

## THE PROCESS OF REGISTRATION

In order to be registered a political party must do the following:

1. Submit to the Registrar of Political Parties the fully completed and signed *Application form (Form 1)*, in duplicate, together with Two (2) copies of the Constitution of the applicant party, containing the 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.
  
2. Provide in addition to a fully completed *Application Form*, the documents and information referred to in the Seventh Schedule to the Act, to include:
  - (i). *A declaration made under the Voluntary Declarations Act, (Form 2)* , in duplicate, which is fully completed and signed by two (2) Justices of the Peace in the Parish 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.

- (ii). *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, in duplicate, **(Attachment A; Form 2)**
- (iii). *A declaration in the prescribed form signed by five hundred electors* stating the names and addresses of those electors, in duplicate, **(Attachment B; Form 2)**.
- (iv). *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, in duplicate. **(Attachment C; Form 2)**.
- (v). *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 the Act and any political code of conduct prescribed under the Act or any other enactment, in duplicate.***(Form 3)**.

- 3. Submit by banker's draft, the prescribed fee of fifty thousand dollars (\$50,000) JMD **(Second Schedule)**.

#### **4. PROVISIONAL REGISTRATION**

Following the submission of a fully completed application to be registered as a political party, an applicant party will be issued with a *Provisional Certificate of Registration*, in the form set out as **Form 4** in the First Schedule.

The Commission shall within seven days of receiving an application for registration by a political party, publish in the *Gazette* and at least one newspaper in circulation within Jamaica, notice of the application to be registered. The issued notice shall run at least once, in each of the two weeks which follow its first publication. (*Section 52G (1) of the Representation of the People Act*).

A published notice of an application to be registered as a political party will invite objections to the registration of the applicant party from the public. Persons wishing to raise objections may do so within thirty days, after an application to be registered is first published (*Section 52G(2) of the Representation of the People Act*).

#### **5. REGISTRATION**

The regulatory standard for the registration of a political party outlines that a period of at least thirty-one (30) days from its first publication in the *Gazette* should pass, prior to the registration process being completed. Where the period of objection passes and an applicant party is to be granted full registration, a *Certificate of Registration*, in the form set out as **Form 5** in the First Schedule, is to be issued to the applicant party.

The *Certificate of Provisional Registration* will become invalid and must be returned to the Registrar of Political Parties, prior to the applicant party being issued with a *Certificate of Registration*.

#### **6. ANNUAL DECLARATION OF EXISTENCE**

A registered political party shall, before the last day in January, in each year, after its initial registration, submit in writing to the Registrar of Political Parties, a declaration by its President or Leader, of its continued existence as a political party, in the form set out as **Form 8** in the First Schedule.