

REQUIREMENTS

To enable you to fill in your candidate return electronically you will need to have installed Adobe Acrobat Reader DC. This is a free download, see details below:

Adobe Acrobat Reader DC. Download | Free PDF viewer for Windows <https://get.adobe.com/reader/>

IMPORTANT

- The Commission **DOES NOT** accept typed signatures or digital certificates. For information on how to use other forms of electronic signature see **Step 4**.
- When the return is signed and saved it becomes locked (un-editable). Save an unsigned version of the document in case changes need to be made.

NAVIGATING THE RETURN

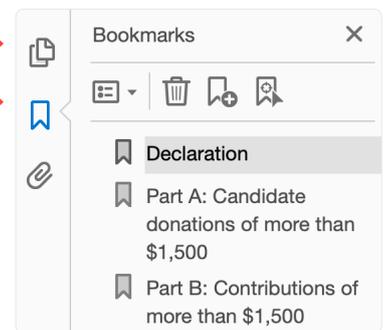
- Click on the text field that you want to fill in. You can then type text into that field.
- To go to the next field press **[TAB]** or use your mouse to click to the next field.
- To go to a previous field press **[SHIFT] + [TAB]** or use your mouse to click on the previous field.

Navigating between pages

To navigate between pages you can click on the bookmarks on the left hand side of the screen to go to each Part of the return.

If the bookmarks are not showing, click the bookmark icon on the left hand side of the page.

Alternatively, you can use the scroll button on the right hand side of the form to move between pages.



Magnifying the return

You can increase the magnification to make it easier to view. Changing the magnification on the screen will not change the size of the printed form itself.

You can zoom in and out using the buttons in the toolbar at the top of the page or by selecting a zoom level i.e. 100%, 150%, from the drop down box or by holding down the **[CTRL]** key while using the scroll wheel on your mouse.

FILLING IN THE RETURN

1. CANDIDATE DETAILS

- **Name:** Enter your first name and family name that appeared on the ballot paper. You do not need to include middle names or your full legal name if these did not appear on the ballot paper.
- **Party name:** if you did not contest the election on behalf of a registered party or unregistered party leave this section blank or enter 'INDEPENDENT'.
- **Electorate contested:** Enter the name of the electorate you contested at the 2020 general election.

2. CANDIDATE DONATIONS

If you did not receive any donations, or contributions to donations, for your campaign to declare under Parts A, C or D enter **NIL** in **Step 2** on the front page. You can then go to **Step 3**.

If you have any donations or contributions to declare you will need to complete Parts A to E of the return.

If you do not have anything to declare in one or more of these Parts enter **NIL** in the box at the top of the relevant pages.

The total in each Part, and the total donations received on the front page of the return, will populate automatically.

Contributions recorded in Parts B and E are not included in the total donations on the front page of the return as they are a sub-set of donations included in Part A or Part D.

2. TOTAL CANDIDATE DONATIONS
Complete Parts A to E on pages 2 to 6 if you have any donations to declare.

Write 'NIL' if you have **NO** donations, or contributions to a donation, to declare under Parts A, C or D

Part A: Candidate donations of more than \$1,500

Part C: Anonymous candidate donations of more than \$1,500

Part D: Overseas candidate donations of more than \$50

Total (A + C + D)

PART A: CANDIDATE DONATIONS OF MORE THAN \$1,500 OTHER THAN ANONYMOUS OR OVERSEAS DONATIONS

WRITE 'NIL' IF YOU HAVE NO DONATIONS TO DECLARE HERE:

TOTAL FOR PART A

3. TOTAL CANDIDATE ELECTION EXPENSES
Complete Parts F and G on pages 7 to 9 if you have any expenses to declare.

Write 'NIL' if you have **NO** expenses to declare

Part F: Candidate only election advertising

Part G: Election advertisements shared with the party and/or other candidates

Total (F + G)

PART F: CANDIDATE ONLY ELECTION ADVERTISING

WRITE 'NIL' IF YOU HAVE NO EXPENSES TO DECLARE HERE:

TOTAL FOR PART F

3. CANDIDATE ELECTION EXPENSES

If you have no election expenses to declare enter **NIL** in **Step 3** on the front page of the return. You can then go to **Step 4**.

If you have any election expenses to declare you will need to complete Parts F and G of the return.

If you do not have anything to declare in one of these Parts enter **NIL** in the box at the top of the relevant page.

The total in each Part, and the total expenses incurred on the front page of the return, will populate automatically.

Additional lines or pages cannot be added to the electronic return. If you have a large number of different expense items to declare you may prefer to use the Commission's return form available in Excel format.

4. I declare that to the best of my knowledge this return, filed pursuant to sections 205K and 209 of the Electoral Act 1993, is an accurate record of the candidate donations made to me, or on my behalf, and of election expenses incurred by me, or on my behalf, for the 2020 general election and is not false in any material particular.

SIGNATURE

DATE: DD / MM / YYYY

4. DECLARATION AND SIGNATURE

Once you have completed and checked the return form you must enter a signature, either electronically or by printing the return and signing and dating it by hand.

If you are signing the return electronically you can:

- Insert an image i.e. a scanned or photographed image or image captured using a webcam, or
- Draw your signature (using a signature pad, trackpad, touchpad, mouse, lightpen or similar device)

Note: The Commission **cannot accept** typed signatures or digital certificates.

If you are inserting an image you should **save** the image before inserting it into the return.

How to create an image of your signature:

- Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- Transfer the photo or scan to your computer. Adobe Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image, Adobe Reader imports just the signature.



Sign

TOOLBAR PROMPT



Fill & Sign

PROMPT IN LEFT HAND TOOLS PANEL

INSERTING YOUR SIGNATURE

Choose the **Fill & Sign** tool in the right hand panel under (Tools) and select 'Place Signature'. A prompt may also appear on your 'Toolbar'.

If you are drawing your signature, select 'Draw' my signature and then draw your signature in the box below.

Where you have already saved your signature as an image you should click on 'Use an image' and select 'Browse' to insert a saved image from your files.

The signature can then be placed into the signature box and resized to fit by dragging the square boxes at the edge of the image.

Date: The date should be entered numerically as DD/MM/YYYY.

SAVING THE RETURN

When the form is **signed** and **saved**, it becomes **locked** and is no longer editable. This means that forms **cannot** be **amended**.

We highly recommend saving an unsigned copy of the return form so that you have an editable version in the event that changes are required.

The document on the left has been signed and saved. It is locked and cannot be changed.

To save the return click on **File > Save**, or just press **[CTRL] + [S]**. If you close the file and reopen it you will see that the information you have entered on the return is still there.

If you want to rename the return click on **File > Save As** and change the name of the file. It will be helpful to the Commission if you include your surname and initials.

If you need to amend the content on a signed return you will need to reopen an unsigned saved version and resign the return once changes have been made.

LODGING THE RETURN

You can lodge the return and audit report electronically by email to: **enquiries@elections.govt.nz**

Alternatively you can file the return:

- By post: PO Box 3220, Wellington 6140
- Delivered to: Level 4, 34-42 Manners Street, Wellington

ELECTORAL COMMISSION
TE Kaitiaki Take Kōwhiri

Return of Electorate Candidate Donations and Expenses for the 2020 General Election

DECLARATION

1. Candidate name:

Party name (if applicable):

Electorate contested:

2. **TOTAL CANDIDATE DONATIONS**
Complete Parts A to E on pages 2 to 6 if you have any donations to declare.
Write 'NIL' if you have NO donations, or contributions to a donation, to declare under Parts A, C or D.

Part A: Candidate donations of more than \$1,500

Part C: Anonymous candidate donations of more than \$1,500

Part D: Overseas candidate donations of more than \$50

Total (A + C + D)

3. **TOTAL CANDIDATE ELECTION EXPENSES**
Complete Parts F and G on pages 7 to 9 if you have any expenses to declare.
Write 'NIL' if you have NO expenses to declare.

Part F: Candidate only election advertising

Part G: Election advertisements shared with the party and/or other candidates

Total (F + G)

4. I declare that to the best of my knowledge this return, filed pursuant to sections 208K and 209 of the Electoral Act 1993, is an accurate record of the candidate donations made to me, or on my behalf, and of election expenses incurred by me, or on my behalf, for the 2020 general election and is not false in any material particular.

COMPLETING THE RETURN
You can complete the return electronically or by hand. If you complete the form electronically each part will be automatically added up for you, as well as the totals on this page of the return. For information on types of electronic signatures that the Commission accepts, please see the [How to Complete your Electorate Candidate Donations and Expenses Return Form](#) instruction sheet.

CHECKLIST

Step 1 completed

Parts A to E completed or 'NIL' entered at step 2

Parts F and G completed or 'NIL' entered at step 3

Declaration signed and dated

FILING THE RETURN
Candidate returns must be filed with the Electoral Commission by 5pm, 17 February 2021 (within 70 working days of election day). Candidates who do not comply with these requirements commit an offence and may be referred to the Police.

The return can be filed:

- by post to PO Box 3220, Wellington 6140
- delivered to Level 4, 34-42 Manners Street, Wellington
- by email to: enquiries@elections.govt.nz

Resubmit: the returns are open to public inspection and will be published on www.elections.nz.

SAVE AS PRINT

INFORMATION ON CANDIDATE DONATIONS AND ELECTION EXPENSES

WHO MUST FILE A RETURN?
All electorate candidates at the 2020 general election must file a return of candidate donations and election expenses. Even if you have no donations or expenses to declare, you **MUST** still complete the candidate return recording 'NIL' donations or expenses.

KEEPING RECORDS OF DONATIONS AND EXPENSES
Candidates must keep good records of all candidate donations and candidate expenses. Candidates must keep invoices and receipts for all election expenses of \$50 or more for three years after returns are filed. Further information on candidate donations and expenses is available in the [Candidate Handbook - General Election and Referendums 2020](#).

There is a 'SAVE AS' and 'PRINT' button also located on the bottom of the form