

Completion Guide

This form is available in hard copy or soft copy on the Elections Ontario website. Please print clearly or type. Every person or entity after having incurred expenses of \$500 or more on third party political advertising in either the twelve months before a fixed date general election (the non-election period) or during an election period and who is not a registered candidate, political party or constituency association, must register with Elections Ontario by completing this form. Registration is not required where the third party is spending less than \$500 on political advertising in either the non-election period or the election period. There is no fee to register as a third party with the Chief Electoral Officer of Ontario.

A. THIRD PARTY INFORMATION

Applicant

For an entity applying as a third party, complete Section A1. Principal Officers include persons with positions such as President, Vice President, Treasurer, Secretary or Fund-Raising Chair. It is recommended that the Chief Financial Officer (CFO) listed under section B not be included as a Principal Officer under this section.

For an individual applying as a third party, complete Section A2.

Provide the name, address and contact information of the third party applicant(s).

Type of Registration

A new registration is the initial registration of a third party with the Chief Electoral Officer. A Change Notice informs the Chief Electoral Officer of any changes to the initial registration. For any changes, a revised TP-1 must be submitted immediately.

B. CHIEF FINANCIAL OFFICER (CFO)

Every third party that is required to register must appoint a CFO. A CFO cannot be the auditor of their own third party, a returning officer, deputy returning officer, election clerk, candidate, or CFO or auditor of a registered candidate, political party, constituency association or leadership contestant. Provide the name, address and contact information of the CFO.

For entity applicants, it is recommended that the CFO not be the individual listed as a Principal Officer under Section A.

C. AUDITOR

Where advertising expenses are \$5,000 or more, a third party must appoint an auditor who is licensed under the *Public Accounting Act, 2004*. An auditor for the third party cannot be the third party's CFO; a person who signed the application; a returning officer, deputy returning officer or election clerk; a candidate; or the CFO or auditor of a registered candidate, political party, constituency association, leadership contestant or of another registered third party. Provide the name, address and contact information of the auditor.

D. PERSON(S) AUTHORIZED TO ACCEPT CONTRIBUTIONS

Provide the name(s), address(es) and contact information of any person(s) who is/are authorized to accept contributions and make deposits.

E. 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.

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

Provide the name and address of each financial institution where an 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.

G. WHERE THE THIRD PARTY IS AN ENTITY WITH A GOVERNING BODY

If the third party is an entity with a governing body, a copy of the resolution of the governing body authorizing the expenses incurred must be attached. If the third party is an entity that does not have a governing body or if the third party is an individual, no attachments are required.

H. CERTIFICATION OF THIRD PARTY APPLICANT(S) AND CFO

Each third party applicant (individual applicant or entity's principal officer(s)) and CFO must complete and sign this section.

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

Forms may be submitted by any conventional delivery method, including mail, fax, email or hand delivery. The third party is considered registered on the day the form is submitted to the Chief Electoral Officer providing the form is properly completed and has the required signatures. Elections Ontario, prior to approving an application, can request further information and undertakings from the third party as determined necessary to verify compliance with the *Election Finances Act*.

Filing the form requires actual receipt by the Chief Electoral Officer, not simply sending the form to the Chief Electoral Officer. The onus for proving delivery to the Chief Electoral Officer rests with the person asserting that delivery was made.

This form may be inspected by the public during Elections Ontario's office hours. Any person may extract information from the document(s) and/or request copies of the documents from Elections Ontario upon payment for preparation of the copies, such rate to be determined by the Chief Electoral Officer.

For further information, please contact us at:

Elections Ontario
Compliance Division
26 Prince Andrew Place
Toronto, ON M3C 2H4
Website: www.elections.on.ca

Telephone: 416.325.9401
Toll Free: 1.866.566.9066
Fax: 416.325.9466
Email: ElectFin@elections.on.ca

Third Party Registration and Change Notice Form

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

Disponible aussi en français.

Section A: Third Party Information

Full Name: _____

Registration type: (check one) Entity (complete A1)
 Individual (complete A2)

(check one) New Change

For Office Use Only					

A1: Entity Applicant

Organization Name: _____ (if different from above)

Principal Officer(s) of A1: Entity Applicant

First Name: _____ Last name: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

First Name: _____ Last name: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

A2: Individual Applicant

First Name: _____ Last name: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

The TP-1 form is open to inspection by any person during the normal office hours of Elections Ontario.

Section B: Chief Financial Officer (CFO)

Every third party that is required to register must appoint a CFO. Provide the name, address and contact information of the CFO.

First Name: _____ Last name: _____

Business phone: _____ Alternate phone: _____

Email address: _____ Fax: _____

Address: _____

City: _____ Postal code: _____

Section C: Auditor (if applicable)

Where advertising expenses are \$5,000 or more, a third party must appoint an auditor who is 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 D: Person(s) Authorized to Accept Contributions

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

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 E: 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 as record keeper and their address as a location where records are kept.

Designate Third Party'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 F: Financial Institution(s)

Provide the name and address of each financial institution at which an account has been opened and the signing officer(s) for each account.

Institution: _____

Business phone: _____ Email address: _____

Address: _____

City: _____ Postal code: _____

Signing Officer(s) for this Account

Make CFO a signing officer for this account

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 G: Where the Third Party is an Entity with a Governing Body

Attached is a copy of the resolution of the governing body, authorizing the third party entity to incur third party political advertising expenses.

The third party entity does not have a governing body.

Section H: Certification of Third Party Applicant(s) and CFO

The Third Party (individual applicant or entity's principal officer(s)) and CFO must complete and sign this section.

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

Elections Ontario
 Compliance Division
 26 Prince Andrew Place
 Toronto, Ontario M3C 2H4
 Email: electfin@elections.on.ca

This initial registration form must be completed and filed with the Chief Electoral Officer immediately after having incurred expenses of \$500 or more on political advertising in either the twelve months before a fixed date general election (the non-election period) or during an election period.

Registration is not required where the third party is spending less than \$500 on political advertising in either the non-election period or the election period.

There is no fee to register a third party with the Chief Electoral Officer of Ontario.

The third party has the responsibility to file a complete and accurate registration form under subsection 37.5 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 third party 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 third party.

Certification of Third Party Applicant(s)

I/We, certify that the information on this form is, to the best of my/our knowledge and belief, true and correct.

Name of Applicant(s)	Signature of Applicant	Date

Certification of CFO

I, _____, (Name of Third Party'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