

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.
- 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

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Secretary's details

Name			
Street address			
	Suburb/town	State	Postcode
Daytime telephone ()	After hours ()		
Mobile	Fax number ()		
Email address			
Signature			Date
Party title of secretary (director, convenor, 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

Title of party official

Party official's
signature

	.../.../...

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

Email: fad@aec.gov.au
Phone: 02 6271 4552
Fax: 02 6293 7655

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