

Monthly Returns: what they are and when to file

What is a Monthly Return?

A Monthly Return is the filing of any necessary Registration Return Update and/or Lobbying Activity Report(s). Filing a Monthly Return is a reporting requirement for any organization or consultant lobbyist with an active Registration Return in the Lobbyists Registry.

Do I need to file a Monthly Return?

Submit a Monthly Return by the 15th of the following month IF you answer yes to either or both of these questions:

Do you have updates to your Registration Return in the previous month?

These include changes to:

- organization, consulting firm, or client information
- gifts or benefits provided to public office holders
- organization or client's membership in a coalition
- affiliates or third parties with a direct interest in the outcome of the lobbying activities
- add or remove an in-house lobbyist
- government funding requested or received in the preceding 12 months
- lobbying on a new subject matter
- public agencies being lobbied

Note: The "Date of Change" or "Registration effective from" date is the date when information in your Registration Return changed. For example, if you have one change to report, the effective date is the date the change occurred. If you have multiple changes to report, the effective date is the date the first change occurred.

Have you lobbied one or more senior public office holders in the previous month within BC?

These include:

- Premier and ministers (members of the Executive Council)
- Staff of premier/staff of ministers (other than administrative support staff)
- MLA or staff of MLAs (other than administrative support staff)
- Parliamentary secretary
- Deputy minister, chief executive officer, or a position of comparable rank in a ministry
- Associate deputy minister, assistant deputy minister, or a position of comparable rank in a ministry
- Senior or next most senior ranking executive position of a Provincial entity
- Chair or vice chair of, or the equivalent position in, the governing body of a Provincial entity

Note: When you prepare a Lobbying Activity Report for a particular date, it is linked to and draws information from the version of the Registration Return that was active at that date. When you start a new Lobbying Activity Report, you will be required to review the information in your Registration Return. If the information is accurate and up to date, you must confirm by ticking the check box at the bottom of the screen before you can create a Lobbying Activity Report.

Yes

No

Yes

Submit
Registration
Return
Update

If you answered no to both questions, there is **no reporting obligation**

Six Month Return

If you do not submit a Registration Return Update or any Lobbying Activity Reports for five consecutive months, you will be sent an automated email asking you to keep the Registration Return active or to deactivate it.

Submit
Lobbying
Activity
Report(s)

If you answered yes to both, **submit both Registration Return and Lobbying Activity Report(s)**

Note: If the information in your Registration Return has changed, enter the updates, certify and submit the updated Registration Return to the Registry, and then create the Lobbying Activity Report.

[For more information, see Monthly Returns – Registration Return Updates and Lobbying Activity Reports.](#)

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