

Completion Guide

This form is available in hard copy or soft copy on the Elections Ontario website. Please print clearly or type. 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 political party with the Chief Electoral Officer of Ontario.

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

Forms may be submitted by mail, fax, email, or hand delivery.

A. POLITICAL PARTY INFORMATION

Provide the name, address in Ontario and contact information for the political party.

Provide party name or abbreviation to be shown in any election documents.

Type of Registration

A new registration is the initial registration of a political party with the Chief Electoral Officer.

A change notice is for informing the Chief Electoral Officer of any changes to the initial registration. For changes to the chief financial officer or auditor, a revised P-1 must be submitted immediately. For changes to any other registration information, a revised P-1 must be submitted within 30 days.

B. POLITICAL PARTY LEADER

Provide the name, address and contact information of the political party's leader.

C. POLITICAL PARTY PRESIDENT (or equivalent)

Provide the name, office held, address and contact information of the President (or equivalent).

D. CHIEF FINANCIAL OFFICER (CFO)

The political party must appoint a CFO before registering. Provide the name, address and contact information of the CFO.

E. AUDITOR

A registered political party is required to appoint an auditor within 30 days of receiving at least \$10,000 in contributions or incurring expenses of at least \$10,000, with respect to an election or with respect to a calendar year for which a financial statement is required. An auditor must be a person or firm whose partners living in Ontario are licensed under the Public Accounting Act, 2004. The CFO cannot be the auditor. Provide the name, address and contact information of the auditor.

F. PRINCIPAL OFFICERS

Please provide the name(s), address(es) and contact information of any additional principal officers of the political party. Principal officers could include such positions as Vice President, Treasurer, Secretary or Fund-Raising Chair.

G. PERSON(S) AUTHORIZED TO ACCEPT CONTRIBUTIONS

Provide the name(s), address(es) and contact information of any person(s) authorized to accept contributions, make deposits and issue tax receipts.

H. 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.

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

Provide the name and address of each financial institution where the political party has an account. 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.

J. STATEMENT OF ASSETS AND LIABILITIES

This statement of assets and liabilities must be completed for the initial registration of a political party only. The statement of assets and liabilities must be as of a date not earlier than 90 days prior to the date of the application for registration. This initial statement does not have to be audited.

All figures in the statement may be rounded to the nearest dollar.

The following provides assistance in preparing the initial statement of assets and liabilities:

- Line 1 Record the total balance of all financial institution accounts. Deposits, guaranteed investment certificates (GICs) and similar items should be regarded as cash on deposit.
- Line 2 Record all cash on hand not deposited including petty cash.
- Line 3 Record only genuine claims (for example, refundable deposits). Do not record contributions not yet received or accepted. These should be recorded only upon being received and deposited.
- Line 4 Record the quoted market value of bonds, stocks and other securities owned at the date of this statement. A stockbroker or manager of a financial institution should be able to provide this information.
- Line 5 If the constituency association owns furniture, fixtures, printing equipment or similar assets, record the nominal value of \$1.
- Line 6 Enter the value of any inventory of campaign materials and other prepaid campaign expenses.
- Line 7 Record the cost of other assets owned, such as real estate.
- Line 8 Record the amount owing at the date of the statement and attach a schedule for each borrowing showing the name of the lender, amount owing and terms of the borrowing (including repayment terms, security given, names of guarantors, etc.).
- Line 9 Record the cost of goods received or services rendered for which bills have been received and are unpaid at the date of the statement.

Line 10 Record the cost of goods received or services rendered for which bills have not been received and are unpaid at the date of the statement.

Line 11 Record liabilities not included on other lines and attach details.

Line 12 Record the figure for surplus (deficit) as the difference between total assets and liabilities. When this amount is inserted, the statement will balance.

K. ATTESTATION OF CFO

The CFO of the political party must complete and sign this section attesting to the Statement of Assets and Liabilities (see J). The attestation must be witnessed.

L. CERTIFICATION OF INCOMING AND OUTGOING OFFICERS

The political party's incoming and outgoing Presidents (or equivalent) and CFOs must complete and sign this section.

M. ATTESTATION OF PARTY LEADER

The political party's leader must complete and sign this section at the time of initial registration and whenever there is a change in party leader. The attestation must be witnessed.

The P-1 form is open to inspection by any person during normal 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
26 Prince Andrew Place	Fax: (416)325-9466
Toronto, ON M3C 2H4	Email: electfin@elections.on.ca
Internet address: http://www.elections.on.ca	

Political Party Registration and Change Notice Form

Compliance Division - 26 Prince Andrew Place Toronto, Ontario M3C 2H4
Telephone: (416) 325-9401 | Toll Free: 1-866-566-9066 | Fax: (416) 325-9466

Disponible aussi en français.

Section A: Party Information

Registration type: (check one) New Change

Full name of party: English: _____

French: _____

Party Name or Abbreviation to be shown in any Election Documents:

English: _____

French: _____

For Office Use Only

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

Official Website(s): _____

Section B: Party Leader

First Name: _____ Last name: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Check if address is same as Political Party's address:

Address: _____

City: _____ Postal code: _____

Section C: Party President (or equivalent)

First Name: _____ Last name: _____

Office Held (if applicable): _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Check if address is same as Political Party's address:

Address: _____

City: _____ Postal code: _____

Section D: Chief Financial Officer (CFO)

The Political Party must appoint a CFO before registering.

First Name: _____ Last name: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Check if address is same as Political Party's address:

Address: _____

City: _____ Postal code: _____

Section E: Auditor

A registered political party is required to appoint an auditor within 30 days of receiving at least \$10,000 in contributions or incurring expenses of at least \$10,000, with respect to an election or with respect to a calendar year for which a financial statement is required. The auditor must be licensed under the Public Accounting Act, 2004. The CFO cannot be the auditor.

Firm Name: _____

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 F: Additional Principal Officers (Optional)

Please define any additional Principal Officers other than the President (or equivalent) and CFO.

First Name: _____ Last name: _____

Office Held (if applicable): _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

First Name: _____ Last name: _____

Office Held (if applicable): _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

First Name: _____ Last name: _____

Office Held (if applicable): _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

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

Section G: Person(s) Authorized to Accept Contributions

Provide the name(s) and information of person(s) who are authorized to accept contributions, make deposits, and issue tax receipts. (Check below if applicable.)

- Make CFO a person authorized to accept contributions.
- Make President (or equivalent) a person authorized to accept contributions.
- Make party leader a person authorized to accept contributions.

Additional Authorized Persons:

First Name: _____ Last name: _____

Office Held (if applicable): _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Check if address is same as Political Party's address:

Address: _____

City: _____ Postal code: _____

First Name: _____ Last name: _____

Office Held (if applicable): _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Check if address is same as Political Party's address:

Address: _____

City: _____ Postal code: _____

First Name: _____ Last name: _____

Office Held (if applicable): _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Check if address is same as Political Party's address:

Address: _____

City: _____ Postal code: _____

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

Section H: Place Where Records are Kept

Provide the name of the record keepers and addresses of the places in Ontario where financial records are kept. (Check below if applicable.)

- Designate Political Party's address as a location where records are kept.
- Designate CFO's address as a location where records are kept.
- Designate President's (or equivalent) address as a location where records are kept

Additional Record Keeper and Location:

First Name: _____ Last name: _____

Office Held: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

First Name: _____ Last name: _____

Office Held: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

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 I: Financial Institution(s)

Provide the name(s) and address(es) of each financial institution at which the Political Party has an account.

Institution: _____

Address: _____

City: _____ Postal code: _____

Signing Officer(s) for this Account (Check below if applicable.)

- Make CFO a signing officer for this account.
- Make President (or equivalent) a signing officer for this account.
- Make party leader a signing officer for this account.

Additional Signing Officer(s):

First Name: _____ Last name: _____

Office Held: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

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 this page, fill out as necessary, and include with your application

Section J: Statement of Assets and Liabilities

This statement applies to new registrations only and must be dated no earlier than 90 days prior to the application.

Accounting Methods

The accounting methods set out below are to be followed when preparing all Statements of Assets and Liabilities and all Statements of Income and Expenses that are required to be filed with the Chief Electoral Officer in compliance with the *Election Finances Act*.

Accrual Basis

The accrual basis of accounting is to be observed whereby expenses are recorded on the books of the Political Party when they are incurred. Similarly, income is recorded when earned. However, contributions must be recorded as income only when they are accepted by the CFO.

Securities

Bonds, stocks, and other securities should be valued at the quoted market value on the date of the initial Statement of Assets and Liabilities. Securities purchased subsequently should be valued at cost. When securities are sold, any resulting profit or loss should be reflected in the Statement of Income and Expenses.

Capital Assets

Furniture, fixtures, printing and computer equipment, etc. should be expensed when purchased. The existence of such assets may be indicated on the Statement of Assets and Liabilities at the nominal value of \$1.

Statement of Assets and Liabilities as at: _____ (Date)

Assets

Amount

- Line 1 – Cash on deposit _____
- Line 2 – Petty cash and other funds on hand _____
- Line 3 – Accounts receivable _____
- Line 4 – Bonds, stocks, and other securities _____
- Line 5 – Capital assets _____
- Line 6 – Inventory _____
- Line 7 – Other assets at cost _____

(Provide details of other assets in table below)

Other Assets Table - breakdown of line 7

Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Assets

Liabilities

Amount

- Line 8 – Borrowings _____

(Provide details of borrowings in table below)

Borrowings Table - breakdown of line 8

Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Line 9 - Accounts payable _____

Line 10 - Debts incurred but not yet billed _____

Line 11 - Other liabilities _____

(Provide details of other liabilities in table below)

Other Liabilities Table - breakdown of line 11

Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Line 12 - Surplus (Deficit) _____

Total Liabilities _____

Section K: Attestation of CFO

I, _____, (Name of CFO) have prepared the above Statement of Assets and Liabilities and hereby attest that to the best of my knowledge and belief this information is true and correct.

X _____
Signature of CFO

Date

X _____
Signature of Witness

Date

Section L: Certification of Incoming and Outgoing Officers

The Political Party’s incoming and outgoing Presidents (or equivalent) and CFOs 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
26 Prince Andrew Place, Toronto, ON M3C 2H4

Telephone: (416) 325-9401
Toll Free: 1-866-566-9066

The 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 political party with the Chief Electoral Officer of Ontario.

The Political Party has the responsibility to file a complete and accurate registration form under section 10 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 President (or equivalent) or other Executive Officer and CFO of record. Where there is a change of CFO, the retiring CFO must ensure that the books of record and all unused official receipt forms for contributions 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 Political Party.

Certification of Incoming and Outgoing President (or equivalent)

We, the _____, (Name of Political Party) Political Party, certify that the information on this form is to the best of our knowledge and belief true and correct.

X _____
Signature of Incoming President (or Equivalent)

Date

X _____
Signature of Outgoing President (or Equivalent)

Date

Certification of Incoming and Outgoing CFO

We, the _____, (Name of Political Party) Political Party, certify that the information on this form is to the best of our knowledge and belief true and correct.

X _____
Signature of Incoming CFO Date

X _____
Signature of Outgoing CFO Date

Section M: Attestation of the Leader

Statement of Fundamental Purpose of the Political Party
(under subsection 10(3) of the *Election Finances Act*)

I, the undersigned, attest that a fundamental purpose of the Political Party is to participate in public affairs by endorsing candidates and supporting their election as prescribed under clause 10(3)(k).

Name of Leader X _____
Signature of Leader Date

Name of Witness X _____
Signature of Witness Date