

Quick Reference Guide for the Online Disclosure System (ODS) Portal

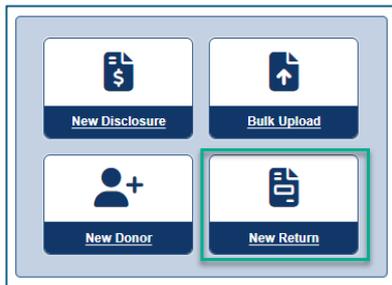
Create & Amend Return

Introduction

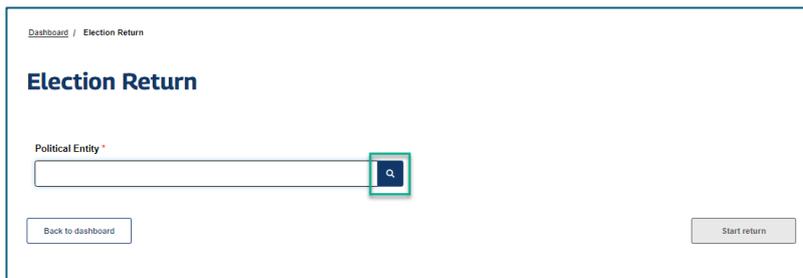
This guide is essential for registered agents and financial controllers managing the collection and reporting of political contributions. It contains information on

- Creating a return
- Amending a return

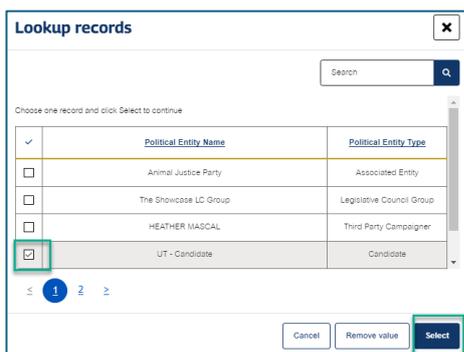
Create Return



- Select New Return option on ODS Dashboard.



- Search Political Entity by clicking the magnifying glass icon



- Select check box against the desired Political Entity
- Press Select Button

Dashboard / Election Return

Election Return

Political Entity *

UT - Candidate

Back to dashboard

Start return

- Press Start return button to initiate the return process.
- Please note:** once the return process is initiated there is no option to change the Political Entity and user will have to restart the process.

Dashboard / Election return

Edit election return

Note: The return has been created. To change political entity, please start a new return.

Political Entity *
UT - Candidate

District

Summary of gifts received

Number Gift Equal or Less than Specified Amount * Number of gifts equal to or less than the specified amount	Amount Gift Equal or Less than Specified Amount * Amount of gifts equal to or less than the specified amount
0	0.00
Number Gift More than Specified Amount * Number of gifts (including series of gifts) more than the specified amount	Amount Gift More than Specified Amount * Amount of gifts (including series of gifts) more than the specified amount
3	10,200.00
Number Gift Before 1st July 2024 Number of gifts received before 1st July 2024	Amount Gift Before 1st July 2024 Amount of gifts received before 1st July 2024
0	0.00
Total Number of Gifts	Total Amount of Gifts
3	10,200.00

- Enter the detail of Gifts received.
- Please note:** Following two fields are read only fields and user can not change these as the data is captured in the individual Disclosure.
- Number Gift More than Specified Amount
 - Amount Gift More than Specified Amount

To change any of these fields, user will have to update the individual Disclosure records.

Summary of electoral expenditure - district

Total District Broadcasting an Advertisement * Broadcasting an advertisement	Total District Producing and Distributing * Producing and distributing electoral matter addressed to particular persons or organisations
0.00	0.00
Total District Publishing an Advertisement * Publishing an advertisement in a journal	Total District Producing any Material * Producing any material, other than above, which requires authorisation and which is used for advertising during the election period
0.00	0.00
Total District Displaying an Election Related * Displaying an election related advertisement at theatre or other place of entertainment	Total District Advertising or Consultant Fees * An advertising or consultant's fees in relation to the provision of material or services relating to a political purpose
0.00	0.00
Total District Production of Any Advertisement * The production of any advertisement which is broadcast, published or displayed as above	Total District Carrying Out an Opinion Poll * Carrying out an opinion poll, or other research, for a political purpose
0.00	0.00
Total Expenditure District	
0.00	

Description

Declaration of responsible entity *

I certify that the information contained in this return and its attachments is true, complete and accurate in every particular, and that the relevant records required to be kept under regulation 15 of the Electoral (Political Finance) Regulations 1998 have been kept and will, if asked for, be made available for inspection.

No other gifts or expenditure required to be disclosed were received or incurred.

Back to dashboard Save draft Submit return

- Enter Summary of electoral expenditure – district section
 - Select Declaration check box
 - User can save the current return as draft by pressing Save draft button or
 - User can submit the return by pressing Submit return button
- Please note:** If you are an Assistant, you will see the option to 'Submit for Approval' only and not Submit return.

Disclosures **Returns** Bulk

Election returns

- Returns are available under the Returns section on ODS Dashboard

All returns
Returns which have been submitted.

Note: You can track progress of your return via the status reason column. View the return detail for more information.

Political Entity: UT - Candidate | Period: | Electorate: | Financial Year: | Version: | Apply

Search returns... [Q] [Export] [New]

Political entity	Number of gifts	Value at amount	Total expenditure district	Total expenditure election	Disclosure period	Financial year	Version	Responsible person	Status
UT - Candidate	1	500.00	0.00	0.00		2024-2025	Original	Jitendra Bhagwat	Submitted
UT - Candidate	3	10,200.00	0.00	0.00	Election March 2025	2024-2025	Original	Jitendra Bhagwat	Under Assessment
UT - Candidate	1	500.00	100.00	0.00		2024-2025	Amendment	Jitendra Bhagwat	Published
UT - Candidate	0	0.00	0.00	0.00		2024-2025	Original	Jitendra Bhagwat	Published
UT - Candidate	5	2,800.00	200.00	0.00		2024-2025	Original	Jitendra Bhagwat	Submitted
UT - Candidate	3	2,000.00	0.00	0.00		2024-2025	Original	Jitendra Bhagwat	Submitted
UT - Candidate	15	10,860.00	0.00	0.00	Election March 2025	2024-2025	Original	Jitendra Bhagwat	Published
UT - Candidate	1	500.00	100.00	0.00		2024-2025	Amendment	Jitendra Bhagwat	Submitted

- All returns will show all the returns with their respective statuses

Amend Return

Disclosures **Returns** Bulk

Election returns

All returns

Returns which have been submitted.

Note: You can track progress of your return via the status reason column. View the return detail for more information.

Political Entity:
 Period:
 Electorate:
 Financial Year:

Version:

Search returns...

Political entity	Number of gifts	Value or amount	Total expenditure district	Total expenditure election	Disclosure period	Financial year	Version	Responsible person	Status
UT - Candidate	1	500.00	0.00	0.00		2024-2025	Original	Jitendra Bhagwat	<input type="button" value="Submitted"/>
UT - Candidate	3	10,200.00	0.00	0.00	Election March 2025	2024-2025	Original	Jitendra Bhagwat	<input type="button" value="Under Assessment"/>
UT - Candidate	1	500.00	100.00	0.00		2024-2025	Amendment	Jitendra Bhagwat	<input type="button" value="Published"/>
UT - Candidate	0	0.00	0.00	0.00		2024-2025	Original	Jitendra Bhagwat	<input type="button" value="Published"/>
UT - Candidate	5	2,500.00	200.00	0.00		2024-2025	Original	Jitendra Bhagwat	<input type="button" value="Submitted"/>
UT - Candidate	3	2,000.00	0.00	0.00		2024-2025	Original	Jitendra Bhagwat	<input type="button" value="Submitted"/>
UT - Candidate	15	10,860.00	0.00	0.00	Election March 2025	2024-2025	Original	Jitendra Bhagwat	<input type="button" value="Published"/>
UT - Candidate	1	500.00	100.00	0.00		2024-2025	Amendment	Jitendra Bhagwat	<input type="button" value="Submitted"/>

- Navigate to Returns section on ODS Dashboard.

- Returns are listed under All returns section.
- Select the return to amend by clicking on the Political Entity name of the corresponding return



[Dashboard](#) / [View election return](#)

View election return

Political Entity UT - Candidate	District —
Responsible Person Jitendra Bhagwat	Submitted Date 26/09/2024 2:45 AM

Summary of gifts received

Number Gift Equal or Less than Specified Amount Number of gifts equal to or less than the specified amount	Amount Gift Equal or Less than Specified Amount Amount of gifts equal to or less than the specified amount
1	500.00
Number Gift More than Specified Amount Number of gifts (including series of gifts) more than the specified amount	Amount Gift More than Specified Amount Amount of gifts (including series of gifts) more than the specified amount
0	0.00
Number Gift Before 1st July 2024 Number of gifts received before 1st July 2024	Amount Gift Before 1st July 2024 Amount of gifts received before 1st July 2024
0	0.00
Total Number of Gifts	Total Amount of Gifts
1	500.00

Summary of electoral expenditure - district

Total District Broadcasting an Advertisement Broadcasting an advertisement	Total District Producing and Distributing Producing and distributing electoral matter addressed to particular persons or organisations
0.00	0.00
Total District Publishing an Advertisement Publishing an advertisement in a journal	Total District Producing any Material Producing any material, other than above, which requires authorisation and which is used for advertising during the election period
0.00	0.00
Total District Displaying an Election Related Displaying an election related- advertisement at theatre or other place of entertainment	Total District Advertising or Consultant Fees An advertising or consultant's fees in relation to the provision of material or services relating to a political purpose
0.00	0.00
Total District Production of Any Advertisement The production of any advertisement which is broadcast, published or displayed as above	Total District Carrying Out an Opinion Poll Carrying out an opinion poll, or other research, for a political purpose
0.00	0.00
Total Expenditure District	
0.00	
Description	
—	

[Back to dashboard](#)

[Request amendment](#)

Amendment history

Political Entity	Total Number of Gifts	Total Amount of Gifts	Total Expenditure District	Total Expenditure Election	Disclosure Period	Financial Year	Responsible Person	Submitted Date	
UT - Candidate	1	500.00	100.00	0.00		2024-2025	Jitendra Bhagwat	02/10/2024 3:28 AM	▼
UT - Candidate	1	500.00	100.00	0.00		2024-2025	Jitendra Bhagwat	02/10/2024 3:21 AM	▼

- User will be navigated to View election return
- Scroll down to the bottom of this screen and locate Request amendment button
- Press Request amendment button to edit the return



[Dashboard](#) / [Edit amended election return](#)

Edit amended election return

Parent Return

[RET-600136 - UT - Candidate](#)

Political Entity *
UT - Candidate

District

Summary of gifts received

Number Gift Equal or Less than Specified Amount * Number of gifts equal to or less than the specified amount	Amount Gift Equal or Less than Specified Amount * Amount of gifts equal to or less than the specified amount
<input type="text" value="1"/>	<input type="text" value="500.00"/>
Number Gift More than Specified Amount * Number of gifts (including series of gifts) more than the specified amount	Amount Gift More than Specified Amount * Amount of gifts (including series of gifts) more than the specified amount
<input type="text" value="0"/>	<input type="text" value="0.00"/>
Number Gift Before 1st July 2024 Number of gifts received before 1st July 2024	Amount Gift Before 1st July 2024 Amount of gifts received before 1st July 2024
<input type="text" value="0"/>	<input type="text" value="0.00"/>
Total Number of Gifts 1	Total Amount of Gifts 500.00

Summary of electoral expenditure - district

Total District Broadcasting an Advertisement * Broadcasting an advertisement	Total District Producing and Distributing * Producing and distributing electoral matter addressed to particular persons or organisations
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total District Publishing an Advertisement * Publishing an advertisement in a journal	Total District Producing any Material * Producing any material, other than above, which requires authorisation and which is used for advertising during the election period
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total District Displaying an Election Related * Displaying an election related- advertisement at theatre or other place of entertainment	Total District Advertising or Consultant Fees * An advertising or consultant's fees in relation to the provision of material or services relating to a political purpose
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total District Production of Any Advertisement * The production of any advertisement which is broadcast, published or displayed as above	Total District Carrying Out an Opinion Poll * Carrying out an opinion poll, or other research, for a political purpose
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Expenditure District 0.00	

Description *

Important: Please provide a reason why you need to request the amendment.

Declaration of responsible entity *
I certify that the information contained in this return and its attachments* is true, complete and accurate in every particular, and that the relevant records required to be kept under regulation 15 of the Electoral (Political Finance) Regulations 1996 have been kept and will, if asked for, be made available for inspection.

No other gifts or expenditure required to be disclosed were received or incurred.

[Back to dashboard](#) [Save draft](#) [Submit return](#)

Attachments

[Add files](#)

- User will be navigated to Edit amended election return screen
- Update the relevant fields
- Add Description (mandatory)
- Select Declaration of responsible entity check box (mandatory)
- User can add attachments by pressing Add files button
- User can submit return by pressing Submit return button
- User will be navigated back to ODS dashboard once the return is submitted