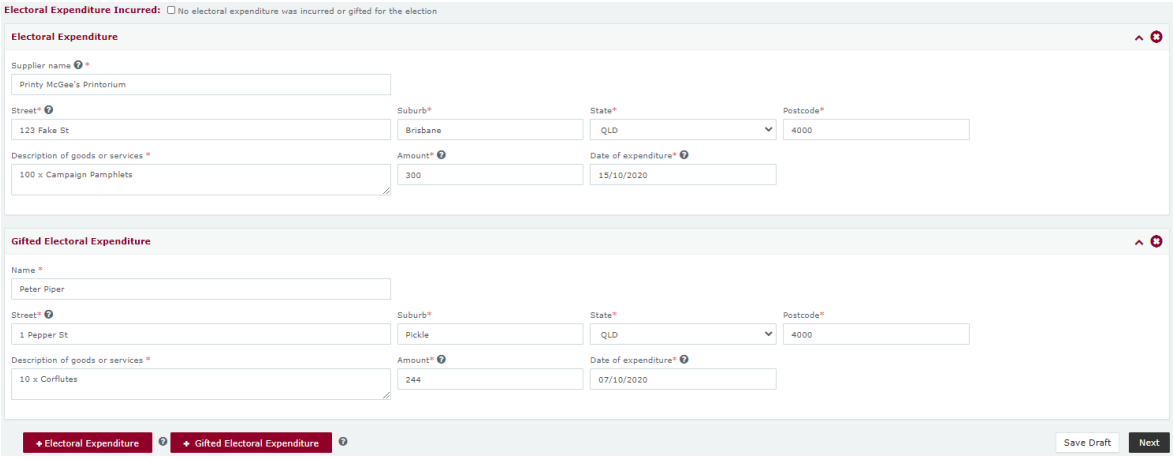


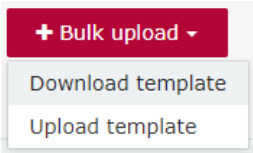
10. Select **+ Electoral Expenditure** or **+ Gifted Electoral Expenditure** depending on the type of expenditure incurred. ***Note:*** *to disclose numerous expenditure items, skip to step 12.*

11. Under the **+ Electoral Expenditure** and **+ Gifted Electoral Expenditure** sections, enter mandatory fields including name, address, description of goods or services, amount and date of expenditure.

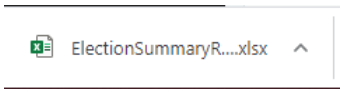
    Note:

    - *Select **+ Electoral Expenditure** and **+ Gifted Electoral Expenditure** to enter additional items.*
    - *Select **Save Draft** to save a draft of your return at any time (drafts are accessed in the **Drafts** side menu).*





12. To enter numerous expenditure items, select **+ Bulk upload** using the dropdown menu and then select **Download template**.



13. Select to open the file, once downloaded.

Note:

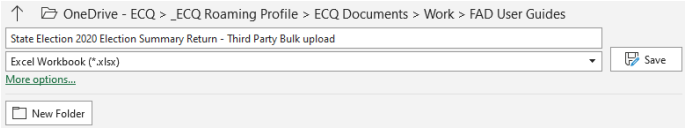
- *Google Chrome downloads appear in the lower left of the page.*
- *Internet Explorer downloads appear in a pop-up box.*
- *Apple Safari downloads are available in the download icon in the lower right of the screen.*

14. Select **Enable Editing** and enter mandatory fields including electoral expenditure type, name, address, description of goods or services, amount and date of expenditure.

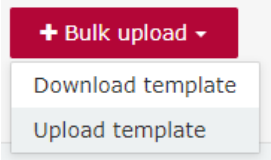
    Note:

    - *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.*

Type	Name / Supplier Name						Amount	Description of goods or services	Date of expenditure
	Name	Street	Suburb	State	Postcode	Country			
Electoral Expendit	Printer Shop	1 Eagle St	Brisbane	QLD	4000		$1,500.00	100 x Campaign Pamphlets	15/10/2020
Gifted Electoral Ex	John Smith	1 Eagle St	Brisbane	QLD	4000		$1,201.00	10 x Corflutes	15/10/2020

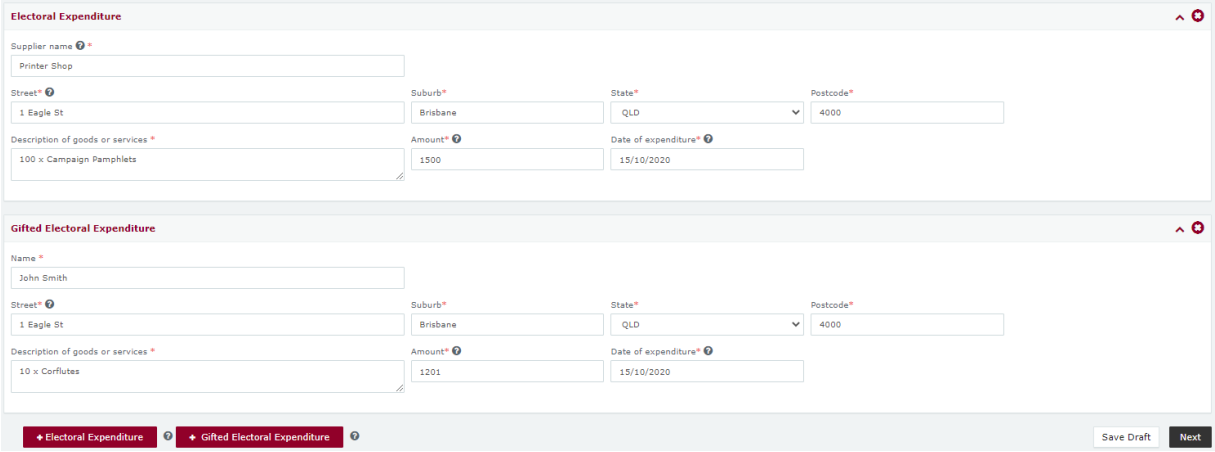


15. Save file to a safe location.

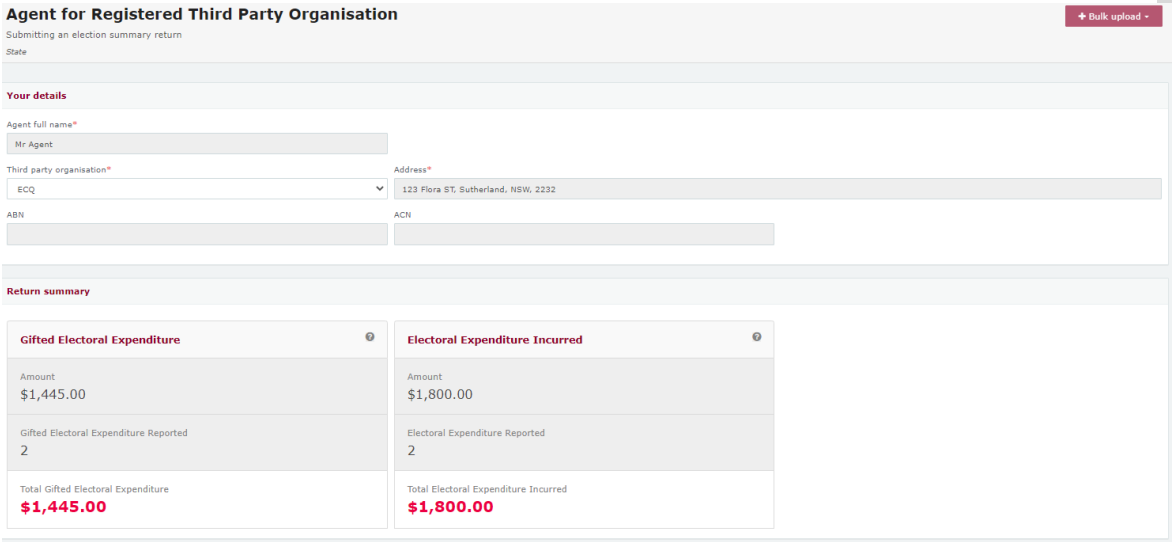


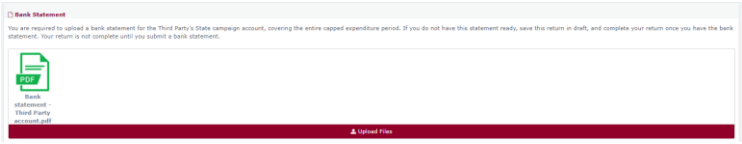
16. Select **+ Bulk upload** using the dropdown menu and then select **Upload template**.

17. Select file to upload and then, once all items have been entered, select **Next**.

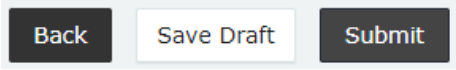


18. The **Return summary** section displays a summary of all **Gifted Electoral Expenditure** and **Electoral Expenditure Incurred** disclosed for the election. ***Note: Gifted Electoral Expenditure*** *and* ***Electoral Expenditure Incurred*** *figures are a total of all amounts entered on the previous page.*

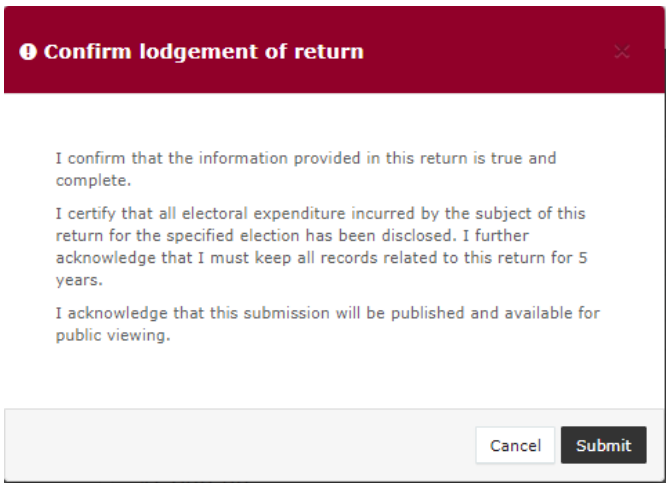




19. Under the **Bank Statement** section, select **Upload Files** to upload your bank statement.
    Note: *multiple files can be uploaded by holding down your* ***Ctrl*** *button or by selecting* ***Upload Files*** *for each file.*

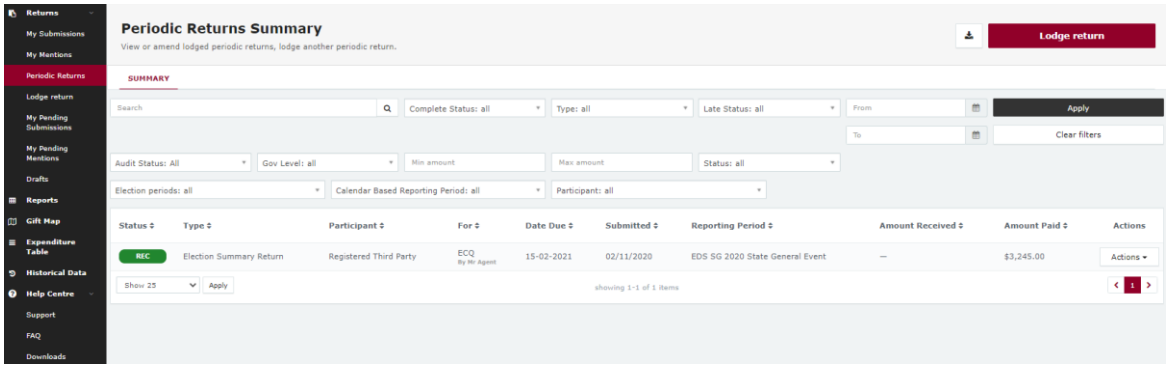


20. Select **Submit** to send your return to ECQ.
    Note*: select* ***Save Draft*** *to save a draft of your return at any time or select* ***Back*** *to enter additional expenditure items.*



21. Review the **Confirm lodgement of return** message and then select **Submit**.
    Note: Submit Nil Return *will display if no expenditure was incurred for the election.*

22. Once submitted, the Election Summary Return displays under the **Periodic Returns** menu and the public **Reports** page.
    Note:
    - *Once submitted, election summary returns can only be amended by selecting* ***Request to amend*** *from the* ***Actions*** *dropdown menu.*
    - *Refer to [Amending a Return in the EDS]() for more information on how to amend your election summary return.*



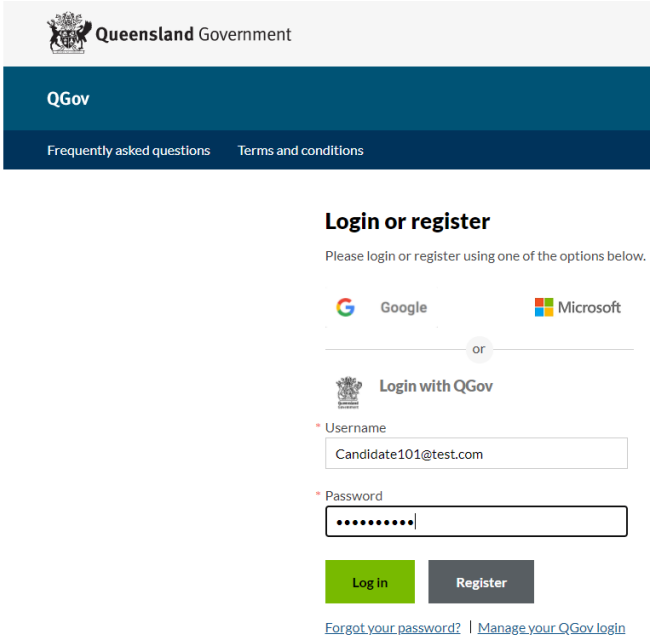
6 Amending a Return in the EDS

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

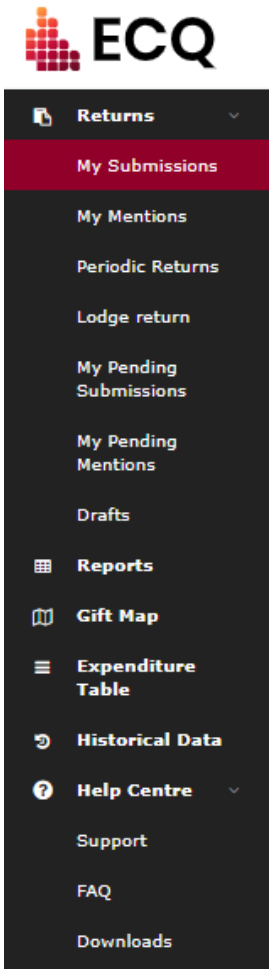
Existing returns are found under the side menu options as follows:

- **My Submissions** - displays third party's existing gifts, loans and expenditure.
- **Periodic Returns** - displays third party's existing election summary returns.

To request to amend a return, please use the following instructions.

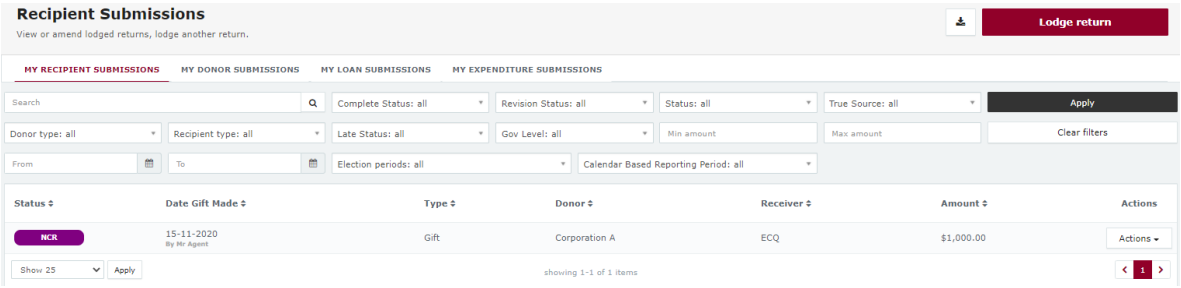


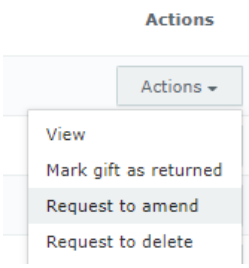
1. Click here to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.
   Note: *select* ***Forgot your password*** *and follow the prompts if you have forgotten your password.*



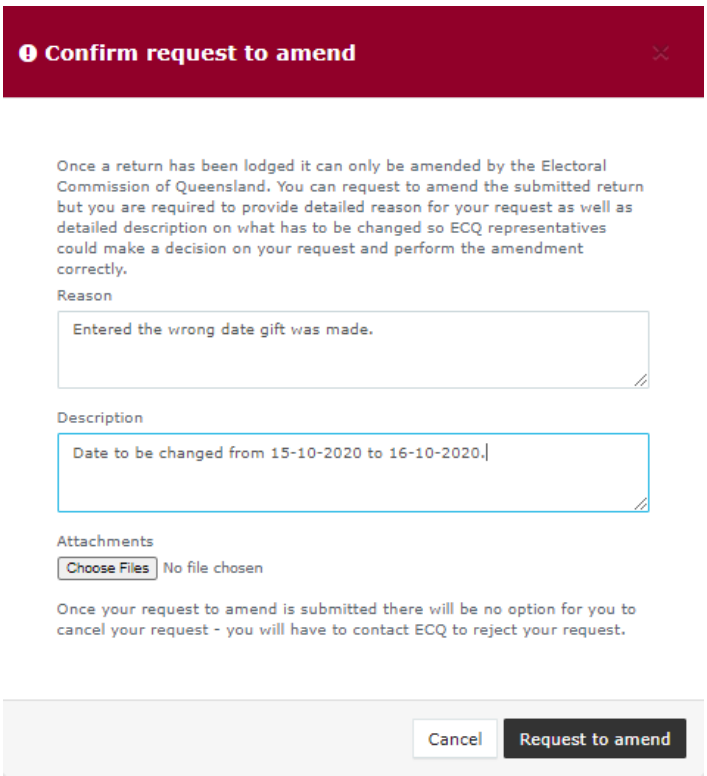
2. Select **My Submissions** or **Periodic Returns** side menu option.

3. Find the return you wish to amend (e.g. $1,000 gift by Corporation A).





4. Under the **Actions** column select the **Actions** dropdown menu, and then select **Request to amend**.

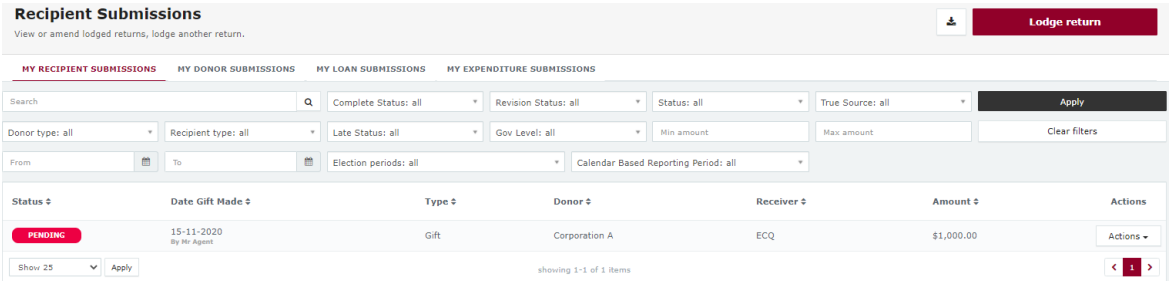


5. In the **Confirm request to amend** window, enter **Reason** (e.g. Entered the wrong date gift was made) and **Description** (e.g. Date to be changed from 15-10-2020 to 16-10-2020) of your amendment and then select **Request to amend**.

   Note: *files to support amendment can also be attached by selecting* ***Choose Files*** *and uploading from your computer.*

6. Under **My Submissions** or **Periodic Returns Summary** page, the return **Status** now displays as **Pending** and is removed from the public **Gift Map** and **Reports** pages.

   Note: *third party (or their agent) will receive an email once the amendment has been processed by the ECQ.*

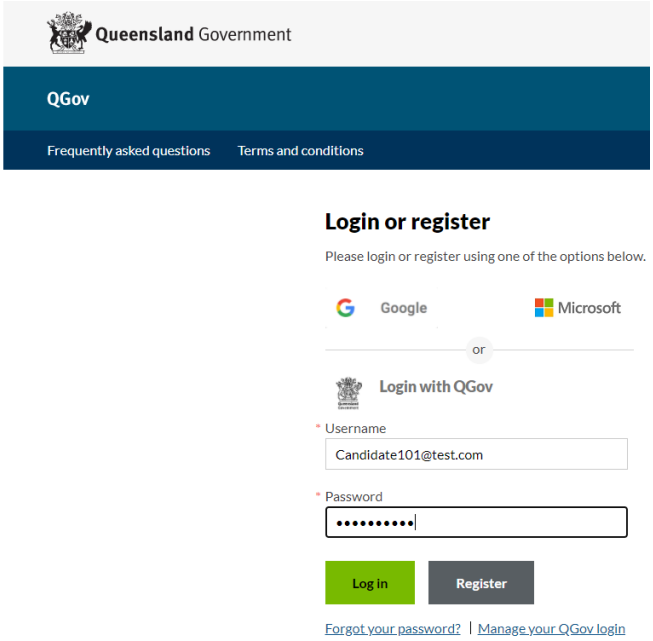


7 Mark a Gift as Returned in the EDS

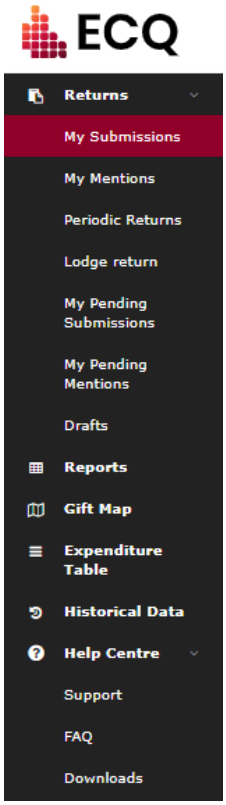
If you have lodged a return in the EDS for a gift that you received that has since been returned to the donor, you can mark the gift as returned.

Note: *returning gifts can only be used by gift recipients, not donors. If a gift was returned to you as a donor, the third party, as recipient, can only mark it as returned.*

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

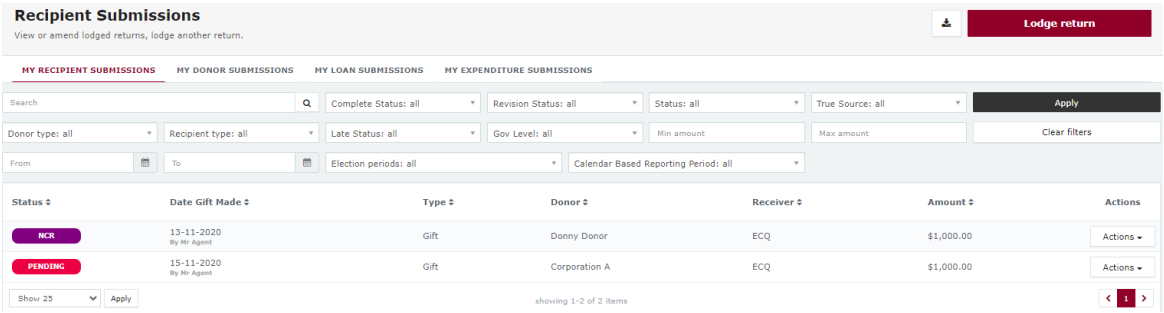


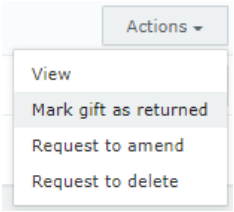
1. Click here to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.
   Note: *select* ***Forgot your password*** *and follow the prompts if you have forgotten your password.*



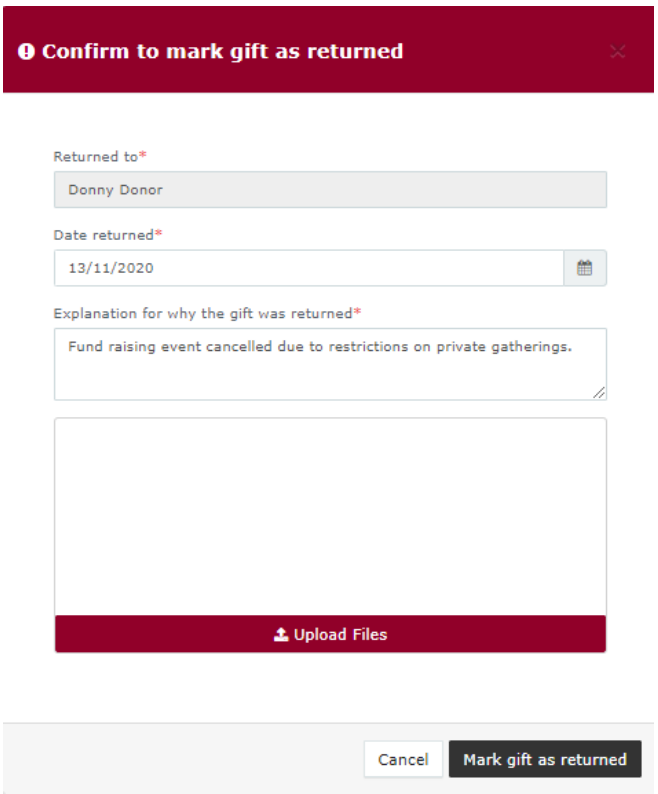
2. Select **My Submissions** on the side menu.

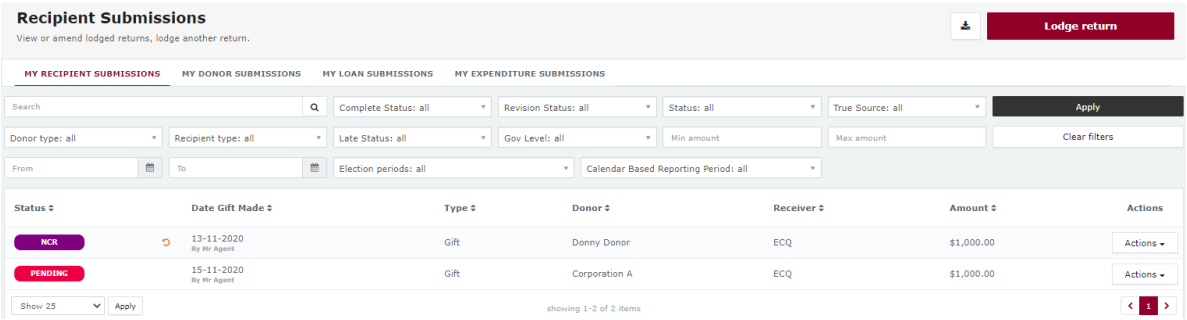
3. Find the return you wish to amend (e.g. $1,000 gift from Donny Donor).





4. Under the **Actions** column select the **Actions** dropdown menu, and then select **Mark gift as returned**.



5. In the **Confirm to mark gift as returned** window, enter **Date returned** (e.g. 13-10-2020) and an **Explanation for why the gift was returned** (e.g. Fund raising event cancelled due to restrictions on private gatherings) for your returned gift and then select **Mark gift as returned**.
   Note: *files to support returned gifts can also be attached by selecting* ***Upload Files*** *and uploading from your computer.*

6. Under **Recipient Submissions** page, a returned symbol (↺) will display next to the return and on the public **Gift Map** and **Reports** pages.
   Note: *the third party and the donor of the gift (if they are registered in the EDS) will receive an email confirming the gift has been marked as returned.*