

# Change Party Secretary



## Completing this form:

- This form should be used by a registered political party or formally recognised branch to notify a change of party secretary.
- If the AEC's records of the party secretary are not up to date, other applications from the party may not be accepted and the party might not receive important election correspondence from the AEC.
- Independent certification of the appointment of the secretary must be shown on this form.
- Further information is provided in the [Party Registration Guide](#) available at [www.aec.gov.au](http://www.aec.gov.au)
- Information on this form is collected under the *Commonwealth Electoral Act 1918* and is not made public.

Name of political party:

Name of previous secretary:


## New secretary's details:

Name			
Street Address			
	Suburb/town	State	Postcode
Postal Address			
	Suburb/town	State	Postcode
Daytime Telephone	( )	After hours ( )	
Mobile		Fax number ( )	
Email address			

Signature of new secretary

	...../...../.....
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, ..... certify that the secretary named above was properly appointed  
(Name of party official)  
under the party constitution to manage the party on a day to day basis on ...../...../.....  
(date of appointment)

Party official's signature

Title of party official

	...../...../.....

Enquiries and form should be forwarded to:

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

Funding and Disclosure  
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Date received