



**O.R.L.**  
office of the  
registrar  
of lobbyists  
**BRITISH COLUMBIA**

**GUIDANCE DOCUMENT**

**10, 15, AND 30 DAY REQUIREMENTS**

**March 3, 2020**

## PURPOSE OF THIS GUIDANCE DOCUMENT

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### 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 client, lobbyist, and public office holder.

This document provides an at-a-glance look at the *Lobbyists Transparency Act* (LTA) timelines regarding **10**, **15**, and **30**-day requirements. It covers the registration requirements for lobbyists, what must be reported, and the applicable timelines.

## 10 DAYS – TO SUBMIT A REGISTRATION

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**Consultant lobbyists** are required to complete and submit a Registration Return within 10 days of beginning to lobby on behalf of a client.

**Organizations** are required to complete and submit a Registration Return within 10 days of the organization first having an in-house lobbyist.

## 10 DAYS – TO MAKE REQUIRED CORRECTIONS

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The Registrar of Lobbyists requires **all filers** required by registry staff to make any corrections within **10 calendar days** of the request.

## 15 DAYS – AFTER EVERY MONTH’S END TO FILE A MONTHLY RETURN

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Both **consultant lobbyists** and **organizations** are required to file a Monthly Return<sup>1</sup> by the **15<sup>th</sup> of every month**, beginning the month after the Registration Return is first filed.

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<sup>1</sup> The requirement to file a Monthly Return includes:

- Lobbying Activity Reports - one report is required for each of your lobbying activities of “senior public office holders” for the previous month.
- Updating your registration - if there have been any changes.

For example, if you file your Registration Return on May 10, you have until June 15 to file your first Monthly Return. If you first lobby on May 29, and fill out your Registration Return on June 5; then you would have until July 15 to file your first Monthly Return.

## **30 DAYS – TO INDICATE THAT LOBBYING HAS CEASED**

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**Consultant lobbyists** have **30 days** to update their Registration Return to indicate the termination of an undertaking.

**Organizations** have **30 days** to update their Registration Return to indicate that an in-house lobbyist has ceased to be an in-house lobbyist.

<b>Note</b>
You do not need to file a Monthly Return if no lobbying activity occurred and there are no changes to your Registration Return.