

# FORM LC-1 LEADERSHIP CONTESTANT REGISTRATION AND CHANGE NOTICE FORM

## Instructions

Please print clearly or type. You must complete and file this form 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.

### A. LEADERSHIP CONTESTANT INFORMATION

Provide the name, address and telephone numbers of the leadership contestant.

You must send the original form to the Chief Electoral Officer. The leadership contestant is registered on the day the form is received by the Chief Electoral Officer providing the form is properly completed and has the required signatures. Forms may be submitted by facsimile.

#### Type of Registration

A new registration is the initial registration of a leadership contestant 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 LC-1 must be submitted immediately.

### B. CAMPAIGN OFFICE AND MANAGER

Appointing a campaign manager is optional. You may leave this section 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 chief financial officer. The leadership contestant cannot be the CFO. Provide the name, address and telephone numbers of the CFO.

### D. AUDITOR

Every leadership contestant must appoint an auditor who is licensed under the *Public Accountancy Act*. Provide the licence number. The chief financial officer cannot be the auditor.

**E. PERSONS AUTHORIZED TO ACCEPT CONTRIBUTIONS**

List the names of the persons who are authorized to accept contributions and make deposits. Attach a separate sheet if necessary. The leadership contestant is not allowed to accept contributions.

**F. PLACE WHERE RECORDS ARE KEPT**

Provide the address where the financial records are kept.

**G. FINANCIAL INSTITUTION**

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

**Signing Officer(s)**

Provide the name(s), address(es) and telephone number(s) of the signing officer(s). Attach a separate sheet if necessary.

**H. ATTESTATION OF LEADERSHIP CONTESTANT AND CERTIFICATION OF CFO**

The leadership contestant and CFO must complete this section. The original signatures are required. The leadership contestant's signature must be witnessed.

**I. CERTIFICATION OF POLITICAL PARTY'S CHIEF FINANCIAL OFFICER**

The registered political party's chief financial officer must complete this section. The original signature of the political party's CFO is required.

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.

If the chief financial officer resigns, the resigning CFO must give all the financial records to the new CFO. The Chief Electoral Officer will send a set of guidelines to the new CFO.

This form may be inspected during office hours of Elections Ontario.





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Disponible aussi en français.

| Section C: Chief Financial Officer  |                     |
|---|---------------------|
| <i>Every leadership contestant must appoint a Chief Financial Officer (CFO). The leadership contestant cannot be the CFO. Provide the name, address and telephone numbers of the CFO.</i> |                     |
| <b>First Name:</b>  | <b>Last Name:</b>   |
| <b>Business Tel.:</b>   | <b>Home Tel.:</b>   |
| <b>Fax:</b>   | <b>Email:</b>       |
| <b>Address:</b>   |                     |
| <b>City:</b>  | <b>Postal Code:</b> |

| Section D: Auditor  |                     |
|---|---------------------|
| <i>Every leadership contestant must appoint an auditor who is licensed under the Public Accountancy Act. Provide the licence number. The Chief Financial Officer cannot be the auditor.</i> |                     |
| <b>Firm Name:</b>   |                     |
| <b>First Name:</b>  | <b>Last Name:</b>   |
| <b>Designation:</b> CA <input type="checkbox"/> CGA <input type="checkbox"/>  | <b>Licence No:</b>  |
| <b>Business Tel.:</b>   | <b>*Home Tel.:</b>  |
| <b>Fax:</b>   | <b>Email:</b>       |
| <b>Address:</b>   |                     |
| <b>City:</b>  | <b>Postal Code:</b> |
| Contact Person (if different from above)  |                     |
| <b>First Name:</b>  | <b>Last Name:</b>   |

(Items marked with a '\*' are optional.)

| Section E: Persons Authorized to Accept Contributions  |                     |
|--|---------------------|
| <i>List the names of the persons who are authorized to accept contributions and make deposits. The leadership contestant is not allowed to accept contributions.</i> |                     |
| <input type="checkbox"/> Make CFO a person authorized to accept contributions.   |                     |
| Authorized Person  |                     |
| <b>First Name:</b>   | <b>Last Name:</b>   |
| <b>Office Held:</b>  |                     |
| <b>Business Tel.:</b>  | <b>Home Tel.:</b>   |
| <b>Fax:</b>  | <b>Email:</b>       |
| <b>Address:</b>  |                     |
| <b>City:</b>   | <b>Postal Code:</b> |

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



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## Section F: Place Where Records are Kept

Provide the address 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

|                       |                     |
|-----------------------|---------------------|
| <b>First Name:</b>    | <b>Last Name:</b>   |
| <b>Office Held:</b>   |                     |
| <b>Business Tel.:</b> | <b>Home Tel.:</b>   |
| <b>Fax:</b>           | <b>Email:</b>       |
| <b>Address:</b>       |                     |
| <b>City:</b>          | <b>Postal Code:</b> |

To add additional Record Keepers and Locations, please copy this page, and include with your application.

## Section G: Financial Institution

Indicate 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.

|   |                     |
|---|---------------------|
| <b>Institution:</b>   |                     |
| <b>Address:</b>   |                     |
| <b>City:</b>  | <b>Postal Code:</b> |
| <b>Signing Officers for this account</b>                              |                     |
| <input type="checkbox"/> Make CFO a Signing Officer for this account. |                     |
| <b>First Name:</b>  | <b>Last Name:</b>   |
| <b>Office Held:</b>   |                     |
| <b>Business Tel.:</b>   | <b>Home Tel.:</b>   |
| <b>Fax:</b>   | <b>Email:</b>       |
| <b>Address:</b>   |                     |
| <b>City:</b>  | <b>Postal Code:</b> |
| <b>First Name:</b>  | <b>Last Name:</b>   |
| <b>Office Held:</b>   |                     |
| <b>Business Tel.:</b>   | <b>Home Tel.:</b>   |
| <b>Fax:</b>   | <b>Email:</b>       |
| <b>Address:</b>   |                     |
| <b>City:</b>  | <b>Postal Code:</b> |

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



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## Section H: Attestation of Leadership Contestant and Certification of CFO

The leadership contestant and CFO must complete this section. The original signatures are required.

Your registration form will be reviewed by Elections Ontario upon receipt of these signatures. Please print, sign, and 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

You must complete and file this initial registration form 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 chief financial officer 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.

### Attestation of Leadership Contestant

I, \_\_\_\_\_ (Name of leadership contestant), attest that the information on this form is to the best of my knowledge and belief true and correct.

\_\_\_\_\_  
Signature of Leadership Contestant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

### Certification of Chief Financial Officer

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.

\_\_\_\_\_  
Signature of Chief Financial Officer

\_\_\_\_\_  
Date

## Section I: Certification of Political Party's CFO

The registered political party's Chief Financial Officer must complete this section. The original signature of the political party's Chief Financial Officer is required.

### Certification of Political Party's Chief Financial Officer

I, \_\_\_\_\_ (Name of Political Party 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).

\_\_\_\_\_  
Signature of Political Party CFO

\_\_\_\_\_  
Date