

Has the most senior paid officer in your organization changed?

If so, the Registration Return and Lobbying Activity Reports must be transferred to the new senior officer in the Lobbyists Registry. The new senior officer will be the Designated Filer.

The new senior officer must have their own account. The Registration Return and Lobbying Activity Reports – which were "attached" to the previous senior officer's account – will be transferred to the new senior officer's account.



Does the new senior officer have an existing account as a Designated Filer or Representative?

Yes – Contact the ORL at info@bcorl.ca to have their existing account linked to the organization's Registration Return and Lobbying Activity Reports.

NOTE: If a second account is created, the second account will be deleted and cannot be used.

No – Create a new Designated Filer account
For more information, see *Create a New Organization Account*.

Would the Designated Filer like to add a Representative?

The Designated Filer may delegate the task of preparing and maintaining documents for the registration to a trusted person with a Representative account. After the Designated Filer and Representative accounts have been created and activated, the Designated Filer must authorize access to their account

For more information, see *Add a Representative*.



Review/update Registration Return

The Registration Return will be sent back to the Representative and/or Designated Filer to carefully review, edit and update information as needed.

The Designated Filer or Representative must certify and submit the Registration Return to the Registry for final activation.

For more information see *Updating an Organization Registration*.