

Completion Guide

This form is available in hard copy or soft copy on the Elections Ontario website. Please print clearly or type. This form must be completed and filed with the Chief Electoral Officer before any financial activity occurs. There is no fee to register as a leadership contestant with the Chief Electoral Officer of Ontario.

Forms may be submitted by any conventional delivery method, including mail, fax, email or hand delivery.

A. LEADERSHIP CONTESTANT INFORMATION

Provide the name of the political party holding the leadership contest, as well as the name, address and contact information of the leadership contestant.

Type of Registration

A new registration is the initial registration of a leadership contestant with the Chief Electoral Officer. For a new registration, complete Sections A through I.

A change notice is for informing the Chief Electoral Officer of any changes to the initial registration. For any changes, a revised LC-1 must be submitted immediately. For a change notice, complete Sections A through H.

B. CAMPAIGN OFFICE AND MANAGER

Appointing a campaign manager is optional. This section may be left blank. However, the information is useful if the Chief Electoral Officer needs to contact the campaign office.

C. CHIEF FINANCIAL OFFICER (CFO)

Every leadership contestant must appoint a CFO. The leadership contestant cannot be the CFO. Provide the name, address and contact information of the CFO.

D. AUDITOR

Every leadership contestant is required to appoint an auditor within 30 days of receiving contributions of at least \$10,000 or incurring expenses of at least \$10,000, with respect to a leadership contest. The auditor or firm whose partners resident in Ontario must be licensed under the Public Accounting Act, 2004. The CFO cannot be the auditor.

E. PERSON(S) AUTHORIZED TO ACCEPT CONTRIBUTIONS

Provide the name(s), address(es) and contact information of any the person(s) who are authorized to accept contributions and make deposits. The leadership contestant is not allowed to accept contributions.

F. PLACE WHERE RECORDS ARE KEPT

Provide the name of the record keeper and address of the place in Ontario where the financial records are kept.

G. FINANCIAL INSTITUTION(S) AND SIGNING OFFICER(S)

Provide the name and address of each financial institution in which a campaign account has been opened. If there is more than one financial institution, attach a separate sheet.
Provide the name(s), address(es) and contact information of the signing officer(s) for each financial institution account.

H. CERTIFICATION OF LEADERSHIP CONTESTANT AND CFO

The leadership contestant and CFO must complete and sign this section.

I. CERTIFICATION OF POLITICAL PARTY'S CFO

The CFO of the registered political party holding the leadership contest must complete this section. The political party's CFO signing the form must be currently on file with the Chief Electoral Officer as per the filed Political Party Registration and Change Notice Form (P-1).

It is the leadership contestant's responsibility to file a complete and accurate registration form with the Chief Electoral Officer. Failure to provide the information required will delay the registration until all the required information is provided.

The leadership contestant is considered to be registered on the day the form is received by the Chief Electoral Officer providing the form is properly completed and has the required signatures.

This form may be inspected during office hours of Elections Ontario. Any person may make extracts from the documents and is entitled to copies of the documents upon payment for their preparation at such rate as the Chief Electoral Officer may determine. Certain data will also be extracted from the information filed and displayed on the Elections Ontario website.

The Chief Electoral Officer's staff is always available to provide assistance. Please contact us at:

Elections Ontario	Telephone: (416)325-9401
Compliance Division	Toll Free: 1-866-566-9066
51 Rolark Drive	Fax: (416)325-9466
Toronto, ON M1R 3B1	Email: electfin@elections.on.ca
Internet address: http://www.elections.on.ca	

Leadership Contestant Registration and Change Notice Form

Compliance Division - 51 Rolark Drive Toronto, Ontario M1R 3B1
Telephone: (416) 325-9401 | Toll Free: 1-866-566-9066 | Fax: (416) 325-9466

Section A: Leadership Contestant Information

Registration type: New Change

Political party: _____

First Name: _____ Last name: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

For Office Use Only

Section B: Campaign Office and Manager (Optional)

This section may be left blank. However, the information is useful if the Chief Electoral Officer needs to contact the campaign office.

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

Campaign Manager

First Name: _____ Last Name: _____

Section C: Chief Financial Officer (CFO)

Every Leadership Contestant must appoint a CFO. The Leadership Contestant cannot be the CFO.

First name: _____ Last name: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

Section D: Auditor

Every leadership contestant is required to appoint an auditor within 30 days of receiving contributions of at least \$10,000 or incurring expenses of at least \$10,000, with respect to a leadership contest. The auditor or firm whose partners resident in Ontario must be licensed under the Public Accounting Act, 2004. The CFO cannot be the auditor.

Firm name (if applicable): _____

First Name: _____ Last name: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

Contact Person (if different from above) _____

First Name: _____ Last name: _____

Section E: Person(s) Authorized to Accept Contributions

Provide the name(s) and information of the person(s) who are authorized to accept contributions and make deposits. The Leadership Contestant is not allowed to accept contributions.

Make CFO a person authorized to accept contributions.

Authorized Person

First Name: _____ Last Name: _____

Office Held: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

To add additional Authorized Persons, copy this page, fill out as necessary, and include with your application.

Section F: Place Where Records are Kept

Provide the name of the record keeper and address in Ontario of the place where financial records are kept.

- Designate CFO's address as a location where records are kept.
- Designate Leadership Contestant's address as a location where records are kept.

Record Keeper and Location

First Name: _____ Last Name: _____

Office Held: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

To add additional Record Keepers and Locations, copy this page, fill out as necessary, and include with your application.

Section G: Financial Institution(s)

Provide the name and address of each financial institution in which the campaign has an account, and the signing officer(s) for each account.

Institution: _____

Address: _____

City: _____ Postal code: _____

- Make CFO a signing officer for this account

Signing Officer(s) for this Account

First Name: _____ Last Name: _____

Office Held: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

To add additional Financial Institutions, Accounts, and/or Signing Officers, copy and fill out this page for each one and include with your application.

Section H: Certification of Leadership Contestant and CFO

The Leadership Contestant and CFO must complete and sign this section.

The registration form will be reviewed by Elections Ontario upon receipt of the form complete with signatures. Please submit this form to:

Elections Ontario
Compliance Division
51 Rolark Drive
Toronto, Ontario M1R 3B1
Telephone: (416) 325-9401
Toll Free: 1-866-566-9066
Fax: (416) 325-9466

This initial registration form must be completed and filed with the Chief Electoral Officer before any financial activity occurs. There is no fee to register a leadership contestant with the Chief Electoral Officer of Ontario.

The Leadership Contestant has the responsibility to file a complete and accurate registration form under section 14 of the *Election Finances Act* with the Chief Electoral Officer. Failure to provide the information required in all applicable sections will delay the registration until all the required information is provided. The Chief Electoral Officer may rely and act on such information submitted by the Leadership Contestant and CFO of record. Where there is a change of CFO, the retiring CFO must ensure that the books of record are transferred to the newly appointed CFO. The Chief Electoral Officer will forward to the new CFO the information required to fulfill the responsibilities on behalf of the Leadership Contestant.

Certification of Leadership Contestant

I, _____, (Name of Leadership Contestant), certify that the information on this form is to the best of my knowledge and belief true and correct.

X

Signature of Leadership Contestant

Date

Certification of CFO

I, _____, (Name of Leadership Contestant's CFO), certify that the information on this form is to the best of my knowledge and belief true and correct.

X

Signature of CFO

Date

Section I: Certification of Political Party's CFO

The registered Political Party's chief financial officer must complete and sign this section.

Certification of Political Party's CFO

I, _____, (Name of Political Party's CFO), certify that this leadership contestant has met the party's constitutional requirements for eligibility to contest the leadership of the _____, (Name of Political Party).

X

Signature of Political Party's CFO

Date