

# REGISTRATION TIMELINES

If you are paid to lobby BC public office holders, you must register your lobbying activities in the Lobbyists Registry. The *Lobbyists Transparency Act* sets out the requirements for registration, including the 10, 15, 30-day and 3-month (plus 15 days) timelines for registering different information.

## 10 DAYS

### Register or Re-activate a Registration Return

Both consultant lobbyists and organizations are required to complete and submit a Registration Return within 10 calendars days from the date they begin or resume lobbying activities.

- Create or log on to your account and submit a new Registration Return within 10 calendar days after the first lobbying activity.
- Log on to your account and re-activate a previously active Registration Return within 10 calendar days of resuming lobbying activity (if the Registration Return was de-activated).

For more information, see *Consultant Lobbyist Registration Returns* or *Organization Registration Returns*

## 15 DAYS

### Monthly Returns

Both consultant lobbyists and organizations are required to file updates to the Registration Return and Lobbying Activity Reports by the 15th of the following month IF there is a change to the information in the Registration Return and/or a lobbying activity with a senior public office holder occurred.

The Monthly Return requirement includes:

- Update your Registration Return, if any changes have occurred to the content, by the 15th of the following month. The Registry will prompt you to submit this BEFORE filing a Lobbying Activity Report.
- Submit a Lobbying Activity Report for each lobbying activity involving one or more “senior public office holders” by the 15th of the following month.

If you do not report any lobbying activity and do not update your Registration Return for 5 consecutive months, the consultant lobbyist or organization contacts will get an automated email with instructions to:

- Keep the Registration Return active; or
- De-activate the Registration Return (can be re-activated if/when you resume lobbying).

For more information, see *Monthly Returns and Lobbying Activity Reports*.

## 30 DAYS

### Lobbying has ceased

When a consultant lobbyist or an organization ceases lobbying, they have 30 days after the month in which lobbying stops to end their Registration in the Lobbyists Registry. To do so, they must submit:

- any outstanding information that otherwise would have been submitted in a Monthly Return; and
- any outstanding information on received government funding up to the date lobbying ceased.

## 3 MONTHS PLUS 15 DAYS

### Additional government funding received

When submitting an initial or re-activated Registration Return, you must submit information related to any government funding your client or organization has received over the previous 12-months.

Additional government funding your client or organization receives after the Registration Return is submitted, must be filed on an ongoing basis. The deadline to file this additional received government funding is 3 months plus 15 days after the month in which funding is received. See the table below:

Table of due dates to report <i>received</i> government funding information.	
Month funding is received	Due date to report received funding in the Lobbyists Registry
January	May 15 <sup>th</sup>
February	June 15 <sup>th</sup>
March	July 15 <sup>th</sup>
April	August 15 <sup>th</sup>
May	September 15 <sup>th</sup>
June	October 15 <sup>th</sup>
July	November 15 <sup>th</sup>
August	December 15 <sup>th</sup>
September	January 15 <sup>th</sup>
October	February 15 <sup>th</sup>
November	March 15 <sup>th</sup>
December	April 15 <sup>th</sup>

### LEGAL NOTICE

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