

Form C-1: CANDIDATE Registration and Change Notice Form

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 and before polling day. There is no fee to register as a candidate with the Chief Electoral Officer of Ontario.

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

A. CANDIDATE INFORMATION

Provide the name of the political party endorsing the candidate, if any, and the electoral district in which the candidate is registering. Also provide the name, address and contact information of the candidate.

Type of Registration

A new registration is the initial registration of a candidate with the Chief Electoral Officer. A change notice is for informing the Chief Electoral Officer of any changes to the initial registration. For any changes, a revised C-1 must be submitted immediately.

Nomination Method

Choose one nomination method only - (a), (b), (c) or (d). If (c) is chosen, the registered constituency association's chief financial officer (CFO) must complete Section I. If (d) is chosen, the registered political party's CFO must complete Section J.

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.

The candidate may provide consent for the posting of the campaign office address and website to Election Ontario's website for public information purposes.

C. CHIEF FINANCIAL OFFICER (CFO)

Every candidate must appoint a CFO. The candidate cannot be the CFO. The candidate's CFO can also be the constituency association's CFO. Provide the name, address and contact information of the CFO.

D. AUDITOR

Every candidate must appoint an auditor who is licensed under the *Public Accounting Act, 2004*. The CFO cannot be the auditor. Provide the name, licence number, address and contact information of the auditor.

E. 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, make deposits and issue tax receipts. The candidate is not allowed to accept contributions.

F. PLACE WHERE RECORDS ARE KEPT

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

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

Provide the name and address of each financial institution in Ontario 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 CANDIDATE AND CANDIDATE'S CFO

The candidate and CFO must complete and sign this section.

The candidate acknowledges the obligation to file nomination papers under the *Election Act*.

I. CERTIFICATION OF CONSTITUENCY ASSOCIATION'S CFO

The CFO of the registered constituency association endorsing the candidate must complete this section if nomination method (c) was chosen (in Section A). The constituency association's CFO signing the form must be currently on file with the Chief Electoral Officer as per the filed Constituency Association Registration and Change Notice Form (A-1). If you are an independent candidate, leave this section blank.

J. CERTIFICATION OF POLITICAL PARTY'S CFO

The CFO of the registered political party must complete this section if nomination method (d) was chosen (in Section A). 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). If you are an independent candidate, leave this section blank.

It is the candidate'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 candidate is considered to be registered on the day the form is received by the Chief Electoral Officer, no earlier than the day of the writ, providing the form is properly completed and has the required signatures. If the form is sent by registered mail, the candidate is considered to be registered on the day the form is mailed 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
Election Finances 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	



Elections Ontario

Election Finances Division

51 ROLARK DRIVE
TORONTO, ONTARIO M1R 3B1

Telephone: (416) 325-9401
Toll Free: 1-866-566-9066
FAX: (416) 325-9466

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Disponible aussi en français.

For Office Use Only
[Grid for office use]

Section A: Candidate Information

Registration Type: (check one) New [] Change []

Party (if applicable):

Electoral District:

First Name: Last Name:

Business Tel.: Home Tel.:

Fax: Email:

Address:

City: Postal Code:

Nomination Method (Choose one method only)

- (a) In accordance with the Election Act - nomination paper already filed with the Returning Officer.
(b) Declared myself an independent candidate after the election writ was issued.
(c) Nominated by a registered constituency association and certified to by that constituency association's chief financial officer.
(d) Nominated by a registered political party and certified to by that political party's chief financial officer.

Section 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.

- I consent to the information pertaining to the campaign office address and the website address being posted to Elections Ontario's website for public information purposes.

Office Tel.: Fax:

Official Website(s):

Email:

Address:

City: Postal Code:

Campaign Manager

First Name: Last Name:

Business Tel.:

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Section C: Chief Financial Officer (CFO)

Every Candidate must appoint a CFO. The Candidate cannot be the CFO. The Candidate's CFO can also be the Constituency Association's CFO.

First Name: _____ **Last Name:** _____
Business Tel.: _____ **Home Tel.:** _____
Fax: _____ **Email:** _____
Address: _____
City: _____ **Postal Code:** _____

Section D: Auditor

Every Candidate must appoint an auditor who is licensed under the Public Accounting Act, 2004. The CFO cannot be the auditor.

Firm Name: _____
First Name: _____ **Last Name:** _____
Designation: (check one) CA CGA **Licence No:** _____
Business Tel.: _____ **Home Tel.** _____
(optional): _____
Fax: _____ **Email:** _____
Address: _____
City: _____ **Postal Code:** _____
Contact Person (if different from above)
First Name: _____ **Last Name:** _____

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Section E: Person(s) Authorized to Accept Contributions

Provide the name(s) and information of the person(s) who are authorized to accept contributions, make deposits and issue tax receipts. The Candidate is not allowed to accept contributions.

(check below if applicable)

- Make CFO a person authorized to accept contributions.

Authorized Person

First Name: _____ **Last Name:** _____
Office Held: _____
Business Tel.: _____ **Home Tel.:** _____
Fax: _____ **Email:** _____
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 of the place where financial records are kept.

(Check below if applicable.)

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

Record Keeper and Location

First Name: _____ **Last Name:** _____
Office Held: _____
Business Tel.: _____ **Home Tel.:** _____
Fax: _____ **Email:** _____
Address: _____
City: _____ **Postal Code:** _____

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

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Section G: Financial Institution(s)

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

Institution: _____

Address: _____

City: _____ **Postal Code:** _____

Signing Officer(s) for this Account

(Check below if applicable.)

Make CFO a signing officer for this account.

First Name: _____ **Last Name:** _____

Office Held: _____

Business Tel.: _____ **Home Tel.:** _____

Fax: _____ **Email:** _____

Address: _____

City: _____ **Postal Code:** _____

First Name: _____ **Last Name:** _____

Office Held: _____

Business Tel.: _____ **Home Tel.:** _____

Fax: _____ **Email:** _____

Address: _____

City: _____ **Postal Code:** _____

First Name: _____ **Last Name:** _____

Office Held: _____

Business Tel.: _____ **Home Tel.:** _____

Fax: _____ **Email:** _____

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.

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Section H: Certification of Candidate and Candidate's CFO

The Candidate 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
Election Finances 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 candidate with the Chief Electoral Officer of Ontario.

The Candidate has the responsibility to file a complete and accurate registration form under section 13 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 Candidate 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 candidate.

Certification of Candidate

I, _____ (Name of Candidate), certify that the information on this form is to the best of my knowledge and belief true and correct. I also state that I have filed or that I undertake to file a nomination paper with the Returning Officer under the *Election Act*.

Signature of Candidate: _____

Date: _____

Certification of CFO

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

Signature of CFO: _____

Date: _____

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Section I: Certification of Constituency Association's CFO

The registered Constituency Association's CFO must complete and sign this section, if you have chosen nomination method (c). If you are an independent candidate, leave this section blank.

Certification of Constituency Association's CFO

I, _____ (Name of Constituency Association's CFO),
certify that this Candidate has been nominated by _____
(Name of Constituency Association) Constituency Association.

Signature of CFO: _____

Date: _____

Section J: Certification of Political Party's CFO

The registered Political Party's CFO must complete and sign this section, if you have chosen nomination method (d). If you are an independent candidate, leave this section blank.

Certification of Political Party's CFO

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

Name of Political Party: _____

Signature of CFO: _____

Date: _____