

How to submit your annual return - independent candidates and elected members.

If you need help with your annual return and can't find the information you need on the VEC website (<https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/independent-candidates>) contact disclosures@vec.vic.gov.au

Please make sure all your donations have been disclosed correctly before you start your annual return.

1 Navigate to <https://disclosures.vec.vic.gov.au/SignIn>

2 Enter your email and password and sign in.

Sign in to VEC Disclosures

Email *

email@example.com

Password *

.....

Sign in →

[Forgot your password?](#)

3

Click 'Annual returns'.

Note: if you are the registered agent of an independent candidate the screen will show you are logged in as the registered agent.

Victorian Electoral Commission

Independent Candidate

Switch

- Dashboard
- Donations
- Annual returns
- Manage entity

Dashboard

You are currently logged in as: Independent Can

Need to link another entity to your VEC Disclosures acco

Register an entity

4

Click 'Lodge annual return' in the top right-hand corner

Annual Returns

Home / Annual Returns

Lodge Annual Return →

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year
-----------	--------------------	---------------	-----------------	--------	----------------

5

If you are the registered agent for more than one candidate/entity make sure you have chosen the right one for this particular return.

Recipient

Recipient *

Your name

6 Check the personal and registered agent details are correct.

Personal Details

Personal name

Your name

Personal address

123 Voting Street

Melbourne

Victoria

3000

Registered Agent details

Registered Agent name

Agent name

Contact phone 1

0400 000 000

Contact phone 2

Email

vote4me@agent.com

7

Click 'Save and continue' to start your annual return. If you are the registered agent, this will appear as your role title.

Submitted By

Name

Your name

Role title

Independent Candidate

Save and Continue

8

Income - total income and total disclosed political donations are automatically populated fields.

Enter your:

- total undisclosed political donations
- number of donors for undisclosed political donations

Don't leave any fields blank. Enter '0' if you did not receive any of these.

Political donations received for financial year

Total income (inc. GST) *

This amount is automatically populated as a summation of your Total Disclosed Political Donations, Total Undisclosed Political Donations and Total Amounts Received Other Than Political Donations. You cannot directly edit this amount.

\$	5,180.00
----	----------

Total disclosed political donations (inc. GST) *

Please refer to Table 1 – disclosed political donations in State campaign account for a detailed list of political donations disclosed within this financial year.

\$	5,180.00
----	----------

Total undisclosed political donations (inc. GST) *

Enter the combined total of all undisclosed political donations received that were under the Disclosure Threshold (of \$1,170.00 per donor during the 2023 - 2024 financial year).

\$	
----	--

Number of donors for undisclosed political donations *

#	
---	--

9

Table 1 will be pre-filled with donation details you have disclosed in the past financial year. Check these donation details are correct. If they are not correct please email disclosures@vec.vic.gov.au

Table 1 - disclosed political donations in State campaign account

The below table includes all donations disclosed on the Victorian Electoral Commission online disclosure system for this financial year. Should you see any discrepancies between this record and your own records please contact the VEC on 131 832.

Date Received ↓	Amount Received	Type of Donation	Name of Donor	Address of Donor
11/03/2024	\$1170.00	Money	Sample Individual	Suppressed
05/03/2024	\$500.00	Money	Sample Organisation	Suppressed
01/03/2024	\$170.00	Money	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
29/02/2024	\$500.00	Money	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
21/02/2024	\$500.00	Money	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
05/02/2024	\$1170.00	Service	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
16/01/2024	\$1170.00	Property	Sample Individual	Sample Address melbourne Victoria 3000 Australia

10

Click 'Save and continue' or 'Back' to return to the previous page.

Table 1 - disclosed political donations in State campaign account

The below table includes all donations disclosed on the Victorian Electoral Commission online disclosure system for this financial year. Should you see any discrepancies between this record and your own records please contact the VEC on 131 832.

Date Received ↓	Amount Received	Type of Donation	Name of Donor	Address of Donor
11/03/2024	\$1170.00	Money	Sample Individual	Suppressed
05/03/2024	\$500.00	Money	Sample Individual	Suppressed
01/03/2024	\$170.00	Money	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
29/02/2024	\$500.00	Money	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
21/02/2024	\$500.00	Money	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
05/02/2024	\$1170.00	Service	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
16/01/2024	\$1170.00	Property	Sample Individual	Sample Address melbourne Victoria 3000 Australia

Back

Save and Continue

11

You **are not** required to submit an audit certificate with your annual return.

If you wish to provide a certificate use the VEC's audit certificate form, which can be downloaded on this screen or the annual returns section of the VEC website.

Click ' Upload new document" to attach the audit certificate to your return.

Lodge Annual Return

Details ✓

Financial Details ✓

Upload Documents

No documents are required for Independent Candidates or Independent Elected Members

1. A certificate of an independent auditor

If you wish, you may upload a certificate of an independent auditor advising that the statement has been audited in accordance with Australian Ac Act 2001 (Cth), and must state that the auditor:

- was given full and free access at all reasonable times to all accounts, records, documents and papers relating directly or indirectly to any ma
- examined the material referred to in paragraph (a) for the purpose of giving the certificate
- received all information and explanations that the auditor requested in respect of any matter required to be specified in the statement
- has no reason to believe that any matter stated in the statement is not correct.

Please download a template for a certificate of independent auditor [here](#).

Documents can be uploaded by selecting 'Upload New Document'

- To delete an uploaded document, or modify the document type, select the document name below.
- To make changes to an uploaded document, please delete and re-upload your modified document.

12

Select "audit certificate" as the document type and provide a short description if required.

Click 'choose file' to upload your document from your computer.

The maximum file size is 5 MB.

Please email disclosures@vec.vic.gov.au if your file is larger than 5 MB.

Upload new document

Document Type *

Description

Attach a file *

Choose File No file chosen

13

Click 'Upload' to attach the file.

Document Type *

Audit certificate

Description

Attach a file *

Choose File Audit Certific...igners (14).pdf

Upload

14

Read the acknowledgement details and click the boxes to confirm you understand and have complied with your obligations under the Electoral Act 2002 (Vic). Click 'Submit' to submit your annual return, or 'Back' to edit any details.

Your uploaded documents may be amended to remove confidential information as described by Section 221A of the *Electoral Act 2002*.



I Confirm *

- The information provided in this return and any attachments is true and complete;
- I am logged into VEC Disclosures with my own user account;
- I can confirm my identity matches the name and position as shown in my user account; and
- I have the authority as either the default agent, registered agent, deputy registered agent, registered officer or deputy registered off

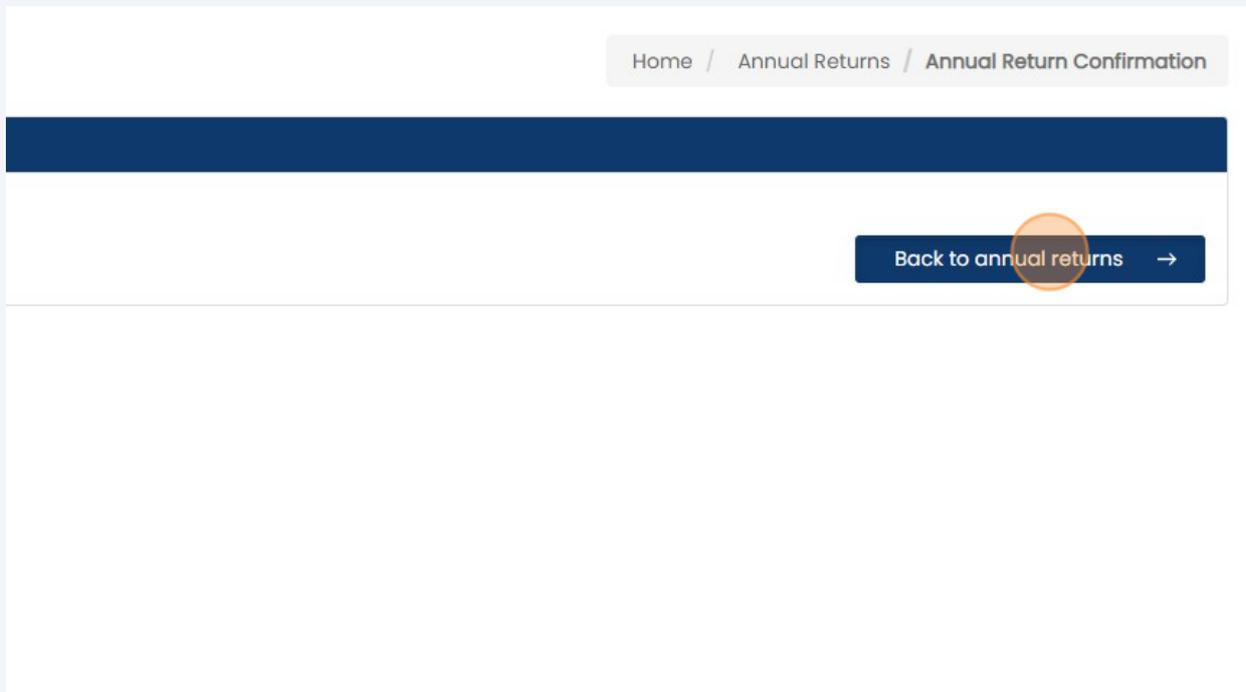
I acknowledge that pursuant to section 218A of the *Electoral Act 2002* penalties of up to 300 penalty units and 2 years imprisonment can be

I acknowledge that by submitting this return all information submitted in this annual return may be made publicly available on the VEC Di

Back

Submit

15 Click 'Back to annual returns' to go to the annual returns dashboard.



16 You can see the status of your return in the dashboard. Click 'Action' to request an amendment to a submitted return or export your return to a PDF. If you have not yet submitted your return you can click 'Action > Edit' to make any changes.

The screenshot shows a dashboard titled "Annual Returns" with a breadcrumb trail "Home / Annual Returns" and a "Lodge Annual Return" button. Below is a table with the following data:

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year	
IC	Independent Candidate/Elected Member	27/05/2024 1:40 PM	Original	Submitted	2023 - 2024	Action

17

Click 'Request for amendment' to edit a submitted return.

Annual Returns Home / Annual Returns

[Lodge Annual Return](#)

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year	
IC	Independent Candidate/Elected Member	27/05/2024 1:40 PM	Original	Submitted	2023 - 2024	Action

[Request for amendment](#)
[Export to PDF](#)

18

You must give a reason for requesting an amendment. The grey boxes will automatically populate with your annual return details. Click submit when finished.

Request for amendment



Annual Return *

Submitted by *

Amendment Reason *

Submit



19

Click 'Export to PDF' to view your annual return details.

Annual Returns Home / Annual Returns

[Lodge Annual Return](#)

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year	Action
IC	Independent Candidate/Elected Member	27/05/2024 1:40 PM	Original	Submitted	2023 - 2024	Request for omdement Export to PDF

21

Click "Export" to export a copy of the annual return in its current form.

[Export](#)

Independent Candidate/Elected Member

Please note that this annual return has not been published. If accepted, the VEC will publish an annual return summary.

Financial Year
2023 - 2024

Start Date **End Date**
01/07/2023 30/06/2024

Personal details

Personal name
IC