

# Appoint Party Secretary



## Completing this form

- This form should be used by a political party applying for federal registration to notify the AEC of the appointment of its party secretary. An application for registration of a political party must be accompanied by an Appoint Party Secretary form.
- The party secretary is a very important position recognised in the *Commonwealth Electoral Act 1918* (Electoral Act) with considerable power under the Electoral Act. Independent confirmation of the appointment of the secretary is required.
- Further information is provided in the [Guide for registering a party](#) available at [www.aec.gov.au](http://www.aec.gov.au).
- This form is to be completed with reference to the *Guide for registering a party*.
- Information on this form is collected under the Electoral Act and is not made public.

Name of political party

|  |
|--|
|  |
|--|

## Secretary's details

|   |             |                 |          |
|---|-------------|-----------------|----------|
| Title   |             |                 |          |
| Name  |             |                 |          |
| Street address  |             |                 |          |
| Postal address  | Suburb/town | State           | Postcode |
|   |             |                 |          |
| Daytime telephone   | ( )         | After hours ( ) |          |
|   |             |                 |          |
| Mobile  |             | Fax number ( )  |          |
| Email address   |             |                 |          |
| Signature   |             |                 | Date     |
| Party position of secretary<br>(director, convenor,<br>secretary, etc.) |             |                 |          |

## Certification by independent party official

*Because of the importance of the role of the party secretary, an independent party official such as the President, Treasurer, etc needs to certify that the secretary has been properly appointed in accordance with the party's constitution to perform the role defined in the Electoral Act.*

I declare that, under the party constitution, the above-named individual was appointed to manage the party on a day-to-day basis on \_\_\_/\_\_\_/\_\_\_

(date of appointment)

Name of party official

|  |
|--|
|  |
|--|

Position of party official

|  |
|--|
|  |
|--|

Party official's signature

|  |                   |
|--|-------------------|
|  | ...../...../..... |
|--|-------------------|

**Enquiries and form should be completed and returned to:**

Email: [fad@aec.gov.au](mailto:fad@aec.gov.au)  
Phone: 02 6271 4552  
Fax: 02 6293 7655

Funding and Disclosure  
Australian Electoral Commission  
Locked Bag 4007  
Canberra ACT 2601