

# VEC Disclosures

Guide for associated entities, third-party campaigners, independent candidates, and independent elected members

July 2022



## **Acknowledgement of Country**

We pay respect to Victoria's traditional owners and their elders past, present and emerging who have been custodians of this country for many thousands of years. We acknowledge their living culture and their role in the life of Victoria.

## Disclaimer

The information in this user guide is specific to Victorian funding and disclosure laws and does not consider the laws of other Australian jurisdictions. Victoria's funding and disclosure laws are set out in the *Electoral Act 2002* (the Act).

This information is general in nature and does not consider your individual circumstances. If you are unsure about how the laws apply to you, seek professional advice.

## Contact us

The Funding, Disclosure and Parties team is here to support you with your funding and disclosure obligations. Please get in touch with us if you have questions or concerns.

Phone: 03 8620 1100 or 131 832

Email: [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au)

You can also contact us at [rppregistration@vec.vic.gov.au](mailto:rppregistration@vec.vic.gov.au) with any questions about registered political parties and their agents.

## Version control

Version	Date effective	Approved by	Amendment
1.0	15/10/2019	Director, Electoral Integrity and Regulation	N/A
1.1	22/12/2020	Program Manager, Funding and Disclosure	<ul style="list-style-type: none"><li>• Updates to system screenshots</li><li>• Updated formatting</li></ul>
1.2	20/01/2022	Program Manager, Funding and Disclosure	<ul style="list-style-type: none"><li>• Updates to system screenshots</li><li>• Updated formatting</li></ul>
2.0	19/07/2022	Director, Electoral Integrity and Regulation	<ul style="list-style-type: none"><li>• Process updates and corrections</li><li>• Updates to system screenshots</li><li>• Updated formatting</li></ul>

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# VEC Disclosures

[VEC Disclosures](#) is our purpose-built portal that allows users to disclose political donations and submit required annual returns. Political donations are money, services (including paid labour), loans, guarantees or property (including a loan of assets).

A political donation is any gift made to:

- political parties registered in Victoria
- candidates at a Victorian State election
- a group of Legislative Council (upper house) candidates at a Victorian State election
- an elected member of the Victorian Parliament
- an associated entity operating in Victoria
- a nominated entity of a political party registered in Victoria
- a third-party campaigner operating in Victoria.

This guide is for associated entities and third-party campaigners. It explains how to register for [VEC Disclosures](#) and how to appoint deputy agents.

## Web browser capability

[VEC Disclosures](#) works on multiple web browsers.

You can access [VEC Disclosures](#) on a mobile device, however, the best user experience is on your desktop or laptop computer.

## Definitions

For an explanation of terms used in this user guide, please visit the [Funding glossary](#) on our website.

## More information

For more information on funding and disclosures obligations or for more [VEC Disclosures](#) user guides please visit our website.

[Political donations | Victorian Electoral Commission \(vec.vic.gov.au\)](#)

[Annual returns | Victorian Electoral Commission \(vec.vic.gov.au\)](#)

[VEC Disclosures – Portal guide](#)

[VEC Disclosures – Registered political party functions guide](#)

# Introduction

This guide is to help all independent individual and organisational recipients to use [VEC Disclosures](#) to fulfil their funding and disclosure obligations under Part 12 of the Act. Independent, individual, and organisational recipients are independent candidates, independent elected members, third-party campaigners, and associated entities.

For organisational recipients (third-party campaigners and associated entities), the financial controller is the default agent and will act on the organisation's behalf regarding all funding and disclosure obligations. The financial controller can appoint a registered agent to act on their behalf if they wish.

All individual recipients (independent candidates and independent elected members) are their own default agent. They can also appoint a registered agent to act on their behalf for all funding and disclosure obligations.

A deputy registered agent can be nominated to act as the registered agent if the registered agent is unavailable. Any task a deputy registered agent performs on behalf of the registered agent will remain the responsibility of the registered agent. As such, registered agents should make sure there is strong internal governance, including the appropriate delegations, when appointing a deputy registered agent.

As deputy registered agents are nominated by the registered agent on VEC Disclosures, if the registered agent is de-registered on [VEC Disclosures](#), any deputy registered agents they appointed will also be de-registered. If the same deputy registered agents are nominated by the incoming registered agent, they will need to contact us at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au).

If you have any questions or need further clarification about your funding and disclosure obligations, contact us at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au) or call 131 832.

# Registered agents

As a recipient of political donations, you may elect to nominate a registered agent to manage your funding and disclosure obligations. This includes disclosing all your donations on [VEC Disclosures](#), managing your state campaign account, submitting your annual returns, and managing payments of any applicable public funding.

You must be at least 18 years old to be appointed as a registered agent of a recipient. You must not have had any convictions against the funding and disclosure provisions (Part 12) of the Act, or the funding and disclosure provisions at Part XX of the *Commonwealth Electoral Act 1918* (Cth).

## Nominate a registered agent

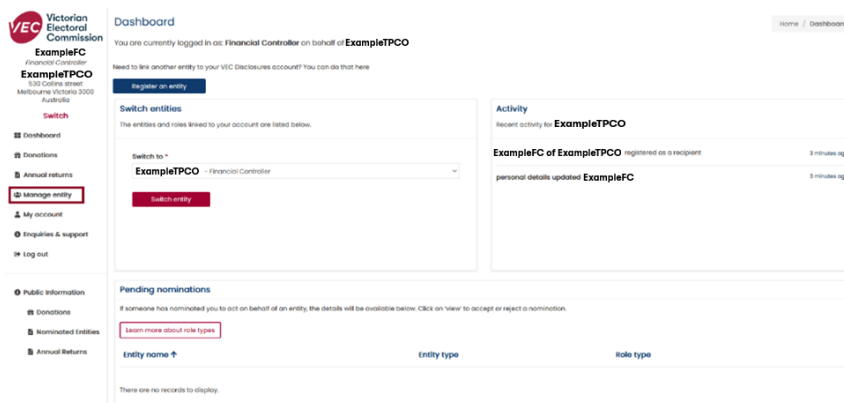
1. On the [VEC Disclosures home page](#) click 'Sign in' from the top menu.




2. Sign in with your email and password.

A screenshot of the 'Sign in to VEC Disclosures' form. The form has a title 'Sign in to VEC Disclosures' and two input fields: 'Email' and 'Password \*'. Below the password field is a 'Sign in' button. Underneath the button is a link 'Forgot your password?'. At the bottom, there is a section for 'Not registered?' with 'Register' and 'Learn more' buttons.

3. From the dashboard, click 'Manage entity' on the left-hand menu.



#### 4. Click 'Nominate an agent'.

**Victorian  
Electoral  
Commission**  
**ExampleFC**  
Financial Controller  
**ExampleTPCO**  
530 Collins street  
Melbourne Victoria 3000  
Australia  
**Switch**

Dashboard

Donations

Annual returns

Manage entity

My account

Enquiries & support

Log out

Public Information

Donations

Nominated Entities

Annual Returns

### Manage Third Party Campaigner Organisation details

Home / Manage entity

Nominate an agent

Search

Name	Role	Contact number	Email	Electorate	Silent elector	Action
+ ExampleTPCO	Third Party Campaigner Organisation		ExampleEmail@gmail.com			<input checked="" type="checkbox"/> Edit
+ ExampleFC	Financial Controller	4555555555	ExampleEmail@gmail.com			<input checked="" type="checkbox"/> Edit

Showing 1 to 2 of 2 rows

#### 5. Enter the details of your nominated registered agent and click 'Send nomination'. Fields with a red asterisk (\*) are compulsory.

Nominate a Registered Agent

Home / Manage entity / Nominate a Registered Agent

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

To be eligible to be an agent, the person you are nominating must:

- be 18 years or older
- not have been convicted of an offence against Part 12 of the Electoral Act 2002 (Vic) or Part XX of the Electoral Act 1918 (Cwth).
- be an Australian citizen or resident

**Registered Agent contact information**

**First name \***

First name

**Last name \***

Last name

**Phone number (Preferred) \***

Include local area code

**Phone number (Alternative)**

Include local area code

**Email address \***

We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.


Email address

Send nomination



6. Select 'OK' to accept and continue, or 'Cancel' to cancel the nomination.

We will email your nominated agent to confirm their eligibility and accept the nomination. Their nomination does not come into effect until they accept on VEC Disclosures.

 **Submit**



The person you have nominated as Registered Agent will receive an email asking them to formally accept the nomination. They may need to complete an attestation form, sign, and upload it as part of their acceptance.

Please note, this person will not be the Registered Agent until they have formally accepted the nomination.



7. You will see a submission confirmation screen. Your nominated registered agent has 30 days to accept before the nomination expires.

Registered Agent nomination successful

[Home](#) / [Manage entity](#) / [Nominate an Agent](#) / [Registered Agent nomination successful](#)

✔ You have nominated Example RA to be your agent.

Your nominated agent will receive an email asking them to confirm their eligibility and formally accept the appointment.

Please note, this person is not your agent until they have formally accepted the nomination via VEC Disclosures.

**ExampleRA** has 30 days to accept this nomination. If they haven't accepted the nomination within 30 days, the nomination will expire and you will need to nominate another agent.

We will notify you when they accept or reject the nomination, or if they have not actioned the nomination within 30 days.

[Back to manage entity](#)

## Accept nomination

- 1 We will email you when someone nominates you to be their registered agent.

Click the link to accept or reject the nomination.

VEC Disclosures – Registered Agent nomination

Dear **ExampleRA**

**ExampleFC** has nominated you to be the Registered Agent for **ExampleTPCO**. Under the Electoral Act 2002, recipients of political donations can nominate a person to act as their Registered Agent.

A Registered Agent is responsible for managing an entity's funding and disclosure obligations, including:

- disclosing donations,
- managing the State campaign account, and
- submitting annual returns

You can [accept or reject](#) this nomination now.

You have 10 days to accept this nomination. After this time the nomination will expire and Registered Agent will need to nominate another Agent.

To learn more about the obligations of a Registered Agent, visit the Victorian Electoral Commission (VEC) website.

For further information, please contact the VEC Funding and Disclosure Unit at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au), or on 131 832.

2. Download the *Registered agent nomination form*. This form must be completed and signed before you can proceed to the next step.

## Registered Agent Acceptance

You have been nominated to be the registered agent of **ExampleRA**

Please review your details and accept or reject this nomination.

How do we collect, manage and disclose personal information? See our [Privacy statement](#).

### Signed consent form

**Please download and complete the attestation and consent form from this [link](#).**

**The form must be completed in its entirety (including a signature) before you can proceed to the next step of the nomination process.**

3. Complete the *Registered agent nomination form*, scan it and save to your computer.

**Note:** You must keep the original version to supply to us if we request it.

Registered Agent Nomination									
Once complete, please return this form to the person/organisation that nominated you to be their Registered Agent.									
<b>Nominated Registered Agent details (please use BLOCK LETTERS)</b> (To be completed by the nominee)									
Name	<table border="1"><tr><td>Title</td><td>First name</td><td>Middle name</td></tr><tr><td colspan="3">Last name</td></tr></table>	Title	First name	Middle name	Last name				
Title	First name	Middle name							
Last name									
Address (post office boxes will not be accepted)	<table border="1"><tr><td colspan="2">Street</td></tr><tr><td colspan="2">Suburb/Town</td></tr><tr><td>State</td><td>Postcode</td></tr><tr><td colspan="2">Country</td></tr></table>	Street		Suburb/Town		State	Postcode	Country	
Street									
Suburb/Town									
State	Postcode								
Country									
Contact details	<table border="1"><tr><td>Telephone</td><td>Mobile</td></tr><tr><td colspan="2">Email</td></tr></table>	Telephone	Mobile	Email					
Telephone	Mobile								
Email									
Date of birth	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year					
Day	Month	Year							

Page 1 of 2

Victorian Electoral Commission

Registered Agent Nomination																			
<b>Nominated Registered Agent attestation and consent</b> (please use BLOCK LETTERS)																			
Nominated Registered Agent attestation and consent	<table border="1"><tr><td colspan="2">I, _____, agree to be the Registered Agent for _____</td></tr><tr><td colspan="2">I certify that to the best of my knowledge the information contained in this Registered Agent Nomination form is true and complete.</td></tr><tr><td colspan="2">I declare I am eligible to be appointed as the Registered Agent, to have my name entered on the Register of Agents as set out under Division 1A, section 207A of the Electoral Act 2002 and declare as follows:</td></tr><tr><td colspan="2"><ul style="list-style-type: none"><li>I am over 18 years of age</li><li>I have not been convicted of an offence against the funding and disclosure provisions (Part 12) of the Electoral Act 2002 (Vic) or the funding and disclosure provisions (Part XX) of the Commonwealth Electoral Act 1918 (Cth)</li><li>I am Australian citizen or resident.</li></ul></td></tr><tr><td colspan="2">I give my consent to the appointment as the Registered Agent and acknowledge that by accepting the appointment I take responsibility, on behalf of the recipient, for the funding and disclosure obligations, as a Registered Agent.</td></tr><tr><td colspan="2">I have completed and signed this Registered Agent Nomination form to certify my consent to the appointment as the Registered Agent.</td></tr><tr><td colspan="2">I understand that the appointment as the Registered Agent will take effect when the VEC enters my name on the Register of Agents.</td></tr><tr><td colspan="2">I understand that the VEC may remove my name from the Register of Agents if one of the following occurs:</td></tr><tr><td colspan="2"><ul style="list-style-type: none"><li>the VEC receives written notice from the recipient of a change in my eligibility</li><li>I resign as the Registered Agent</li><li>my appointment is revoked by the recipient</li><li>I have been convicted of an offence against the funding and disclosure provisions (Part 12) of the Electoral Act 2002 (Vic) or the funding and disclosure provisions (Part XX) of the Commonwealth Electoral Act 1918 (Cth).</li></ul></td></tr></table>	I, _____, agree to be the Registered Agent for _____		I certify that to the best of my knowledge the information contained in this Registered Agent Nomination form is true and complete.		I declare I am eligible to be appointed as the Registered Agent, to have my name entered on the Register of Agents as set out under Division 1A, section 207A of the Electoral Act 2002 and declare as follows:		<ul style="list-style-type: none"><li>I am over 18 years of age</li><li>I have not been convicted of an offence against the funding and disclosure provisions (Part 12) of the Electoral Act 2002 (Vic) or the funding and disclosure provisions (Part XX) of the Commonwealth Electoral Act 1918 (Cth)</li><li>I am Australian citizen or resident.</li></ul>		I give my consent to the appointment as the Registered Agent and acknowledge that by accepting the appointment I take responsibility, on behalf of the recipient, for the funding and disclosure obligations, as a Registered Agent.		I have completed and signed this Registered Agent Nomination form to certify my consent to the appointment as the Registered Agent.		I understand that the appointment as the Registered Agent will take effect when the VEC enters my name on the Register of Agents.		I understand that the VEC may remove my name from the Register of Agents if one of the following occurs:		<ul style="list-style-type: none"><li>the VEC receives written notice from the recipient of a change in my eligibility</li><li>I resign as the Registered Agent</li><li>my appointment is revoked by the recipient</li><li>I have been convicted of an offence against the funding and disclosure provisions (Part 12) of the Electoral Act 2002 (Vic) or the funding and disclosure provisions (Part XX) of the Commonwealth Electoral Act 1918 (Cth).</li></ul>	
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Nominated Registered Agent signature*	Date																		
*Please provide the original signed document (a scanned copy is acceptable provided the original document is retained for records).																			
DD MM YYYY																			

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Victorian Electoral Commission

4. Click 'Browse' to upload your completed *Registered agent nomination form*.

## Registered Agent Acceptance

You have been nominated to be the registered agent of **ExampleTPCO**

Please review your details and accept or reject this nomination.

How do we collect, manage and disclose personal information? See our [Privacy statement](#).

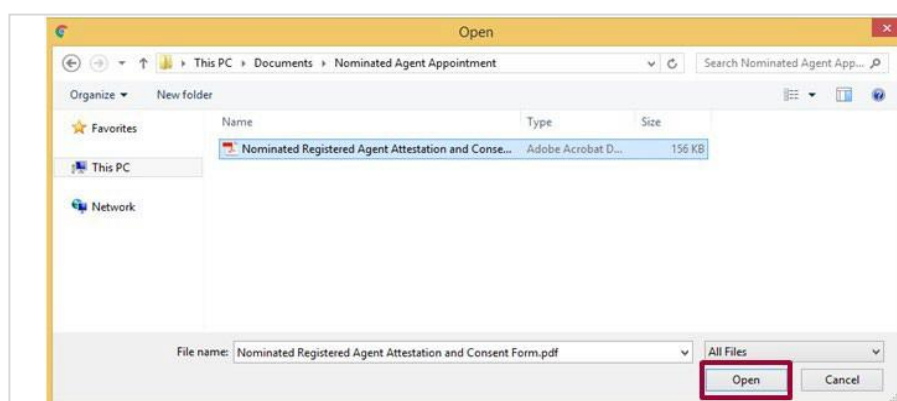
### Signed consent form

Please download and complete the attestation and consent form from [this link](#).  
The form must be completed in its entirety (including a signature) before you can proceed to the next step of the nomination process.

Please upload your signed consent form

No file chosen

5. In the dialog box, choose your document and select 'Open'.



Once the document has been uploaded you can continue with the nomination process.

## Registered Agent Acceptance

You have been nominated to be the registered agent of **ExampleRA**

Please review your details and accept or reject this nomination.

How do we collect, manage and disclose personal information? See our [Privacy statement](#).

### Signed consent form

Please download and complete the attestation and consent form from this [link](#).  
The form must be completed in its entirety (including a signature) before you can proceed to the next step of the nomination process.  
Please upload your signed consent form

agent-attestation-consent.pdf

6. Confirm you are eligible by selecting each check box.

You cannot be a registered agent if you do not meet all 3 criteria. You must reject this nomination if you do not meet all criteria.

**I confirm that I:**

- ☐ am 18 years or older \*
- ☐ am an Australian citizen or resident \*
- ☐ have not been convicted of an offence against Part 12 of the *Electoral Act 2002* (Vic) or Part XX of the *Commonwealth Electoral Act 1918* (Cth) \*

7. Enter your details and answer the silent elector question. Check that any pre-filled information is correct.

### Your contact information

**First name \***

Prefilled - Can be edited now

**Last name \***

Prefilled - Can be edited now

**Phone number (Preferred) \***

Prefilled - Can be edited now

**Phone number (Alternative)**

Include local area code

**Email address \***

We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Prefilled - Can be edited now

**Your residential address \***

Australian street address only, post office boxes will not be accepted

Start typing your residential address

☐ Enter my residential address manually

**Are you a silent elector? \***

A silent elector is someone who has formally registered with the Victorian Electoral Commission to have their address suppressed on the electoral roll. You will need to enter your address to register on VEC Disclosures, but this information will not be published if we verify you are a silent elector.

Please select

8. Click 'Accept' when you have read and understood the acknowledgement.

I acknowledge that by accepting this nomination, I am responsible for:

- disclosing all donations for **ExampleTPCO**
- managing **ExampleTPCO's** State campaign account
- submitting **ExampleTPCO's** annual returns, and
- managing payments of administrative expenditure and public funding (where applicable) to **ExampleTPCO**.

I acknowledge that I may be held liable for any breaches of the funding and disclosure obligations under the Electoral Act 2002; including financial penalties and imprisonment.

Reject

Accept

9. You will see confirmation that you have successfully accepted your nomination.

## Registered Agent acceptance successful

 Your acceptance has been confirmed

We will advise **ExamplePCO** that you have accepted the Registered Agent nomination for **ExampleTPCO**

10. We will email you to confirm you have successfully registered. Click the 'Complete registration' link to open [VEC Disclosures](#) and set your password. This link will expire in 14 days.
11. Choose your password and click 'Complete registration'. Your password must be at least 8 characters and contain at least 3 of the following: uppercase, lowercase, number and symbol (for example: ! @ # \$ % & ).

## Complete your VEC Disclosures registration

**Email \***  
Your email will be your username

**Prefilled** ExampleEmail@gmail.com

**Create your password \***


Your password must:

- be a minimum of 8 characters
- include at least three of the following:
  - uppercase characters
  - lowercase characters
  - numbers
  - special characters (e.g. !@#\$%^&\*)

**Confirm your password \***

**Complete registration**

You are now registered on [VEC Disclosures](#). You can access any of the menu options on the left-hand panel on the dashboard.

**Victorian  
Electoral  
Commission**  
**ExampleRA**  
Registered Agent  
**ExamplePCO**  
550 Collins street  
Melbourne Victoria 3000  
Australia  
**Switch**

**Dashboard**  
You are currently logged in as: **Registered Agent** on behalf of **ExamplePCO**.  
Need to link another entity to your VEC Disclosures account? You can do that here  
**Register an entity**  
**Switch entities**  
The entities and roles linked to your account are listed below.  
**Switch to \***  
ExamplePCO - Registered Agent  
**Switch entity**

**Activity**  
Recent activity for **ExamplePCO**  

<b>ExamplePCO</b> - nomination of registered agent: <b>ExampleRA</b> is approved by VEC	27 minutes ago
<b>ExamplePCO</b> - nomination of registered agent: <b>ExampleRA</b> is accepted by the registered agent	27 minutes ago
<b>ExamplePCO</b> - nomination of agent: <b>ExampleRA</b> is awaiting agent approval.	an hour ago
<b>ExampleFC</b> of <b>ExamplePCO</b> registered as a recipient	2 hours ago
personal details updated <b>ExampleFC</b>	2 hours ago

**Pending nominations**  
If someone has nominated you to act on behalf of an entity, the details will be available below. Click on 'view' to accept or reject a nomination.  
[Learn more about role types](#)  

Entity name ↑	Entity type	Role type
There are no records to display.		

## Reject nomination

1. We will email you when someone has nominated you to be a registered agent. Click the link to accept or reject the nomination.

VEC Disclosures – Registered Agent nomination

Dear **ExampleRA**

**ExampleFC** has nominated you to be the Registered Agent for **ExampleTPCO**. Under the Electoral Act 2002, recipients of political donations can nominate a person to act as their Registered Agent.

A Registered Agent is responsible for managing an entity's funding and disclosure obligations, including:

- disclosing donations,
- managing the State campaign account, and
- submitting annual returns

You can [accept or reject](#) this nomination now.

You have 10 days to accept this nomination. After this time the nomination will expire and Registered Agent will need to nominate another Agent.

To learn more about the obligations of a Registered Agent, visit the Victorian Electoral Commission (VEC) website.

For further information, please contact the VEC Funding and Disclosure Unit at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au), or on 131 832.

2. Click 'Reject' to reject the nomination.

**I acknowledge that by accepting this nomination, I am responsible for:**

- disclosing all donations for **ExampleTPCO**
- managing **ExampleTPCO's** State campaign account
- submitting **ExampleTPCO's** annual returns, and
- managing payments of administrative expenditure and public funding (where applicable) to **ExampleTPCO**.

**I acknowledge that I may be held liable for any breaches of the funding and disclosure obligations under the Electoral Act 2002; including financial penalties and imprisonment.**

Reject

Accept

3. You will see confirmation that you have rejected this nomination.

We will email the person who nominated you to let them know.


 Victorian Electoral Commission

[Donations](#) [Nominated entities](#) [Annual returns](#)

[Sign in](#)

[Register](#)

### Registered Agent rejection successful

 Your rejection has been confirmed

We will advise **ExampleFC** that you have rejected the Registered Agent nomination for **ExampleTPCO**

# Deputy registered agents

Registered agents can appoint a deputy registered agent to help them manage their recipients funding and disclosure obligations. This includes disclosing all donations using [VEC Disclosures](#), managing the state campaign account, submitting annual returns, and managing any applicable public funding.

You are responsible for any task your deputy registered agent performs on your behalf. You should make sure there is strong internal governance, including the appropriate delegations when appointing deputy registered agents.

## Nominate a deputy registered agent

1. On the [VEC Disclosures home page](#) click 'Sign in' from the top menu.



2. Sign in with your email and password.

Donations Nominated entities Annual returns

Sign in to VEC Disclosures

Email

Password \*

Sign in

[Forgot your password?](#)

Not registered?

Register

[Learn more](#)

3. On the dashboard, click 'Manage entity' on the left-hand menu.



**ExampleRA**  
Registered Agent  
**ExamplePCO**  
530 Collins Street  
Melbourne Victoria 3000  
Australia

Switch

Dashboard

Donations

Annual returns

**Manage entity**

My account

Enquiries & support

Log out

Public Information

Donations

Nominated Entities

Annual Returns

Dashboard

You are currently logged in as: **Registered Agent** on behalf of **ExamplePCO**.

Need to link another entity to your VEC Disclosures account? You can do that here

[Register an entity](#)

Switch entities

The entities and roles linked to your account are listed below.

Switch to \*

ExamplePCO - Registered Agent

Switch entity

Activity

Recent activity for **ExamplePCO**

**ExamplePCO** - nomination of registered agent: **ExampleRA** is approved by VEC 27 minutes ago

**ExamplePCO** - nomination of registered agent: **ExampleRA** is accepted by the registered agent 27 minutes ago

**ExamplePCO** - nomination of agent: **ExampleRA** is awaiting agent approval. on hour ago

**ExamplePCO** of **ExamplePCO** registered as a recipient 2 hours ago

personal details updated **ExampleC** 2 hours ago

Pending nominations

If someone has nominated you to act on behalf of an entity, the details will be available below. Click on 'view' to accept or reject a nomination.

[Learn more about role types](#)

Entity name ↑


Entity type

Role type

There are no records to display.



#### 4. Click 'Nominate a deputy agent'.

**Victorian  
Electoral  
Commission**

ExampleRA  
Registered Agent

ExamplePCO  
530 Collins street  
Melbourne Victoria 3000  
Australia

Switch

Dashboard

Donations

Annual returns

Manage entity

My account

Enquiries & support

Log out

Public information

Donations

Nominated Entities

Annual Returns

### Manage Third Party Campaigner Organisation details

Nominate a deputy agent

Search

Name	Role	Contact number	Email	Electorate	Silent elector	Action
+ ExamplePCO	Third Party Campaigner Organisation		ExampleEmail@gmail.com			edit
+ ExampleFC	Financial Controller	4555555555	ExampleEmail@gmail.com			
+ ExampleRA	Registered Agent	4555555555	ExampleEmail@gmail.com		Yes	edit
+ ExampleRA	Registered Agent	4555555555	ExampleEmail@gmail.com		Yes	Deregistered on 15 May 2022

Showing 1 to 4 of 4 rows

#### 5. Enter the details of your chosen person. Fields marked with a red asterisk (\*) are mandatory.

##### Nominate a Deputy Registered Agent

Home / Manage entity / Nominate a Deputy Registered Agent

How do we collect, manage and disclose your personal information? See our [Privacy Statement](#).

The following information is required to provide your nominated deputy registered agent with access to VEC Disclosures.

Deputy Registered Agent contact information

First name \*

First name

Last name \*

Last name

Phone number (Preferred) \*

Include local area code

Phone number (Alternative)

Include local area code

Email address \*

We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Email address

Submit

#### 6. Click 'Submit'.

##### Nominate a Deputy Registered Agent

Home / Manage entity / Nominate a Deputy Registered Agent

How do we collect, manage and disclose your personal information? See our [Privacy Statement](#).

The following information is required to provide your nominated deputy registered agent with access to VEC Disclosures.

Deputy Registered Agent contact information

First name \*

First name

Last name \*

Last name

Phone number (Preferred) \*

Include local area code

Phone number (Alternative)

Include local area code

Email address \*

We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Email address

Submit

7. You will see confirmation that your nomination was successful.

Deputy Registered Agent nomination successful

Home / Manage entity / Nominate a Deputy Reg... / Deputy Registered Agent nomination successful

✔ You have nominated ExampleDRA to be the Deputy Registered Agent

The person you have nominated will receive an email asking them to accept the appointment. This person is not your agent until they have formally accepted the nomination via VEC Disclosures.

We will notify you when they accept or reject the nomination.

[Back to manage entity](#)

The deputy registered agent will receive 2 emails – one about their responsibilities as an agent and one with a link to accept or reject this nomination.

VEC Disclosures – Deputy Registered Agent nomination

Dear **ExampleDRA**

**ExampleRA** as a Registered Agent has nominated you as a Deputy Registered Agent to assist them in managing the political donations for **ExampleTPCO**

A Registered Agent may appoint a Deputy Registered Agent to assist them in their VEC Disclosures obligations.

You can [accept or reject](#) this nomination now.

For further information, please contact the VEC Funding and Disclosure Unit at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au), or on 131 832.

8. You will receive notification in [VEC Disclosures](#) when the deputy agent has accepted the nomination.

We will also email you to confirm they are now registered as your deputy.

VEC Disclosures – Deputy Registered Agent nomination acceptance

Dear **ExampleRA**

The person you nominated to be a Deputy Registered Agent on VEC Disclosures, **ExampleDRA**, has accepted your nomination.

Their appointment as a Deputy Registered Agent will come into effect once they have completed their registration on the VEC online disclosure system.

[Login](#) to VEC Disclosures to review the status of the registration.

For further information, please contact the VEC Funding and Disclosure Unit at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au), or on 131 832.

## Edit my details

You must make sure your contact details are always up to date. If you give false or misleading information when disclosing a donation, you may be fined or imprisoned or both. This includes your address and other contact details. The fine for this offence is [300 penalty units](#) (currently more than \$54,000). The prison term is two years.

1. On the [VEC Disclosures home page](#) select 'sign in' from the top menu.
2. Sign in with your email and password.
3. From the dashboard select 'My account' from the left-hand menu.

**Victorian Electoral Commission**

ExampleDonor  
Individual Donor

ExampleDonor  
530 Collins street  
Melbourne Victoria 3000  
Australia

Switch

Dashboard

Donations

Manage entity

**My account**

Enquiries & support

Log out

### Dashboard

You are currently logged in as: **Individual Donor** on behalf of **ExampleDonor**

Need to link another entity to your VEC Disclosures account? You can do that here

Register an entity

#### Switch entities

The entities and roles linked to your account are listed below.

Switch to \*

ExampleDonor - Individual Donor

Switch entity

4. Select 'Edit my account'.

**Victorian Electoral Commission**

ExampleDonor  
Individual Donor

ExampleDonor  
530 Collins street  
Melbourne Victoria 3000  
Australia

Switch

Dashboard

Donations

Manage entity

My account

Enquiries & support

Log out

### My account

Home / My account

#### Contact details

First name	ExampleDonor
Last name	ExampleDonor
Email address	ExampleEmail@gmail.com
Residential address	530 Collins street Melbourne Victoria 3000 Australia
Phone number (Preferred)	455555555
Phone number (Alternative)	—

Edit my account

5. Select the fields you want to edit.

**Note:** your first name, last name and email address cannot be changed. To change these details please contact us at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au).

6. You will receive confirmation when your details are saved.

Home / My account / Edit my account / Edit account confirmation

Your details have been successfully updated

You have successfully updated your account information.

Back to my account

## Register as a deputy registered agent

Registered agents are responsible for managing a recipient's funding and disclosure obligations. This includes disclosing all donations on [VEC Disclosures](#), managing the state campaign account, submitting the annual returns, and, if applicable, managing funding. They can appoint a deputy registered agent to help them with these tasks.

The registered agent is responsible for any task you perform on their behalf. You should make sure to follow any internal governance protocols you have been given by your registered agent.

1. We will email you when the registered agent has nominated you in [VEC Disclosures](#).

Click 'complete your registration' to complete your registration on [VEC Disclosures](#).

Your registration on VEC Disclosures is almost complete.

Please click the following link to [complete your registration](#).

The link is only valid for 14 days.

Please note, only you can use this registration link; it must not be given to another person.

To learn more about your funding and disclosure obligations, visit the VEC website.

If you have received this email in error, or have any queries as to why you are receiving this email, please contact the VEC Funding and Disclosure Unit at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au) or on 131 832.

2. Click 'Register' and create your password.  
Your password must be at least 8 characters and contain at least 3 of the following: uppercase, lowercase, number and symbol (for example: ! @ # \$ % &).

## Complete your VEC Disclosures registration

Email \*

Your email will be your username

Prefilled ExampleEmail@gmail.com

Create your password \*


Your password must:

- be a minimum of 8 characters
- include at least three of the following:
  - uppercase characters
  - lowercase characters
  - numbers
  - special characters (e.g. !@#\$\$%^&\*)

Confirm your password \*

Complete registration

3. You are now registered on [VEC Disclosures](#). You can access any of the menu options on the left-hand panel of the dashboard.


**Victorian Electoral Commission**  
**ExampleORG**  
Deputy Registered Agent  
**ExamplePCO**  
530 Collins street  
Melbourne Victoria 3000  
Australia

### Dashboard

You are currently logged in as: **Deputy Registered Agent** on behalf of **ExamplePCO**

Need to link another entity to your VEC Disclosures account? You can do that here

[Register an entity](#)

#### Switch entities

The entities and roles linked to your account are listed below.

Switch to \*

ExamplePCO - Deputy Registered Agent

[Switch entity](#)

#### Activity

Recent activity for **ExamplePCO**

- ExamplePCO** - nomination of deputy registered agent: **ExampleORG** is approved by VEC
- ExamplePCO** - nomination of deputy registered agent: **ExampleORG** is accepted by the deputy registered agent
- ExamplePCO** - nomination of deputy registered agent: **ExampleORG** is awaiting deputy registered agent approval
- ExamplePCO** - nomination of registered agent: **ExampleORG** is approved by VEC
- ExamplePCO** - nomination of registered agent: **ExampleORG** is accepted by the registered agent

#### Pending nominations

If someone has nominated you to act on behalf of an entity, the details will be available below. Click on 'view' to accept or reject a nomination.

[Learn more about role types](#)

Entity name ↑	Entity type	Role type
There are no records to display.		

- Dashboard
- Donations
- Annual returns
- Manage entity
- My account
- Enquiries & support
- Log out


- Public information
  - Donations
  - Nominated entities
  - Annual Returns

## Edit recipient details

All recipients of political donations must make sure their details are always up to date.

Organisation details can only be edited by the financial controller, registered officers or agents, or deputy registered officers or agents.

- On the [VEC Disclosures home page](#) click 'sign in' from the top menu.
- Sign in with your email and password
- From the dashboard click 'Manage entity' on the left-hand menu.


**Victorian Electoral Commission**  
**ExampleORG**  
Organisation Donor  
**ExampleORG**  
Thompsons  
Victoria 3105 Australia

### Dashboard

You are currently logged in as: **Organisation Donor** on behalf of **ExampleORG**

Need to link another entity to your VEC Disclosures account? You can do that here

[Register an entity](#)

#### Switch entities

The entities and roles linked to your account are listed below.

Switch to \*

ExampleORG - Organisation Donor

[Switch entity](#)

- Dashboard
- Donations
- Manage entity
- My account
- Enquiries & support
- Log out


- Click 'Edit' to make changes to the organisation entity information.  
All entity types can be edited.

[Manage Organisation Donor details](#)
Home / Manage entity

Search

Name	Role	Contact number	Email	Electorate	Silent elector	Action
<a href="#">+</a> ExampleOrg	Organisation Donor		ExampleEmail@gmail.com			<a href="#">edit</a>



Showing 1 to 1 of 1 rows

Click the plus button (  )to expand the address details.

Manage Organisation Donor details

Home / Manage entity

Search

Name	Role	Contact number	Email	Electorate	Silent elector	Action
 <b>ExampleOrg</b>	Organisation Donor		<b>ExampleEmail@gmail.com</b>			 Edit
<div>Address</div> <div>530 Collins street Melbourne Victoria 3000 Australia</div>						

Showing 1 to 1 of 1 rows

