BLANK REGISTRATION FORM FOR ORGANIZATIONS EMPLOYING (AN) IN-HOUSE LOBBYIST(S)

IMPORTANT MESSAGE:

YOU CAN ONLY REGISTER ONLINE!

This form is intended to help you gather the information necessary to register (an) in-house lobbyist(s) using the online-system. The screens that are displayed on these worksheets are the same as those you will encounter when you register on-line.

*To start the registration, click the **Register Lobbying Activity** link on the Lobbyists Registry homepage and then the **Organization** button on the **Lobbyists Registration** screen. The **Step 1 of 6 – Designated Filer Information** screen is displayed.*

Lobbyists Activity Registration - Organization LRA Help

Step 1 of 6 - Designated Filer Information

Please enter the Designated Filer's contact information. All fields with an asterisk (*) must be completed.

Designated Filer Name

* Surname:

* First Name:

Middle Name:

Designated Filer - Business Contact Information

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* Province/State: British Columbia

* Country: Canada

* Postal/Zip Code (e.g. V8T 7E7):

* E-mail Address:

* Phone Number: Area code Number (e.g. 123-1234)

Fax Number: Area code Number (e.g. 123-1234)

Back Save & Exit Next

*When you click the **Next** button, the **Step 2 of 6 – Organization Information** screen is displayed.*

Lobbyists Activity Registration - Organization

LRA Help

Step 2 of 6 - Organization Information

Enter contact information of your organization. All fields with an asterisk (*) must be completed.

Organization Activities

* Organization name:

* Summarize organization business or activities:

Registration start date: **August 25, 2010**

Registration end date: **March 28, 2011**

Organization - Business Contact Information

☐ Register same business contact information as the Designated Filer.

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* Province/State: British Columbia

* Country: Canada

* Postal/Zip Code (e.g. V8T 7E7):

* E-mail Address:

* Phone Number: Area code | Number (e.g. 123-1234)

Fax Number: Area code | Number (e.g. 123-1234)

Back | Save & Exit | Next

*When you click the **Next** button, the **Step 3 of 6 – Client or Organization's Relevant Interfaces** screen is displayed.*

Lobbyists Activity Registration - Organization

LRA Help

Step 3 of 6 - Client or Organization's Relevant Interfaces

Please enter business contact information of your client or organization's relevant interfaces. All fields with an asterisk (*) must be completed.

* Indicate whether your client or organization is a:

- ○ Parent or Subsidiary Corporation
- ○ Coalition
- ◉ None of the Above

"None of the Above" includes all other entities, for example stand-alone corporations, trade and industry associations, chambers of commerce, non-profit associations, unions and societies.

Your Organization is a Parent or Subsidiary Corporation

*If you click the **Parent or Subsidiary Corporation** radio button, the following additional fields are displayed.*

Lobbyists Activity Registration - Organization

LRA Help

Step 3 of 6 - Client or Organization's Relevant Interfaces

Please enter business contact information of your client or organization's relevant interfaces. All fields with an asterisk (*) must be completed.

* Indicate whether your client or organization is a:

- (●) Parent or Subsidiary Corporation
- ( ) Coalition
- ( ) None of the Above

"None of the Above" includes all other entities, for example stand-alone corporations, trade and industry associations, chambers of commerce, non-profit associations, unions and societies.

Corporation Information

* Is your client or organization a:

- ( ) Parent Corporation
- ( ) Subsidiary Corporation

Your Organization is a Parent Corporation

If your organization is a parent corporation, fill out pages 5 and 6 to complete the relevant interfaces portion of your practice registration.

*If you click the **Parent Corporation** radio button in the **Corporation Information** section, the following additional fields are displayed.*

Lobbyists Activity Registration - Organization

LRA Help

Step 3 of 6 - Client or Organization's Relevant Interfaces

Please enter business contact information of your client or organization's relevant interfaces. All fields with an asterisk (*) must be completed.

* Indicate whether your client or organization is a:

- (•) Parent or Subsidiary Corporation
- ( ) Coalition
- ( ) None of the Above

"None of the Above" includes all other entities, for example stand-alone corporations, trade and industry associations, chambers of commerce, non-profit associations, unions and societies.

Corporation Information

* Is your client or organization a:

- (•) Parent Corporation
- ( ) Subsidiary Corporation

Subsidiary Business Contact Information

Identify the business contact information for any of your client's or organization's subsidiaries that have an interest in the outcome of the lobbying activities.

To add subsidiaries' information to the list, select the "Add New" button. To update existing subsidiary information, click on the related Business Name hyperlink below.

Add New

Business Name	Mailing Address	Phone Numbers and E-mail

Other Controlling or Directing Interests

Identify any other person or organization that has a direct interest in the outcome of your client's or organization's lobbying activities.

To add a person or organization information to the list, select the "Add New" button. To update existing information, click on the related Name hyperlink below.

Add New

Business Name	Mailing Address	Phone Numbers and E-mail

Back | Save & Exit | Next

*To add information about your organization's subsidiaries, click the **Add New** button in the **Subsidiary Business Contact Information** section. The **Step 3 of 6 – Subsidiary Business Contact Information** screen is displayed.*

Lobbyists Activity Registration - Organization LRA Help

Step 3 of 6 - Subsidiary Business Contact Information

Please provide the business contact information for any of your client or organization's subsidiaries that have a direct interest in the outcome of your or your organization's lobbying activities. All fields with an asterisk (*) must be completed.

* Business Name:	
* Address Line 1:	
Address Line 2:	
Address Line 3:	
* City:	
* Province/State:	British Columbia
* Country:	Canada
* Postal/Zip Code (e.g. V8T 7E7):	
E-mail Address:	
Phone Number:	Area code / Number (e.g. 123-1234)
Fax Number:	Area code / Number (e.g. 123-1234)

Cancel Save

*When you have finished entering the subsidiary business contact information, click the **Save** button. You are returned to the **Step 3 of 6 – Client or Organization's Relevant Interfaces** screen.*

Your Organization is a Subsidiary Corporation

If your organization is a subsidiary corporation, fill out pages 7 and 8 to complete the relevant interfaces portion of your practice registration.

*If you click the **Subsidiary Corporation** radio button, the following additional fields are displayed.*

Lobbyists Activity Registration - Organization

LRA Help

Step 3 of 6 - Client or Organization's Relevant Interfaces

Please enter business contact information of your client or organization's relevant interfaces. All fields with an asterisk (*) must be completed.

* Indicate whether your client or organization is a:
- (•) Parent or Subsidiary Corporation
- ( ) Coalition
- ( ) None of the Above

"None of the Above" includes all other entities, for example stand-alone corporations, trade and industry associations, chambers of commerce, non-profit associations, unions and societies.

Corporation Information

* Is your client or organization a:
- ( ) Parent Corporation
- (•) Subsidiary Corporation

Parent Business Contact Information

Please provide your client's or organization's parent corporation's business contact information.

* Business Name:	
* Address Line 1:	
Address Line 2:	
Address Line 3:	
* City:	
* Province/State:	British Columbia
* Country:	Canada
* Postal/Zip Code (e.g. V8T 7E7):	
* E-mail Address:	
* Phone Number:	Area code / Number (e.g. 123-1234)
Fax Number:	Area code / Number (e.g. 123-1234)

Other Controlling or Directing Interests

Identify any other person or organization that has a direct interest in the outcome of your client's or organization's lobbying activities.

To add a person or organization information to the list, select the "Add New" button. To update existing information, click on the related Name hyperlink below.

Add New

Business Name	Mailing Address	Phone Numbers and E-mail

Back

Save & Exit

Next

Your Organization is a Coalition

If your organization is a coalition, fill out pages 9 and 10 to complete the relevant interfaces portion of your practice registration.

*If you click the **Coalition** radio button, the following additional fields are displayed.*

Lobbyists Activity Registration - Organization

LRA Help

Step 3 of 6 - Client or Organization's Relevant Interfaces

Please enter business contact information of your client or organization's relevant interfaces. All fields with an asterisk (*) must be completed.

* Indicate whether your client or organization is a:
- ○ Parent or Subsidiary Corporation
- ◉ Coalition
- ○ None of the Above

"None of the Above" includes all other entities, for example stand-alone corporations, trade and industry associations, chambers of commerce, non-profit associations, unions and societies.

Coalition Business Contact Information

Identify the business contact information for any organizations within your coalition.

To add coalition information to the list, select the "Add New" button. To update existing coalition information, click on the related Business Name hyperlink below.

Add New

Business Name	Mailing Address	Phone Numbers and E-mail

Other Controlling or Directing Interests

Identify any other person or organization that has a direct interest in the outcome of your client's or organization's lobbying activities.

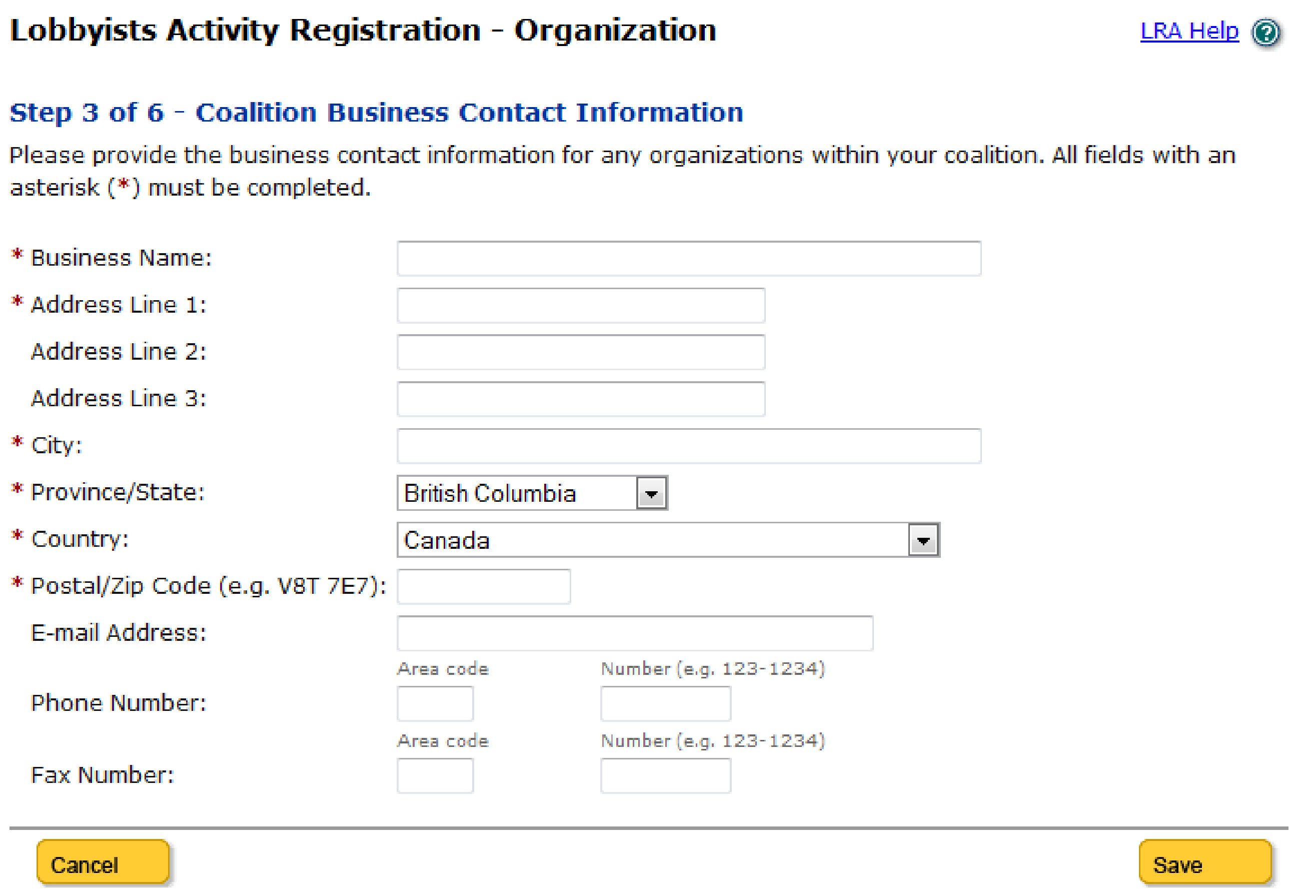
To add a person or organization information to the list, select the "Add New" button. To update existing information, click on the related Name hyperlink below.

Add New

Business Name	Mailing Address	Phone Numbers and E-mail

Back Save & Exit Next

To add information about the coalition, click the ***Add New*** *button in the* ***Coalition Business Contact Information*** *section. The* ***Step 3 of 6 – Coalition Business Contact Information*** *screen is displayed.*



Lobbyists Activity Registration - Organization

LRA Help

Step 3 of 6 - Coalition Business Contact Information

Please provide the business contact information for any organizations within your coalition. All fields with an asterisk (*) must be completed.

* Business Name:	
* Address Line 1:	
Address Line 2:	
Address Line 3:	
* City:	
* Province/State:	British Columbia
* Country:	Canada
* Postal/Zip Code (e.g. V8T 7E7):	
E-mail Address:	
Phone Number:	Area code / Number (e.g. 123-1234)
Fax Number:	Area code / Number (e.g. 123-1234)

Cancel Save

When you have finished entering the coalition information, click the ***Save*** *button. You are returned to the* ***Step 3 of 6 – Client or Organization's Relevant Interfaces*** *screen.*

Your Organization is a Not a Parent, Subsidiary or Part of a Coalition

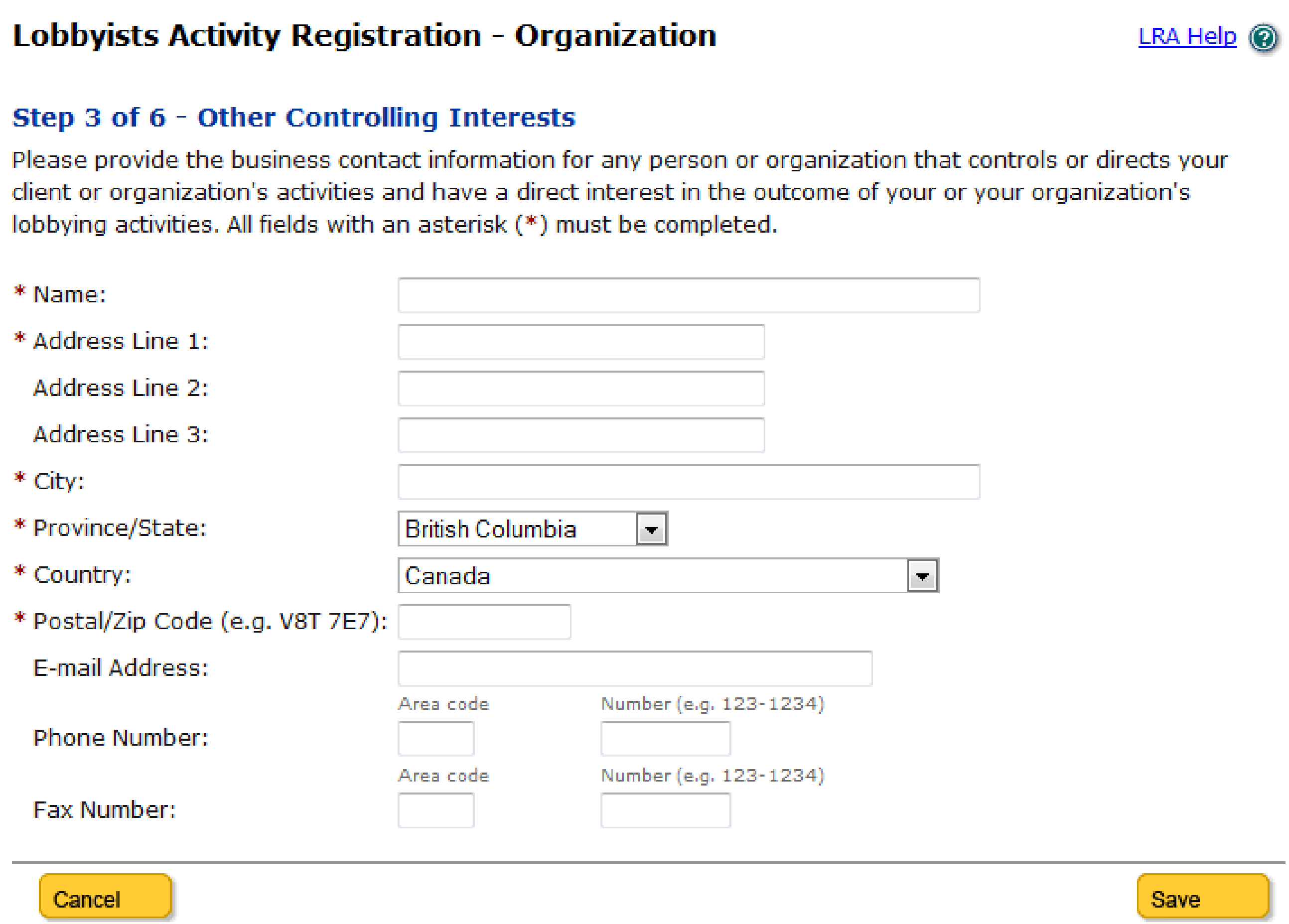
If your organization is a stand-alone corporation, trade or industry association, chamber of commerce, non-profit association, union or society, you do not have to complete the relevant interfaces portion of your registration.

*If you click the **None of the Above** radio button, no additional fields are displayed.*

Others Have an Interest in the Outcome of Your Organization’s Lobbying Activities

If another person or organization has a direct interest in the outcome of your organization’s lobbying activities, fill out this page to complete the relevant interfaces portion of your practice registration.

*To add information about your organization’s controlling or directing interests, click the **Add New** button in the **Other Controlling or Directing Interests** section. The **Step 3 of 6 – Other Controlling Interests** screen is displayed.*



Lobbyists Activity Registration - Organization

LRA Help

Step 3 of 6 - Other Controlling Interests

Please provide the business contact information for any person or organization that controls or directs your client or organization's activities and have a direct interest in the outcome of your or your organization's lobbying activities. All fields with an asterisk (*) must be completed.

* Name:	
* Address Line 1:	
Address Line 2:	
Address Line 3:	
* City:	
* Province/State:	British Columbia
* Country:	Canada
* Postal/Zip Code (e.g. V8T 7E7):	
E-mail Address:	
Phone Number:	Area code / Number (e.g. 123-1234)
Fax Number:	Area code / Number (e.g. 123-1234)

Cancel Save

*When you have finished entering the other controlling interest information, click the **Save** button. You are returned to the **Step 3 of 6 – Client or Organization’s Relevant Interfaces** screen.*

*When you click the **Next** button, the **Step 4 of 6 – Government Funding** screen is displayed.*

Lobbyists Activity Registration - Organization

LRA Help

Step 4 of 6 - Government Funding

List the British Columbia government or government agency that funds or partially funds your client or your organization.

To add funding information to the list, select the "Add New" button. To update existing funding information, click on the related Name of Government or Agency hyperlink below.

Add New

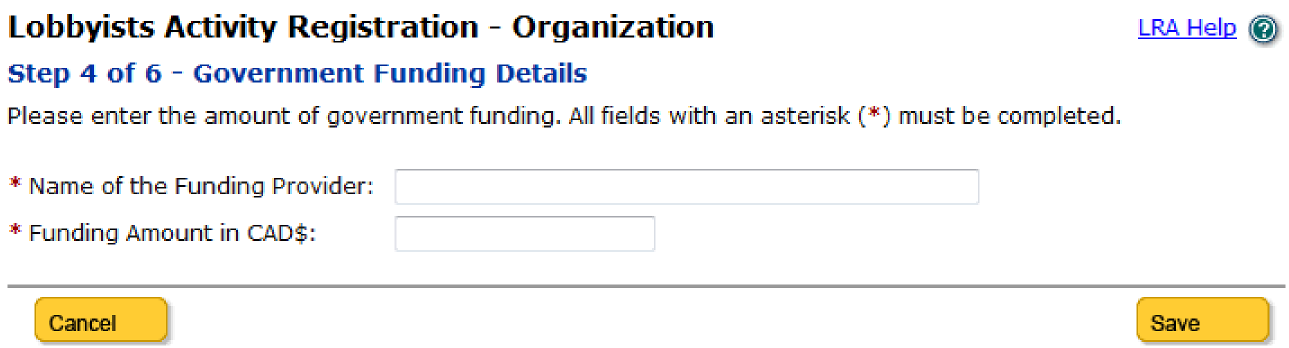
Name of Government or Government Agency	Amount of Funding
No records found.	

Back

Save & Exit

Next

*To add BC government funding information, click the **Add New** button. The **Step 4 of 6 – Government Funding Details** screen is displayed.*



*When you have finished entering the government funding details, click the **Save** button. You are returned to the **Step 4 of 6 – Government Funding** screen.*

*When you click the **Next** button, the **Step 5 of 6 – Active Lobbyists** screen is displayed.*

Lobbyists Activity Registration - Organization

LRA Help

Step 5 of 6 - Active Lobbyists

To add a new lobbyist to the list, select the "Add New" button. If you wish to copy the lobbying details from another in-house lobbyist, please click "Copy Details". To update the information about an existing lobbyist, click on the related Lobbyist Name hyperlink below.

Lobbyists in your Organization

Add New

Lobbyist Name	Lobbying Activity Start Date	Lobbying Inactivation Date	Active	Copy & Create New
No records found.				

Back | Save & Exit | Next

*To add another lobbyist to the list, click the **Add New** button. The **Step 5 of 6 – Lobbying Activities** screen is displayed.*

Lobbyists Activity Registration - Organization

LRA Help

Step 5 of 6 - Lobbying Activities

Please enter lobbyist name and details of lobbying activities. All fields with an asterisk (*) must be completed.

Lobbyist Information

* Surname:

* First Name:

Middle Name:

Public Office Background

* Is the lobbyist a former public office holder? Yes No

Lobbying Activity Details

To add a new subject matter to the list, select the "Add New" button. To update the information about an existing subject matter, click on the related hyperlink below.

Add New

Subject Matter	Intended Outcome	Details
No records found.		

Cancel Save

*To add lobbying activity details, click the **Add New** button. The **Step 5 of 6 – Lobbying Activity Subject Matter** screen is displayed.*

Lobbyists Activity Registration - Organization LRA Help

Step 5 of 6 - Lobbying Activity Subject Matter

Please enter the subject matter and intended outcomes of your lobbying activities. All fields with an asterisk (*) must be completed.

* Subject Matter:

\+ Add Intended Outcome

* Intended Outcome:

* Details of subject matter and intended outcomes:

Target Contact Information

To add a new target contact to the list, select the "Add New" button. To update the information about an existing target contact, click on the related hyperlink below.

Add New

Target	Name	Title	Ministry or Public Agency	MLA or Minister Contacted	Staff Contacted
No records found.					

Cancel Save

*Select the applicable subject matter from the **Subject Matter** drop-down list and the intended outcome from the **Intended Outcome** drop-down list. If there is more than one intended outcome, click the **+ Add Intended Outcome** link to display an additional **Intended Outcome** field. Enter details for <u>each</u> intended outcome in the **Details of subject matter and intended outcomes** field.*

*When you click the **Add New** button in the **Target Contact Information** section, the **Step 5 of 6 – Public Office Holder Target Information** screen is displayed.*


Lobbyists Activity Registration - Organization LRA Help

Step 5 of 6 - Public Office Holder Target Information

Please enter the contact information of the public office holder you have or intend to contact. All fields with an asterisk (*) must be completed.

* Select the target contact:
- Member of Legislative Assembly (MLA) and/or person on MLA staff
- Minister and/or person on the Minister's staff
- Public Agency

Cancel Save Delete

*If you click the **Member of Legislative Assembly (MLA) and/or person on MLA staff** radio button, additional MLA-related fields are displayed. If you are lobbying a staff member of an MLA, you may either list the MLA alone or you may list both the MLA and the staff member.*

Lobbyists Activity Registration - Organization

LRA Help

Step 5 of 6 - Public Office Holder Target Information

Please enter the contact information of the public office holder you have or intend to contact. All fields with an asterisk (*) must be completed.

* Select the target contact:
- (•) Member of Legislative Assembly (MLA) and/or person on MLA staff
- ( ) Minister and/or person on the Minister's staff
- ( ) Public Agency

MLA Information

* Select the MLA:

Abbott, George : Shuswap
Austin, Robin : Skeena
Bains, Harry : Surrey-Newton
Barisoff, Bill : Penticton
Barnett, Donna : Cariboo-Chilcotin
Bell, Pat : Prince George-Mackenzie
Bennett, Bill : Kootenay East
Black, Dawn : New Westminster
Black, Iain : Port Moody-Coquitlam
Bloy, Harry : Burnaby-Lougheed

Select all

Deselect all

Hint: To select more than one MLA from the list, hold down the CTRL key or click on Select All

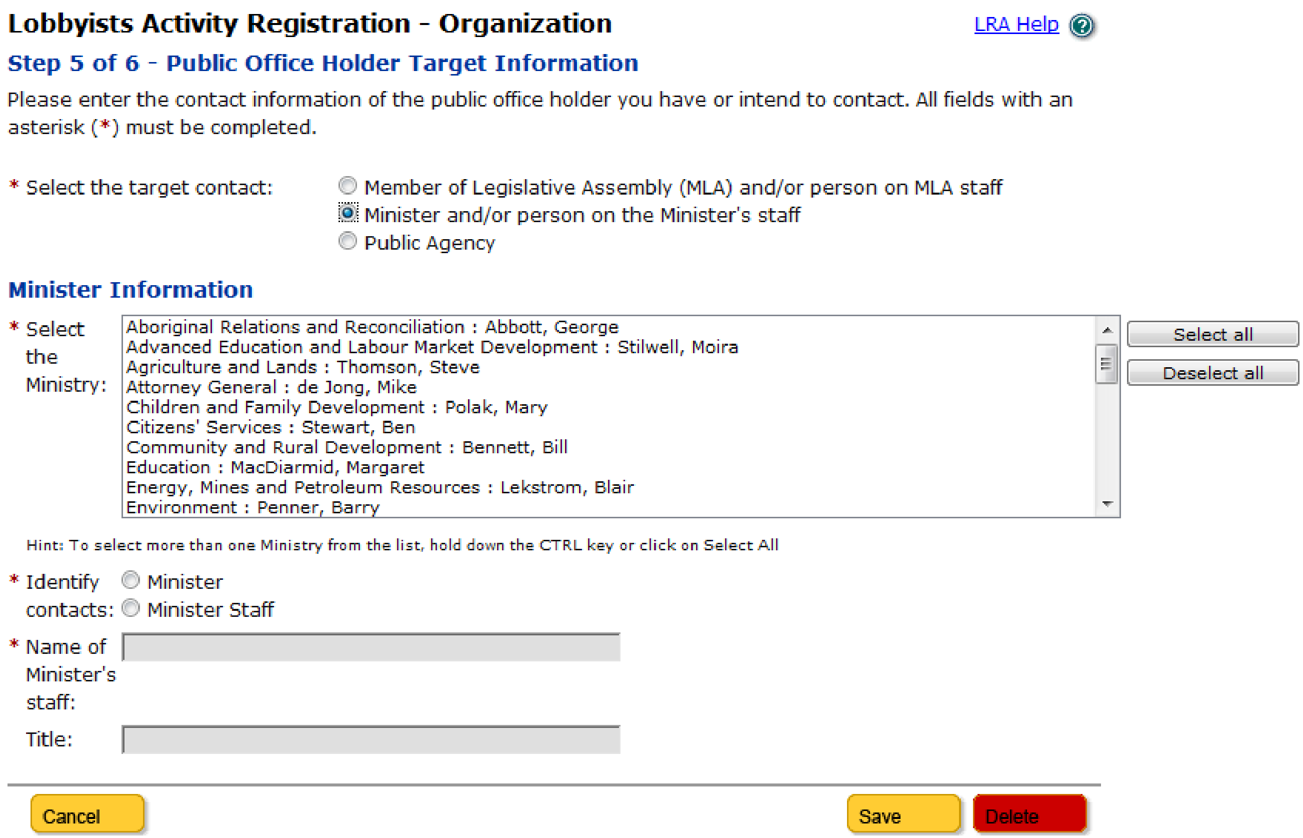
* Identify contacts:
- ( ) MLA
- ( ) MLA Staff

* Name of MLA's staff:

Title:

Cancel | Save | Delete

*If you click the **Minister and/or person on Minister's staff** radio button, additional minister-related fields are displayed.*



Lobbyists Activity Registration - Organization LRA Help

Step 5 of 6 - Public Office Holder Target Information

Please enter the contact information of the public office holder you have or intend to contact. All fields with an asterisk (*) must be completed.

* Select the target contact:
- Member of Legislative Assembly (MLA) and/or person on MLA staff
- Minister and/or person on the Minister's staff
- Public Agency

Minister Information

* Select the Ministry:

Aboriginal Relations and Reconciliation : Abbott, George
Advanced Education and Labour Market Development : Stilwell, Moira
Agriculture and Lands : Thomson, Steve
Attorney General : de Jong, Mike
Children and Family Development : Polak, Mary
Citizens' Services : Stewart, Ben
Community and Rural Development : Bennett, Bill
Education : MacDiarmid, Margaret
Energy, Mines and Petroleum Resources : Lekstrom, Blair
Environment : Penner, Barry

Select all
Deselect all

Hint: To select more than one Ministry from the list, hold down the CTRL key or click on Select All

* Identify contacts:
- Minister
- Minister Staff

* Name of Minister's staff:

Title:

Cancel Save Delete

*If you click the **Public Agency** radio button, additional public agency-related fields are displayed. You do not need to name the public office holder you are lobbying: you only need to enter a name if you are lobbying a minister or an MLA. If you are not lobbying either a minister or an MLA, simply select the applicable public agency.*

*When you have finished entering the applicable public office holder target (i.e. MLA, minister and/or public agency) information, click the **Save** button. You are returned to the **Step 5 of 6 – Lobbying Activity Subject Matter** screen. Click the **Add New** button again if you need to enter additional target contact information. Otherwise, click the **Save** button. You are returned to the **Step 5 of 6 – Lobbying Activities** screen.*

*Click the **Add New** button again if you need to enter additional active lobbyist information. Otherwise, click the **Save** button. You are returned to the **Step 5 of 6 – Active Lobbyists** screen. Click the **Add New** button again if you need to enter additional active lobbyists. Otherwise, click the **Next** button. The **Step 6 of 6 – Organization Registration Confirmation** screen is displayed. There is nothing to enter on this screen, but you should review all the information on the screen before clicking the "**I certify**" check box and the **Submit** button.*