

# Prescribed Particulars Guide

1. Various returns require 'Prescribed Particulars' to be furnished (see regulations 22 and 23 of the *Electoral Regulations 2009*).
2. Prescribed Particulars are required to be furnished if the stakeholder has transacted with certain types of entities ('Prescribed Entities').
3. The Prescribed Entities are:
  - a. Incorporated or unincorporated association.
  - b. Trust fund or foundation.
  - c. Body corporate.
4. Prescribed Particulars must be furnished in the following situations:

Type of Return	Transaction
Campaign Donations Return	Candidate or group received a disclosable gift or loan from a Prescribed Entity.
Donor Return – Gifts to Relevant Entities	The donor received a disclosable gift from a Prescribed Entity which enabled the donor to make the gift to the Relevant Entity.
Donor Return – Gift or Loan to Candidate or Group	The donor is a Prescribed Entity.
	The donor received a disclosable gift or loan from a Prescribed Entity which enabled the donor to make the gift or loan the candidate or group.
Special Return for Large Gift	Registered Political Party received a Large Gift from a Prescribed Entity.
Political Party Return	Registered Political Party received a disclosable amount from a Prescribed Entity.
	Registered Political Party owes a disclosable amount to a Prescribed Entity.
Associated Entity Return	Associated Entity received a disclosable gift or loan from a Prescribed Entity.
Third Party Return	Third Party received a disclosable amount from a Prescribed Entity.
	Third Party owes a disclosable amount to a Prescribed Entity.

5. The disclosure threshold is \$5,000 (indexed) for donations and amounts received and owing. Current indexed amounts can be found on the Electoral Commission’s website.
6. The Prescribed Particulars that must be furnished are as follows:


Prescribed Entity	Prescribed Particulars
Incorporated or unincorporated association	<ul style="list-style-type: none"> <li>• The names of the members of the executive committee.</li> </ul>
Trust fund or foundation	<ul style="list-style-type: none"> <li>• The names of the trustees.</li> </ul>
Body corporate	<ul style="list-style-type: none"> <li>• The names of the members of the board.</li> <li>• The names of any parent, subsidiary or related body corporate.</li> </ul>

7. The return forms will have fields for you to provide the Prescribed Particulars.
8. Website links:  
You are not required to provide the Prescribed Particulars if the Prescribed Particulars are contained in an online publication that is generally available to be inspected by members of the public. You can instead provide the web address for the specific webpage where the Prescribed Particulars may be accessed or inspected (do not just provide the homepage address). A member of the public should be able to copy and paste the website address you provided into their internet browser and be taken directly to the page where the Prescribed Particulars can be found.
9. The return forms will have fields for you to provide website links to Prescribed Particulars.
10. To summarise, you may either:
  - a. provide the Prescribed Particulars in a return; or
  - b. you may provide a website link to the Prescribed Particulars, in the return.
 You are not required to do both.
11. Prescribed Particulars are usually available online for public companies.
12. If you cannot obtain the Prescribed Particulars direct from a body corporate, you may purchase a current company extract from the Australian Securities and Investments Commission website:
  - a. Use this link:  
[https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?\\_afdf.ctrl-state=rna40g6ep\\_20](https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?_afdf.ctrl-state=rna40g6ep_20)
  - b. Search for the body corporate. Once you have located the body corporate, the page of publicly available information should look like this:

LUCY PTY LTD ACN 146 266 944

▼ **Company Summary** ?

**Name:** LUCY PTY LTD  
**ACN:** 146 266 944  
**ABN:** [38 146 266 944](#)  
**Registration date:** 9/09/2010  
**Next review date:** 9/09/2017  
**Status:** Registered  
**Type:** Australian Proprietary Company, Limited By Shares  
**Locality of registered office:** ARDROSS WA 6153  
**Regulator:** Australian Securities & Investments Commission

 [View Summary \(PDF\)](#)

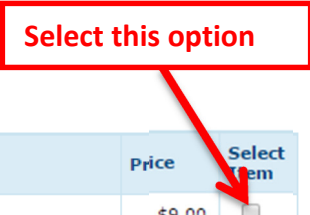
▼ **Information for purchase** ?

Purchased information is delivered online unless specified. Payment by credit card only.

[Example of paid information](#)

Company extract ?	Price	Select Item
Current company information	\$9.00	<input type="checkbox"/>
Current and historical company information	\$19.00	<input type="checkbox"/>

**Select this option**



- c. You can purchase 'current company information' for \$9.00 which will contain Prescribed Particulars.
13. We do not require Prescribed Particulars for government agencies or statutory bodies.
  14. We realise that it may be difficult to obtain the Prescribed Particulars for associations and trusts. If you consider that it is impossible to complete a return because you are unable to obtain information required for the return then you may lodge a 'Notice of Inability to Complete Return' form. This form is to be lodged together with your return (which has been completed to the extent possible).
  15. Disclaimer: this information is intended as a general guide only and should not be substituted for the legislation. You are advised to refer to the legislation and seek your own independent advice if necessary.

**Enquiries to:**

Funding, Disclosure & Registration Branch  
 Electoral Commission South Australia  
 GPO Box 646  
 Adelaide SA 5001

Telephone 08 7424 7400  
 Fax 08 7424 7444  
 Email [ecsa.fad@sa.gov.au](mailto:ecsa.fad@sa.gov.au)