

Annexure I

CHECKLIST FOR THE REGISTRATION OF POLITICAL PARTIES UNDER SECTION 52C OF THE REPRESENTATION OF THE PEOPLE ACT.

Tick each box if the following accompany your application to be registered as a Political Party.

- Fully completed and signed Application Form for the Registration of a Political Party (**Form 1**), in duplicate.
- Two (2) copies of the Constitution of the applicant party which shall contain provisions with respect to the matters referred to in the Sixth Schedule to the Act to include:
 - (a) The full name of the political party.
 - (b) The aims and objectives of the political party (the principal objective of which shall be to contest elections).
 - (c) The qualifications for membership of the political party.
 - (d) The rights and duties of members.
 - (e) The responsibilities of the political party toward its members.
 - (f) The process for maintaining internal discipline and the resolution of disputes within the political party.
 - (g) Provisions for the election of officers.
 - (h) The admission and dismissal of members.
 - (i) The titles of all officers and the duration of their terms of office.
 - (j) The persons eligible to vote in elections for officers.
 - (k) The procedures for selection or election of delegates for party conferences.

The documents and information referred to in the Seventh Schedule to the Act to include:

- A declaration made under the Voluntary Declarations Act, (**Form 2**), in duplicate, and containing the following information:
 - (a) the name of the political party as stated in its constitution;
 - (b) any slogan and logo of the political party;
 - (c) the colours of the political party, if any;
 - (d) the address of the head office of the political party where records are maintained and to which communications may be addressed;
 - (e) the names and contact details of persons holding each of the Offices recognized in accordance with the rules of the party;

- (f) the name and contact details of the appointed auditor of the political party;
- (g) the names, addresses of the five hundred electors who have signed the declaration;
- (h) such other relevant information as may be reasonably required by the Commission in order to substantiate the information referred to in the preceding sub-paragraphs.

- A Certificate by the General Secretary of the political party stating the names and contact details of persons holding each of the offices recognized in accordance with the rules of the party; (**Attachment A; Form 2**), in duplicate.
- A declaration in the prescribed form signed by five hundred electors stating the names and addresses of those electors (**Attachment B; Form 2**), in duplicate.
- A statement in writing in the prescribed form, from the auditor referred to in paragraph 1 of the Seventh Schedule to the Act, confirming the acceptance of the appointment as auditor of the political party (**Attachment C; Form 2**), in duplicate
- An undertaking by the applicant party, jointly executed by the President or Leader, Chairman and General Secretary of the applicant party, to be bound by the provisions of this Act and any political code of conduct prescribed under this Act or any other enactment (**Form 3**), in duplicate.
- All accompanying forms, supporting documents and attachments being fully completed and signed by the designated officer.
- The Voluntary Declaration Form (**Form2**), fully completed and signed by two (2) Justices of the Peace in the Parish.
- The prescribed fee fee of fifty thousand dollars (\$50,000) JMD on banker's draft. (**Second Schedule**).