

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

(Please read carefully)

1. For the purpose of registering any organization or body of individual citizens of Jamaica as a political party, the organization or body is required to make an application to the Electoral Commission of Jamaica giving therein full particulars which are required under section 52D of the Representation of the People Act ("the Act"). Part VB of the Act sets out certain conditions that must be met in order to be registered as a political party. Additional particulars are required under The Political Parties Registration Regulations, 2017.
2. Before completing the application form, it is recommended that Part VB of the Act be read.
3. The application is to be addressed to the Registrar of Political Parties.
4. The application should be typed on the party's letter-head, if any, and it should be sent by registered post or delivered to the Office of the Registrar of Political Parties at 16 Red Hills Road, Kingston 10.
5. So far as is practicable, every document prepared for use in the Office of the Registrar of Political Parties, must be on "letter size" paper, approximately 11 inches (28 cm) long by 8.5 inches (21.5 cm) wide. Margins of 1" (2.5 cm) must be left at the top and bottom and 1.5" (3.5 cm) at each side.
6. All pages of the application including annexure should be sequentially numbered.
7. Pursuant to section 52E of the Act, the Commission will not accept any application under section 52D during any of the following periods, namely, from the—
 - (a) date of the dissolution of Parliament for the holding of a General Election until the date of the next sitting of Parliament;
 - (b) issue of a writ of election or the publication of an order in the Gazette, as the case may be for a by-election until the day after the member or Councilor, as the case may be, is declared;
 - (c) issue of a Proclamation or an order published in the Gazette as the case may be, for the holding of the election for membership on—
 - i) the Council of the Kingston and St. Andrew Corporation;
 - ii) a Parish Council; or
 - iii) a Municipal Council.until the day after the Councilor or member is declared; or
 - (d) announcement of the holding of a referendum until the day after the referendum is held.

8. The application must be completed in duplicate and be accompanied by the following documents/information:
- (i) Two copies of the Party's Constitution which must include:
 - 1. The full name of the political party.
 - 2. The aims and objectives of the political party (the principal objective of which shall be to contest elections).
 - 3. The qualifications for membership of the political party.
 - 4. The rights and duties of members.
 - 5. The responsibilities of the political party toward its members.
 - 6. The process for maintaining internal discipline and the resolution of disputes within the political party.
 - 7. Provisions for the election of officers.
 - 8. The admission and dismissal of members.
 - 9. The titles of all officers and the duration of their terms of office.
 - 10. The persons eligible to vote in elections for officers.
 - 11. The procedures for selection or election of delegates for party conferences.

 - (ii) A declaration, in duplicate, made under the Voluntary Declarations Act, 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) 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;
 - (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.

 - (iii) A declaration, submitted in duplicate, in the prescribed form signed by five hundred electors stating the names and addresses of those electors.

 - (iv) A statement, completed in duplicate, 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.

- (v) A signed declaration of 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, in duplicate.
9. All forms, supporting documents and attachments to the application must be fully completed and signed by the designated officers.
 10. The prescribed fee as listed in the Second Schedule of the Act, on banker's draft, is to be submitted together with an application to be registered as a political party.
 11. A completed CHECKLIST (**Annexure I**) with clear answers against each item therein should be submitted with the application. The relevant page number of the application where the details of the particular item in the checklist can be verified must be indicated by you.