



GUIDANCE DOCUMENT

**BC LOBBYISTS REGISTRY USER GUIDE:
ORGANIZATION REGISTRATION RETURNS**

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GETTING STARTED

Notice

This document is for information purposes only and does not constitute a decision or finding by the Registrar of Lobbyists for British Columbia or their delegates. This guidance does not affect the powers, duties or functions of the Registrar of Lobbyists, or their delegates, regarding any investigation or other matter under the *Lobbyists Transparency Act*, respecting which the Registrar and their delegates will keep an open mind. Responsibility for compliance with the *Lobbyists Transparency Act* remains with each lobbyist.

Introduction

The *Lobbyists Transparency Act* (“LTA”) came into force on May 4, 2020. The LTA and the Lobbyists Transparency Regulation set out registration requirements for individuals and organizations engaged in lobbying activities.

Sign in to the [Lobbyists Registry](#) to create and submit Registration Returns and Lobbying Activity Reports. You must also keep the information in your Registration Returns up to date.

The [GETTING STARTED - REFERENCE GUIDE](#) is a brief overview of the provisions of the current legislation and regulation governing lobbying in BC, together with an explanation of the most commonly-used features of the Lobbyists Registry. It is designed to answer common questions.

Links to the complete text of the LTA and the Regulation are available by clicking “Help” on the top toolbar of each page of the Lobbyists Registry and selecting “Legislation”.

The ‘Help’ tab also has links to guidance documents, FAQs, other user guides under ‘Using the Registry’, and contact information for our office.

This guide details how to create and manage Registration Returns. For more detailed information about Monthly Returns (Lobbying Activity Reports and updates to Registration Returns), see [User Guide – Monthly Returns and Lobbying Activity Reports](#).

What is an Organization

The term “organization” is defined in the LTA to include:

- a business, trade, industry, professional or voluntary organization;
- a trade union or labour organization;
- a chamber of commerce or board of trade;
- a charitable or non-profit organization, association, society, coalition or interest group;
- a government, other than the government of British Columbia; and

- an individual other than a person on whose behalf a consultant lobbyist is lobbying.

Organizations may be incorporated, unincorporated, a sole proprietorship or a partnership.

The most senior paid officer of an organization creates and activates a Designated Filer account. The Designated Filer signs in to the Registry with their account to create and update the Registration Return and Lobbying Activity Reports for the organization.

Getting Started

You need an account in the Lobbyists Registry in order to create/update/submit Registration Returns and Lobbying Activity Reports. See [User Guide - Account Management](#).

The Designated Filer is the most senior paid officer of an organization that is lobbying. They are responsible for creating a **Registration Return** for the organization and keeping it up to date as long as the organization is carrying on lobbying activities in BC.

Registration Returns contain information about the organization and the in-house lobbyists, together with high-level details of lobbying activities carried out by the in-house lobbyists.

Lobbying Activity Reports: must be filed if an in-house lobbyist for the organization lobbied one or more **senior public office holders** in the preceding month. Create a Lobbying Activity Report for each lobbying activity directed at a **senior public office holder** on behalf of the organization.

Monthly Returns: an organization is required to file Lobbying Activity Reports and updates to the Registration Return by the 15th of each month, **IF there was lobbying activity to report, or a change to the information in the Registration Return, in the preceding month.**

See user guide: [Monthly Returns and Lobbying Activity Reports](#)

For more information, see the following sections of the [Frequently Asked Questions](#) on our website:

- Public office holders, senior public office holders, former public office holders
- Registration Returns; Monthly Returns; Lobbying Activity Reports

Accounts

There are two types of accounts in the Lobbyists Registry for organizations: **Most Senior Paid Officer** and **Representative**.

In-house lobbyists do not have their own accounts.

The most senior paid officer of your organization is the Designated Filer.

The Designated Filer may authorize a Representative to prepare and update Registration Returns and Lobbying Activity Reports on their behalf. For more information on creating and authorizing a Representative account, see [Quick Reference Guide for Representatives](#) and [User Guide - Account Management](#)

If the most senior paid officer of your organization has changed, the Registration Returns and Lobbying Activity Reports must be transferred and attached to the account of the new Designated Filer. See [CHANGE SENIOR OFFICER/DESIGNATED FILER](#)

An individual will only ever have one account in the Lobbyists Registry. (Registry staff may revise the type of account you have, if necessary to allow you to carry out more than one role.)

If you had an account in the previous Lobbyists Registry, **DO NOT CREATE A NEW ACCOUNT**. See [User Guide - Accounts and Registrations from the Previous Registry](#).

If you have an account in the current Lobbyists Registry but are unable to sign in to your account, **DO NOT CREATE A NEW ACCOUNT**. See **FORGOTTEN PASSWORD OR USERNAME** section in [User Guide – Account Management](#) for the steps to get access to your account.

THE DESIGNATED FILER DASHBOARD

Dashboard Menu

Once you're signed in, you will be on the Designated Filer Dashboard. The dashboard allows you to manage your account as well as giving you access to the Registration Return and Lobbying Activity Reports.

The "Designated Filer Menu" on the left allows you to:

- Update your account
- Sign out of the Lobbyists Registry

The main section of the dashboard allows you to:

- Create a new Registration Return
- View and update current Registration Return
- Create new/view previous Lobbying Activity Reports
- View and Re-activate previous Registration Returns (under Previous Registrations tab)

Current Registration Returns

View and update current Registration Returns under the "**Current Registrations**" tab.

Designated Filer Dashboard: Designated Filer Name

The Designated Filer Dashboard allows you to create new Registration Returns and manage existing Registration Returns and Lobbying Activity Reports for current and previous registrations.

 **Lobbying activities for January 2024 due by February 15, 2024.**

[▶ Click to view a list of User Guides](#)

[Create New Registration](#)

Current Registrations 

Previous Registrations 

Name of Organization

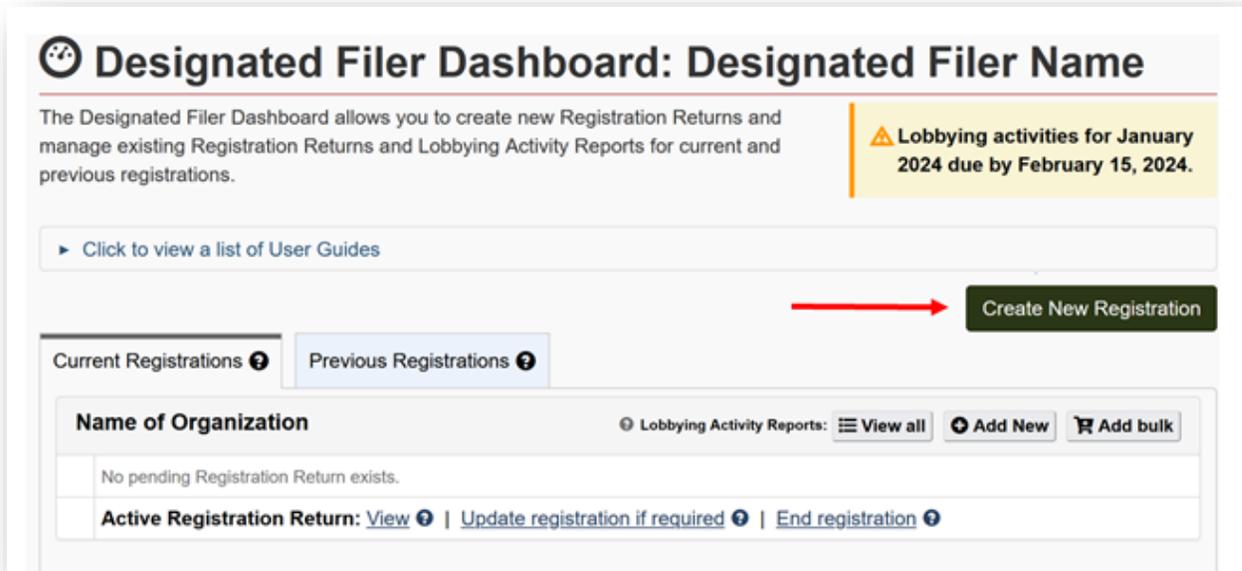
 Lobbying Activity Reports: [View all](#) [Add New](#) [Add bulk](#)

No pending Registration Return exists.

Active Registration Return: [View](#)  | [Update registration if required](#)  | [End registration](#) 

Create a New Registration Return

Create a new Registration Return by clicking “Create New Registration”.



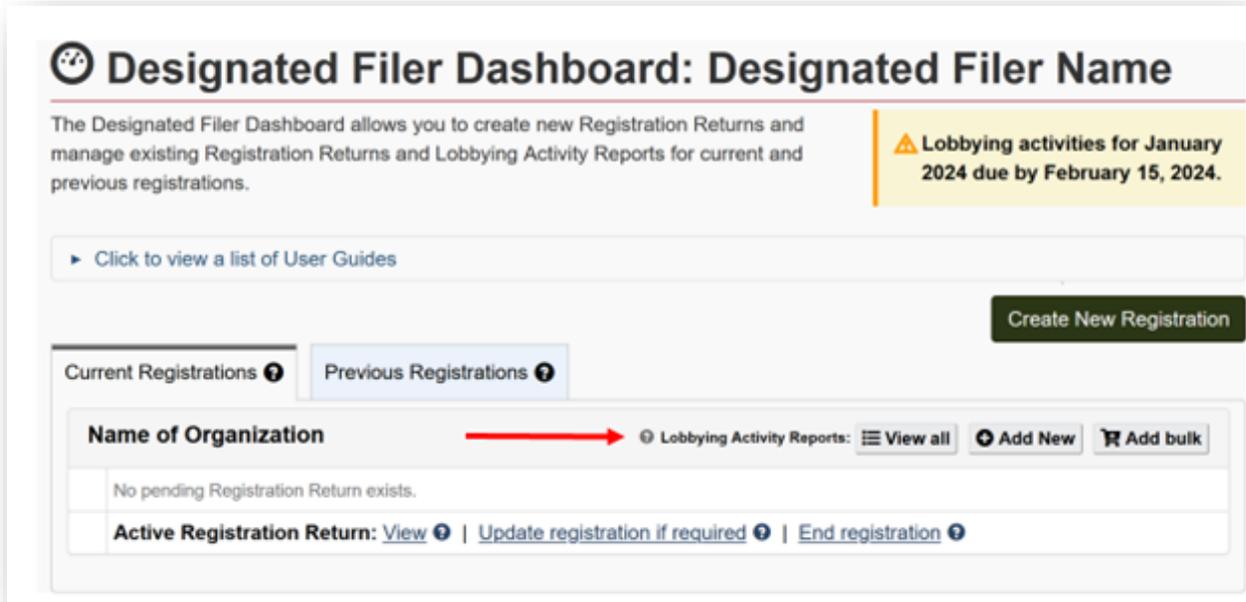
View and Reactivate Previous Registration Returns

View and re-activate previous Registration Returns under the “Previous Registrations” tab



View and Create Lobbying Activity Reports

View and create Lobbying Activity Reports under the “**Current Registrations**” tab.



Links beside Pending Registration Return/Active Registration Return

Under the “**Current Registrations**” tab on the Designated Filer’s Dashboard, you will see one or more of the following links beside **Pending Registration Return/Active Registration Return**. You may update a current Registration Return by clicking the appropriate link beside ‘Pending Registration Return’ or ‘Active Registration Return’.

View ⓘ	Click to see the active Registration Return
Update registration if required ⓘ	Click to update the active Registration Return. This creates a pending Registration Return which you can edit and submit for activation.
Incomplete ⓘ	You started a new Registration Return or an update to an existing Registration Return or started to reactivate an inactive Registration Return. Information is still required. Click to review/edit & submit the Registration Return to the Registry for activation.
Requires certification ⓘ	You started a new Registration Return or an update to a Registration Return or started to reactivate an inactive Registration Return.

	Click to review/edit & submit the Registration Return to the Registry for activation.
Delete 	Click to delete a pending new, update or reactivation of a Registration Return that has not been activated by Registry staff. Note: If there is an existing active registration, it will not be affected.
Correction required 	You submitted a new Registration Return or an update to a Registration Return or a reactivated Registration Return. Registry staff sent it back to you for correction. You may receive an email with details. Click to see notes from staff & enter corrections.
Submitted 	You submitted a new Registration Return or an update to an existing Registration Return or a reactivated Registration Return to the Registry. Click to view the submitted Registration Return.
End registration 	Click to deactivate an active registration if lobbying activity has stopped. Note: you must reactivate a Registration Return within 10 days of resuming lobbying activity.

REPRESENTATIVE FILING ON BEHALF OF THE ORGANIZATION

Representatives provide administrative services for Designated Filers. Representatives can enter and update information in Registration Returns and Lobbying Activity Reports.

Any Representative who has been authorized access to the Designated Filer’s account will receive all notifications sent by the Registry to the Designated Filer.

As a Representative, you must create and activate your own account.

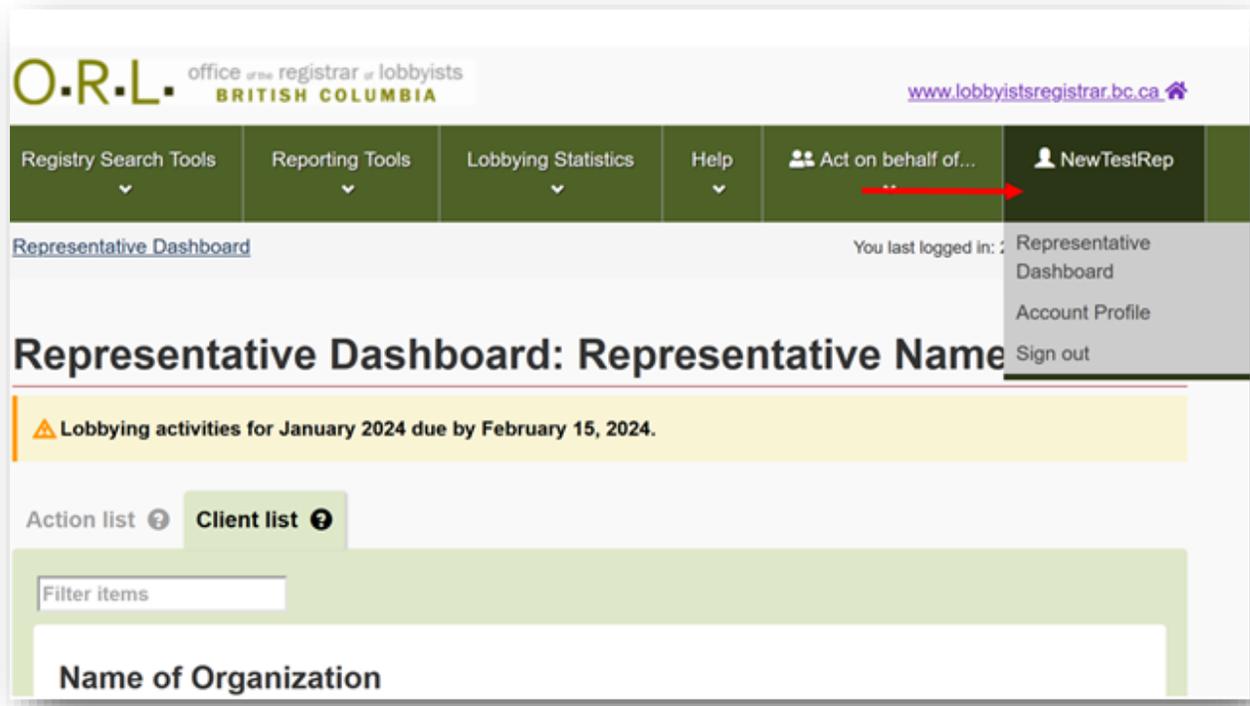
Once your account is activated, a Designated Filer for an organization can add you as a Representative with access to their own account. This allows you to create and update Registration Returns and Lobbying Activity Reports on behalf of the Designated Filer.

A Representative can prepare documents but cannot submit them to the Registry with their own username and password. New Registration Returns, Registration Return Updates and Lobbying Activity Reports can only be submitted after entering the Designated Filer’s username and password.

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.
2. If you sign in with the username and password for your Representative account, you will be on your Representative Dashboard.

The Representative Dashboard, which is accessed by clicking the Representative’s username at the top right of the menu bar, allows you to:

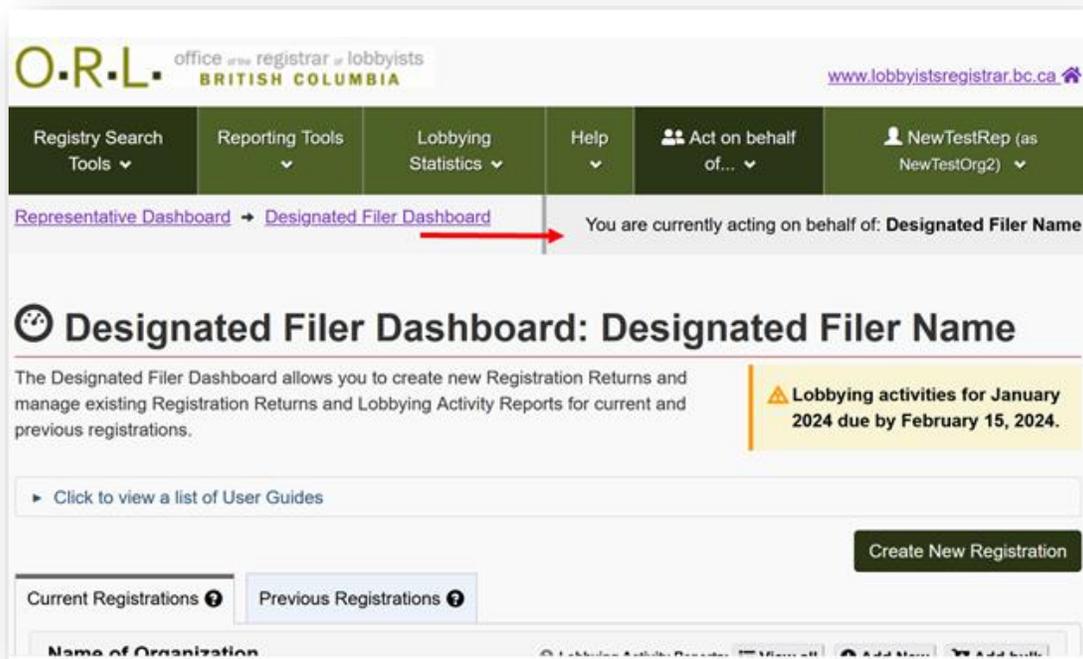
- Update your account profile (contact information, password)
- Sign out of the Lobbyists Registry



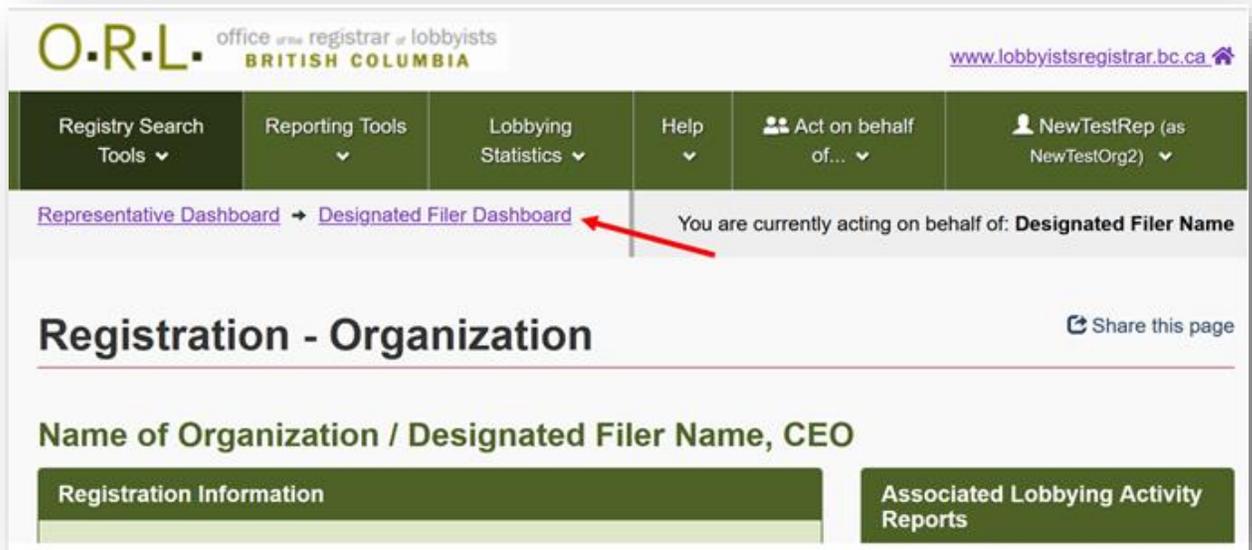
If the Designated Filer for an organization has added you to their account as a Representative, you will see their name, which is accessed by clicking the “**Act on behalf of...**” at the top right of the menu bar of your Dashboard.



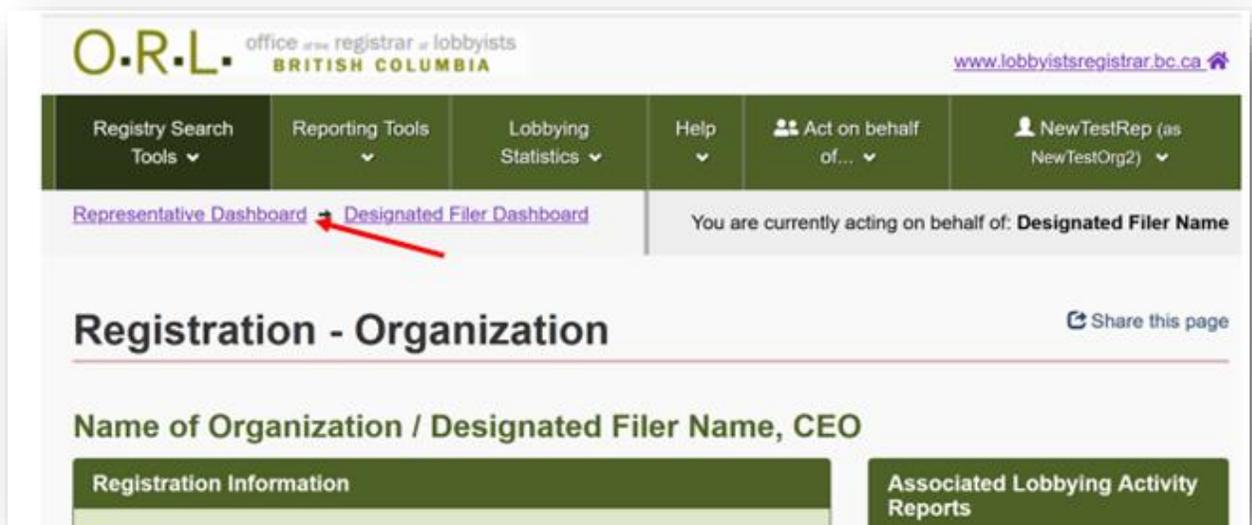
From your Dashboard, once the Designated Filer's name is selected you, it will take you to their Dashboard in which you will have access to their Designated Filer Dashboard on their behalf.



3. If you need to return to the Designated Filer's Dashboard when you are working in the Registry, click "**Designated Filer Dashboard**".

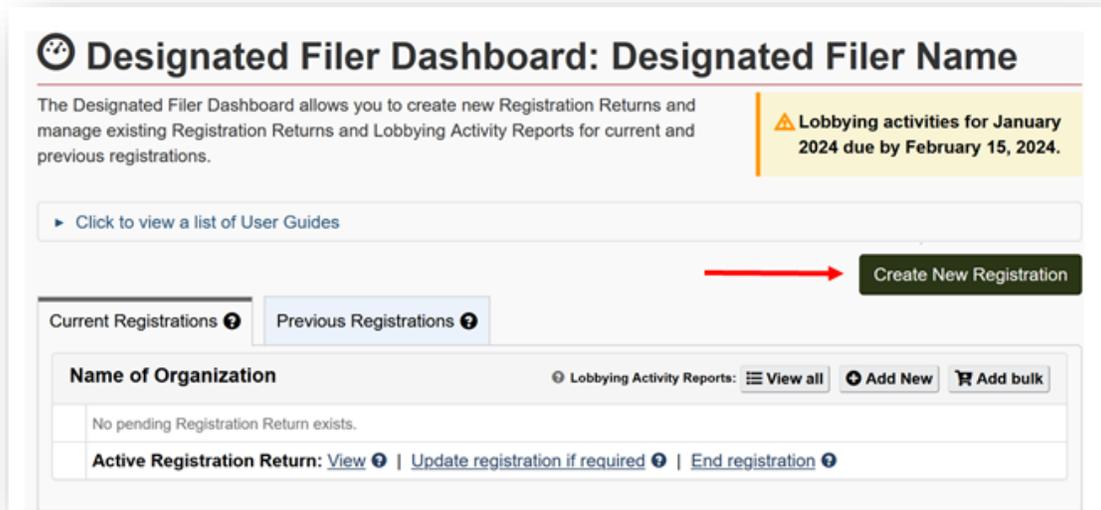


4. To return to your own Representative Dashboard, click on "**Representative Dashboard**".

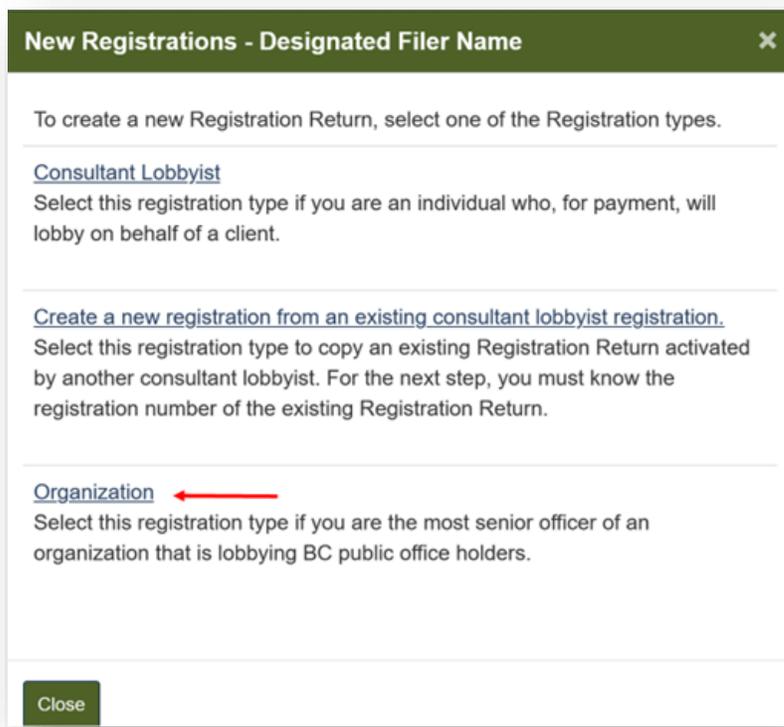


CREATE A NEW ORGANIZATION REGISTRATION RETURN

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.
2. From the Designated Filer Dashboard, click on “**Create New Registration**” button.



3. To create a new Organization Registration Return, click “**Organization**”.



Step 1 of 7: Designated Filer and Organization Information

Designated Filer Title and Direct Email Address

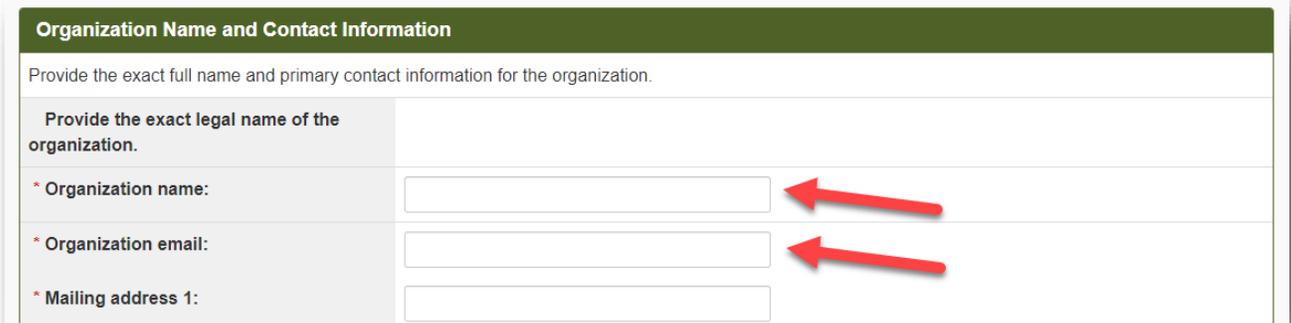
4. Enter the **Position title of Designated Filer**.
5. To update the **Designated Filer's email address**, return to the Designated Filer Dashboard and update the Account Profile.



The screenshot shows a form titled "Designated Filer". It has two main sections. The first section is for the Designated Filer Name, with a label "Designated Filer name:" and a text input field containing "Designated Filer Name". The second section is for the Position title, with a label "* Position title of Designated Filer:" and an empty text input field. A red arrow points to this input field. Below this is a section for the Designated Filer's direct business email address, with a label "Designated Filer's direct business email address:" and a text input field containing "info@bcorl.ca".

Organization Name and Contact Information

6. Enter the **exact legal name of the organization** and the **organization's email** address.



The screenshot shows a form titled "Organization Name and Contact Information". It starts with a heading "Organization Name and Contact Information" and a sub-heading "Provide the exact full name and primary contact information for the organization." Below this is a section for the Organization name, with a label "Provide the exact legal name of the organization." and an empty text input field. A red arrow points to this input field. Below this is a section for the Organization email, with a label "* Organization email:" and an empty text input field. A red arrow points to this input field. Below this is a section for the Mailing address 1, with a label "* Mailing address 1:" and an empty text input field.

7. Enter the Organization's **mailing address** and **telephone number**.

If the Organization is located outside of Canada and the United States, fill out the "Other Country" section below instead.

Organization Name and Contact Information									
Provide the exact full name and primary contact information for the organization.									
Provide the exact legal name of the organization.									
* Organization name:	<input type="text"/>								
* Organization email:	<input type="text"/>								
* Mailing address 1:	<input type="text"/>								
Mailing address 2 (if required):	<input type="text"/>								
* City:	<input type="text"/>								
Country, region and telephone number:	<table border="1"> <thead> <tr> <th colspan="2">Canada / United States</th> </tr> </thead> <tbody> <tr> <td>Province/State:</td> <td>- select -</td> </tr> <tr> <td>Postal/Zip code (K1K 1K1/12345):</td> <td><input type="text"/></td> </tr> <tr> <td>Telephone (555-555-5555):</td> <td><input type="text"/></td> </tr> </tbody> </table>	Canada / United States		Province/State:	- select -	Postal/Zip code (K1K 1K1/12345):	<input type="text"/>	Telephone (555-555-5555):	<input type="text"/>
Canada / United States									
Province/State:	- select -								
Postal/Zip code (K1K 1K1/12345):	<input type="text"/>								
Telephone (555-555-5555):	<input type="text"/>								
Complete address information is required. Fill in your information in one of the following sections:									
<ul style="list-style-type: none"> Canada / United States Other Country 									
Note: Extension and facsimile numbers are not mandatory fields.	<table border="1"> <tbody> <tr> <td>Extension (12345):</td> <td><input type="text"/></td> </tr> <tr> <td>Facsimile (555-555-5555):</td> <td><input type="text"/></td> </tr> </tbody> </table>	Extension (12345):	<input type="text"/>	Facsimile (555-555-5555):	<input type="text"/>				
Extension (12345):	<input type="text"/>								
Facsimile (555-555-5555):	<input type="text"/>								



Description of Organization

8. Enter a **brief description of the organization's business activities.**

Do not use acronyms or abbreviations unless the meaning will be clear to all readers.

Description of Organization	
Please provide a general description of the business activities of the organization, so as to provide a clear context for the lobbying activities for which the organization is filing a Registration Return.	
* Briefly describe the organization's business activities:	<input type="text"/>



Gifts or Benefits Provided to Public Office Holders

9. If an in-house lobbyist has given any gifts or provided any benefits within the last 12 months on behalf of your organization to public office holders your organization is lobbying, you must declare the gifts or benefits in your Registration Return.

If you have no gifts or benefits to declare, proceed to Step 20.

If you have gifts or benefits to declare, continue with the following steps:

- i) To add a gift or benefit, click **“Add Gifts or Benefits”**.

Gifts or Benefits Provided to Public Officer Holders

Lobbyists are required to provide information regarding gifts or benefits provided **within the last 12 months** to public office holders they have lobbied. For more information, review the [Guide to Lobbyist Gifts](#).

Name	Gift or Benefit Description	Circumstance	Date Promised	Value Promised	Date Given	Value Given	Action
No Records							

 **Add Gifts or Benefits**

- ii) Select a **name** from the drop-down menu (if you previously declared a gift or benefit to a public office holder) OR enter the **First name** and **Last name** of the public office holder.

Add/Edit Gift or Benefit Entry

Mandatory fields are indicated by an asterisk (*).

Add/Edit Gift or Benefit Entry

* Public Office Holder name: **or Enter New**

First name:

Last name:

* Description of gift or benefit:

* Circumstances under which the gift or benefit was given or promised to be given:

* Select Benefit/Gift type:

Click the **Continue** button to pass data back to list to save.
Click the **Cancel** button to return to previous form without saving any changes on this page.

Continue **Cancel**

- iii) Enter a **description of the gift of benefit** and the **circumstances under which it was promised or given**.

Add/Edit Gift or Benefit Entry

Mandatory fields are indicated by an asterisk (*).

Add/Edit Gift or Benefit Entry	
* Public Office Holder name:	<input type="text" value="- Select -"/> or Enter New First name: <input type="text"/> Last name: <input type="text"/>
* Description of gift or benefit:	<input type="text"/>
* Circumstances under which the gift or benefit was given or promised to be given:	<input type="text"/>
* Select Benefit/Gift type:	<input type="text" value="- Select -"/>

Click the **Continue** button to pass data back to list to save.
Click the **Cancel** button to return to previous form without saving any changes on this page.

- iv) Select the **Benefit/Gift type** from the drop-down menu, either Promised or Given/Received.

Add/Edit Gift or Benefit Entry	
* Public Office Holder name:	<input type="text" value="- Select -"/> or Enter New First name: <input type="text"/> Last name: <input type="text"/>
* Description of gift or benefit:	<input type="text"/>
* Circumstances under which the gift or benefit was given or promised to be given:	<input type="text"/>
* Select Benefit/Gift type:	<input type="text" value="- Select -"/>

- v) Enter the **Value of gift** (either promised or given/received) and the **Date the gift was given or promised**.

* Select Benefit/Gift type: Enter Given/Received amount and date ▾

Add/Edit Given/Received Benefit/Gift Information

* Value of given gift or benefit:

* Date given:

vi) Once the details of the gift or benefit are complete, click “**Continue**”.

Add/Edit Given/Received Benefit/Gift Information

* Value of given gift or benefit:

* Date given:

Click the **Continue** button to pass data back to list to save.
Click the **Cancel** button to return to previous form without saving any changes on this page.

Continue **Cancel**

vii) The gifts promised or given will be listed. To record another gift promised or given, click on “**Add Gifts or Benefits**” again and repeat the process above.

Gifts or Benefits Provided to Public Officer Holders

Lobbyists are required to provide information regarding gifts or benefits provided **within the last 12 months** to public office holders they have lobbied. For more information, review the [Guide to Lobbyist Gifts](#).

Name	Gift or Benefit Description	Circumstance	Date Promised	Value Promised	Date Given	Value Given	Action
Lana Popham	Pen	Promotional item			2020-04-01	\$5.00	Edit Remove

Add Gifts or Benefits

viii) To edit a recorded gift or benefit, click the “**Edit**” link.

Gifts or Benefits Provided to Public Officer Holders

Lobbyists are required to provide information regarding gifts or benefits provided **within the last 12 months** to public office holders they have lobbied. For more information, review the [Guide to Lobbyist Gifts](#).

Name	Gift or Benefit Description	Circumstance	Date Promised	Value Promised	Date Given	Value Given	Action
Lana Popham	Pen	Promotional item			2020-04-01	\$5.00	Edit Remove

[Add Gifts or Benefits](#)

- ix) If you entered a gift or benefit in error, delete it clicking on the **“Remove”** link.

Gifts or Benefits Provided to Public Officer Holders

Lobbyists are required to provide information regarding gifts or benefits provided **within the last 12 months** to public office holders they have lobbied. For more information, review the [Guide to Lobbyist Gifts](#).

Name	Gift or Benefit Description	Circumstance	Date Promised	Value Promised	Date Given	Value Given	Action
Lana Popham	Pen	Promotional item			2020-04-01	\$5.00	Edit Remove

[Add Gifts or Benefits](#)

Save Information

10. When all information on Step 1 is complete, click **“Save and Continue”** to continue to the next section.

*If you wish to save and finish later, click the **“Save”** link instead.*

Gifts or Benefits Provided to Public Officer Holders

Lobbyists are required to provide information regarding gifts or benefits provided **within the last 12 months** to public office holders they have lobbied. For more information, review the [Guide to Lobbyist Gifts](#).

Name	Gift or Benefit Description	Circumstance	Date Promised	Value Promised	Date Given	Value Given	Action
No Records							

Add Gifts or Benefits

Click the **Save** button to view the Registration Summary.
 Click the **Save and Continue** button to view the next page of the registration form.
 Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Save
Save and Continue
Cancel

Step 2 of 7: Coalition Information

For more information, see our [Coalitions guidance document](#).

Coalition Members

11. Declare whether or not your organization is a member of a coalition: select **Yes** or **No** from the drop-down menu.

Step 2 of 7: Coalition Information

If the organization or client is a member of a coalition, you must declare the name and business address of each member of the coalition in the Lobbyists Registry. To learn more, review the [Coalitions Guidance Document](#).

Mandatory fields are indicated by an asterisk (*).

Coalition Members

* Is the organization a member of a coalition? - select -

Coalition Members	Address
No records	

Add/Edit Coalition Members

If No, proceed to Step 12 below.

If Yes, continue with the following steps:

- i) If your organization is a member of a coalition the purposes of section 4(1)(h) of the LTA (see [Coalitions](#)), you must enter the names and business addresses of the other organizations that are coalition members. Click **“Add/Edit Coalition Members”**.

Step 2 of 7: Coalition Information

If the organization or client is a member of a coalition, you must declare the name and business address of each member of the coalition in the Lobbyists Registry. To learn more, review the [Coalitions Guidance Document](#).

Mandatory fields are indicated by an asterisk (*).

Coalition Members

* Is the organization a member of a coalition?

Coalition Members	Address
No records	

Add/Edit Coalition Members

- ii) Enter the **Name of coalition member**, and the **mailing address**. Then click **“Add to List”**.

If the coalition member is outside of Canada and the United States, fill out the “Other Country” section below instead.

Coalition Members

* Name of coalition member:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

Postcode:

- iii) The list of coalition members will be shown near the bottom of the screen. Repeat the process until the names of all organizations that are members of a coalition to which your client belongs have been entered.
- iv) To edit a coalition member, **select the radio button** and click **“Edit Selected”**.

List of Coalition Members

Select	Coalition Members	Address
<input checked="" type="radio"/>	321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

When the details have been updated, click **“Add to List”** to save the changes.

Coalition Members

* Name of coalition member:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

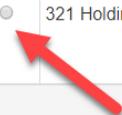
Postcode:



- v) If you enter a coalition member in error, delete by **selecting the radio button** and clicking **“Remove Selected”**.

List of Coalition Members

Select	Coalition Members	Address
<input checked="" type="radio"/>	321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

- vi) When the list of coalition members is complete and accurate, click **“Continue”**.

Select	Coalition Members	Address
<input type="radio"/>	321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

Save Information

12. When all information on Step 2 of 7 is complete, click **“Save and Continue”** to continue to Step 3.

*If you wish to save and finish later, click the **“Save”** link instead.*

Coalition Members

* Is the client a coalition or a member of a coalition?

Coalition Members	Address
321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

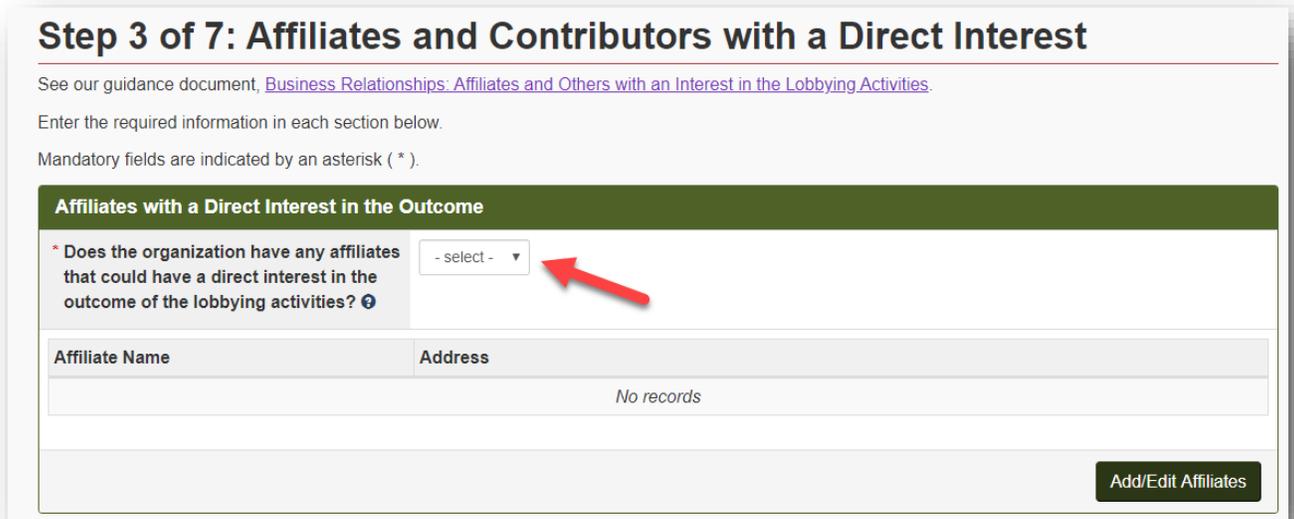
Step 3 of 7: Affiliates and Contributors with a Direct Interest

For more information, see [Business Relationships: Affiliates and Others with an Interest in the Lobbying Activities](#)

Affiliates with a Direct Interest in the Outcome

13. Declare whether your organization has affiliates that could have a direct interest in the outcome of the lobbying activities: select **Yes** or **No** from the drop-down menu.

For more information, click the  button.



Step 3 of 7: Affiliates and Contributors with a Direct Interest

See our guidance document, [Business Relationships: Affiliates and Others with an Interest in the Lobbying Activities](#).

Enter the required information in each section below.

Mandatory fields are indicated by an asterisk (*).

Affiliates with a Direct Interest in the Outcome

* Does the organization have any affiliates that could have a direct interest in the outcome of the lobbying activities? 

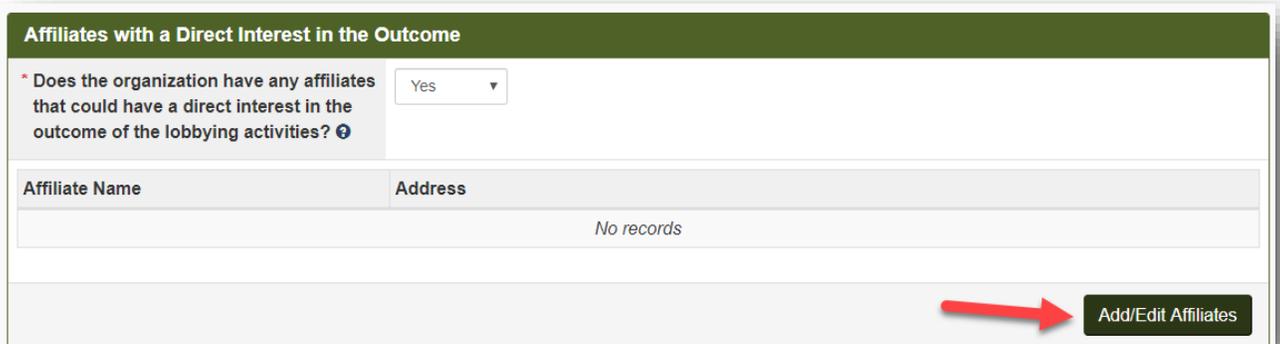
Affiliate Name	Address
No records	

[Add/Edit Affiliates](#)

If No, proceed to Step 14 below.

If Yes, continue with the following steps:

- i) If you select **Yes**, you must record at least one affiliate. Click **“Add/Edit Affiliates”**.



Affiliates with a Direct Interest in the Outcome

* Does the organization have any affiliates that could have a direct interest in the outcome of the lobbying activities? 

Affiliate Name	Address
No records	

[Add/Edit Affiliates](#)

- ii) Enter the **Name of corporation**, and the **mailing address**. Then click **“Add to List**.

If the affiliate is outside of Canada and the United States, fill out the “Other Country” section below instead.

Affiliates with a Direct Interest in the Outcome

* Name of corporation:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region: **Canada / United States**

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

Postcode:

- iii) The affiliates will be shown near the bottom of the screen. To add another affiliate, repeat the process shown above.
- iv) To edit information about an affiliate, select **the radio button** and click **“Edit Selected”**.

List of Affiliates with a Direct Interest in the Outcome

Select	Affiliate Name	Address
<input type="radio"/>	Corporation Name	876 Short St Victoria, BC V8V 8V8 Canada

When the details have been updated, click **“Add to List”** to save the changes.

Affiliates with a Direct Interest in the Outcome

* Name of corporation:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

Postcode:



- v) If you enter an affiliate in error, delete by **selecting the radio button** and clicking **“Remove Selected”**.

List of Affiliates with a Direct Interest in the Outcome

Select	Affiliate Name	Address
<input type="radio"/>	Corporation Name	876 Short St Victoria, BC V8V 8V8 Canada

- vi) When the list of affiliates is complete and accurate, click **“Continue”**.

List of Affiliates with a Direct Interest in the Outcome

Select	Affiliate Name	Address
<input type="radio"/>	Corporation Name	876 Short St Victoria, BC V8V 8V8 Canada



Others with a Direct Interest in the Outcome

14. Declare whether your organization’s activities are controlled or directed by another person or organization with a direct interest in the outcome of the lobbying activities: select **Yes** or **No** from the drop-down menu.

Others with Direct Interests in the Outcome

* Are the organization’s activities controlled or directed by any other person or organization with a direct interest in the outcome of the lobbying activities?



Name of other Person or Organization	Address
No records	

If No, proceed to Step 15 below.

If Yes, continue with the following steps:

- i) If you select **Yes**, you must record at least one other person or organization with a direct interest. Click “**Add/Edit Other Direct Interests**”.

Others with Direct Interests in the Outcome

* Are the organization's activities controlled or directed by any other person or organization with a direct interest in the outcome of the lobbying activities?

Name of other Person or Organization	Address
No records	

 **Add/Edit Other Direct Interests**

- ii) Enter the **Person or organization name**, and the **mailing address**. Then click **“Add to List”**.

If the person or organization is outside of Canada and the United States, fill out the “Other Country” section below instead.

Others with Direct Interests in the Outcome

* Person or organization name:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

Postcode:

 **Add to List** **Clear**

- iii) The information you enter in this section will be shown near the bottom of the screen. To add another entry, repeat the process shown above.
- iv) To edit an entry, **select the radio button** and click **“Edit Selected”**.

List of Others with Direct Interests in the Outcome

Select	Name of other Person or Organization	Address
<input type="radio"/>	John Smith	458 Little Street Victoria, BC V8V 8V8 Canada
<input type="radio"/>	Large Organization	4999 Big St Vancouver, BC V8V 8V8 Canada

When the details have been updated, click **“Add to List”** to save the changes.

- v) If you entered information in error, delete by **selecting the radio button** and clicking on **“Remove Selected”**.

List of Others with Direct Interests in the Outcome

Select	Name of other Person or Organization	Address
<input type="radio"/>	John Smith	458 Little Street Victoria, BC V8V 8V8 Canada
<input type="radio"/>	Large Organization	4999 Big St Vancouver, BC V8V 8V8 Canada

- vi) When the list is complete and accurate, click **“Continue”**.

List of Others with Direct Interests in the Outcome

Select	Name of other Person or Organization	Address
<input type="radio"/>	John Smith	458 Little Street Victoria, BC V8V 8V8 Canada
<input type="radio"/>	Large Organization	4999 Big St Vancouver, BC V8V 8V8 Canada



Contributors with a Direct Interest in the Outcome

15. Declare whether any person or organization with a direct interest in the outcome of the lobbying activities contributed over \$1,000 CDN in the **past 12 months**: select **Yes** or **No** from the drop-down menu.

Contributors with a Direct Interest in the Outcome

* Has any person or organization with a direct interest in the outcome of the lobbying activity contributed over \$1000CDN, within the preceding 12 months, toward the lobbying activity?

- select - 

Contributor Name	Address
No records	

If No, proceed to Step 16 below.

If Yes, continue with the following steps:

- i) If you select **Yes**, you must record at least one contributor. Click “**Add/Edit Contributor**”.

- ii) Enter the **Person or organization name**, and the **mailing address**. Then click “**Add to List**”.

If the contributor is outside of Canada and the United States, fill out the “Other Country” section below instead.

- iii) The contributor(s) will be shown near the bottom of the screen. To add another contributor, repeat the process shown above.

- iv) To edit a contributor, **select the radio button** and click **“Edit Selected”**.

List of Contributors with a Direct Interest in the Outcome

Select	Contributor Name	Address
<input type="radio"/>	Jill's Company	466 River Blvd River City, MB R8R 8R8 Canada

When the details have been updated, click on **“Add to List”** to save the changes.

Contributors with a Direct Interest in the Outcome

* Person or organization name:

* Mailing address 1:

Mailing address 2 (if required):

* City:

Country and region:

Complete address information is required. Fill in your information in one of the following sections:

- Canada / United States
- Other Country

Canada / United States

Province/State:

Postal/Zip code (K1K 1K1/12345):

(or)

Other Country

Country:

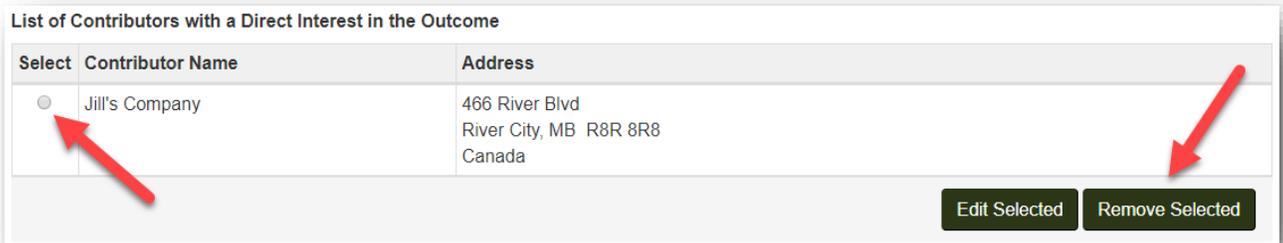
Postcode:

- v) If you entered a contributor in error, or if that contributor has not contributed within the past 12 months, delete the person or organization by **selecting the radio button** and clicking **“Remove Selected”**.

List of Contributors with a Direct Interest in the Outcome

Select	Contributor Name	Address
<input type="radio"/>	Jill's Company	466 River Blvd River City, MB R8R 8R8 Canada

[Edit Selected](#) [Remove Selected](#)



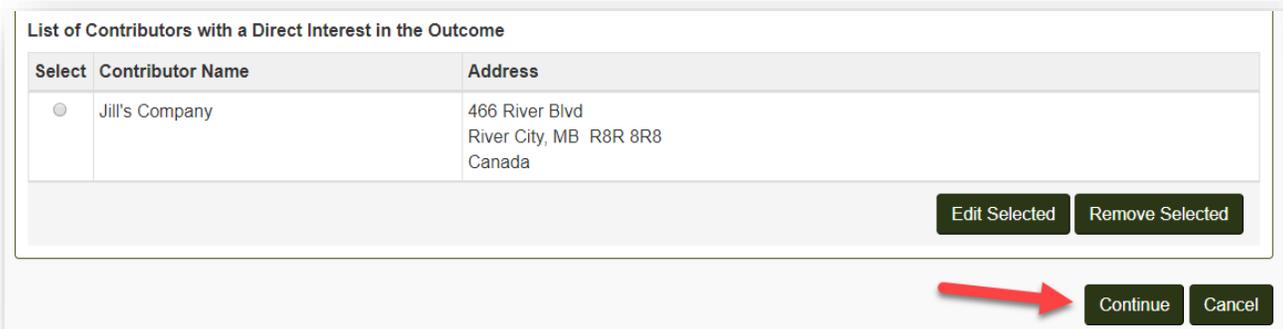
vi) When the list of contributors is complete and accurate, click **“Continue”**.

List of Contributors with a Direct Interest in the Outcome

Select	Contributor Name	Address
<input type="radio"/>	Jill's Company	466 River Blvd River City, MB R8R 8R8 Canada

[Edit Selected](#) [Remove Selected](#)

[Continue](#) [Cancel](#)



Save Information

16. When all information on Step 3 is complete, click **“Save and Continue”** to continue to Step 4 of 7.

*If you wish to save and finish later, click the **“Save”** link instead.*

Contributors with a Direct Interest in the Outcome

* Has any person or organization with a direct interest in the outcome of the lobbying activity contributed over \$1000CDN, within the preceding 12 months, toward the lobbying activity? Yes ▾

Contributor Name	Address
Jill's Company	466 River Blvd River City, MB R8R 8R8 Canada

[Add/Edit Contributors](#)

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

[Save](#) [Save and Continue](#) [Cancel](#)

Step 4 of 7: In-House Lobbyists

Add In-House Lobbyists

17. Click the “Add Lobbyist” button.

[Add Lobbyist](#) [Add the Designated Filer as a Lobbyist](#)

In-house Lobbyists

Select	Lobbyist	BC Former Public Office Holder Positions	Gifts or Benefits and Contributions
There are no entries in this list.			

18. Enter the **First name** and **Last name** of the lobbyist.

Add/Edit In-house Lobbyist Information

Mandatory fields are indicated by an asterisk (*).

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* At any time, has this lobbyist held a position that meets the definition of "former public office holder" in the LTA?	<input type="button" value="- select -"/>



 If yes, enter the applicable information below.

Former Public Office Holders

19. Declare whether or not the lobbyist was a BC former public office holder: select **Yes** or **No** from the drop-down menu.

If you're not sure, click on the  button for more information.

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* At any time, has this lobbyist held a position that meets the definition of "former public office holder" in the LTA?	<input type="button" value="- select -"/>



 If yes, enter the applicable information below.

If No, the lobbyist was never a BC former public office holder, proceed to Step 20 below.

If Yes, continue with the following steps:

- i) Enter the **position title**, **provincial government ministry / provincial entity**, and the **dates** the public office positions were held. Then click **"Add to List"**.

Former Public Office Holder Positions in BC

Mandatory fields are indicated by an asterisk (*).

Former Public Office Holder Positions in BC

Information about all BC former public office holder positions held by this lobbyist is required. Complete all required fields for a single position, then click the **Add to List** button. If this lobbyist held more than one former public office holder position, complete all fields for the next position, then click the **Add to List** button. Continue until you have entered all required information for each former public office holder position, then click **Continue**. To verify dates and other information about positions this lobbyist may have held, you may search [BC Orders in Council here](#).

* Position title:	<input type="text"/>	
* Provincial government ministry / Provincial entity:	<input type="text"/>	
Branch or Unit:	<input type="text"/>	
* Public office held from:	<input type="text" value="- month -"/> <input type="text" value="- year -"/>	
* Public office held until:	<input type="text" value="- month -"/> <input type="text" value="- year -"/>	

- ii) The former public office positions will be shown near the bottom of the screen. To add another former public office position, repeat the process.
- iii) To edit a former public office position, **select the radio button** and click **“Edit Selected”**.

List of Former Public Offices Held in BC

Select	Position	Period Held
<input type="radio"/>	Minister of Finance Ministry of Finance	July 1998 to October 2000
<input checked="" type="radio"/>	Deputy Minister of Finance Ministry of Finance	January 1995 to July 1998

When the details have been updated, click **“Add to List”** to save the changes.

Former Public Office Holder Positions in BC

Information about all BC former public office holder positions held by this lobbyist is required. Complete all required fields for a single position, then click the **Add to List** button. If this lobbyist held more than one former public office holder position, complete all fields for the next position, then click the **Add to List** button. Continue until you have entered all required information for each former public office holder position, then click **Continue**. To verify dates and other information about positions this lobbyist may have held, you may search [BC Orders in Council here](#).

* Position title:

* Provincial government ministry / Provincial entity:

Branch or Unit:

* Public office held from:

* Public office held until:

 **Add to List**

- iv) If you enter a former public office holder position in error, delete by **selecting the radio button** and clicking **“Remove Selected”**.

List of Former Public Offices Held in BC

Select	Position	Period Held
<input checked="" type="radio"/>	Minister of Finance Ministry of Finance	July 1998 to October 2000
<input type="radio"/>	Deputy Minister of Finance Ministry of Finance	January 1995 to July 1998

 **Edit Selected** **Remove Selected**

20. If the lobbyist held a former public office holder position within the past two years, they are only permitted to lobby if an exemption has been granted by the Registrar. Enter their **exemption number** in the field given.

Exemption Number

For more information, review the [Exemption Information for Former Public Office Holders](#).

If this lobbyist has been granted an exemption from the two-year prohibition on lobbying, provide the exemption number received from the Registrar:

For information on applying for an exemption, please see [Exemption Information for Former Public Officer Holders](#)

Contributions

If the lobbyist has lobbied or plans to lobby a member of the Legislative Assembly (MLA), including a Minister or the Premier, you then declare whether the lobbyist made a political, sponsorship or recall contribution since the date of writ for the last provincial election.

For more information, see:

- [Political, Sponsorship and Recall Contributions](#)
- [How to Report Political, Sponsorship or Recall Contributions in the Lobbyists Registry](#)

21. First, declare whether the lobbyist has lobbied or plans to lobby a member of the Legislative Assembly (MLA), including a Minister or the Premier, since the date of writ for the last provincial election.

Contributions

[Guide to reporting political, sponsorship and recall contributions](#)

[How to Report Political Sponsorship and Recall Contributions in the Lobbyists Registry](#)

Note 1: Lobbyists are required to report whether they have made any political, sponsorship or recall contributions since the date the writ was issued for the last provincial election, even if Elections BC is not yet showing the contribution.

Note 2: Political and sponsorship contribution information is published on Elections BC's [Financial Reports and Political Contributions System](#). Information about recall contributions can be found on the [Making Recall Contributions](#) page. The information sheet on that webpage contains the link to search for recall contributions.

* Has this individual lobbied, or plans to lobby a member of the Legislative Assembly, including a Minister or Premier on behalf of this organization, on or after 2020-09-21?

22. If the answer is yes to the question about lobbying an MLA, the questions about whether the lobbyist made a political, sponsorship or recall contribution then appear. Declare whether the lobbyist made a political, sponsorship or recall contribution since the date of writ for the last provincial election (Yes/No).

Contributions

[Guide to reporting political, sponsorship and recall contributions](#)

[How to Report Political Sponsorship and Recall Contributions in the Lobbyists Registry](#)

Note 1: Lobbyists are required to report whether they have made any political, sponsorship or recall contributions since the date the writ was issued for the last provincial election, even if Elections BC is not yet showing the contribution.

Note 2: Political and sponsorship contribution information is published on Elections BC's [Financial Reports and Political Contributions System](#). Information about recall contributions can be found on the [Making Recall Contributions](#) page. The information sheet on that webpage contains the link to search for recall contributions.

* Has this individual lobbied, or plans to lobby a member of the Legislative Assembly, including a Minister or Premier on behalf of this organization, on or after 2020-09-21?	Yes
* Has the Lobbyist made a political contribution as defined in the Lobbyists Transparency Act on or after 2020-09-21?	No
* Has the Lobbyist made a sponsorship contribution as defined in the Lobbyists Transparency Act on or after 2020-09-21?	No
* Has the Lobbyist made a recall contribution as defined in the Lobbyists Transparency Act on or after 2020-09-21?	No

Relevant Codes of Conduct

See [CODES OF CONDUCT](#).

23. Declare whether the lobbyist is bound to comply with any **relevant codes of conduct** by selecting **Yes** or **No** from the drop-down menu.

Relevant Codes of Conduct

* Does this lobbyist have in place an undertaking to comply with any relevant codes of conduct?	- select -
---	------------

If **Yes** is selected, you must click on the **Add/Edit Code of Conduct Details** button.
For more information, review the [Codes of Conduct Guidance Document](#)

Add/Edit Codes of Conduct Details

If No, proceed to Step 24 below.

If Yes, continue with the following steps:

- i) To add a code of conduct, or edit an existing code of conduct, click on **“Add/Edit Codes of Conduct Details”**.

Relevant Codes of Conduct

* Does this lobbyist have in place an undertaking to comply with any relevant codes of conduct?

If **Yes** is selected, you must click on the **Add/Edit Code of Conduct Details** button.
For more information, review the [Codes of Conduct Guidance Document](#)

Add/Edit Codes of Conduct Details

- ii) Enter the **name of code of conduct, publicly available URL, and the name and business contact information** for the organization that is responsible for managing the administration of the code of conduct. Then click **“Add to List”**.

Relevant Codes of Conduct

Mandatory fields are indicated by an asterisk (*).

Relevant Codes of Conduct

* Name of the Code of Conduct:

* Publicly available copy (URL) of the Code of Conduct:

Name and business contact information of the organization that is responsible for the administration of the code of conduct.

* Business name:

* Country:

* Mailing address 1:

Mailing address 2:

* City:

* Email address:

Add to List **Clear**

- iii) The code of conduct will be shown near the bottom of the screen. To add another code of conduct, repeat the process shown above.

- iv) To edit a code of conduct, **select the radio button** and click **“Edit Selected”**.

When the details have been updated, click **“Add to List”** to save the changes.

Extension (12345):	<input type="text"/>
Facsimile (555-555-5555):	<input type="text"/>
* Email address:	<input type="text" value="email@other.ca"/>
<input type="button" value="Add to List"/> <input type="button" value="Clear"/>	

- v) If you enter a code of conduct in error, delete by **selecting the radio button** and click **“Remove Selected”**.

List of Codes of Conduct

Select	Code of Conduct Name	Code of Conduct Location	Name and Business Contact Information
<input checked="" type="radio"/>	Code of Conduct	https://code.ca	Business name 345 This Street Vancouver BC V8V 8V8 Canada 250-333-3333 email@other.ca

- vi) When your list of codes of conduct is complete and accurate, click **“Continue”**.

List of Codes of Conduct

Select	Code of Conduct Name	Code of Conduct Location	Name and Business Contact Information
<input type="radio"/>	Code of Conduct	https://code.ca	Business name 345 This Street Vancouver BC V8V 8V8 Canada 250-333-3333 email@other.ca

Save In-House Lobbyist Information

24. When you have entered all details for this in-house lobbyist, click **“Continue”** or **“Save”**.

Add More In-House Lobbyists

25. Repeat the steps as many times as necessary until all in-house lobbyists have been recorded.

If you have information about many in-house lobbyists to enter, we recommend you click “Save” at the bottom of this screen periodically to ensure the in-house lobbyists you have entered so far are saved to your Registration Return. Clicking “Save” will take you to the Organization Summary page. From there, click the “Edit” button in the heading of the In-House Lobbyists section and enter additional lobbyists.

Adding the Designated Filer as an In-House Lobbyist

26. If the Designated Filer is also an in-house lobbyist, click **“Add the Designated Filer as a Lobbyist”**.

27. Record any [Contributions](#) and [Relevant Codes of Conduct](#) information for the designated filer. Click **“Continue”**.

Editing an In-House Lobbyist’s Details

28. To edit details entered for an in-house lobbyist, **click the pencil icon** in the row for that lobbyist.

In-house Lobbyists		
Lobbyist	Contributions	Action
In-House Lobbyist 1 Subscribes to a Code of Conduct: No Former Public Office Holder in BC: No	Lobbied or plans to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this organization, on or after 2020-09-21: Yes Political: No Sponsorship: No Recall: No	 
In-House Lobbyist 2 Subscribes to a Code of Conduct: No Former Public Office Holder in BC: No	Lobbied or plans to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this organization, on or after 2020-09-21: No	 

Deleting an In-House Lobbyist

29. If you enter an in-house lobbyist in error, **click the trash icon** in the row for that lobbyist to delete the entry.

In-house Lobbyists		
Lobbyist	Contributions	Action
In-House Lobbyist 1 Subscribes to a Code of Conduct: No Former Public Office Holder in BC: No	Lobbied or plans to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this organization, on or after 2020-09-21: Yes Political: No Sponsorship: No Recall: No	 
In-House Lobbyist 2 Subscribes to a Code of Conduct: No Former Public Office Holder in BC: No	Lobbied or plans to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this organization, on or after 2020-09-21: No	 

Save Information

30. When all information in Step 4 is complete, click **“Save and Continue** to continue to Step 5 of 7.

*If you wish to save and finish later, click the **“Save”** link instead.*

Step 5 of 7: Government Funding Information

Government Funding

31. Declare whether your organization **requested** and/or **received** funding from any government, government agency or Provincial entity **in the 12 months preceding the effective date of the registration or update** by selecting **Yes** or **No** from the drop-down menu.

For more information, see ORL guidance on [Government Funding](#) and [How to Report Government Funding in the Lobbyists Registry](#).

*** The organization requested funding from and/or was funded in whole or in part by a domestic or foreign government, government agency or Provincial entity in the last 12 months:**

Yes 

If Yes, enter the information below.

If No, proceed to Step 32 below.

If Yes, continue with the following steps as necessary for adding “**Requested Government Funding**” and “**Received Government Funding**” entries:

i) **Adding “Requested Government Funding” Entries:**

To create a “Requested Government Funding” entry, select “**Add Requested Funding**”.



The screenshot shows a dark green header bar with the text "Requested Government Funding" on the left. On the right side of the bar, there is a white button with the text "Add Requested Funding". A red arrow points from the text "Add Requested Funding" in the paragraph above to this button.

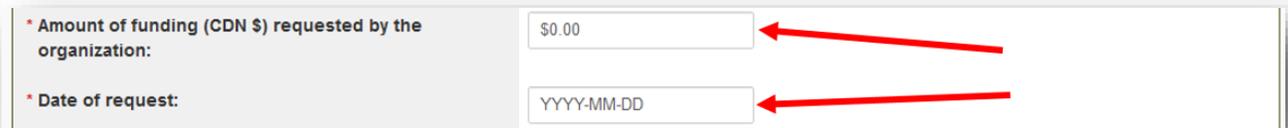
Enter a **BC Government, government agency or Provincial entity name** by selecting it from the **drop-down list**.

If the organization requested funding from **another level of government**, type the name in the **other government institution** field.



The screenshot shows a form titled "Government Funding Requested Entry". It has two input fields. The first field is labeled "Government, government agency or Provincial entity name:" and contains the text "List of BC public agencies". The second field is labeled "or other government institution:". To the right of these fields is a red "OR" label with two red arrows pointing to each of the input fields.

Enter the **amount of funding** (in Canadian dollars) requested by the organization, along with **the date the funding was requested on**.



The screenshot shows two input fields. The first field is labeled "Amount of funding (CDN \$) requested by the organization:" and contains the text "\$0.00". The second field is labeled "Date of request:" and contains the text "YYYY-MM-DD". Two red arrows point to these fields from the right.

Review to ensure all of the details entered are correct.

If this is the only “Government Funding Requested” entry you need to enter at this time, click “**Save**”.

If there are additional “Government Funding Requested” entries you need to enter, click “**Save and Create New**” to add this entry and create another one.

Government Funding Requested Entry

* Government, government agency or Provincial entity name:

or other government institution:

* Amount of funding (CDN \$) requested by the organization:

* Date of request:

OR

Save Save and Create New Cancel

ii) **Adding “Received Government Funding” Entries:**

To create a “Received Government Funding” entry, select “Add Received Funding”.

Received Government Funding Add Received Funding

Enter a **BC Government, government agency or Provincial entity name** by selecting it from the **drop-down list**.

If the organization received funding from **another level of government**, type the name in the **other government institution** field.

Government Funding Received Entry

* Government, government agency or Provincial entity name:

or other government institution:

OR

Enter the amount of funding received by your organization. Funding “received” may include written confirmation of funding approval and/or funding actually paid to your organization.

<p>* Funding received from the indicated government agency or institution. This may include written confirmation of funding approval, as well as funding actually paid to your organization.:</p>	<input type="text" value="\$0.00"/>
---	-------------------------------------



If you are declaring the total amount of funding received over a period of time, enter the start and end date of the funding period.

If you are declaring one-time funding, enter the same date in the start date and end date fields.

<p>* If the funding will be paid in instalments over a period of time, enter the amount and the start and end date of the period over which the instalments will be paid.</p> <p>If the funding will be paid in one lump sum, enter the same date for both start and end date.</p>	Start Date: <input type="text" value="YYYY-MM-DD"/>
	End Date: <input type="text" value="YYYY-MM-DD"/>



Review to ensure all of the details entered are correct.

If this is the only “Government Funding Received” entry you need to enter at this time, click “**Save**”.

If there are additional “Government Funding Received” entries you need to enter, click “**Save and Create New**” to add this entry and create another one.

Government Funding Received Entry

*** Government, government agency or Provincial entity name:**

or other government institution:

*** Funding received from the indicated government agency or institution. This may include written confirmation of funding approval, as well as funding actually paid to your organization.:**

*** If the funding will be paid in instalments over a period of time, enter the amount and the start and end date of the period over which the instalments will be paid.**
 Start Date: End Date:

If the funding will be paid in one lump sum, enter the same date for both start and end date.

OR

- iii) When back at the “**Step 5: Government Funding Information**” page, review all of the funding entries you have created.

If you see information in a new entry that requires correction, click the “Edit” button for that entry and revise as necessary.

Requested Government Funding			Add Requested Funding
Funding Request made to:	Funding Requested	Date Requested	Actions
Advanced Education and Skills Training	\$111,111.00	2022-01-03	Previously Accepted
BC Assessment Authority	\$222,222.00	2022-02-09	Previously Accepted
BC Transit	\$333,333.00	2021-12-08	Previously Accepted
British Columbia Hydro and Power Authority	\$7,777,777.00	2022-09-07	Edit Delete

[View all requested government funding history](#)

Remember to click “Save” after you have made the revisions.

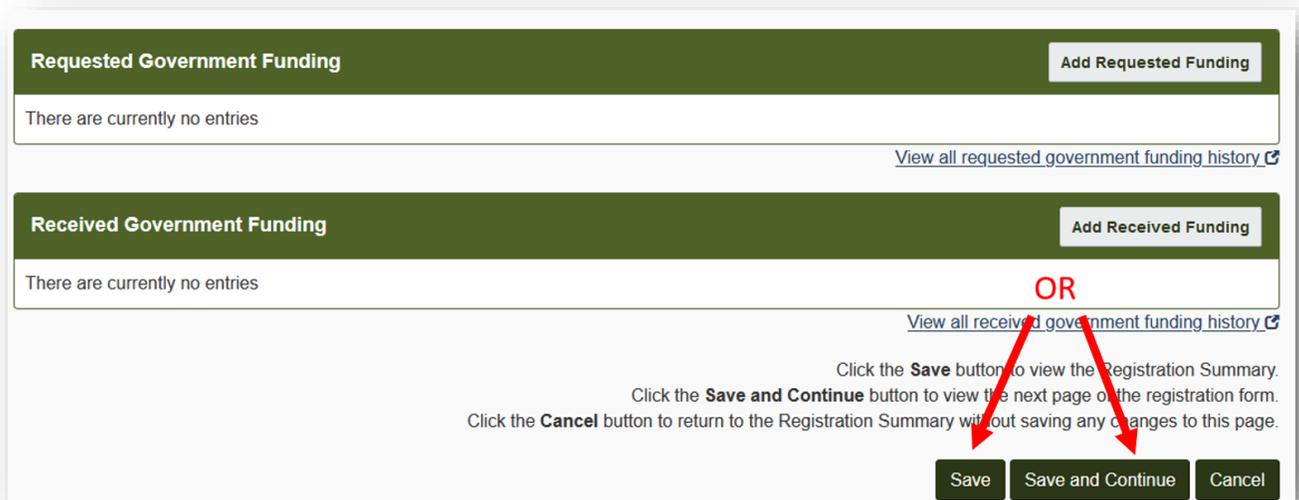
Note on previously activated entries

You will only be able to “Edit” new entries. Entries that were part of a previously activated Registration Return can no longer be edited here. You will see the text “Previously Accepted” beside such entries. If you see a government funding entry in your Registration Return that requires correction or deletion, please email Registry Staff at info@bcorl.ca for assistance.

Save Information

32. When all information for Step 5 is complete, click “**Save and Continue**” to continue to Step 6 of 7.

If you wish to save and finish later, click the “**Save**” link instead.



Requested Government Funding Add Requested Funding

There are currently no entries

[View all requested government funding history](#)

Received Government Funding Add Received Funding

There are currently no entries

[View all received government funding history](#)

OR

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Save **Save and Continue** **Cancel**

Step 6 of 7: Subject Matter of the Lobbying Activities

For more information, see [GETTING STARTED - REFERENCE GUIDE](#) sections on

- **Arranging a meeting** and
- **Subject Matter of the Lobbying Activities**

Arranging Meetings for Others

33. Declare whether a lobbyist for your organization will be arranging meetings between a public office holder and another individual for the purpose of lobbying; select **Yes** or **No**.

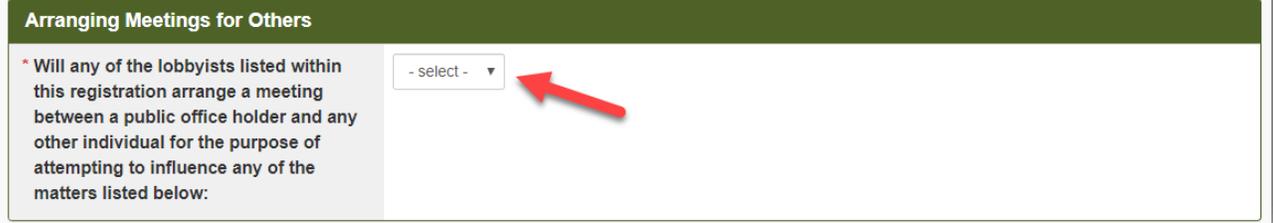
Step 6 of 7: Subject Matter of the Lobbying Activities

Mandatory fields are indicated by an asterisk (*).

Arranging Meetings for Others

* Will any of the lobbyists listed within this registration arrange a meeting between a public office holder and any other individual for the purpose of attempting to influence any of the matters listed below:

- select -



Details, Intended Outcomes and Subject Matter of Lobbying Activities

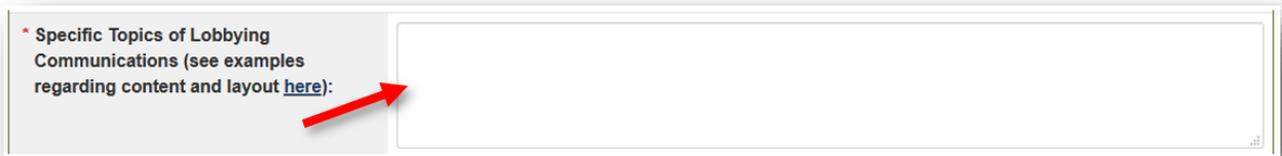
If the organization is lobbying about more than one topic, create separate rows: enter one specific topic description together with the intended outcomes and associated subject matters for that specific topic, then click “**Add to List**”. Repeat as needed.

34. Describe a specific topic about which you are lobbying in concise language. Provide enough detail for the general reader to understand the legislation, government policies or decisions you are seeking to influence.

Do not use wording such as “providing information”, “educating” or “making the government aware”. These activities do not meet the definition of “lobby” and will not be accepted.

Do not use acronyms or abbreviations unless the meaning will be clear to all readers.

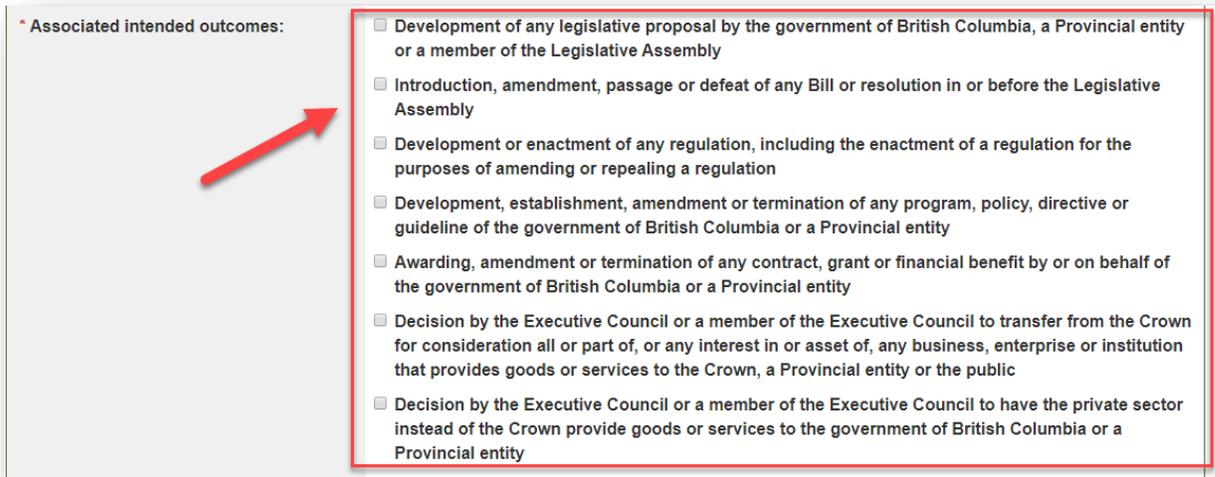
* Specific Topics of Lobbying Communications (see examples regarding content and layout [here](#)):



35. Indicate the **associated intended outcomes** of your lobbying activities by selecting the appropriate **tick boxes**.

* Associated intended outcomes:

- Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly
- Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly
- Development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation
- Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity
- Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity
- Decision by the Executive Council or a member of the Executive Council to transfer from the Crown for consideration all or part of, or any interest in or asset of, any business, enterprise or institution that provides goods or services to the Crown, a Provincial entity or the public
- Decision by the Executive Council or a member of the Executive Council to have the private sector instead of the Crown provide goods or services to the government of British Columbia or a Provincial entity

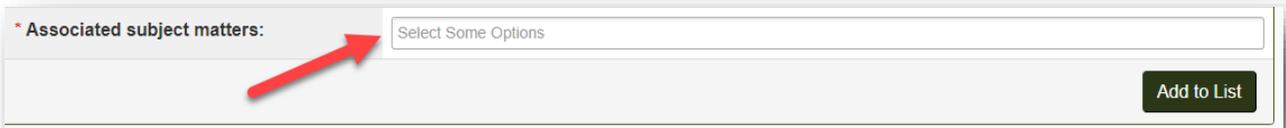


36. Indicate the **associated subject matters** in the box provided.

* Associated subject matters:

Select Some Options

Add to List

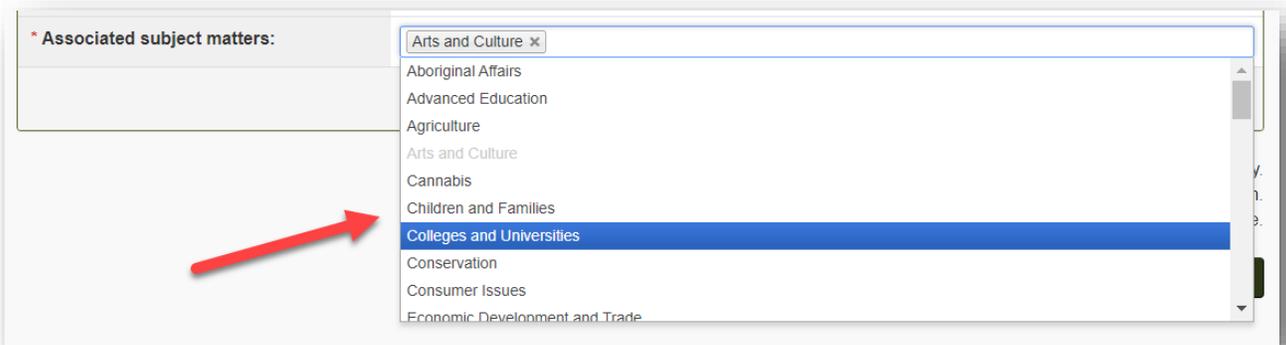


Click in the box to **select subject matters from the list**. You can select one or more subject matters.

* Associated subject matters:

Arts and Culture x

- Aboriginal Affairs
- Advanced Education
- Agriculture
- Arts and Culture
- Cannabis
- Children and Families
- Colleges and Universities
- Conservation
- Consumer Issues
- Economic Development and Trade



37. If you select a subject matter in error, click the **x** to remove it.

* Associated subject matters: 

38. When all details, intended outcomes and subject matters have been recorded, click **“Add to List”**.

Decision by the Executive Council or a member of the Executive Council to have the private sector instead of the Crown provide goods or services to the government of British Columbia or a Provincial entity

* Associated subject matters: 

39. The lobbying activities(s) will be shown near the bottom of the screen. To add another set of lobbying activities, repeat the process shown above.

40. To edit lobbying details, **select the radio button** and click **“Edit Selected”**.

To edit an entry within the **List of Details**, select the entry and click the **Edit Selected** button. To remove an entered Detail, select the entry and click the **Remove Selected** button.

Select	Detail	Intended Outcomes	Subject Matter
<input type="radio"/>	Summary of the subject matters including the desired decision and outcome of the lobbying activities.	<ul style="list-style-type: none"> Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity 	Arts and Culture, Sports and Recreation, Tourism

When the details have been updated, click **“Add to List”** to save the changes.

Decision by the Executive Council or a member of the Executive Council to have the private sector instead of the Crown provide goods or services to the government of British Columbia or a Provincial entity

* Associated subject matters:



41. If you entered lobbying activities in error, delete by **selecting the radio button**. Click **“Remove Selected”**.

To edit an entry within the **List of Details**, select the entry and click the **Edit Selected** button. To remove an entered Detail, select the entry and click the **Remove Selected** button.

List of Details			
Select	Detail	Intended Outcomes	Subject Matter
<input type="radio"/>	Summary of the subject matters including the desired decision and outcome of the lobbying activities.	<ul style="list-style-type: none">Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entityAwarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity	Arts and Culture, Sports and Recreation, Tourism

Save Information

42. When all information for Step 6 is complete, click **“Save and Continue”** to continue to Step 7.

*If you wish to save and finish later, click the **“Save”** link instead.*

List of Details			
Select	Detail	Intended Outcomes	Subject Matter
<input type="radio"/>	Summary of the subject matters including the desired decision and outcome of the lobbying activities.	<ul style="list-style-type: none"> Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity 	Arts and Culture, Sports and Recreation, Tourism

Click the **Save** button to view the Registration Summary.
 Click the **Save and Continue** button to view the next page of the registration form.
 Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Step 7 of 7: Public Agencies and Members of the BC Legislative Assembly Information

Enter Ministries and Provincial Entities

43. Select all the **Ministries** and **Provincial Entities** that your organization is lobbying or intends to lobby in the box provided.

If your organization is lobbying or intends to lobby a **Member of the Legislative Assembly (MLA)**, select “**Member(s) of the Legislative Assembly**” from the list. (You will be required to identify the specific MLAs in your monthly Lobbying Activity Reports, but not here in the Registration Return.)

For more information about provincial government bodies other than government ministries and MLAs, see [PROVINCIAL ENTITIES](#).

If you do not see a government agency on the list that you believe should be there, please contact Registry staff at info@bcorl.ca.

Ministries/Provincial Entities	
<p>Note: The list of Provincial entities is not definitive. Is it up to each lobbyist to determine if the agency being lobbied is a Provincial entity. Responsibility for compliance with the LTA remains with the lobbyist.</p> <p>Please contact the ORL Office if you believe the agency you are lobbying needs to be added to the drop-down list.</p>	
* Ministries/Provincial Entities:	<input type="text" value="Select Some Options"/>

Click in the box to select from the list of Ministries and Provincial Entities. You may select Member(s) of the Legislative Assembly together with one or more Ministries and Provincial Entities.

Ministries/Provincial Entities

Note: The list of Provincial entities is not definitive. Is it up to each lobbyist to determine if the agency being lobbied is a Provincial entity. Responsibility for compliance with the LTA remains with the lobbyist.

Please [contact the ORL Office](#) if you believe the agency you are lobbying needs to be added to the drop-down list.

* **Ministries/Provincial Entities:**

- Advanced Education, Skills and Training
- Agricultural Land Commission
- Agriculture
- Assayers Certification Board of Examiners
- Attorney General**
- Auditor General for Local Government
- B.C. Infrastructure Benefits Inc.
- BC Assessment Authority
- BC College of Social Workers
- BC Farm Industry Review Board

Date Modified: 2020-04-10

44. If you select a Ministry or Provincial Entity in error, click the **x** to remove it.

Ministries/Provincial Entities

Note: The list of Provincial entities is not definitive. Is it up to each lobbyist to determine if the agency being lobbied is a Provincial entity. Responsibility for compliance with the LTA remains with the lobbyist.

Please [contact the ORL Office](#) if you believe the agency you are lobbying needs to be added to the drop-down list.

* **Ministries/Provincial Entities:**

Save Information

45. When you have entered all Public Agencies being lobbied by your organization, click **“Save”** to go to the Organization Summary screen.

Ministries/Provincial Entities

Note: The list of Provincial entities is not definitive. Is it up to each lobbyist to determine if the agency being lobbied is a Provincial entity. Responsibility for compliance with the LTA remains with the lobbyist.

Please [contact the ORL Office](#) if you believe the agency you are lobbying needs to be added to the drop-down list.

* **Ministries/Provincial Entities:**

Member(s) of the BC Legislative Assembly x	Agriculture x	Agricultural Land Commission x
Forests, Lands, Natural Resource Operations, and Rural Development x		

Click the **Save** button to view the Registration Summary.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

 **Save** **Cancel**

Organization Registration Summary

Review Your Registration Return

46. **Review your Organization Summary** for completeness and accuracy. If any sections are incomplete or inaccurate, click the **“Edit”** button to be returned to the screen.

Coalition Information 

Is the client a coalition or a member of a coalition? Yes

Coalition Members	Address
321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada



When updates are complete, click **“Save”** to be returned to the Organization Summary screen.

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

 **Save** **Save and Continue** **Cancel**

Certify and Submit Your Registration Return

You will only be able to submit your registration once all sections are complete. A completed section is indicated in green with a check mark. 



If you have an incomplete section (indicated by a yellow/brown half-circle ) , click the “Edit” button in the heading to complete the information.

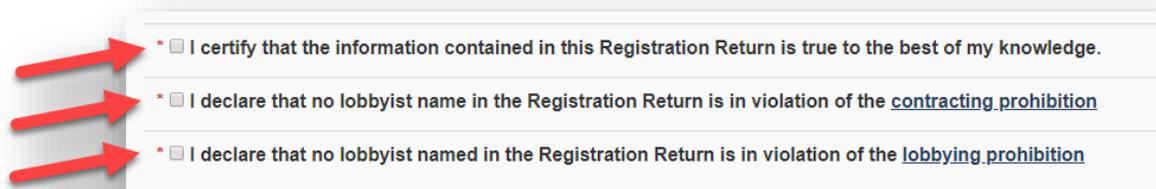


47. Verify that the information in your Registration Return is complete and accurate, then click the “**Proceed to Certification**” button in the lower right of the screen.



48. Check that the date(s) are correct.

49. Read the three statements and confirm compliance by ticking the **check boxes**.



50. Enter the Designated Filer’s **username** and **password**.

If you are a Representative preparing this registration on behalf of the Designated Filer, you will not be able to submit the registration with your own user name and password. The

Registration Return can only be submitted after entering Designated Filer’s username and password.

A screenshot of a web form for organization registration. The form has four rows. The first row is for the start date, with the value '2020-04-08' entered. The second row is for the end date, with the placeholder 'YYYY-MM-DD' shown. The third row is for the account username, and the fourth row is for the account password. Two red arrows point to the input fields for the username and password.

* Enter the date when lobbying activities first began for this organization (YYYY-MM-DD):	2020-04-08
If known, enter the date when the lobbying for this organization will end (YYYY-MM-DD):	YYYY-MM-DD
* Account username:	<input type="text"/>
* Account password:	<input type="password"/>

51. Click “**Submit**”.

A screenshot of the registration form showing the 'Account username' field with the value 'benfeather' and the 'Account password' field with masked characters. A red arrow points to the 'Submit' button, which is next to a 'Cancel' button.

* Account username:	benfeather
* Account password:

52. The Confirmation of Filing screen confirms that you have **successfully submitted** your Registration Return. You will also receive a **confirmation email**.

NOTE: Your **Registration Return** is now locked and cannot be updated until Registry staff has activated or sent it back to you for corrections/updates.

If you need to create a Lobbying Activity Report, click the “**Return to Designated Filer Dashboard**” link.

Designated Filer:	Ben Feather
Account number:	5680
Organization:	987 Incorporated
Registration effective from:	2020-04-08
Projected end date:	Not entered
Submitted date:	2020-04-12
Type:	New registration
Status:	Certification Submitted - 2020-04-12

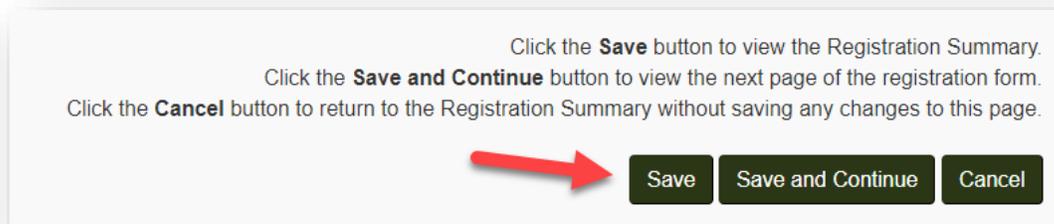
[Return to Designated Filer Dashboard](#)

Other Functionality

Save and Resume a Partially Completed Registration Return

1. At the end of any step of your Registration Return, you can choose to save and finish later, rather than continuing to the next step.

To do so, click the **“Save”** button at the end of the step. If all required information has been completed for that step, your information will be saved and you’ll be taken to the Organization Summary screen.



If you are working on a step in your Registration Return and realize you do not have the information to complete the screen, click **“Cancel”** instead. Completed information from **previous** screens will not be lost.

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes on this page.

Save **Save and Continue** **Cancel**

PRINT OR SHARE A REGISTRATION RETURN

Print your Registration Return

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.
2. Once signed in you'll be on the Designated Filer Dashboard. Make sure you are on the **"Current Registrations"** tab.

Designated Filer Dashboard: Designated Filer Name

The Designated Filer Dashboard allows you to create new Registration Returns and manage existing Registration Returns and Lobbying Activity Reports for current and previous registrations.

Lobbying activities for January 2024 due by February 15, 2024.

▶ Click to view a list of User Guides

Create New Registration

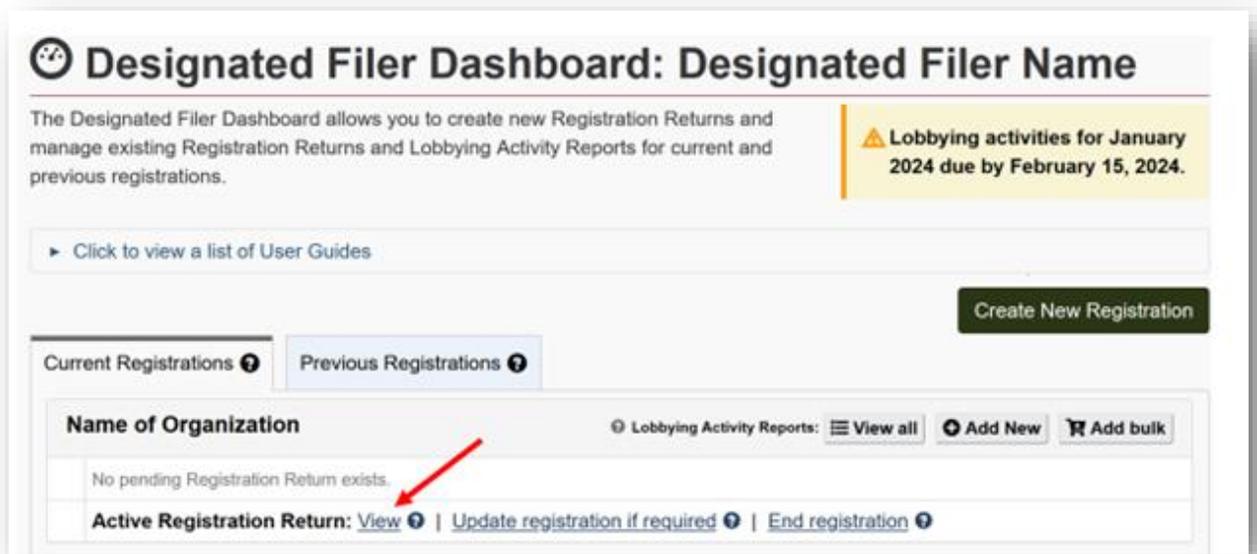
Current Registrations ? Previous Registrations ?

Name of Organization Lobbying Activity Reports: View all Add New Add bulk

No pending Registration Return exists.

Active Registration Return: View ? | Update registration if required ? | End registration ?

3. Locate the Registration Return you wish to print and click **"View"** in the row for **Active Registration Return**.



4. Once the Registration Return is loaded on the screen, use your **browser's print function**. Usually this can be accessed via **File > Print** or by **CTRL+P**.

The Registry will format the Registration Return and print the entire current version in one document.

Share your Registration Return

You can share your Registration Return via email or a variety of social media options.

1. Locate and open your Registration Return as described above in the printing section (starting on page 53).
2. Near the upper right of your registration, click "**Share this page**".

Registration - Organization → Share this page

Name of Organization / Designated Filer Name, CEO

Registration Information	Associated Lobbying Activity Reports
Organization name: Name of Organization Senior Officer Name: Designated Filer Name, CEO ⓘ Initial registration start date: 2024-01-12 Registration status: Active Projected end date: No date provided Registration number: 10112-5382	Total number of Lobbying Activity Reports: 0 Lobbying Activity Reports - last 6 months: 0

3. Select the method of sharing by clicking on your desired option.

Share this page ×

bitly	LinkedIn®
Blogger	MySpace
Delicious	Pinterest
Digg	reddit
Diigo	StumbleUpon
Email	tumblr
Facebook	Twitter
Gmail	Yahoo! Mail
Google+	

No endorsement of any products or services is expressed or implied.

Close

UPDATE A REGISTRATION RETURN

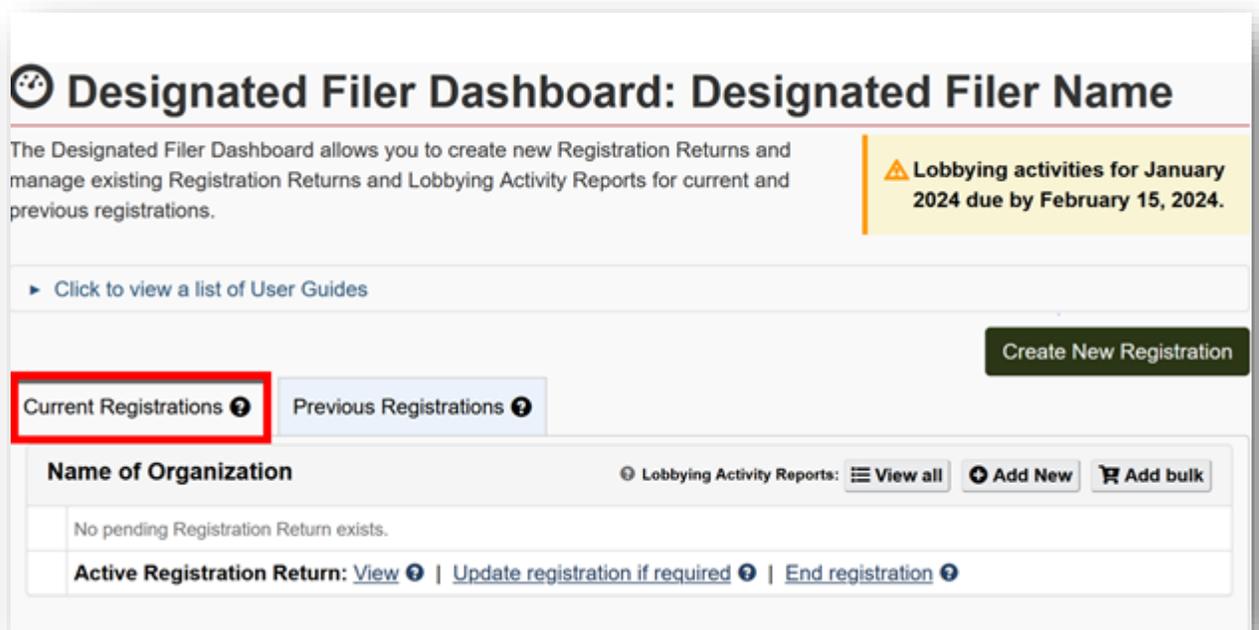
Notes:

- If you start an update but have yet to certify & submit it to the Registry for activation, there will be a link beside the “Pending Registration Return” to click when you are ready to complete the update and submit the changes to the Registry.
- Once you certify & submit a Registration Return, it is locked until it has been reviewed by Registry staff. Registry staff will either activate your Registration Return or send it back for revisions. In either case, you will then be able to edit the Registration Return.

Update Your Registration Return and Re-Submit

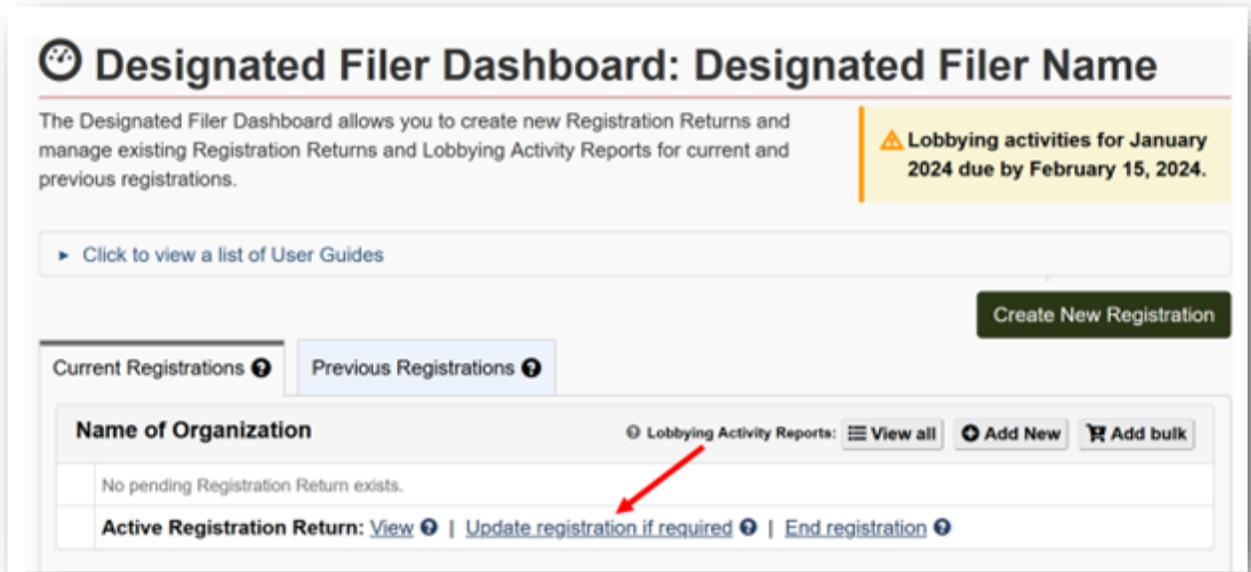
You are required to keep your Registration Return up to date. If any of the information in your Registration Return changes, update your Registration Return and re-submit it to the Registry by the 15th of the month following the month in which the change occurred.

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.
2. On the Designated Filer Dashboard, make sure the tab “**Current Registrations**” is selected.



3. Locate the Registration Return to be updated. Click the appropriate link. See explanation of links here: [Links beside Pending Registration Return/Active Registration Return.](#)

For example:



4. On the Organization Summary screen, scroll down to find the sections that need updating and click “Edit”.



5. Make the required changes and then click “Save” to return to the Organization Summary screen or “Save and Continue” to move to the next step of the Registration Return.

List of Details			
Select	Detail	Intended Outcomes	Subject Matter
<input type="radio"/>	Summary of the subject matters including the desired decision and outcome of the lobbying activities.	<ul style="list-style-type: none"> Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity 	Arts and Culture, Sports and Recreation, Tourism

Click the **Save** button to view the Registration Summary.
 Click the **Save and Continue** button to view the next page of the registration form.
 Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

6. Once all updates are complete, submit the changes by clicking “**Proceed to Certification**”.

Public Agencies and Members of the BC Legislative Assembly Information

Ministries/Provincial Entities: Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly

[Return to Designated Filer Dashboard](#)

7. Confirm compliance by **ticking the check boxes**.

Check that you entered the correct date that the change occurred. If not, click “**Edit**” beside the date to revise, then “**Continue**” to return to the Organization Summary screen, then click “**Proceed to Certification**” again.

Enter the Designated Filer’s **Account username** and **Account password** and click “**Submit**”.

If you are a Representative preparing this registration on behalf of the Designated Filer, you will not be able to submit the registration with your own username and password. The Registration Return can only be submitted after entering Designated Filer’s username and password.

Certification of Registration Return

You now need to certify your Registration Return so that it can be officially submitted to the Office of the Registrar or Lobbyists.

Designated Filer:	
Account number:	
Client:	
Pending started on:	2021-01-06
Type:	Registration update
Date when the updates took effect:	2020-12-23 Edit
Date at which this undertaking will end:	2021-12-31 Edit
Status:	Requires Certification

* I certify that the information contained in this Registration Return is true to the best of my knowledge.

* I declare that I am not in violation of the [contracting prohibition](#)

* I declare I am not in violation of the [lobbying prohibition](#)

* Account username:	<input type="text"/>
* Account password:	<input type="password"/>

Change an Answer in your Registration Return from Yes to No

This applies to the following information in your Registration Return:

- Step 2: Members of a coalition
- Step 3: Affiliates with a direct interest in the outcome
- Step 3: Others with a direct interest in the outcome
- Step 3: Contributors with a direct interest in the outcome
- Step 4: Former public office holder positions in BC
- Step 4: Relevant codes of conduct
- Step 5: Government funding

If you previously declared “yes” to questions about these items of information, and entered the details, you will not be able to change your answer to “no” until you remove the details. Delete the details, then change your answer to ‘no’.

1. Locate the information you need to change. To illustrate how to change an answer from “yes” to “no” we have used the Coalition section.

Locate the table of details you previously entered, such as coalition members information. Click the “**Add/Edit**” button.

Coalition Members

* Is the client a member of a coalition?

Fund Canada	Toronto, BC Canada
-------------	-----------------------

Add/Edit Coalition Members

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

Save Save and Continue Cancel

2. **Select the radio button** beside the information and click on "**Remove Selected**".

Repeat this process for each piece of information that needs to be removed.

List of Coalition Members

Select	Coalition Members	Address
<input type="radio"/>	321 Holding Company	568 Long St Vancouver, BC V8V 8V8 Canada

Edit Selected Remove Selected

In some sections (e.g. In-house Lobbyists), you must use the pencil icon to edit, and the trash icon to delete information.

In-house Lobbyists

Lobbyist	Contributions	Action
<p>Subscribes to a Code of Conduct: No Former Public Office Holder in BC: No</p>	<p>Lobbied or plans to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this organization, on or after 2020-09-21: Yes</p> <p>Political: No Sponsorship: No Recall: No</p>	<p> </p>

3. When the table is empty, you can change the answer to "No".

Step 3 of 7: Coalition Information

If the organization or client is a coalition or a member of a coalition, you must declare the name and business address of each member of the coalition in the Lobbyists Registry. To learn more, review the [Coalitions Guidance Document](#).

Mandatory fields are indicated by an asterisk (*).

Coalition Members

* Is the client a coalition or a member of a coalition?  

Coalition Members	Address
No records	

[Add/Edit Coalition Members](#)

4. Make sure you click on **“Save”** (or **“Save and Continue”**) at the bottom of the screen to save the update.

Coalition Members

* Is the client a coalition or a member of a coalition?

Coalition Members	Address
No records	

[Add/Edit Coalition Members](#)

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

[Save](#) [Save and Continue](#) [Cancel](#)

5. Certify and submit your changes.

✔ Public Agencies and Members of the BC Legislative Assembly Information
Edit

Ministries/Provincial Entities:	Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly
---------------------------------	---

[Return to Designated Filer Dashboard](#)

→
Proceed to Certification

6. Confirm compliance by **ticking the check boxes.**

Check that you entered the correct date that the change occurred. If not, click **“Edit”** beside the date to revise, then **“Continue”** to return to the Organization Summary screen, then click **“Proceed to Certification”** again.

Enter the Designated Filer’s **Account username** and **Account password** and click **“Submit”**.

If you are a Representative preparing this registration on behalf of the Designated Filer, you will not be able to submit the registration with your own username and password. The Registration Return can only be submitted after entering Designated Filer’s username and password.

Certification of Registration Return

You now need to certify your Registration Return so that it can be officially submitted to the Office of the Registrar or Lobbyists.

Designated Filer:	
Account number:	
Client:	
Pending started on:	2021-01-06
Type:	Registration update
Date when the updates took effect:	2020-12-23 Edit ←
Date at which this undertaking will end:	2021-12-31 Edit
Status:	Requires Certification

* I certify that the information contained in this Registration Return is true to the best of my knowledge. ←

* I declare that I am not in violation of the [contracting prohibition](#)

* I declare I am not in violation of the [lobbying prohibition](#)

* Account username: ←

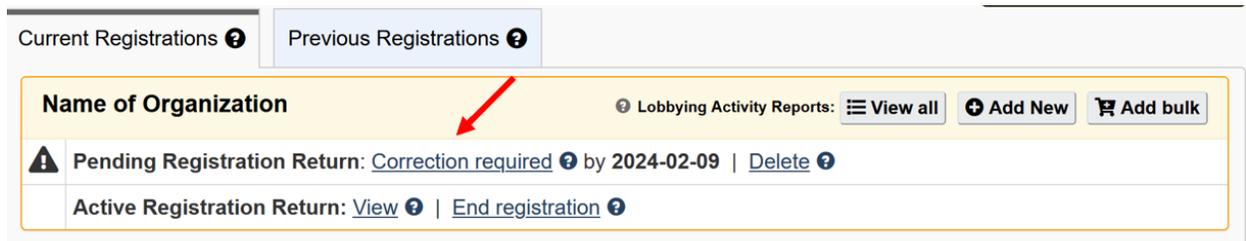
* Account password: ←

Submit
Cancel

Registration Return Sent Back to You for Revisions / Notes from Registry Staff

If your Registration Return is sent back to you for revisions, Registry staff entered notes in one or more sections of your Registration Return. You may receive more details in an email from a Registry officer.

1. On the Designated Filer Dashboard, under the Current Registrations tab, you will see the Registration Return with the link: **“Correction required”** or **“Corrections overdue”**.
2. Click on **“Correction required”** link.



3. Scroll through your Registration Return. The sections where corrections are required will be indicated with a red  symbol. There will also be a note included from Registry staff. Refer to the note or email from Registry staff for details of actions required.



4. Click on the **“Edit”** button to be taken to the screen to fix your registration details.



Use the pencil icon to edit, and the trash icon to delete information.

In-house Lobbyists	
Lobbyist	Contributions
Subscribes to a Code of Conduct: No Former Public Office Holder in BC: No	Lobbied or plans to lobby a member of the Legislative Assembly, including a Minister or Premier, on behalf of this organization, on or after 2020-09-21: Yes Political: No Sponsorship: No Recall: No
	Action [Edit] [Delete]

5. Once the updates are complete, click on **“Save”** or **“Save and Continue”** at the bottom of the screen.

Coalition Members

* Is the organization a member of a coalition?

Coalition Members	Address
No records	

[Add/Edit Coalition Members](#)

Click the **Save** button to view the Registration Summary.
Click the **Save and Continue** button to view the next page of the registration form.
Click the **Cancel** button to return to the Registration Summary without saving any changes to this page.

[Save](#) [Save and Continue](#) [Cancel](#)

6. Once all required changes have been made, certify and submit your changes.

Public Agencies and Members of the BC Legislative Assembly Information [Edit](#)

Ministries/Provincial Entities: Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly

[Return to Designated Filer Dashboard](#) [Proceed to Certification](#)

Confirm that you have reviewed the notes and updated the information required by ticking the **check box**.

Confirm compliance by **ticking the remaining check boxes**.

Enter the Designated Filer’s **username** and **password** and click **“Submit”**.

If you are a Representative preparing this update on behalf of the Designated Filer, you will not be able to submit it with your own username and password. The updated Registration Return can only be submitted after entering the Designated Filer's username and password.

CHANGE SENIOR OFFICER/DESIGNATED FILER

If the Most Senior Paid Officer of your organization has changed, the Registration Returns and Lobbying Activity Reports must be transferred to the new Most Senior Paid Officer by the 15th of the following month.

The new Most Senior Paid Officer **must have their own account**.

The new Most Senior Paid Officer will be the Designated Filer for the organization during the time they are the most senior paid officer of the organization.

The Registration Returns and Lobbying Activity Reports for the organization (which are currently attached to the account of the previous Designated Filer) must be transferred from the previous senior officer to the new Designated Filer in one of two ways:

1. If the new Most Senior Paid Officer has an **existing account** (as a Designated Filer for another organization or as a consultant lobbyist or Representative), they must contact Registry staff at info@bcorl.ca to have the Registration Returns and Lobbying Activity Reports transferred to the existing account.
2. If the new Most Senior Paid Officer has **no existing account**, they must create a new account. In the process of creating the new account, the system will transfer the Registration Returns and Lobbying Activity Reports for the organization and attach them to the new account.

Transfer Registration Return and Lobbying Activity Reports via a NEW Most Senior Paid Officer account/Designated Filer's account

1. To begin the new account creation process, go to the Lobbyists Registry sign-in page: <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn>
2. The new most senior officer of the organization will create their Designated Filer account by clicking on **"Create an Account"**.

Lobbyists Registry Sign In

The [GETTING STARTED - REFERENCE GUIDE](#) provides an overview, details and links to user guides.

Additional Option in Registry: Ability to opt into 2-Factor Authentication (using SMS) to reset password – for more information, please refer to section titled **UPDATE YOUR ACCOUNT** in the following User Guide: [Account Management](#).

Sign In

Username

Password

[Have you forgotten your password?](#)

Register

See [GETTING STARTED - REFERENCE GUIDE](#) for information about the three types of accounts you can create. If it is not clear which type of account you should create, email the Registry with questions before proceeding: info@bcori.ca

Note: If you have an account in the current Registry, do not create a new account. Sign In on the left side of this screen with your username and password.

If you had an account in the previous Registry, do not create a new account. [Reactivate your account here.](#)

3. Confirm that you do not have an existing account in the Lobbyists Registry by **ticking the check box**, then click **“Continue”**.
4. On the Account Creation screen, select the middle box (most senior paid officer for an organization that has employees, officers or directors who lobby).

Account Creation

You are a **consultant lobbyist** lobbying on behalf of a paying client.
[Learn more...](#)

You are the **most senior paid officer** for an organization that has employees, officers or directors who lobby.
[Learn more...](#)

Representatives provide administrative help to consultant lobbyists and designated filers for organizations.
[Learn more...](#)

5. On the Account Creation - Most Senior Paid Officer Declaration screen, read the statements, tick each box, click **“Continue”**.

Declaration: Most Senior Paid Officer and Designated Filer

- * As the most senior paid officer in my organization, I am the correct designated filer.
- * I understand that information (except direct email addresses) entered in the Registration Return and Lobbying Activity Reports will be made public in the Lobbyists Registry.
- * I am responsible for compliance with the *Lobbyists Transparency Act*.
- * I will ensure that accurate information is provided and kept up to date in the Registration Return and Lobbying Activity Reports.

Cancel Continue

6. Enter your first name, last name, and position title, together with the **exact legal name** of the organization.
7. If the name of the organization matches the name shown in the current Registration Return, the Registry will suggest a Senior Officer Change is needed. Click the registration number link in the pop-up screen to see the current active Registration Return for the organization. Then select **“Yes”** to continue with the Senior Officer Change.

Account Creation - Senior Officer Change

 **You have indicated that you are the current most senior officer for the following organization: Name of Organization**

This organization is currently registered under a different Senior Officer, and thus, a Senior Officer change will need to be performed against the latest registration.

View the latest registration for Name of Organization: [10112-5382-1](#) 

Mandatory fields are indicated by an asterisk (*).

* I confirm that the registration shown above, is for the organization where I currently hold the most senior officer position.: 

Cancel < Back Continue

8. After you confirm that you currently hold the most senior office position at the organization, enter the date you took over the most senior officer position, indicate whether the previous senior officer will continue to lobby for the organization, and state whether you will be lobbying the BC government on behalf of the organization. Click **“Continue”**.

Account Creation - Senior Officer Change

⚠ You have indicated that you are the current most senior officer for the following organization: Name of Organization

This organization is currently registered under a different Senior Officer, and thus, a Senior Officer change will need to be performed against the latest registration.

View the latest registration for Name of Organization: [10112-5382-1](#)

Mandatory fields are indicated by an asterisk (*).

* I confirm that the registration shown above, is for the organization where I currently hold the most senior officer position.: Yes ▾

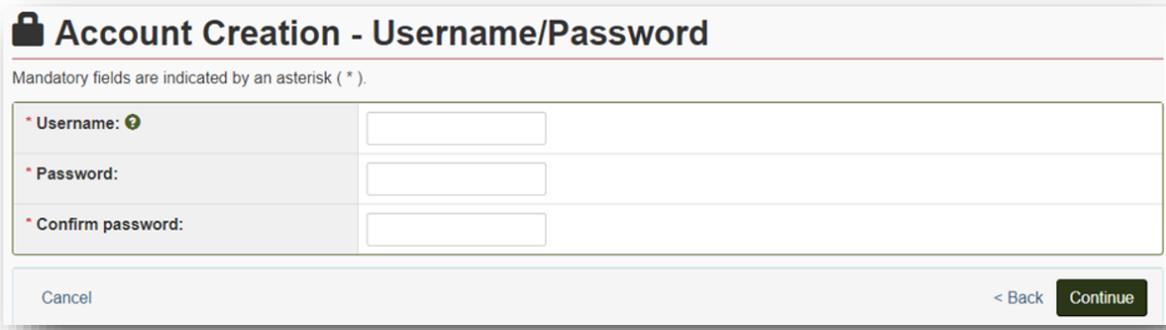
* Enter the start date when you held the most senior officer position at Name of Organization: YYYY-MM-DD ←

* Will the previous Senior Officer Designated Filer Name continue to lobby the BC provincial government for Name of Organization?: select ▾ ←

* Will you be lobbying the BC provincial government for Name of Organization?: select ▾ ←

Cancel < Back Continue

9. Create your username and password, then click **“Continue”**.



Account Creation - Username/Password

Mandatory fields are indicated by an asterisk (*).

* Username:

* Password:

* Confirm password:

Cancel < Back Continue

10. The Change of Senior Officer has been submitted to the Registry.
11. Once it is processed by Registry staff, the organization's Registration Return is sent back to the new Designated Filer for a final check. The Designated Filer/Representative should carefully review all of the information in the Registration Return, edit/update information in each field as needed.
12. The Registration Return must be certified & submitted back to the Registry for activation to complete the transfer of the Registration Return and Lobbying Activity Reports to the new Designated Filer.

Transfer Registration Return and Lobbying Activity Reports to an existing account with assistance from Registry staff

If the new Most Senior Paid Officer has an existing account with the Registry, they must contact Registry staff at info@bcorl.ca to have organization's Registration Returns and Lobbying Activity Reports transferred to the existing account.

PREVIOUS VERSIONS OF YOUR REGISTRATION RETURN

A new public version of your Registration Return is created each time you submit updates to the Registry and those updates are activated by Registry staff.

The updated version is not visible to the public until Registry staff have activated it.

The current activated version, and all previous activated versions, are visible to you and the public.

View a Previous Version of your Registration Return

1. You may view previous versions in the Registry without logging in. From the [Lobbyists Registry landing page](#), under Registry Search Tools, choose “Advanced Registry Search” to complete a search.
2. If you want to view previous versions when you are logged in: from your Designated Filer Dashboard, find the Active Registration Return and click “**View**”.
3. Click the **Registration versions drop-down menu** to select a previous version of the Registration Return. Versions are shown in a “7 of 8” format with the date range for each version beside it.

Registration - Organization Share this page

My Company Inc. / May Ross, Executive Director

Registration Information	Associated Lobbying Activity Reports
Organization name: My Company Inc. Senior Officer Name: May Ross, Executive Director ⓘ Initial registration start date: 2020-02-07 Registration status: Active Projected end date: No date provided Registration number: 5620-2938	Total number of Lobbying Activity Reports: 1 Lobbying Activity Reports in the last 6 months: 1

Registration versions: 2 of 2: 2020-03-07 to present

Version 2 of 2 (2020-03-07 to present)

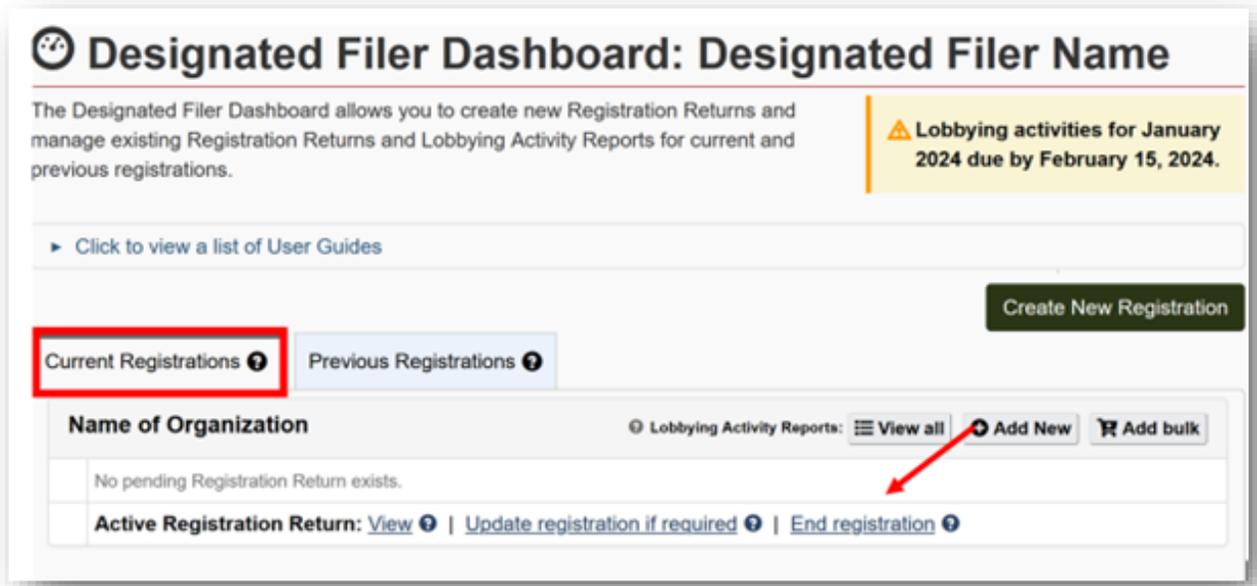
Lobbying Information | Organization Details | Lobbyists Details

END, RE-ACTIVATE, OR DELETE A REGISTRATION RETURN

End a Registration Return Manually

If your organization’s lobbying activities have come to an end, you will need to inactivate your Registration Return.

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.
2. On the Designated Filer Dashboard, make sure you are working under the “**Current Registrations**” tab. Find the Registration Return and click “**End registration**”.



3. Confirm that your organization will no longer be lobbying by checking the **tick box**.

The screenshot shows a form with the following fields:

- * I confirm that I will no longer be lobbying on behalf of the Organization listed above. (A red arrow points to this checkbox.)
- * Enter the date on which this lobbying activity ceased (YYYY-MM-DD):
- * Account username:
- * Account password:

4. Enter the **date** on which the lobbying activity ceased.

You may only enter today's date and previous dates. If you have not yet ceased lobbying for this client, wait until your lobbying is complete before manually inactivating your Registration Return. **Alternative:** to enter a date in the future you must follow the instructions to [End a Registration Return by setting a Future End Date](#) (next section).

I confirm that I will no longer be lobbying on behalf of the Organization listed above.

* Enter the date on which this lobbying activity ceased (YYYY-MM-DD): 

* Account username:

* Account password:

5. Enter the Designated Filer’s username and password and click “Submit”.

If you are a Representative preparing this update on behalf of the Designated Filer, you will not be able to submit it with your own username and password. The updated Registration Return can only be submitted after entering the Designated Filer’s username and password.

6. The next screen confirms that you have successfully ended your Registration Return.

You can now either **Sign out** or click on “**Return to Designated Filer Dashboard**”.

Confirmation of Filing

The following return has been ended successfully.

Organization:	987 Incorporated
Senior Officer	Roberta Ben Feather Test
Position Title:	President
Version:	5676-2996-4
Type:	Registration update
Active from:	2020-04-10 to 2020-04-10

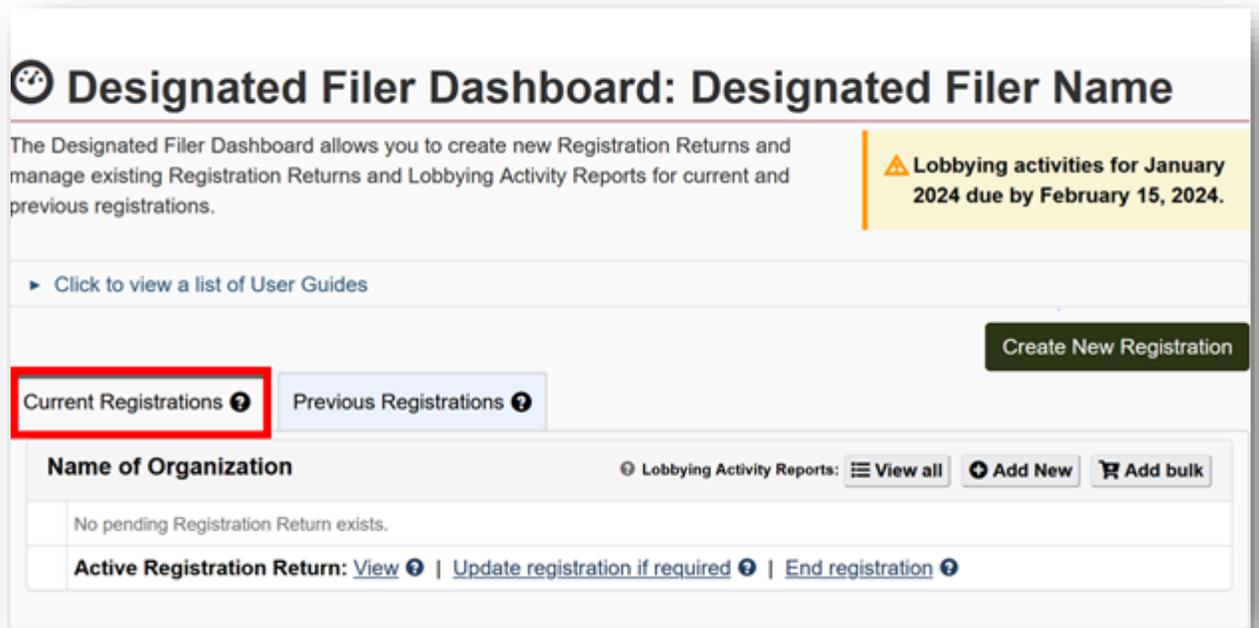
[Return to Designated Filer Dashboard](#) 

End a Registration Return by setting a Future End Date

If you enter a “Date when the lobbying for this organization will end”, your Registration Return will automatically be ended on that date.

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.

On the Designated Filer Dashboard, make sure you are working under the “**Current Registrations**” tab.



2. Locate the Registration Return and click the link beside **Pending Registration Return** or **Active Registration Return** to access the Organization Summary screen. (For explanation of links, see [Links beside Pending Registration Return/Active Registration Return](#))
3. On the Date of Update screen, enter the **Date when the update took effect**: this is the date you knew your lobbying activity is coming to an end.
4. Below that, enter the **Date when the lobbying for this organization will end**. Then click **“Continue”**.

Date of Update

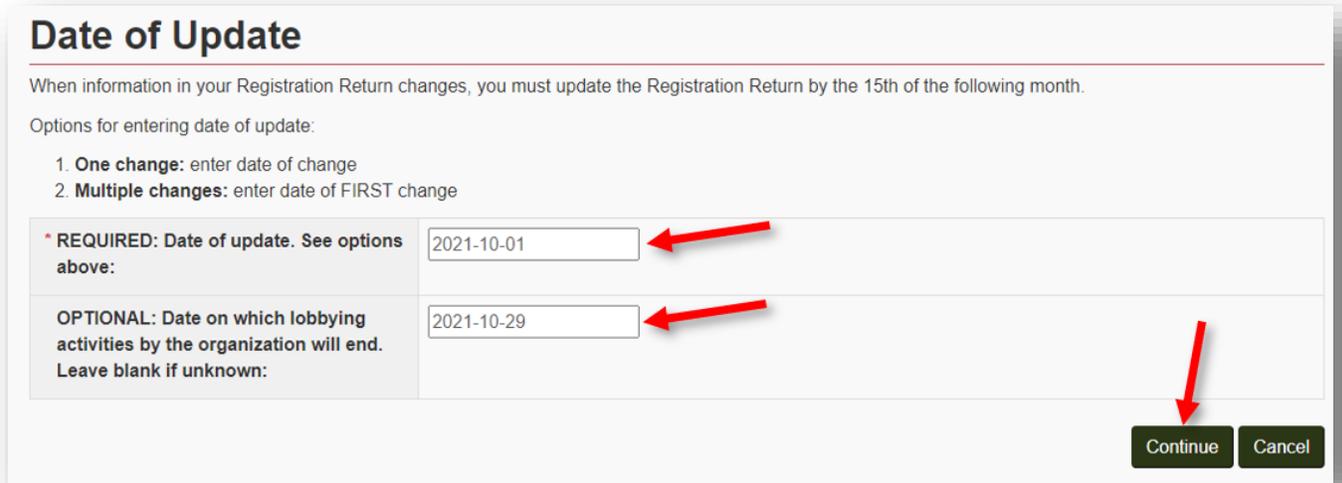
When information in your Registration Return changes, you must update the Registration Return by the 15th of the following month.

Options for entering date of update:

1. **One change:** enter date of change
2. **Multiple changes:** enter date of FIRST change

* REQUIRED: Date of update. See options above:	<input type="text" value="2021-10-01"/>
OPTIONAL: Date on which lobbying activities by the organization will end. Leave blank if unknown:	<input type="text" value="2021-10-29"/>

[Continue](#) [Cancel](#)

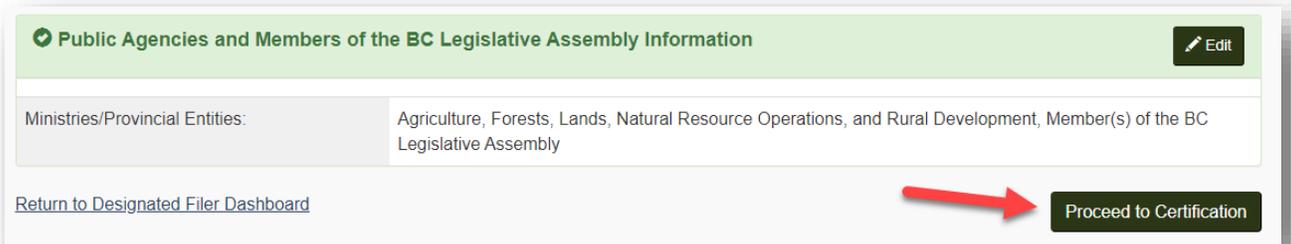


5. Scroll to the bottom of the Organization Summary screen and click **“Proceed to Certification”**.

Public Agencies and Members of the BC Legislative Assembly Information [Edit](#)

Ministries/Provincial Entities:	Agriculture, Forests, Lands, Natural Resource Operations, and Rural Development, Member(s) of the BC Legislative Assembly
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[Return to Designated Filer Dashboard](#) [Proceed to Certification](#)



6. Confirm compliance by **ticking the check boxes** and check that the dates are correct.
7. Enter the Designated Filer’s username and password and click “Submit”.

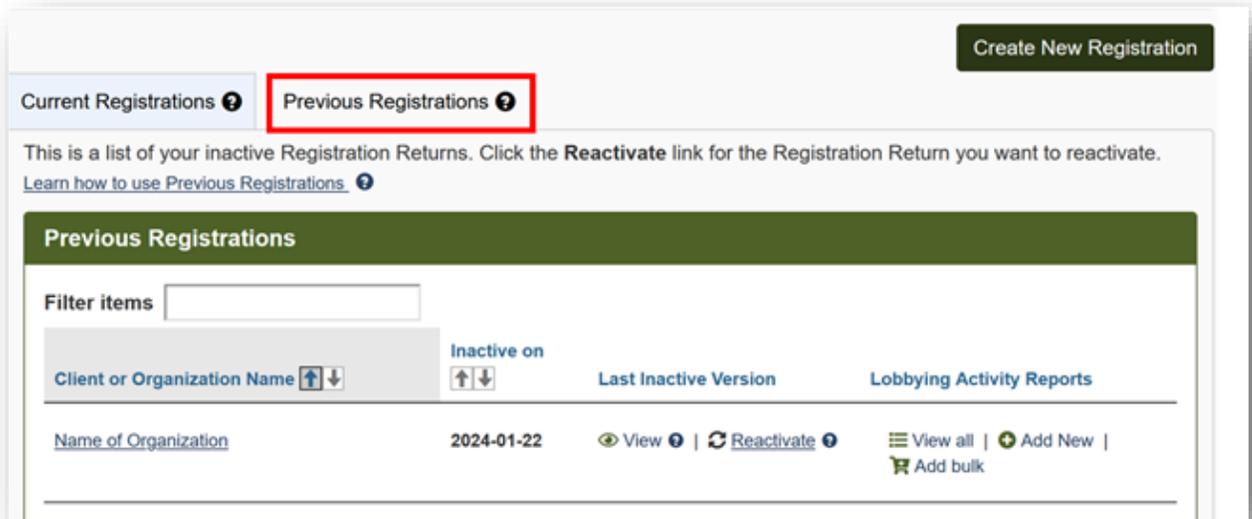
If you are a Representative preparing this update on behalf of the Designated Filer, you will not be able to submit it with your own username and password. The updated Registration Return can only be submitted after entering the Designated Filer’s username and password.

8. The lobbying end date is now set and the Registry will automatically deactivate your Registration Return on that date.

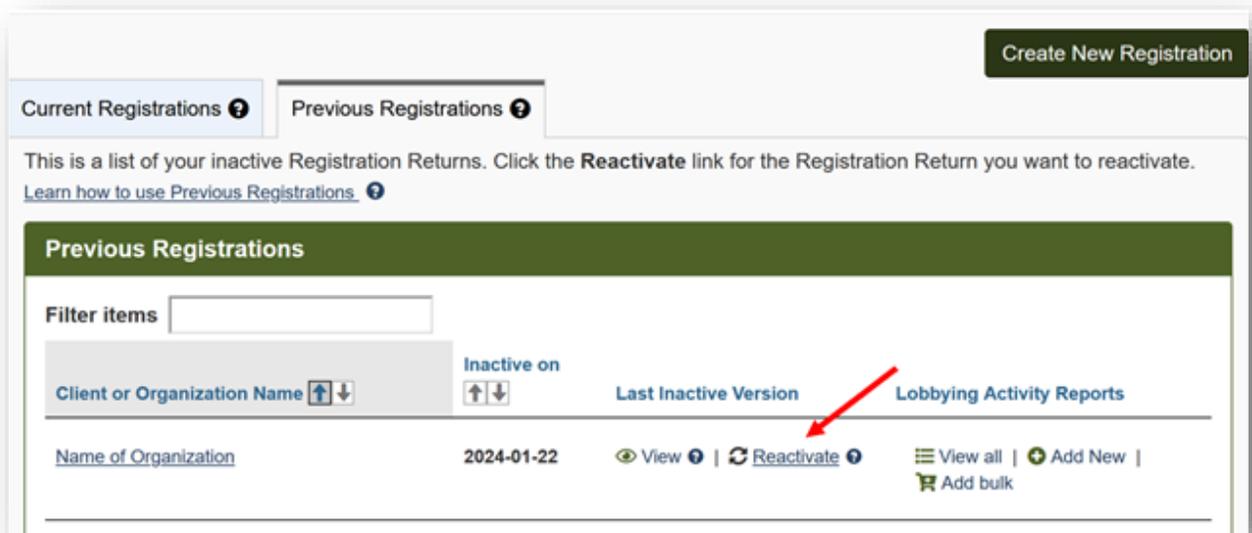
Re-activate a Registration Return

If you resume lobbying activities while the Registration Return is deactivated, you must re-activate the registration within 10 calendar days of resuming lobbying activities.

1. Go to the Lobbyists Registry sign in page <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.
2. On the Designated Filer Dashboard, click on the “**Previous Registrations**” tab.



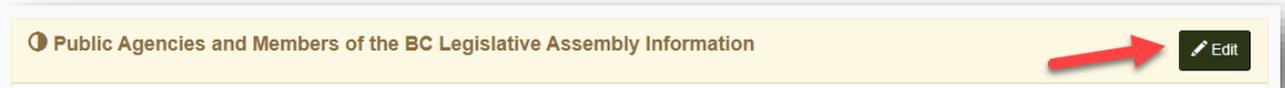
3. Locate the Registration Return you need to re-activate and click “**Reactivate**”.



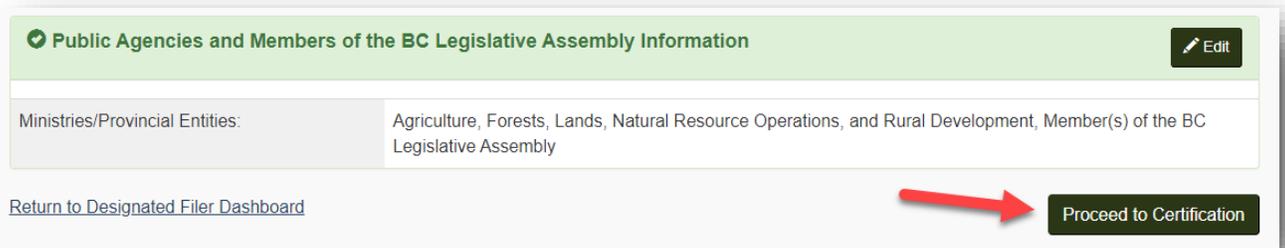
4. Review the details of the Registration Return and make updates by clicking on “**Edit**” in the heading for the relevant sections.

If your Registration Return has been inactive for over 12 months you will need to re-enter much of your information.

Sections where you need to re-enter the data will be indicated as incomplete . Click on the “**Edit**” link to enter the information required.



5. Once all updates are complete, submit the changes by clicking “**Proceed to Certification**”.



6. Confirm compliance by **ticking the check boxes**.

Check the **Date when the lobbying activities restarted**.

Enter the Designated Filer’s username and password and click “**Submit**”.

If you are a Representative preparing this reactivation on behalf of the Designated Filer, you will not be able to submit it with your own username and password. The reactivated Registration Return can only be submitted after entering the Designated Filer’s username and password.

Delete a New Registration Return / Delete Recent Updates Made to your Registration Return

You can delete a new, not-yet-activated Registration Return. You can also delete updates made to an existing Registration Return before the updates have been activated by Registry staff.

You cannot delete a version of your Registration Return that has been activated.

If your Registration Return or updates to your Registration Return were submitted in error and have already been activated, contact Registry staff at info@bcorl.ca.

1. To delete a not-yet-approved version of your Registration Return, locate the registration under the **Current Activities** tab of your Designated Filer Dashboard. Beside **Pending Registration Return** click “Delete”.



2. Read the note on the next screen carefully. If you are sure you wish to delete this version of the Registration Return, click “Yes”.

If you delete an update to a previously activated Registration Return, the Designated Filer Dashboard will show the most recent activated version.

GETTING HELP

Lobbyists Transparency Act and Frequently Asked Questions

[Getting Started – Reference Guide](#) (very helpful overview)

The *Lobbyists Transparency Act* (LTA):

<https://www.lobbyistsregistrar.bc.ca/about/legislation/>

LTA Guidance Documents:

<https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-guidance-documents/>

Frequently Asked Questions:

<https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-frequently-asked-questions/>

Full Length User Guides

The following user guides provide in-depth support for Organizations:

- [User Guide – Monthly Returns and Lobbying Activity Reports](#)
- [User Guide – Account Management](#)
- [User Guide – Accounts and Registrations from the Previous Lobbyists Registry](#)

Contacting Registry Staff

If you are unable to complete your Registration Return, **send us an email** at info@bcorl.ca describing the steps you have followed and the problem you have encountered. Please include any relevant screen captures to help us understand your issue. Also include a **phone number** we can call if needed.