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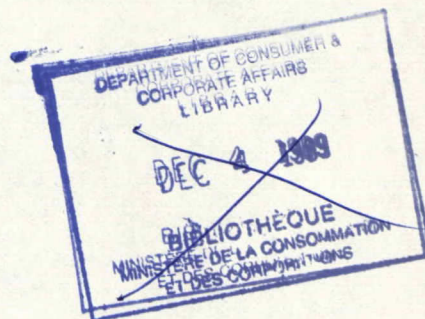
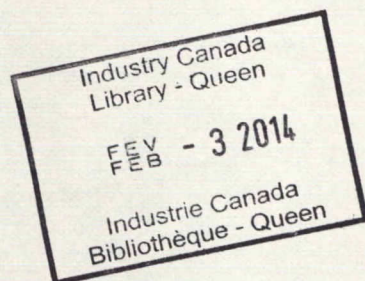
Consommation  
et Corporations Canada

INFORMATION  
ON THE  
LOBBYISTS  
REGISTRATION ACT  
AND  
REGULATIONS

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## INFORMATION ON THE LOBBYISTS REGISTRATION ACT AND REGULATIONS



Lobbyists Registration Branch  
Consumer and Corporate Affairs Canada

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## INFORMATION ON THE LOBBYISTS REGISTRATION ACT AND REGULATIONS

This introduction to the *Lobbyists Registration Act* and regulations comprises the following:

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### GENERAL INFORMATION

#### Purpose of this document

This booklet, which is not a legal document, provides information that will help you determine if you need to register under the *Lobbyists Registration Act*. It will also tell you how and when to register. If, after reviewing this information, you still have questions about your obligations under the Act, you should read the legislation. The *Lobbyists Registration Act* is the only **authoritative** source for the legal requirements that may affect you. Remember that registration is simple and straightforward.

#### Background

In 1988, after considering the unanimous recommendations of an all-party parliamentary committee, Parliament enacted the *Lobbyists Registration Act*.

In approving the legislation, Parliament affirmed that lobbying is a legitimate activity. Lobbying can help public officials such as MPs, Senators, Cabinet Ministers, and departmental officials become aware of the views and concerns of individuals and organizations.

At the same time, Parliament recognized there is a need to ensure greater openness in government. The public and public officials should be able to know who is attempting to influence the government. For this reason, Parliament decided that a registration system for paid lobbyists was needed.

## **General overview of the Lobbyists Registration Act**

Essentially, the Act requires that individuals who, for pay, engage in certain lobbying activities, register. The Act does not regulate lobbying — it simply requires that lobbyists register so that the public can be aware of who they are and on whose behalf they are lobbying.

The Act distinguishes between two types of lobbyists.

### **Tier I lobbyists**

A Tier I lobbyist is an individual who, for pay, provides certain types of lobbying services on behalf of a "client." Employees who lobby on the sole behalf of their employer are not Tier I lobbyists (but they may be Tier II lobbyists, see below).

Tier I covers "professional lobbyists" such as government relations consultants as well as lawyers, accountants, and other professional advisors who provide lobbying services for their clients.

Tier I lobbyists are required to register when they lobby on behalf of a client on a matter that is covered by the Act. When they register, they are required to provide information about their client, the area of concern (e.g., international trade), and the type of lobbying activity involved (e.g., attempting to influence the development of legislation or arranging a meeting with a public official).

### **Tier II lobbyists**

A Tier II lobbyist is an employee whose job involves a significant amount of lobbying for his or her employer.

Tier II lobbyists are required to register once a year.

The next two sections of this booklet provide more detail that will help you determine if you should register as a Tier I or Tier II lobbyist, and how to do it. If you are not a Tier I lobbyist, you can skip the next section and go directly to page 8.

## **TIER I LOBBYISTS (Section 5 of the Act)**

Any individual who, for payment, provides certain lobbying activities for a "client," must register as a Tier I lobbyist. If more than one lobbyist is involved in a matter on behalf of a client, each individual must register. Remember: firms, whether they be corporations or partnerships, do not register; people register.

If, for payment, you undertake to arrange a meeting for your client with a public official, you must register. Registration is required regardless of the purpose or subject-matter of the meeting. Where two or more individuals, such as a

professional and a clerk, secretary or assistant, are involved in arranging a meeting, the professional should register. If the professional does not register, the assistant would be required to register. Arranging a meeting within the scope of a larger, registrable lobbying undertaking does not require separate registration.

You must also register if, for payment, you undertake to communicate on behalf of your client with a public official in an attempt to influence:

- the development of a legislative proposal;
- the introduction, passage, defeat, or amendment of any bill or resolution;
- the making or amending of any regulation;
- the development or amendment of any policy or program;
- the awarding of any monetary grant, contribution, or other financial benefit; or
- the awarding of any contract by, or on behalf of, the federal government.

## Exemptions

The Act does not apply to the following individuals when they act in their official capacity:

- members of the legislature of a province or territory or their staff;
- employees of provincial and territorial governments;
- members of local or municipal governments or their staff;
- employees of local or municipal governments;
- members of the council of a band (as defined by the *Indian Act*), staff, and council employees;
- diplomatic agents, consular officers, or official representatives of foreign governments; and
- officials of a specialized agency of the United Nations or officials of any other international organization granted privileges and immunities by Parliament.

Registration is not required if the activity is:

- an oral or written submission made to a committee of the Senate or House of Commons in proceedings that are a matter of public record;
- an oral or written submission made to any person or body which has jurisdiction or powers under a federal statute, in proceedings that are a matter of public record; or
- an oral or written submission made to a public official with respect to the enforcement, interpretation, or application of any federal statute or regulation by that official (e.g., routine dealings with government inspectors and other regulatory authorities, other law enforcement officers, patent examiners, licensing authorities, taxation, legal and customs officials, etc.).

## Meaning of "client"

The "client" is the individual, organization, or corporation on whose behalf you undertake lobbying activities and who would be the true beneficiary of the undertaking if successful. Intermediaries (be they professional advisors or

corporations) do not qualify as "clients" under the Act. In some cases, the client may not be the one who pays or hires you.

## **Meaning of "payment"**

Parliament gave a comprehensive meaning to "payment" under the Act, defining it as money or anything of value, including a contract, promise, or agreement to pay money or anything of value.

## **Lobbying of public officials**

The Act covers lobbying of all federal public officials. In the Act, the term "public office holder" is used and it is defined broadly as being "any officer or employee of Her Majesty in right of Canada." This would include:

- employees of federal departments;
- members of the Cabinet and their staff;
- members of the House of Commons, the Senate, and their staff;
- any person appointed to any office or body by a Minister or the Governor in Council (i.e., Cabinet);
- any officer, director, or employee of any federal board, commission, or other tribunal;
- any member of the Canadian Armed Forces; and
- any member of the RCMP.

Judges, lieutenant governors of a province, and employees of some federal organizations are not considered to be "public office holders" under the Act. In most cases, employees of Crown corporations would not be "public office holders" unless they were Governor-in-Council appointees.

## **When to register**

If you qualify as a Tier I lobbyist, you must register within 10 days after commencing the lobbying activity. Registration is required for any lobbying activities that take place **after** September 30, 1989. This includes lobbying activities that are a continuation of work that commenced for a client before the Act came into force.

You must register whenever you act on behalf of a new client; or if you wish, you can register before you actually start the lobbying activities. The 10-day time period begins when, on behalf of your client, you carry out the first of what may be a series of lobbying activities on a subject-matter.

After your initial registration, the Act requires that you notify the Registrar in writing, as soon as practicable, whenever there is a change in the information you have filed. It is not necessary to file a new registration form. Just write a letter clearly stating what information has changed. If it would be easier, you can send in

another registration form showing the adjustments. In either case, please clearly indicate that it is a change to an existing registration and refer to the registration number indicated on the original acknowledgement letter.

## How to register

Registration is straightforward. Simply fill out the Tier I lobbyists registration form (a copy is included with this booklet) and send it to the Registrar at the address given below.

The registration form has been designed to be simple and easy to complete and may be photocopied. The following information is required:

- your name, title, business address, and telephone number;
- the name of the firm for which you work;
- the name, address, and telephone number of your client;
- if the client is a corporation, information on the parent corporation and any subsidiaries (where applicable); and
- identification of the area of concern of your lobbying activities and the type of activities involved. (The Tier I registration form lists general subject-matter categories; you simply indicate which categories are applicable to your lobbying undertaking.)

Send your completed registration form to:

Registrar, Registry of Lobbyists  
Consumer and Corporate  
Affairs Canada  
Place du Portage II, 4th Floor  
165 Hôtel-de-Ville  
Hull, Québec  
Canada  
K1A 0C9

Telephone: (819) 953-7144

You may transmit your completed registration form by Fax to the Registrar at the following number: (819) 953-9247. If you do this, however, you must also send the original form by registered mail within five days of the Fax transmission. As soon as the Registrar receives your completed form, you will be sent an acknowledgement of your registration.

## Registration costs

There are no registration fees.



## Questions and answers

1. *If my firm registers as a lobbyist do I have to register too?*

Firms cannot register. The Act requires each individual who carries out lobbying activities to register. If you will be providing the services, you must register. If others in your firm will be providing the lobbying services, they must register too.

2. *Most of my work involves monitoring federal government activities for my client and giving advice. I work under a general retainer that does not specify the types of activities covered by the Act. I rarely arrange meetings or communicate directly with public officials, making representations on behalf of my client. If I have to arrange a meeting or make representations, we decide that when the time comes. Do I have to register when I am retained by my client?*

If you do not undertake any of the activities covered by the Act (e.g., arrange a meeting for your client with a public official) you do not have to register. However, as soon as you carry out any of those activities, you must register within 10 days.

3. *Must I list every subsidiary of my client?*

Yes. If your client is a corporation, holds (directly or indirectly) more than 50 percent of the securities of another corporation and, by voting those securities, can elect a majority of the directors of that corporation, you must disclose the name, address, and telephone number of the subsidiary whether domestic or foreign. Every corporation that is controlled in this way by your client is considered to be a subsidiary and must be listed. If the subsidiaries, in turn, control other subsidiaries, the complete chain must be listed. Be sure you properly identify who your "client" is. This can make a substantial difference in determining the number of parents and subsidiaries that must be disclosed.

4. *Do I use the same test to determine whether my client is a subsidiary of another corporation?*

Yes. The law requires that you disclose any corporation, whether domestic or foreign, which can exercise, directly or indirectly, majority control over your client.

5. *My client, a corporation, is part of a conglomerate. I don't know all my client's subsidiaries and I don't know all the corporations of which my client is a subsidiary. What should I do?*

Under the Act you have a legal obligation to provide the required information. Where you do not know your client's corporate family tree,

your obligation to disclose these matters would require that you ask your client to provide you with the details of its affiliations so that you may report this information.

*6. I was retained by a client to provide lobbying services on several matters. I indicated each subject-matter on my registration form, as required. Now the same client wants me to get involved in a new area. Do I have to submit a new registration form?*

Yes. If you carry out lobbying activities for the client in respect of a subject-matter that was not disclosed on your original registration form, you must send in another registration form.

*7. My client hired me to provide lobbying services in a variety of subject areas. I indicated each area of concern on my registration form, as required. Now I am no longer dealing with some of the areas. Do I have to report this?*

Yes. This is a change in the information you filed with the Registrar. Simply write a letter to the Registrar indicating that you are no longer carrying out lobbying activities for that client in the relevant area of concern. Again, when you notify the Registrar of any change, please mention the registration number indicated on the original acknowledgement letter sent to you.

*8. I provide lobbying services for clients and will have to register as a Tier I lobbyist when I work for them. But on my own time, I am an active member of an organization that occasionally lobbies the federal government. I am not an employee of this organization and I do not receive payment for my work with it, but sometimes I get involved in its lobbying activities. Do I have to register?*

If you are simply participating as a volunteer in the activities of an organization, you need not register. However, if you are paid to lobby on behalf of a client, and you are doing this through the organization, you must register as a Tier I lobbyist.

*9. I have been retained to provide lobbying activities on behalf of a provincial government. Am I exempted from registration?*

Not unless you are an employee of the provincial government and are acting in your official capacity.

*10. Do I have to register as a Tier I lobbyist every time I communicate with a public official on behalf of my client?*

No. A lobbyist may have to communicate with public officials several times (by telephone, mail, or in person) on the same matter. The requirement to register is "triggered" when you commence what may be a series of activities for your client. It is not necessary to notify the Registrar of each subsequent step.

11. *What happens when I complete the work for my client?*

The Act requires that you advise the Registrar in writing, as soon as practicable, of any changes in the information previously filed. Termination of a lobbying undertaking is a change in the information; you should notify the Registrar.

12. *Where does the information go? Who can see it?*

The information contained in the registration forms that you file is entered into the Registry of Lobbyists, which is maintained by the Registrar in the Lobbyists Registration Branch of Consumer and Corporate Affairs Canada. The Registry is a matter of public record; any member of the public may visit the office of the Registrar and examine the Registry. In addition, for a fee, any person can obtain copies of documents filed with the Registrar and use the computer facilities of the Lobbyists Registration Branch to conduct searches of the information that has been filed. (For more information see page 13.)

## **TIER II LOBBYISTS (Section 6 of the Act)**

Persons who carry out lobbying activities on behalf of their employers are required to register if the activities constitute a significant part of their duties. You should register as a Tier II lobbyist if a substantial part of your job is devoted to lobbying activities on behalf of your employer, if the activities are carried out frequently, or if they account for a large part of the time you spend on the job.

If lobbying represents a small, minor, or incidental part of your duties, is carried out infrequently, or does not account for a substantial part of the time you spend on the job, you need not register.

You should register if, as a significant part of your duties, you will be communicating with federal public officials in an attempt to influence any of the following matters:

- the development of a legislative proposal;
- the introduction, passage, defeat, or amendment of any bill or resolution;
- the making or amending of any regulation;
- the development or amendment of any policy or program; or
- the awarding of any monetary grant, contribution or other financial benefit.

## **Exemptions**

The Act does not apply to the following persons when they act in their official capacity:

- members of the legislature of a province or territory or their staff;
- employees of provincial and territorial governments;
- members of local or municipal governments or their staff;

- employees of local or municipal governments;
- members of the council of a band (as defined by the *Indian Act*), staff, and council employees;
- diplomatic agents, consular officers, or official representatives of foreign governments; and
- officials of a specialized agency of the United Nations or officials of any other international organization granted privileges and immunities by Parliament.

Registration is not required if the activity is:

- an oral or written submission made to a committee of the Senate or House of Commons in proceedings that are a matter of public record;
- an oral or written submission made to any person or body that has jurisdiction or powers under a federal statute, in proceedings that are a matter of public record; or
- an oral or written submission made to a public official with respect to the enforcement, interpretation, or application of any federal statute or regulation by that official (e.g., routine dealings with government inspectors and other regulatory authorities, other law enforcement officers, patent examiners, licensing authorities, taxation, legal and customs officials, etc.).

Parliament did not intend that individuals who carry out marketing or sales functions for their employers should have to register as Tier II lobbyists. You do not have to register as a Tier II lobbyist if, as an employee acting on the sole behalf of your employer, you attempt to influence the awarding of any contract by, or on behalf of, the federal government. You also do not have to register if you are simply arranging meetings with a public official.

## **When to register**

If you qualify as a Tier II lobbyist, you must register within two months after September 30, 1989 or within two months after you take on lobbying duties for your employer. You must also renew your registration within two months after the end of each calendar year if lobbying will continue to be a significant part of your duties in the new year.

After your initial registration, you must notify the Registrar of any change in the information you filed. You do not have to file a new registration form, but you must provide the information about the changes in writing.

## **How to register**

Registration is simple and straightforward. Simply fill out the Tier II lobbyists registration form (a copy is included with this booklet) and send it to the Registrar.



A minimum of information is required:

- your name, title, and telephone number; and
- the name, address, and telephone number of your employer.

Feel free to photocopy the registration form.

Sent your completed registration form to:

Registrar, Registry of Lobbyists  
Consumer and Corporate  
Affairs Canada  
Place du Portage II, 4th Floor  
165 Hôtel-de-Ville  
Hull, Quebec  
Canada  
K1A 0C9

Telephone: (819) 953-7144

You may transmit your completed registration form by Fax to the Registrar at the following number: (819) 953-9247. If you do this, however, you must also send the original form by registered mail within five days of the Fax transmission. As soon as the Registrar receives your completed form, you will be sent an acknowledgement of your registration.

The Act requires that you notify the Registrar in writing whenever there is a change in the information you have filed. It is not necessary to file a new registration form. Just write a letter clearly stating what information has changed. If it would be easier, you can send in another registration form showing the adjustments. In either case, please clearly indicate that it is a change to an existing registration and refer to the registration number indicated on the original acknowledgement letter.

## Registration costs

There are no registration fees.

## Questions and answers

*1. On my own time, I am an active member of an organization that occasionally lobbies the federal government. I am not an employee of the organization but sometimes I get involved in the lobbying activities. Do I have to register?*

No. If you are simply participating as a volunteer in the activities of an organization, you need not register.

*2. Part of my job involves participating in an organization that occasionally lobbies the government. As a member of the organization, I am sometimes involved in meetings or other lobbying activities. Does this mean that I have to register as a lobbyist?*

If you are being paid by your employer to lobby on its behalf and this represents a significant part of your duties, you must register as a Tier II lobbyist whether you lobby directly or through an organization. For instance, if you are the vice-president of government relations for your firm and you lobby on behalf of your employer through your trade association's legislation committee, you must register as a Tier II lobbyist.

*3. Part of my job involves lobbying on behalf of another organization. There is no question that this work represents a significant part of my duties. Am I a Tier II or a Tier I lobbyist?*

You are a Tier I lobbyist. You are not acting on the sole behalf of your employer.

*4. I work as a lobbyist full-time for an association, but my salary is actually paid by my company. Am I a Tier II or a Tier I lobbyist?*

You are a Tier II lobbyist. Even though you may be paid by your company, you are considered to be an employee of the organization for which you are lobbying on a full-time basis.

*5. If my company registers as a lobbyist, do I have to register too?*

Companies cannot register. The Act applies only to individuals who carry out lobbying activities. Every employee who qualifies as a Tier II lobbyist must register.

*6. I work for a company that does a lot of business with the federal government. I spend a significant part of my time on the job trying to get government contracts for my employer. I make phone calls, I write letters, I set up meetings. I'm not a lobbyist; I'm in marketing! Do I have to register as a Tier II lobbyist?*

No. You don't have to register as a Tier II lobbyist. The legislation does not apply to this type of activity where employees are acting on behalf of their employers. (The same is not true for Tier I lobbyists, however. If they lobby in an attempt to get a government contract for a client, they must register.)

7. *What should I do if my situation changes and I am no longer acting as a Tier II lobbyist for my employer?*

Simply send a letter advising the Registrar of the change in your status. Be sure to mention your registration number. You will find it on the original acknowledgement letter that was sent to you.

8. *Where does my information go? Who can see it?*

The information you provide in your registration form is entered into the official Registry of Lobbyists. It is a matter of public record and can be viewed by any person. See "Using the Lobbyists Registry" (page 13), for more information.

#### **A WORD TO THE WISE**

Lobbying is a legitimate and essential activity in public affairs. But, the public and public officials should be able to know who is attempting to influence the government.

Parliament framed the lobbyists registration requirements in a broad fashion so that the objectives of openness and integrity in government would be properly served. If you believe that the Act applies to you and your activities, register. The legislation prescribes substantial penalties for failure to register and for making false or misleading statements in returns filed with the Registrar. Police authorities will be responsible for investigating violations of the Act.

### **OBLIGATIONS OF PUBLIC OFFICE HOLDERS**

In establishing a registration system for paid lobbyists, Parliament expected that the legislation would achieve a high level of compliance through general education and communication programs. The Registrar will supplement these approaches with advisory opinions and information contacts designed to facilitate compliance with the Act. Lobbyists deal with government on a regular basis; they should be able to ensure that they are in compliance at all times.

The *Lobbyists Registration Act* does not require public office holders (i.e., federal employees, MPs, Senators, Ministers) to ask a lobbyist if he or she is registered, to refrain from contact with unregistered lobbyists, or to otherwise "police" the legislation. Public office holders cannot be expected to know if someone is registered since the lobbyist has up to 10 days after lobbying commences to register. Public office holders who want to know if an individual is registered as a lobbyist, on whose behalf the lobbyist is acting, or any other information contained in the Registry of Lobbyists may call the Lobbyists Registration Branch.



As appropriate, public office holders may bring the requirements of the *Lobbyists Registration Act* to the attention of individuals who may be carrying out lobbying activities and may direct them to the Lobbyists Registration Branch for further information. **It is the responsibility of the lobbyist, however, to determine if registration is necessary and to comply with the law.**

## **USING THE LOBBYISTS REGISTRY**

Information filed by lobbyists is entered into the official Registry of Lobbyists, which is maintained by the Registrar in the Lobbyists Registration Branch of Consumer and Corporate Affairs Canada. The information is maintained on a computer database, but copies of the registration forms submitted by lobbyists are also available.

### **Registry information on Tier I lobbyists**

The Registry contains the following information on registered Tier I lobbyists:

- name, title, business address, and telephone number of the lobbyist;
- name of the firm for which the lobbyist works;
- name, address, and telephone number of the lobbyist's client;
- if the client is a corporation, information on the parent corporation and any subsidiaries (where applicable); and
- identification of the area of concern of the lobbying activities and the type of activities involved. (The Tier I registration form lists general subject-matter categories; the lobbyist indicates which are applicable to the lobbying undertaking.)

### **Registry information on Tier II lobbyists**

The Registry contains the following information on registered Tier II lobbyists:

- name, title, and telephone number of the lobbyist; and
- name, address, and telephone number of the lobbyist's employer.

### **Access to Registry information**

The Registry is a matter of public record. All the information filed by a lobbyist is available for inspection, free of charge, at the Lobbyists Registration Branch. In addition, for a nominal fee, any person can obtain copies of documents filed with the Registrar and use the computer facilities of the Lobbyists Registration Branch to conduct searches of the computer database.



## Fees

There is no charge for inspecting filed documents in the Registry. However, the following schedule of fees applies for other services:

Copies of documents filed with the Registrar	\$1.00 per page
Certified copies of documents filed with the Registrar	\$20.00 per document
Use of the computer facilities of the Registry for other than inspection purposes:	
(a) computer sign-on	\$5.00
(b) computer time	\$2.00 per minute
(c) computer print out	\$0.25 per page

## How to access information

People can telephone the Registry at (819) 953-7144 to obtain information disclosed on any registration form filed by a lobbyist. Requests that require computer searches of the information contained in multiple documents, however, cannot be provided through the Registry's telephone service. If you wish to personally inspect filed documents or to use the computer system to conduct searches of the information filed in the Registry you may do this at the offices of the Lobbyists Registration Branch at the following address:

Registrar, Registry of Lobbyists  
Consumer and Corporate  
Affairs Canada  
Place du Portage II, 4th Floor  
165 Hôtel-de-Ville  
Hull, Quebec  
Canada  
K1A 0C9

You may also request copies of filed documents by mail by writing to the Registrar.



## TIER I LOBBYISTS REGISTRATION

### DEFINITION

#### Tier I Professional Lobbyist

A Tier I professional lobbyist is every individual who, for payment, on behalf of any person or organization, undertakes to arrange a meeting with a public office holder or to communicate with a public office holder in an attempt to influence one or more of the activities listed below under Type of activity, A through F. (See subsection 5(1) of the Lobbyists Registration Act.)

### INSTRUCTIONS

A Tier I lobbyist shall file with the registrar the information requested on the right-hand page, not later than ten (10) days after entering into an undertaking as described in subsection 5(1) of the Act.

Under subsection 5(3) of the Act, the lobbyist is required to advise the Registrar in writing, as soon as practicable, of any changes in the information previously filed. Such notice should include the registration number assigned to the original return to which the changes apply. The registration number will be communicated to the lobbyist through an acknowledgement.

The termination of a lobbying undertaking is a change in the information. A Tier I lobbyist must therefore notify the Registrar of each such termination.

Returns or notices may be filed by mail, delivery in person, or, under certain conditions, by facsimile. (See subsection 3(2) of the Regulations.)

For a definition of subsidiary or parent, please refer to subsection 2(2) and paragraph 5(2)(c) of the Act.

If space is insufficient in section C of the return, please use a separate sheet.

**Note:** For each additional lobbyist working on the same undertaking, a separate return is required.

**Failure to comply with any provision of the Act, or making any false or misleading statement in any return to be filed under the Act, is subject to a fine and/or imprisonment.**

### SUBJECT-MATTER

#### Area of concern\*

- |   |  |
|---|--|
| <b>01</b> – Aboriginal Affairs (04)           | <b>26</b> – Industry (23)                      |
| <b>02</b> – Administration of Justice (01)    | <b>27</b> – Intellectual Property (37)         |
| <b>03</b> – Agriculture (05)                  | <b>28</b> – International Development (13)     |
| <b>04</b> – Amateur Sports (48)               | <b>29</b> – International Trade (09)           |
| <b>05</b> – Arts and Culture (07)             | <b>30</b> – Investment (25)                    |
| <b>06</b> – Citizenship (08)                  | <b>31</b> – Labour (28)                        |
| <b>07</b> – Communications (10)               | <b>32</b> – Mining (30)                        |
| <b>08</b> – Consumer Issues (38)              | <b>33</b> – Multiculturalism (31)              |
| <b>09</b> – Corporate Affairs (02)            | <b>34</b> – Natural Resources (43)             |
| <b>10</b> – Criminal Law (14)                 | <b>35</b> – Parole and Penitentiaries (26)     |
| <b>11</b> – Defence (11)                      | <b>36</b> – Postal Services (47)               |
| <b>12</b> – Employment (16)                   | <b>37</b> – Post-Secondary Education (19)      |
| <b>13</b> – Energy (17)                       | <b>38</b> – Privatization (36)                 |
| <b>14</b> – Environment (18)                  | <b>39</b> – Public Safety (46)                 |
| <b>15</b> – Federal-Provincial Relations (42) | <b>40</b> – Public Works (51)                  |
| <b>16</b> – Financial Institutions (24)       | <b>41</b> – Regional Economic Development (12) |
| <b>17</b> – Fiscal and Monetary Policy (34)   | <b>42</b> – Science and Technology (45)        |
| <b>18</b> – Fisheries and Oceans (32)         | <b>43</b> – Senior Citizen Issues (40)         |
| <b>19</b> – Foreign Affairs (03)              | <b>44</b> – Small Business (33)                |
| <b>20</b> – Forestry (20)                     | <b>45</b> – Social Policy (35)                 |
| <b>21</b> – Government Procurement (29)       | <b>46</b> – Taxation (22)                      |
| <b>22</b> – Health (44)                       | <b>47</b> – Tourism (49)                       |
| <b>23</b> – Housing (27)                      | <b>48</b> – Transportation (50)                |
| <b>24</b> – Human Rights (15)                 | <b>49</b> – Veterans Affairs (06)              |
| <b>25</b> – Immigration (21)                  | <b>50</b> – Women's Issues (41)                |
|   | <b>51</b> – Youth Issues (39)                  |

**99** – Other (please specify)

#### Type of activity

- **To communicate with a public office holder in an attempt to influence:**
  - A** – the development of a legislative proposal by the Government of Canada or by a member of the Senate or the House of Commons,
  - B** – the introduction, passage, defeat or amendment of any Bill or resolution before either House of Parliament,
  - C** – the making or amending of any regulation within the meaning of the *Statutory Instruments Act*,
  - D** – the development or amendment of any policy or program of the Government of Canada,
  - E** – the awarding of any monetary grant or contribution or any other financial benefit by or on behalf of Her Majesty in right of Canada,
  - F** – the awarding of any contract by or on behalf of Her Majesty in right of Canada.
- **X – To arrange a meeting with a public office holder.**

\*The numbers in parentheses correspond to the French equivalents.

#### Please send completed return to:

Registrar of Lobbyists  
Consumer and Corporate Affairs Canada  
Place du Portage II, 4th Floor  
165 Hotel de Ville Street  
Hull, Quebec  
Canada  
K1A 0C9  
(819) 953-7144  
Facsimile: (819) 953-9247

# TIER I LOBBYISTS REGISTRATION

This information is collected under the authority of the Lobbyists Registration Act, and will be a matter of public record.

It is stored in Personal Information Bank CCA/P-PU-095.

For registry use only	
DATE	of
DOC #	

**RETURN** (Please type or print in a legible manner.)

## A: Individual

Surname		Given names and initials	
Title			
Legal name of your firm		Facsimile no. 1 ( )	
Your business address		City	
Number	Street		
Province	Postal code	Country	Telephone no. 1 ( )

## B: Client

Legal name of corporation, organization or person on whose behalf you lobby			
If client is a corporation or organization, give the name of the principal representative with whom you deal			
Address		City	
Number	Street		
Province	Postal code	Country	Telephone no. 1 ( )
Name of parent(s) of the client corporation (FOR ADDITIONAL PARENT(S) USE SEPARATE SHEET)			
Head Office address		City	
Number	Street		
Province	Postal code	Country	Telephone no. 1 ( )
Name of subsidiary(ies) of the client corporation (FOR ADDITIONAL SUBSIDIARY(IES) USE SEPARATE SHEET)			
Head Office address		City	
Number	Street		
Province	Postal code	Country	Telephone no. 1 ( )

**C: Subject-matter** (See paragraph 5(2)(d) of the Act): Define the subject-matter of your undertaking by reporting one or more applicable combinations of a number, representing the area of concern, and a letter, representing the type of activity (e.g., 16A).

Language used to define subject-matter:  English <input type="checkbox"/>  French <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	Other 9 9	Please specify: .....			

## D: Certification

I hereby certify that the information contained in this return is true to the best of my knowledge and belief.			
Signature of lobbyist: .....			
		Day	Month
		Year	





Consumer and  
Corporate Affairs Canada

Consommation  
et Corporations Canada

Lobbyists Registration  
Branch

Direction de l'enregistrement  
des lobbyistes

## TIER II LOBBYISTS REGISTRATION

### DEFINITION

#### Tier II Lobbyist

A Tier II lobbyist is every employee of a person or organization for whom a significant part of the duties is to communicate with public office holders, on behalf of the employer, in an attempt to influence the Government of Canada in respect of: (a) the development of a legislative proposal; (b) the introduction, passage, defeat or amendment of any bill or resolution; (c) the making or amending of any regulation; (d) the development or amendment of any policy or program; or (e) the awarding of any monetary grant, contribution or any other financial benefit. (See subsection 6(1) of the Lobbyists Registration Act.)

### INSTRUCTIONS

A Tier II lobbyist shall file with the registrar the information requested below, not later than two (2) months after the coming into force of the Act or after first undertaking any activities described above. Within two (2) months after the end of each calendar year, a Tier II lobbyist shall provide the registrar with an updated registration.

Under subsection 6(2) of the Act, the lobbyist is required to advise the registrar in writing, as soon as practicable, of any changes in the information previously filed. Such notice should include the registration number assigned to the original return to which the changes apply. The registration number will be communicated to the lobbyist through an acknowledgement.

The termination of lobbying duties is a change in the information. A Tier II lobbyist must therefore notify the registrar of such termination.

Returns or notices may be filed by mail or delivery in person. (See subsection 3(2) of the Regulations.)

**Failure to comply with any provision of the Act, or making any false or misleading statement in any return to be filed under the Act, is subject to a fine and/or imprisonment.**

This information is collected under the authority of the Lobbyists Registration Act and will be a matter of public record. It is stored in Personal Information Bank CCA/P-PU-095.

**RETURN** (Please type or print in a legible manner.)

**APPLICABLE YEAR:** 19 \_\_

#### A: Individual and employer information

Surname		Given names and initials	
Title		Telephone no.	
Legal name of employer		Facsimile no.	
Address of the employer		City	
Number	Street		
Province	Postal code	Country	Telephone no.
			( )

#### B: Certification

I hereby certify that the information contained in this return is true to the best of my knowledge and belief.			
Signature of lobbyist:			
Day Month Year			

**Please send completed return to:**

Registrar of Lobbyists  
Consumer and Corporate Affairs Canada  
Place du Portage II, 4th Floor  
165 Hôtel de Ville Street  
Hull, Quebec  
Canada  
K1A 0C9  
(819) 953-7144  
Facsimile: (819) 953-9247

For registry use only	
DATE	of
DOC #	