

# Report on expenses to be provided by the candidate/party/independent group

\* (The Party/Independent Group Report must be completed by the Party Secretary or the Independent Group Leader)

District :

Local Authority:

01. Name of recognized political party/independent group:

.....

02. Name of the Party Secretary/Independent Group Leader:

.....

03. Candidate's name : \*\* (This section is not required for party/independent group reports)

.....

04. Address of the candidate/party secretary/independent group leader:

.....

05. National Identity Card Number of the Candidate/Party Secretary/Independent Group Leader:

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06. Telephone Number of the candidate/Party Secretary/Independent Group Leader:

.....

07. Contested candidate

(Place a in the appropriate box)

	List I Candidate
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	List II Candidate
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07.1 If the candidate belongs to the List I :

Ward No.....

Ward Name .....

08. Maximum authorized amount (Rs) : .....

.....  
Signature of the candidate/  
party secretary/independent group leader

Date : .....

**Expense Report - Expenditure incurred for campaign offices**  
**(Daily expenses should be recorded separately for each office.)**

**Location of the campaign office**  
 .....

Date	Purpose of expenditure	Monetary value (Rs.)	Annexure folio No.	Method of Fundraising (Source of income/receipt)	
				Source of receipt	ID No./ TIN No.

**Total Amount Spent(Rs.)** : .....

Documents should be numbered according to the applicable expenses, and attachments should be submitted separately.

Pay close attention to Section 5 and Sub-section 6(5) of the Act.

TIN - Inland Revenue Department Registration Number

**Expenses should be recorded daily, and if the form is insufficient, a similar form may be used.**

**Expense Report - Expenses incurred for meetings**  
**(Expenses should be recorded separately for each meeting on a daily basis.)**

Date	Venue of the meeting/purpose of expenditure	Monetary value (Rs.)	Annexure folio No.	Method of Fundraising (Source of income/receipt)	
				Source of receipt	ID No./ TIN No.

Total Amount Spent (Rs.) : .....

Documents should be numbered according to the applicable expenses, and attachments should be submitted separately.

Pay close attention to Section 5 and Sub-section 6(5) of the Act.

TIN - Inland Revenue Department Registration Number

**Expenses should be recorded daily, and if the form is insufficient, a similar form may be used.**

**Expense Report - Expenses incurred for printing**  
**(Expenses should be recorded daily)**

Date	Purpose of expenditure	Monetary value (Rs.)	Annexure folio number	Method of Fundraising (Income/ Source of receipt)	
				Source of receipt	Identity card number/ TIN number

**Total expenditure (Rs.)** : .....

Documents should be numbered according to the applicable expenses, and attachments should be submitted separately.

Pay close attention to Section 5 and Sub-section 6(5) of the Act.

TIN - Inland Revenue Department Registration Number

**Expenses should be recorded daily, and if the form is insufficient, a similar form may be used.**

**Expense Report - Expenditure incurred on print/electronic media and social media advertising  
(Expenses should be recorded daily.)**

Date	Purpose of expenditure	Monetary Value (Rs.)	Annexure folio number	Method of Fundraising (Income/ Source of Receipt)	
				Source of Receipt I	Identity Card Number/ TIN Number

Total expenditure (Rs.) : .....

Documents should be numbered according to the applicable expenses, and attachments should be submitted separately.

Pay close attention to Section 5 and Sub-section 6(5) of the Act.

TIN - Inland Revenue Department Registration Number

**Expenses should be recorded daily, and if the form is insufficient, a similar form may be used.**

**Expense Report - Other Expenses**  
**(Expenses should be recorded daily.)**

Date	Purpose of expenditure	Monetary Value (Rs.)	Annexure folio number	Method of Fundraising (Income/ Source of receipt)	
				Source of Receipt I	Identity Card Number/ TIN Number

Total expenditure (Rs.) : .....

Documents should be numbered according to the applicable expenses, and attachments should be submitted separately.

Pay close attention to Section 5 and Sub-section 6(5) of the Act.

TIN - Inland Revenue Department Registration Number

**Expenses should be recorded daily, and if the form is insufficient, a similar form may be used.**

**Income Reports**  
**Income/Donations/Contributions in Financial Form**

Bank : .....

Branch : .....

Bank Account No : .....

*(If you have multiple bank accounts, they should be listed separately.)*

Date	Monetary Value (Rs.)	Name and address of the donor	Identity Card Number/ TIN Number	Annexure folio number

**Income -:** .....

Information should be included in accordance with Section 6(4) of the Act.

Section 5 of the Act should be considered.

TIN - Inland Revenue Department Registration Number

Income reports					
Income/Donations/Contributions in the form of goods or services					
Whether material/service receipts	Description	Estimated/financial value (Rs.)	Name of the donor	National Identity Card Number/TIN Number	Annexure folio No.
Material					
Service					
Income -: .....					
<p>(All costs, whether material, service or financial, should be estimated at market value)</p> <p>Method of estimation.....</p>					

Information should be included in accordance with Section 6(4) of the Act.

Section 5 of the Act should be considered.

If received in material form, specify what was estimated and whether the estimate was made by a recognized person or an institution.

TIN - Inland Revenue Department Registration Number



**Affidavit to be filled by the candidate**

(Affidavit as per Procedure No. 1.2.1)

**Affidavit**

I.....residing at  
(Name)

.....  
(address)

being a Buddhist/ Roman Catholic/ Christian/ Hindu/ Muslim do hereby solemnly, truly, sincerely and honestly declare and affirm/ swear as follows.

1. I am the declarant /affirmant named above.
2. I am a candidate who contested in the Local Authorities Elections-2025 held to elect members to the .....Council/Sabha.
3. I acknowledge that as a candidate, I am obligated to comply with all the provisions of the Regulation of Election Expenditure Act, No. 3 of 2023,
4. I confirm that the expenses incurred during this election have not exceed the authorized amount set out in Section 3(1) of the Regulation of Election Expenditure Act, No. 3 of 2023,
5. I have not accepted or received any donations prohibited under Section 5 of the Regulation of Election Expenditure Act,
6. I have submitted this expense report to the Returning Officer within the period of 21 days stipulated by the Act.
7. I have accurately recorded all donations, contributions and expenses incurred during the validity period of the election law in the Election Campaign Income and Expenditure Report and related documents,
8. I have properly estimated and reported the values of all donations and contributions received for election campaign activities.
9. I hereby declare that all information provided in the schedules submitted with this affidavit is true and accurate.

Having read and understood the above affidavit, an affirmation/oath was made and signed in my presence at ..... on the ..... day of .....month of year 20.....

\*

.....  
Signature of the Candidate

.....  
Signature of the Commissioner of  
Oaths/Justice of the Peace

**Affidavit to be filled by a recognized political party, independent group****(Affidavit as per Procedure No. 1.2.1)****Affidavit**

I.....residing at  
(Name)

.....  
(address)

being a Buddhist/ Roman Catholic/ Christian/ Hindu/ Muslim do hereby solemnly, truly, sincerely and honestly declare and affirm/ swear as follows.

1. I am the declarant /affirmant named above.
2. I am the Secretary of the recognized political party/Leader of the independent group, ..... which fielded candidates in the Local Authorities Elections 2025 to elect members to .....council/Sabha.
3. I understand that I am obligated to comply with all the provisions of the Regulation of Election Expenditure Act No. 3 of 2023, on behalf of the recognized political party/Independent Group,
4. I confirm that the expenses incurred during this election have not exceed the authorized amount set out in Section 3(1) of the Regulation of Election Expenditure Act, No. 3 of 2023,
5. I have not accepted or received any donations prohibited under Section 5 of the Regulation of Election Expenditure Act,
6. I have submitted this expense report to the Returning Officer within the period of 21 days stipulated by the Act,
7. I have accurately recorded all donations, contributions and expenses incurred during the validity period of the election law in the Election Campaign Income and Expenditure Report and related documents
8. I have properly estimated and reported the values of all donations and contributions received for election campaign activities.
9. I hereby declare that all information provided in the schedules submitted with this affidavit is true and accurate.

Having read and understood the above affidavit, an affirmation/oath was made and signed in my presense at ..... on the ..... day of ..... month of year 20....

\*

.....  
Signature of the Secretary of the recognized political party/Leader of the independent group

.....  
Signature of the Commissioner of Oaths/Justice of the Peace