

[Name of Party's] 'Know Your Donor' Policy

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1. Background

1.1. This is the reasonable and proportionate risk-based policy of [name of political party] ('the Party') for identifying the true source of donations and loans, and for managing the risks - both to the Party and the integrity of the UK's democratic processes - of accepting donations and loans from foreign powers, the proceeds of crime, corrupt actors or other sources which may result in adverse reputational or other consequences to the UK's democratic system.

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1.2. This policy is designed to complement the checks on donations required under the Political Parties, Elections and Referendums Act 2000 ('the 2000 Act').

2. Donations Policy Statement

2. The Party will publish a policy statement, written by the Chair of the Party [as agreed in advance with the Electoral Commission], in its Annual Report and Accounts each year that will contain the following information ('the Donations Policy Statement'):

- a) the Party is committed to, and has processes for, ensuring that all donations and loans it accepts are from permissible sources in accordance with the 2000 Act;
- b) the Party takes a zero-tolerance approach towards accepting donations and loans from foreign sources;
- c) the Party takes a zero-tolerance approach towards accepting donations and loans from individuals or entities that pose adverse reputational or other risks to the Party, or to the UK's democratic processes or national security;
- d) the Party has implemented and maintains a reasonable and proportionate risk-based policy (its Know Your Donor policy) setting out the Party's commitments and principles in respect of donations and loans, which is designed to help Party officers comply with their responsibilities; and
- e) the Party has implemented reasonable and proportionate risk assessment, due diligence controls and procedures, which include adequate record-keeping, monitoring, and measures for managing compliance with, and internal communication of, its Know Your Donor policy.

3. Scope

3.1. This policy applies to all regulated donations and loans offered to or accepted by the Party through its central party headquarters.

3.2. This policy does not apply to accounting unit treasurers. Donations and loans made to accounting units over **£7,500** should be referred to the Party's central party headquarters to undertake due diligence checks prior to them being accepted, in accordance with a protocol agreed by the Party.

3.3. The non-statutory checks in this policy do not apply to Members of Parliament (MPs), candidates, their agents or member associations, and this policy does not limit or otherwise affect any statutory checks that they are required to undertake before accepting donations or loans.

3.4. Where MPs, candidates, their agents and/or member associations receive donations or loans over **£7,500**, they should make a written referral to the Party's registered treasurer - in accordance

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with a protocol agreed by the Party - in order for the checks in this policy to be carried out prior to the donation or loan being accepted.

3.5. The Party will provide MPs, candidates, their agents and member associations with such information that may be required to enable them to comply with their obligations under the 2000 Act and the referral mechanism to the Party's registered treasurer, and to help them understand and manage the risks identified in this policy.

3.6. Each of the Party's MPs, Members of the House of Lords, chairs, employees and contractors will be made aware of this policy and confirm in writing that they accept and agree to abide by its terms.

3.7. The Party's registered treasurer and accounting unit treasurer, and any accounting officers and other individuals responsible for soliciting funds, or for checking, recording, reporting or administering funds intended for loans or donations to the Party, will confirm annually and in writing that they accept and agree to abide by the terms of this policy, following the annual review of this policy in accordance with section 10.

4. Existing Restrictions on Donations and loans

4.1 The 2000 Act requires the Party to appoint a registered treasurer whose role is to;

- a) ensure that reasonable steps are taken to ensure donations and loans are permissible under the 2000 Act;
- b) keep sufficient accounting records; and
- c) report donations and loans to the Electoral Commission every quarter.¹

4.2. Prior to accepting any donation or loan of £500 or more, the Party's treasurer must check that the benefit is from a permissible source. In the case of receiving a donation or loan from a previous donor, consideration should be given to making a fresh check for each subsequent donation or loan.²

4.3. The remainder of this section 4 provides an overview of existing requirements on the Party. This is not a comprehensive account of those requirements. Careful consideration must be given to the Party's obligations under the 2000 Act and corresponding Electoral Commission guidance.

Individuals

4.3. Where a donation or loan is made by an individual, the Party must check that the individual is registered on a UK electoral register. The individual's full name and their address - as shown on the electoral register, or in the case of overseas electors, their home address - must be recorded.³

¹ Electoral Commission - [Introduction to being a party treasurer](#)

² Section 56 of the Political Parties, Elections and Referendums Act

³ Electoral Commission (31 March 2022) [Guidance: donations from individuals](#)

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Limited Companies

4.4. Where a donation or loan is made by a limited company, the Party must be satisfied that the company is registered at Companies House, incorporated in the UK, and carrying on business in the UK. Records will be kept on the company, including its name as shown on the Companies House register, the company's registered office address and its registered company number.⁴

Limited Liability Partnerships

4.5. Where a donation or loan is made by a limited liability partnership (LLP), the Party must be satisfied that the LLP is carrying on business in the UK. The Party should check Companies House to see if the LLP is in liquidation, dormant or about to be struck off, or if its accounts and annual return are overdue. The Party will record the LLP's name and registered office.⁵

Unincorporated Associations

4.6. Where a donation is made by an unincorporated association, the Party must be satisfied that it has more than one member, that its main office is in the UK and that it is carrying on business or other activities in the UK in order to be permissible. The Party will need to record the name of the unincorporated association and its main office address.⁶

Trusts

4.7. Where a trust seeks to make a donation, the rules on permissibility depend on when the trust was created and other considerations as set out in guidance from the Electoral Commission.⁷

5. Risk-Based Approach to Donations

5.1 The Party requires all donations of or exceeding [£500] to be made through the banking system, in order to benefit from banks' identity checks and to allow money to be tracked.

5.2. The Party will require all donors to submit a signed written declaration at the same time that they provide a donation - or total donations - of or exceeding [£7,500] in any calendar year. A template written declaration for this purpose is provided in Annex 1. Where an intended donor fails to complete a written declaration to the full satisfaction of the Party, their donation will be rejected.

5.3. Where the threshold of [£7,500] is met or exceeded with multiple donations in the same calendar year, the donor will provide a declaration at the same time as the donation that meets or exceeds that threshold.

⁴ Electoral Commission (31 March 2022) [Guidance: donations from companies](#)

⁵ Electoral Commission (31 March 2022) [Guidance: donations from limited liability partnerships](#)

⁶ Electoral Commission (31 March 2022) [Guidance: donations from unincorporated associations](#)

⁷ Electoral Commission (31 March 2022) [Guidance: donations from trusts](#)

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5.4. The Party will subject all donors providing [£7,500] or more to the Party in a calendar year, whether in a single donation or in total donations, to a risk assessment - including consideration of their background and potential reputational risks - before any donation or form of financial support is accepted by the Party. A template Risk Assessment Form is provided in Annex 2 and a template Risk Management Form in Annex 3 for these purposes.

5.5. The Party will keep written records of how decisions were made during, and the results of, the risk assessment and enhanced due diligence. The Party will keep these records in line with its data retention policy and to ensure compliance with its responsibilities and obligations under this policy, as well as for the purposes of law enforcement, as set out in section 10 of this policy.

5.6. The Party will not accept donations until all necessary checks required by the 2000 Act and this policy have been completed. Where statutory checks cannot be completed within any periods prescribed in section 56 of the 2000 Act, the Party will return the money to the person who made the donation in accordance with its obligations.

6. Enhanced Due Diligence Checks

6.1. The Party will subject a donor to enhanced due diligence in accordance with the process set out in this section in cases where:

- a) the Party's risk assessment has identified cause for concern;
- b) the donor's written declaration results in cause for concern;
- c) the Party's treasurer taking reasonable steps cannot obtain sufficient information about a donor or their business activities;
- d) the donor fails to provide information on request to the Party's satisfaction;
- e) the donor has business relationships in high-risk third countries as set out in Schedule 3ZA of the Money Laundering Regulations 2017; or
- f) there is reason to believe the donor is a politically exposed person (PEP) or a family member or known close associate of a PEP.

Enhanced due diligence checks on individuals

6.2. The Party will undertake additional measures to better understand the background and financial situation of the donor and their sources of wealth. This should include a holistic assessment of how the donor has accrued their overall wealth, which might include but may not be limited to collecting information on the donor's economic, business and/or commercial activities.

6.3. The Party will make use of information that is reasonably available to them for the purpose of identifying whether the donor is a PEP or shares a relationship with a PEP. This can include:

- a) information in the public domain, such as websites of governments and parliaments as well as reputable non-governmental organisations and media sources;
- b) reliable public registers, including Companies House and those maintained by the Electoral Commission; and/or
- c) commercial databases that contain lists of PEPs, family members and known associates.

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6.4 The Party will take additional measures to understand the role of other connected parties to the intended donation.

6.5. The Party will create written records of steps taken during all due diligence checks in accordance with their obligations under section 10 of this policy.

6.6. All written due diligence records will be provided to the Party treasurer who will have regard to their findings prior to a decision being taken on whether to accept a donation.

[Enhanced due diligence checks on unincorporated associations and businesses, including for-profit entities, companies and LLPs](#)

6.7. Enhanced due diligence checks undertaken on unincorporated associations and businesses will include, but may not be limited to, requesting information about the entity directly from the donor, which should be corroborated by an independent regulated professional in the UK.

6.8. Information will be obtained and verified relating to the names of the board of directors, partners or equivalent management body responsible for its operations.

6.9. The Party will verify the ownership and control structure of the entity, trust, company, foundation or other legal arrangement, including identifying the beneficial owner.

6.10. Limited companies and LLPs will provide the Party, on request, with original or certified copies of documentation demonstrating that donations do not exceed net profits after tax based on revenue generated in the UK within the preceding two years.

6.11. Due diligence checks should be carried out on both the donor and any representative or intermediary engaging with the Party on its behalf, as appropriate to the level of risk.

6.12. The Party will verify the background and purpose of the donation or loan, which may include seeking additional independent information to corroborate information provided by donors.

6.13. The Party will verify whether the legal entity or its parent company make use of trust arrangements, complex corporate structures including circular ownership structures, shell companies and trust structures to disguise beneficial ownership information.

6.14. The Party will verify the source of funds behind the donation or loan. This will include an analysis of whether:

- a) the source of funds is identifiable;
- b) whether the funds originate from a UK-registered financial institution;
- c) there is any indication that the funds could have originated from overseas; and
- d) the donor provided sufficient documentation as to the source of funds.

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6.15. Where the Party considers there to be a risk of money laundering in relation to a donation, the Party treasurer will assess customer risk factors, which may include whether the donor:

- a) is a legal arrangement that is a vehicle for holding personal assets;
- b) is a company that has nominee shareholders or shares in bearer form;
- c) has a cash-intensive businesses;
- d) has an unusual or excessively complex corporate structure given the nature of the donor's business.

7. Sanctions-Screening

7.1. All donors donating [£7,500] or more to the Party in any calendar year will be manually screened by the Party against the UK's Consolidated Sanctions List operated by the Office of Financial Sanctions Implementation ('OFSI').

7.2. The Party will ask donors to confirm in writing whether they have a current or recent business relationship with any individual or company that appears on a sanctions list operated by either the US, Australia, Canada, New Zealand, Japan or the European Union ('EU'), or have a current or recent business relationship with any individual or company that does.

7.3. Where a donation is offered through a business, its senior company officers and beneficial owners will be manually screened against the OFSI list and those maintained by the US, Australia, Canada, New Zealand, Japan or the EU. These checks are especially relevant in the case that a donation is offered through a UK-subsiary of a foreign parent company.

7.4. Where a donation is provided through a business, the party will verify whether any recent changes in ownership stakes have occurred. Where individuals with a recent ownership interest in the company are identified, these individuals will be manually screened against the OFSI list and lists maintained by the US, Australia, Canada, New Zealand, Japan or the EU.

8. Simplified Transactions

8. Where an individual or relevant entity has already undergone an enhanced due diligence check by the Party within the current calendar year to the satisfaction of the Party, a simplified risk assessment process may be used for any further donations by that donor in the same calendar year of, or in the cumulative total of, [£7,500] in the same calendar year, as appropriate to the level of risk.

9. Reporting Requirements

General Reporting

9.1. Reporting is an important part of monitoring compliance with the UK's anti-money laundering regime. The Party's Annual Accounts provided to the Electoral Commission will include information on

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the number and value of donations, as well the number of times enhanced due diligence checks were used on donations and the number of times donations were rejected following risk assessments and/or where enhanced due diligence was undertaken, as set out in section 11 of this policy.

9.2. The Party will keep and maintain a written record of how many meetings donors have sought and obtained with elected politicians from the Party in each calendar year. This information will be published each year in the Party's written submission to the Electoral Commission.

10. Record-Keeping and Data Storage

10.1. As set out in section 5 of this policy, the Party will keep appropriate records relating to any risk assessment and enhanced due diligence checks it undertakes in relation to donors.

10.2. The Party will undertake reviews of existing records to ensure that information obtained for the purpose of due diligence is up to date.

10.3. Records relating to risk assessment and due diligence checks will be retained in accordance with the Party's statutory and other obligations and for a minimum period of five years from the last donation, and may be kept for as long as is necessary in view of any ongoing relationship with the donor and according to the level of risk and/or other obligations on the Party.

10.4. All records will be kept securely in accordance with data protection, confidentiality and other obligations for a minimum period of five years. Those subject to due diligence checks should be notified that their data will be retained for such purposes.

10.5 The Party will ensure that this policy is kept up-to-date and review it annually.

Monitoring Donor Relationships

10.7. The Party must take reasonable measures to monitor relationships with donors who donate or loan [£7,500] or more to the Party in any calendar year, including:

- a) assessing donations throughout the course of the relationship to ensure that the donations are consistent with the Party's knowledge of the donor, the donor's business and risk profile;
- b) undertaking reviews of existing records and keeping the documents or information obtained up to date for the purposes of applying due diligence measures; and
- c) recording how many meetings donors have sought and obtained with elected politicians from the Party in each calendar year and, if it is in government, the number of times a donor has sought to influence government business and the nature of that attempted influence.

11. Annual Report and Accounts

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11.1. The Party will include a statement of risk management in its Annual Report and Accounts which should include information on the risks relating to donations and loans and the sources of funds, and the steps that the Party has taken to manage those risks.

11.2. The Party will provide an annual written submission to the Electoral Commission explaining how it has implemented this policy and managed the risks of donations and loans in accordance with its Donations Policy Statement. This submission will include a breakdown of the number of donations and loans that the Party subjected to enhanced due diligence and the number of donations or loans that it rejected.

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Annex 1
Template Written Declaration

*All donors providing a donation or loan - or total donations and loans - of or exceeding **£7,500** to the Party in any calendar year will be required to submit a completed written declaration at the same time. Where the threshold of **£7,500** is met or exceeded with multiple donations or loans, a declaration must be provided at the same time as the donation or loan that meets or exceeds that threshold.*

Declaration for Individuals

I, [donor name] of [donor address or principal place of business] hereby declare that:

this donation that I am providing to [name of political party] derives from funds that I have earned or obtained lawfully and is not the proceeds of crime;

I am not making this donation for or on behalf of a government, political party, individual, business or other entity that is based outside of the UK; and

no entity or person other than me has provided, or is expected to provide, money or any other benefit to me with a view to, or otherwise in connection with, the making of this donation.

The Donor will provide details if they cannot confirm that these conditions apply:

Print name:

Signature:

Print name of witness:

Signature:

Date:

[Insert Privacy Statement]

Declaration for Companies and Limited Liability Partnerships

For and on behalf of [company or LLP donor name] ('the Donor') of [donor address or principal place of business], I hereby declare that:

this donation that the Donor is providing to [name of political party] ('the Party') derives from profits that it has generated in the UK from lawful activity and is not the proceeds of crime;

the Donor is not making this donation for or on behalf of a government, political party, individual, business or other entity that is based outside of the UK; and

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the Donor has not provided donations to the Party that exceed its net profits after tax generated in the UK within the two years preceding the date that this donation was provided.

The Donor will provide details if they cannot confirm that these conditions apply:

Print name (director or partner):
Signature:
Print name of witness:
Signature:
Date:

[Insert Privacy Statement]

Declaration for Unincorporated Associations (that donate more than £25,000 in a year and meet the threshold for registering with the Electoral Commission)

For and on behalf of [unincorporated association name] ('the Donor') of [donor address or principal place of business], I hereby declare that:

this donation that the Donor is providing to [name of political party] derives from profits that it has earned or obtained lawfully and is not the proceeds of crime;

the Donor is not making this donation for or on behalf of a government, political party, individual, business or other entity that is based outside of the UK; and

the Donor has undertaken checks on those providing it with money that was intended for this donation and, as a result, confirms that those individuals or entities are permissible within the meaning of section 54 of the Political Parties, Elections and Referendums Act 2000.

The Donor will provide details if they cannot confirm that these conditions apply:

Print name:
Signature:
Print name of witness:
Signature:
Date:

[Insert Privacy Statement]

[Insert Electoral Commission guidance on permissible donors]

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Annex 2

Template Risk Assessment Form

The Party will subject all donors providing [£7,500] or more to the Party in a calendar year, whether in a single donation or in total donations, to a risk assessment, using the form set out below. Where any concerns are identified, the Party will subject donors to the enhanced due diligence procedures in its 'Know Your Donor' policy. If concerns cannot be resolved to the Party's satisfaction after taking reasonable steps, the Party will reject a donation in accordance with its Donations Policy Statement.

DONOR RISK	NOTES
<p>1. Status of donor:</p> <p>1.1 Has the donor previously donated to the Party or provided any other means of financial support including loans and gifts?</p> <p>1.2 If the donor is a legal entity, have you obtained accurate and verifiable information confirming:</p> <ul style="list-style-type: none">1.2.1 the nature of the donor's business operations?1.2.2 the identities of the ultimate beneficial owners, directors and controllers of the entity? <p>1.3 Are you aware of media reports or other sources of information suggesting the donor has links to corruption, fraud, money laundering or other forms of economic crime? It is recommended that an online search for adverse press in relation to the donor is conducted.</p> <p>1.4 Are any individuals employed by the legal entity (both in the UK and abroad) subject to a sanctions designation made in any of the 'Five Eyes' countries, the EU or Japan?</p>	
<p>2. Location of donor:</p> <p>2.1 Does the individual or legal entity have links (business or otherwise) to:</p> <ul style="list-style-type: none">2.1.1 high-risk jurisdictions as set out in Schedule 3ZA of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, as amended?2.1.2 UK Crown Dependencies or Overseas Territories?2.1.3 any jurisdiction falling within the commonly understood definition of a "tax haven," "offshore financial centre," "secrecy jurisdiction" or "non-cooperative jurisdiction?"2.3.4 any jurisdiction designated as "high-risk" on widely used indexes including Transparency International Corruption Perceptions Index, World Bank Governance Indicators, Trace Bribery Risk Matrix and other similar indexes?	

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<p>3. ID & address verification: 3.1 Have you been able to obtain acceptable proof of identification? 3.2 Has the donor been cooperative with requests for documents? 3.3 If the donor is a legal entity, have you been able to obtain up to date information on its beneficial ownership by an independent regulated professional in the UK?</p>	
<p>4. Financial profile of donor: 4.1 Does the donor’s stated source of wealth/source of funds justify the size of the donation?</p>	
<p>5. Politically exposed persons: 5.1 Is the donor a politically exposed person? 5.2 Does the donor have any close family members or business associates who are politically exposed persons? It is recommended that an online search is conducted for reputable sources.</p>	

TRANSACTION RISK	NOTES
<p>6. Transaction value 6.1 Does the value of the transaction correspond to the financial means of the donor? 6.2 If the donor is a legal entity, does the amount correspond to revenue and or profit generated through its UK operations?</p>	
<p>7. Transaction type 7.1 Is the donation being offered in cash or through bank transfer or other payment? 7.2 Has more than £1,000 in cash been offered? [*] [*] Cash carries a high risk of money laundering and possession or access to large amounts of cash will be a high-risk factor.</p>	

Annex 3

Template Reputation Risk Management Form

The Party will subject all donors providing [**£7,500**] or more to the Party in a calendar year, whether in a single donation or in total donations, to a reputation risk assessment, using the form set out below. This is designed to identify whether accepting a donation could pose a reputational risk to the Party and/or the UK's democracy. Where any concerns are identified, the Party will subject donors to the enhanced due diligence procedures set out in its 'Know Your Donor' policy. If concerns cannot be resolved to the Party's satisfaction after taking reasonable steps, the Party will reject a donation in accordance with its Donations Policy Statement.

REPUTATIONAL RISK	NOTES
<p>1. Overall suitability: Is there any information in the public domain which suggests the donor has been involved in activities that may give rise to a risk to the reputation of the Party, the UK's democratic processes or the integrity of the UK's electoral system?</p>	
<p>2. Donor history: Is there any information in the public domain suggesting that the donor has;</p> <ul style="list-style-type: none"> a) an unspent criminal conviction for any offence; b) been the subject of any adverse finding or any settlement in civil proceedings; c) been subject to sanction by a regulatory body; d) been disqualified from any professional role; e) been subject to investigation (criminal, civil or regulatory); or f) been dishonest in their dealings with the regulator 	
<p>3. Donor connection to economic crime: Has the donor committed, or been linked to, corruption, fraud, money laundering or other forms of economic crime?</p>	
<p>4. Conflicts of interest: Could accepting the donation risk impairing or influencing the judgement or actions of the Party, or an individual acting for or on behalf of the Party?</p>	

Annex 4

Example Case Studies

Case Study #1 Prospective donor implicated in money laundering scandal

A long-standing donor approaches the party with an offer of a further £350,000 donation.

The party officer conducts a permissibility check on the donor, verifying that the individual appears on a UK electoral register as required by Section 54 of the Political Parties, Elections and Referendums Act 2000 (PPERA).

Due to the size of the donation, the party officer undertakes a risk assessment exercise to gather additional information on the donor. During this process, the party becomes aware of credible allegations made against the donor in relation to a money laundering scandal in a jurisdiction where the individual has business interests. Additionally, a recent report from a law enforcement agency from a '5-eyes' country includes reference to the prospective donor as a "*person of interest*" in relation to a separate investigation relating to a bribery scandal in a nearby jurisdiction.

The risk assessment and due diligence report is forwarded to the party's treasurer who takes the decision not to accept the donation, citing the potential risk to the party's reputation from accepting a donation from an individual currently subject to a criminal investigation.

Case Study #2 Ultimate source of donation is non-UK domiciled trust

A company director approaches the party with the offer of a £400,000 donation to be given through a UK-registered limited company.

A party officer undertakes an initial permissibility check, verifying that the company is registered at Companies House and is carrying on business in the UK. Following these checks the donation is confirmed as permissible in line with the requirements of Section 54 of PERA.

The officer then undertakes additional checks to obtain an overview of the donor's status, financial profile and suitability. During this process, it is discovered from consulting annual reports posted at Companies House that the ultimate beneficial owner of the UK-registered business is a trust domiciled in a country commonly referred to as a 'tax haven,' but which does not currently appear on any specific black or grey-list of high-risk jurisdictions.

The party officer contacts the donor to request more information on the trust arrangement and on the trust's beneficiaries. The donor cooperates with the request, and gives information on beneficiaries of the trust, several of whom are non UK nationals.

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The report is forwarded to the party's treasurer who takes the decision not to accept the donation on the basis that it cannot be established that the prospective donor is not offering the donation on behalf of a third-party in violation of Section 61 of PPERA.

Case Study #3 Donation from unincorporated association connected to international political groups

An unincorporated association (UA) registered in a south London constituency approaches the party's central headquarters with an offer of a £200,000 donation.

The party officer conducts a permissibility check on the UA, verifying that it has more than one member, a main office in the UK, and is carrying on business or other activities in the UK in line with the requirements of Section 54 of PPERA.

The officer then undertakes further checks to obtain an overview of the UA's activities and membership. During these checks it is identified that the UA is registered to an office belonging to a UK company with reported connections to an umbrella group of international political groups with extremist views.

The UA is registered with the Electoral Commission, but under PPERA it is not required to conduct permissibility checks on donations it receives from its members. On the basis that the party cannot guarantee that the money did not originate from donations from international political groups, the donation is refused by the party.