***To: Local Party Data Officer***

*Date: Once date for advert is known (i.e. cut off for eligibility to vote)*

Dear

**Selection of a PPC for Somewhere Constituency – Members Voting Rights**

I attach a copy of the Rulesunder which this selection will be run.

**Creating the List of Eligible Members (Selection Register)**

As you will see from the rules, a list of members for the constituency will be issued by Membership Services as at the closing date of \_\_\_\_\_\_\_\_\_\_\_ (date of publication of the advert) I will be sending you the membership list as supplied by Membership Services as soon as I receive it.

The list will show two categories of members – New and Renewed. To vote in a selection a member must have paid their subscription before the cut off date for inclusion and have reached the age of at least 10 years. is very important that you **check both the names and addresses and the renewal dates** of all the members of the list against your records and let me know of any discrepancies.

**Dealing with queries and changes**

Please let me know of any discrepancies with your records so that I can query these with Membership Services and agree the final Selection Register to be used for the selection with them, which must be done by .............(or *date* *when shortlisting if required will be finished).*

Once the list has been finalised, please keep me informed of changes resulting from resignations or deaths. It would also be helpful if you could let me know of any members who should not be visited by candidates, or who need to be dealt with sensitively.

**Use of Membership Data during the Selection**

Please note that applicants are not permitted to usemembership data other thanthe list agreed for the purposes of the selection, and only when I have officially released it to them. Applicants should not be asking you for data and you should not give it to them, if they do. Please let me know if you receive any requests of this type.

Please feel free to contact me if you have any questions.

Yours sincerely,

Returning Officer, Somewhere Constituency