

THE PEF ONLINE SYSTEM: TERMS AND CONDITIONS OF USE BY REGULATED ENTITIES

Introduction

1. The Political Parties, Elections and Referendums Act 2000 provides for regulated entities to send, deliver or otherwise give documents or information (including reports and returns) to the Electoral Commission in specified circumstances. The PEF Online system is the specialist online system, provided by the Commission, by which regulated entities may electronically input information and submit certain documents or information to the Commission.

Definitions

2. In these Terms and Conditions:

'PPERA' means the Political Parties, Elections and Referendums Act 2000;

'regulated entity' means one of the following entities (as defined in PPERA):

- a. A registered party;
- b. A recognised third party;
- c. A permitted participant; or
- d. A regulated donee.

Electronic submission of documents or information

3. Where confirmation or a declaration is required in respect of any information submitted under PEF Online, the user will either be asked to confirm the submission of that information electronically ("Authorise Online"), or will be given the option either to Authorise Online or to print a copy of the document or information ("Print Version"):

A. Using Authorise Online

4. If using Authorise Online, the document or information is delivered when the user clicks the button "OK" to confirm that the document or information should be submitted.

B. Using the Print Version option

5. If the Print Version option is selected, the paper document produced must be signed in the way indicated on the printed document.
6. This signed document must then be delivered to the Commission:
 - a. by hand, post or facsimile machine; or
 - b. by scanning the original signed document into a PDF file and emailing the file to the Commission.

7. A regulated entity that delivers a signed print version to the Commission by facsimile machine or email must retain the original signed document for a period of six years. The regulated entity must provide the original signed document to the Commission if requested to do so.

Availability of the PEF Online system

8. The Commission will endeavour to ensure that the availability of the PEF Online system, for the purpose of electronic submission by regulated entities, is not interrupted. In circumstances where it is necessary to suspend or disrupt all or part of the PEF Online system the Commission will endeavour to give regulated entities reasonable notice of the suspension. However there may be circumstances in which the Commission is unable to give notice of suspension or disruption.

Access to the PEF Online system

9. The Commission may refuse to allow an individual or a regulated entity use of the PEF Online system for the purpose of electronic submission.
10. The Commission may permanently or temporarily withdraw permission to use the PEF Online system. The Commission will give reasonable notice of its intention to withdraw permission.

PEF Online Administrator

11. A regulated entity may, from time to time, authorise a person to use the PEF Online system on behalf of the regulated entity. The person will be known as the PEF Online Administrator.
12. The PEF Online Administrator is able to authorise other persons to use the PEF Online system on behalf of the regulated entity.
13. A regulated entity is responsible for use of the PEF Online system by the entity's PEF Online Administrator and by others authorised to use the system on the regulated entity's behalf.

Modifications to PEF Online system

14. The Commission may modify the PEF Online system at any time and without notice, and these Terms and Conditions apply to the modified system.

Revisions to these Terms and Conditions

15. The Commission may revise these Terms and Conditions at any time.
16. The Commission will provide notice of a revision. Continued use of the PEF Online system following notice will constitute acceptance by the regulated entity of the revised Terms and Conditions.