

CSV User Guide

Draft April 2026

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1. Getting started

Download the required CSV template

This guide has been designed to help you upload bulk donation disclosure notices (DDNs) to the Australian Electoral Commission's (AEC) funding and disclosure (FAD) portal using a CSV file. Three CSV templates are available, each facilitating the different types of bulk disclosures available for recipients (entities) and donors.

Donor: Bulk_Upload_CSV_Template_Donor.csv

Recipient: Bulk_Upload_CSV_Template_Recipient.csv

Recipient: Bulk_Upload_CSV_Template_Gifts.csv

The AEC recommends use of the supplied bulk CSV templates. The templates will help eliminate data formatting and validation errors and streamline the DDN process.

System requirements

CSV file limits: 10MB/5,000 row limit

Supported browsers: Chrome, Safari, Edge (current versions).

2. Preparing your CSV file

The bulk CSV template for each type of donation disclosure notice (DDN) has specific data and data format requirements. The following tables explain the requirements for each DDN to enable you to best prepare your CSV data to be uploaded into the AEC portal without error.

Donor bulk donation disclosure – CSV template

Bulk_Upload_CSV_Template_Donor.csv

Please note: Any CSV fields marked as ‘optional’ or ‘if applicable’ that are not required by the user are to be left blank.

The data format in the Heading and Data requirements columns should not be changed to avoid errors when uploading.

Column	Heading	Data type	Data requirements	Comment
A	Receipt number (optional)	Optional	Alphanumeric and special characters	Capture the receipt or transaction ID supplied by the entity
B	Entity name the donation was made to	Mandatory	Text and special characters	Capture the exact name of the entity. [link to entity register to be added]
C	Donation amount	Mandatory	Numeric	Can be captured with or without a decimal
D	Date donation made	Mandatory	Numeric and special characters	Accepted date formats are ‘d/M/yyyy’, ‘dd/MM/yyyy’
E	Total amount or value of all donations made to this entity for the calendar year	Mandatory	Numeric	Can be captured with or without a decimal
F	For which election event was this donation made? (if applicable)	If applicable	Text and special characters	Capture the exact name of the electoral event. [link to event register to be added]
G	Did you collect or accept funds over \$5,000 used (wholly or in part) for this donation? (Y/N)	Mandatory	Single text character	Accepted formats ‘Y’, ‘N’, or ‘y’ and ‘n’ allowed
H	Name of individual or organisation you received funds from	If applicable	Alphanumeric and special characters	If ‘Y’ or ‘y’ is entered for column ‘G’ either of column ‘H’, ‘N’, ‘O’ must be populated to capture the name of the funding source
I	Individual or organisation street address (if applicable)	If applicable	Alphanumeric	If a name is entered for column ‘H’ column ‘I’, ‘J’, ‘K’, ‘L’, ‘M’ must be populated to capture the address of the individual or organisation

Column	Heading	Data type	Data requirements	Comment
J	Individual or organisation apartment or suite (if applicable)	If applicable	Alphanumeric	If a name is entered for column 'H' column 'I', 'J', 'K', 'L', 'M' must be populated to capture the address of the individual or organisation
K	Individual or organisation suburb (if applicable)	If applicable	Alphanumeric characters	If a name is entered for column 'H' column 'I', 'J', 'K', 'L', 'M' must be populated to capture the address of the individual or organisation
L	Individual or organisation state (if applicable)	If applicable	Text characters	If a name is entered for column 'H' column 'I', 'J', 'K', 'L', 'M' must be populated to capture the address of the individual or organization. Abbreviated or full state names are accepted.
M	Individual or organisation post code (if applicable)	If applicable	Numeric characters	If a name is entered for column 'H' column 'I', 'J', 'K', 'L', 'M' must be populated to capture the address of the individual or organisation
N	Name of the unincorporated association other than an industrial organisation you received funds from (if applicable)	If applicable	Alphanumeric and special characters	If 'Y' or 'y' is entered for column 'G' either of column 'H', 'N', 'O' must be populated to capture the name of the funding source
O	Name of the trust fund or funds of a foundation you received funds from (if applicable)	If applicable	Alphanumeric and special characters	If 'Y' or 'y' is entered for column 'G' either of column 'H', 'N', 'O' must be populated to capture the name of the funding source
P	Names of the trustee(s) / member(s) of executive you received funds from (if applicable)	If applicable	Alphanumeric and special characters	If column 'N' or 'O' is entered, names of the trustee(s) / member(s) of executive is mandatory. Multiple names can be captured. Each full name (including first and surname) must be separated by a semicolon.
Q	Address(s) of the funding source (if applicable)	If applicable	Alphanumeric and special characters	If column 'N' or 'O' is entered, address(s) of the funding source is mandatory. Multiple addresses can be captured. Each address must be separated by a semicolon.
R	Amount of funding you received (if applicable)	If applicable	Numeric and special characters	Can be captured with or without a decimal
S	Date you received the funds (if applicable)	If applicable	Numeric and special characters	Accepted date formats are 'd/M/yyyy', 'dd/MM/yyyy'

Recipient bulk donation disclosure – CSV template

Bulk_Upload_CSV_Template_Recipient.csv

Please note: Any CSV fields marked as 'optional' or 'if applicable' that are not required by the user are to be left blank.

When completing the CSV template, labels in the Heading column and the data format described under Data requirements should not be changed to avoid impacts on file upload.

Column	Heading	Data type	Data requirements	Purpose
A	Receipt number (optional)	Optional	Alphanumeric and special characters	Capture the receipt or transaction ID which was supplied to the donor
B	Name of individual or organisation (if applicable)	If applicable	Text and special characters	One of the columns 'B' 'H' and 'I' must be populated to capture the donor type for each donation
C	Individual or organisation street address (if applicable)	If applicable	Alphanumeric	If a name is entered for column 'B' column 'C', 'D', 'E', 'F', 'G' must be populated to capture the address of the individual or organisation
D	Individual or organisation apartment or suite (if applicable)	If applicable	Alphanumeric	If a name is entered for column 'B' column 'C', 'D', 'E', 'F', 'G' must be populated to capture the address of the individual or organisation
E	Individual or organisation suburb (if applicable)	If applicable	Alphanumeric characters	If a name is entered for column 'B' column 'C', 'D', 'E', 'F', 'G' must be populated to capture the address of the individual or organisation
F	Individual or organisation state (if applicable)	If applicable	Text characters	If a name is entered for column 'B' column 'C', 'D', 'E', 'F', 'G' must be populated to capture the address of the individual or organisation Abbreviated or full state names are accepted.
G	Individual or organisation post code (if applicable)	If applicable	Numeric characters	If a name is entered for column 'B' column 'C', 'D', 'E', 'F', 'G' must be populated to capture the address of the individual or organisation
H	Name of the unincorporated association other than an industrial organisation (if applicable)	If applicable	Text and special characters	One of the columns 'B' 'H' and 'I' must be populated to capture the donor type for each donation
I	Name of the trust fund or funds of a foundation (if applicable)	If applicable	Text and special characters	One of the columns 'B' 'H' and 'I' must be populated to capture the donor type for each donation

Column	Heading	Data type	Data requirements	Purpose
J	Names of the trustee(s) / member(s) of executive (if applicable)	If applicable	Alphanumeric and special characters	If column 'H' or 'I' is entered names of the trustee(s) / member(s) of executive is mandatory. Multiple names can be captured. Each full name (including first and surname) must be separated by a semicolon.
K	Address(s)	If applicable	Alphanumeric and special characters	If column 'H' or 'I' is entered address(s) of the funding source is mandatory. Multiple addresses can be captured. Each address must be separated by a semicolon.
L	Email address (optional)	Optional	Alphanumeric and special characters	Capture the email contact that donated to your entity
M	Donation amount	Mandatory	Numeric	Can be captured with or without a decimal
N	Date donation received	Mandatory	Alphanumeric and special characters	Accepted date formats are 'd/M/yyyy', 'dd/MM/yyyy'
O	Total amount of all donations received from this donor during the calendar year	Mandatory	Alphanumeric and special characters	Can be captured with or without a decimal
P	Which election event was this donation made for? (if applicable)	If applicable	Text and special characters	Capture the exact name of the electoral event. [Elections - Australian Electoral Commission]

Recipient certain other gifts bulk donation disclosure – CSV template

Please note: Any CSV fields marked as ‘optional’ or ‘if applicable’ that are not required by the user are to be left blank.

When completing the CSV template, labels in the Heading column and the data format described under Data requirements should not be changed to avoid impacts on file upload.

Column	Heading	Data type	Data requirements	Purpose
A	Gift amount	Mandatory	Numeric	Can be captured with or without a decimal
B	Date gift received	Mandatory	Numeric and special characters	Accepted date formats are ‘d/M/yyyy’, ‘dd/MM/yyyy’
C	Number of memberships, subscriptions or other persons to whom the gift was paid	Mandatory	Numeric	This field only accepts whole numbers/integers greater than zero
D	Total amount or value of all certain other gifts so far credited during the calendar year	Mandatory	Numeric	Can be captured with or without a decimal

3. How to lodge an incomplete donation disclosure

If you don't have all the 'mandatory' or 'if applicable' data to lodge a complete disclosure you will need to declare an incomplete disclosure.

How would you like to lodge?

Single submission

Disclose one donation at a time using a quick form. Best for 1-5 donations.

[Get started](#) →

Bulk upload

Upload multiple disclosures using our CSV template. Best for 6+ donations.

[Download CSV template](#) ↓

This can be declared via the single donor and recipient donation disclosure notices.

i Select Yes and complete all questions below if certain information is not possible to be obtained for this disclosure.

Do you need to declare a Notice of Incomplete Disclosure?

Yes

No

Select 'Yes'.

Provide details of the information you believe is missing from the certain other gifts donation disclosure notice.

Provide the reason(s) you were unable to obtain missing information and detail any attempts made to obtain it.

List the name and address/contact details of any person(s) who you believe can provide the missing information and the reason you believe they can provide this information.

The form will display three fields that are required to describe the missing information.

4. File upload and import

Step 1: Select saved CSV file and upload

How would you like to lodge?

Single submission

Disclose one donation at a time using a quick form. Best for 1-5 donations.

[Get started](#) →

Bulk upload

Upload multiple disclosures using our CSV template. Best for 6+ donations.


[Download CSV template](#) ↓

Bulk upload instructions

If you choose bulk upload, follow these steps:

1. Download CSV template
2. Complete the template offline with your donation details
3. Return to this page, upload your completed CSV, and then click 'Import file'

[Need help? View CSV guide](#) ↗



[Choose file](#) or drag and drop

File must be CSV format and smaller than 10MB

[Import file](#)

Select your saved CSV file using the 'Choose file' or 'drag and drop' component.

Once the file is selected, press 'Import file' to proceed.

Step 2: CSV column mapping

Bulk Donor Donation Disclosure Notice

Some CSV headings need to be mapped. Please review the unmapped headings below and verify to continue.

Review and map column headings

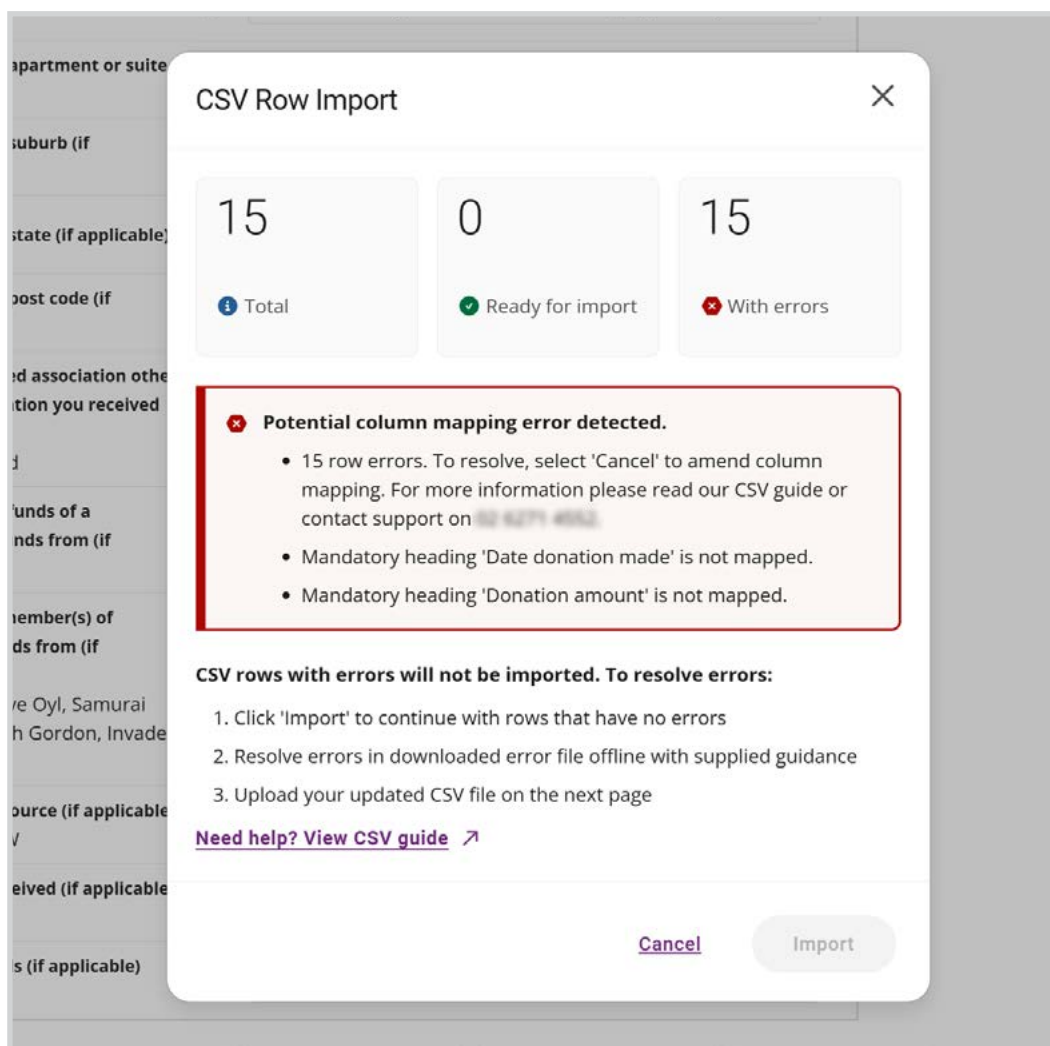
Manually map any unmatched CSV headings to the system headings, then verify to continue.

CSV column headings		Mapped to (system)
Receipt Number (optional) 87346587	✔	Receipt Number (optional) ▼
Entity name the donation was made to Political Party A	✔	Entity name the donation was made to ▼
Donation amount 8,000.00	→	- Select - ▼
Date donation made 22/10/2025	→	- Select - ▼
Total amount or value of all donations made to this entity for the calendar year 9058.46	✔	Total amount or value of all donations made to this entity ... ▼

The CSV column mapping allows you to match the column headings in your uploaded CSV file with the disclosure data requirements of the system. Use the dropdown components in the right-hand column to select the matching name of the heading in the left-hand column.

If you use the CSV templates provided, the appropriate headings will already be selected for you.

Step 3: Data formatting and amending errors



This step in the CSV upload process captures any issues that may exist in your CSV file or across the column mapping step. If the number of presented errors is high, we recommend that you attempt to resolve these issues by either [remapping the CSV column data](#) or by [fixing the issues at the source](#) in your CSV file.

CSV rows with errors will not be imported into the system. A helpful feature is the 'Download errors (CSV)' link, which will export a CSV file that shows rows with errors, with a description of the error in the first column.

TIP: Once errors are resolved in the exported file, ensure the first column is removed before attempting to re-upload your CSV.

Step 4: Table view summary

Once your data is presented in the table view you can view, edit, add, delete and save a draft of your disclosures prior to lodgement. There is a limit of 9,999 disclosures for bulk donation disclosure notices.

ID	Receipt No.	Donor name	Date received	Amount		
0001	87346587	Acme Health Care Limited	22/10/2025	\$8,000.00		
0002	87346588	McDuck & Co.	26/10/2025	\$65,000.00		
0003	87346589	Scooby Doo Consultancy Services	02/10/2025	\$5,000.00		
0004	87346590	SquarePants Holdings Ltd	05/10/2025	\$5,500.00		
0005	87346591	Mystery Inc. Legal	02/10/2025	\$10,000.00		
0006	87346592	Stuart Little	10/10/2025	\$12,500.00		
0007	87346593	Daffy Duck	12/10/2025	\$10,000.00		
0008	87346594	Mickey Mouse	12/10/2025	\$145,000.00		
0009	87346595	Marge Simpson	14/10/2025	\$18,000.00		
0010	87346596	Sesame Street Group Ltd	14/10/2025	\$20,000.00		

Step 5: Submitting your bulk upload

Certification is required to complete the bulk disclosure lodgement. Selecting 'Continue' will display the certification details; ticking the certification and selecting 'Lodge' will complete this process.

A lodgement confirmation screen is displayed; confirmation is also sent to the relevant email address.

Disclosure certification [X]

I certify that the Donation Disclosure Notice information contained in this lodgement is true and complete to the best of my knowledge and belief.

I understand that lodging false or misleading information is an offence under Division 137.1 of the Criminal Code Act 1995.

[Cancel](#) **Lodge**

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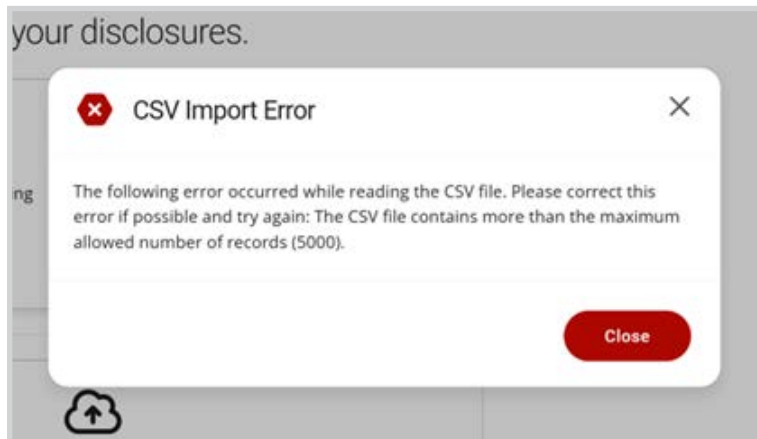
[Save a draft](#) **Continue**

5. Troubleshooting

The following is a list of issues that could occur during the CSV upload process. This list has been prepared to help you troubleshoot any issues with ease.

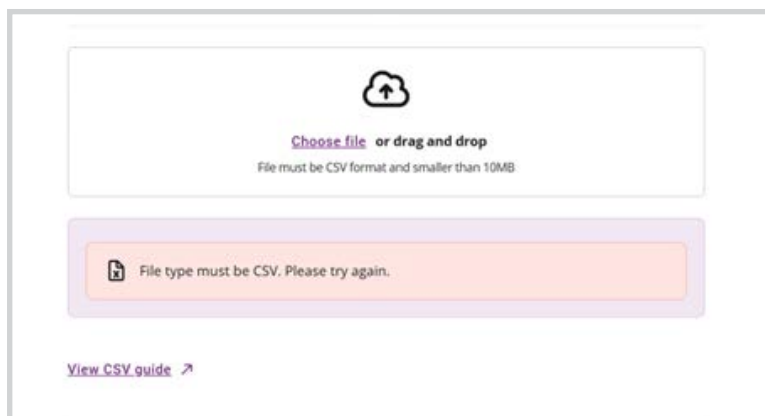
File upload issues

“CSV Import Error”



- Check the file size is under 10MB
- Check the number of rows does not exceed 5,000
- Verify your internet connection is stable.

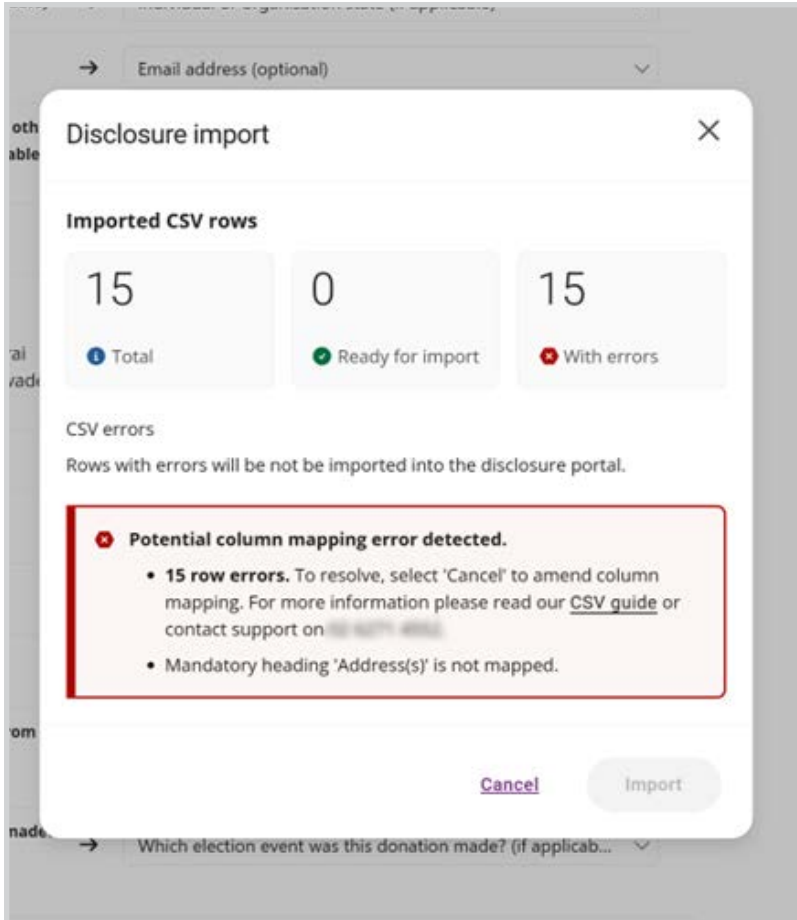
“File type must be CSV. Please try again.”



- Must be .csv file (not .xlsx or .xls).

CSV mapping issues

“Potential column mapping error detected”



The screenshot shows a 'Disclosure import' dialog box with the following content:

- Imported CSV rows:**
 - Total: 15
 - Ready for import: 0
 - With errors: 15
- CSV errors:**

Rows with errors will not be imported into the disclosure portal.

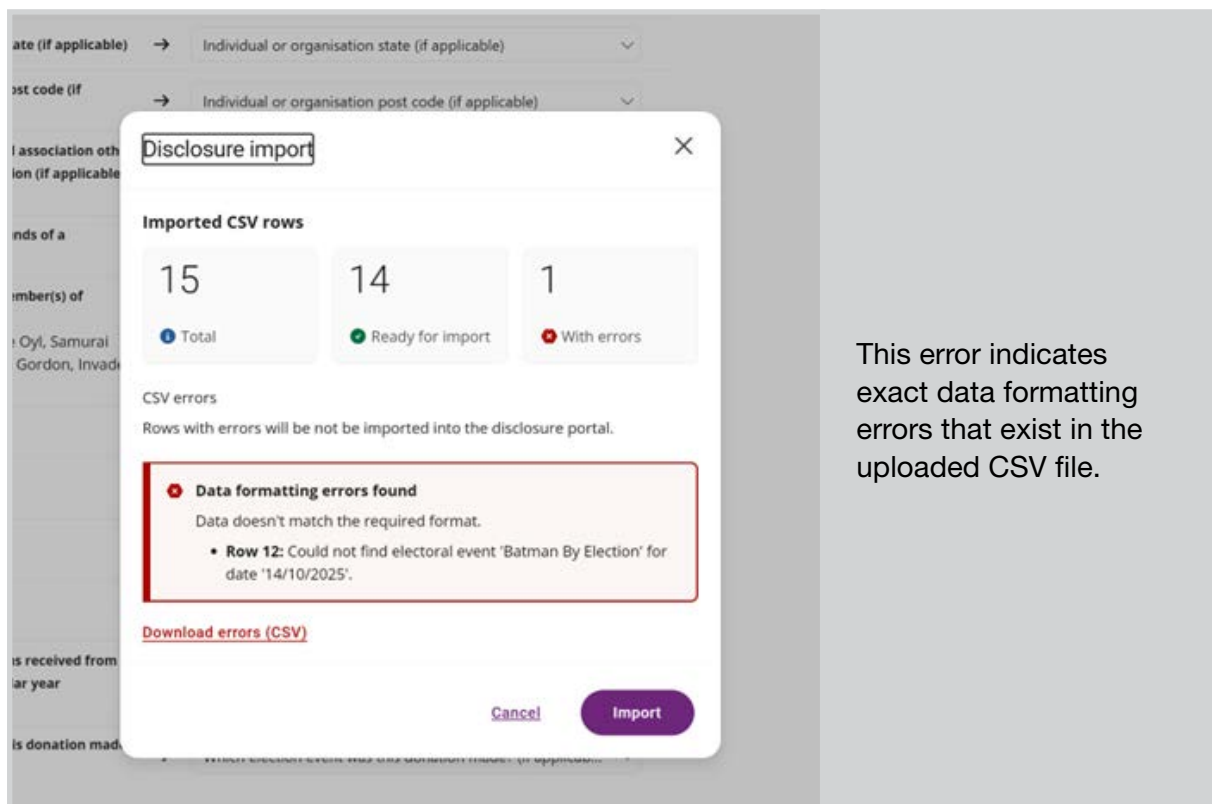
 - Potential column mapping error detected.**
 - 15 row errors. To resolve, select 'Cancel' to amend column mapping. For more information please read our [CSV guide](#) or contact support on [01203 785444](#).
 - Mandatory heading 'Address(s)' is not mapped.
- Buttons: [Cancel](#) and [Import](#)

This error indicates that you have not completed the previous mapping step correctly.

- On the 'Review and map column headings' page, use the 'Reset mapping' button (bottom of the mapping page) to default to the automatically mapped columns.
- Work through your imported CSV column headings to ensure all have been mapped against the required headings.

CSV data validation errors

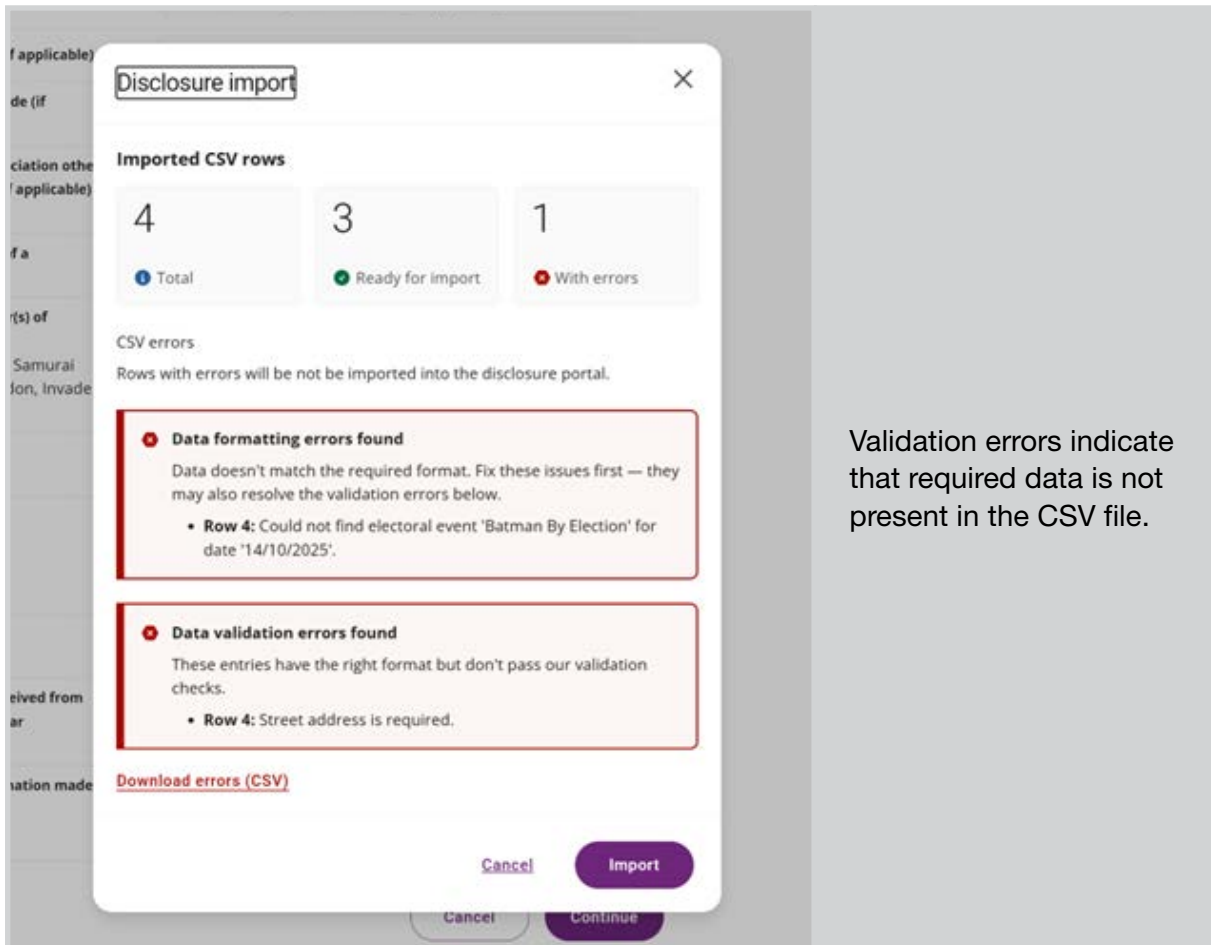
“Data formatting errors found”



This error indicates exact data formatting errors that exist in the uploaded CSV file.

- To resolve, download the errors in a CSV or import to progress without the errored CSV row.
- In the first column of the downloaded file a description of the format error will guide you to resolve the error.
- Once errors are resolved in the exported file, ensure the first column is removed before attempting to re-upload your CSV.

“Data validation errors found”



- To resolve, download the errors in a CSV or import to progress without the errored CSV row.
- In the first column of the downloaded file a description of the format error will guide you to resolve the error.
- Once errors are resolved in the exported file, ensure the first column is removed before attempting to re-upload your CSV.

7. Guidance

Contact

If you have any questions about the user guide or the contents of the .csv files you can contact fadreform@aec.gov.au

Disclaimer

The draft user guide and .csv files are provided for awareness and early visibility only. They provide indicative functionality for bulk donation disclosure notice uploads in the AEC's proposed funding and disclosure portal. The system remains under development, and all content is subject to change. These documents do not constitute final guidance and should not be relied upon as a definitive statement of system design, functionality or requirements.