

FORM A-1: CONSTITUENCY ASSOCIATION REGISTRATION AND CHANGE NOTICE FORM

Instructions

Please print clearly or type. 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 an association with the Chief Electoral Officer of Ontario.

A. CONSTITUENCY ASSOCIATION INFORMATION

Please provide the address of the association.

Type of Registration

A new registration is the initial registration of a constituency association 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 A-1 must be submitted immediately. Forms may be submitted by facsimile.

B. PRESIDENT

Please provide the name, address and telephone numbers of the president.

C. CHIEF FINANCIAL OFFICER (CFO)

Every association must appoint a chief financial officer before registering. Provide the name, address and telephone numbers of the CFO.

D. AUDITOR

Every association 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. PRINCIPAL OFFICERS

Please provide the name(s), address(es), and telephone numbers of any principal officers of the association.

F. PERSONS AUTHORIZED TO ACCEPT CONTRIBUTIONS

List the names of the persons who are authorized to accept contributions, make deposits and issue tax credit receipts. Attach a separate sheet if necessary.

G. PLACE WHERE RECORDS ARE KEPT

Provide the address of the place where the financial records are kept.

H. FINANCIAL INSTITUTION AND SIGNING OFFICER(S)

Indicate the name and address of each financial institution in Ontario. If there is more than one financial institution, attach a separate sheet.

Provide the name(s) of the signing officer(s). Attach a separate sheet if necessary.

I. STATEMENT OF ASSETS AND LIABILITIES

This statement must be completed for the initial registration of a new association only.

J. ATTESTATION OF THE CHIEF FINANCIAL OFFICER

The Statement of Assets and Liabilities (see I) must be attested to by the CFO and the attestation must be witnessed. See Guideline G02.

K. CERTIFICATION OF PRESIDENT AND CHIEF FINANCIAL OFFICER

The constituency association's president and chief financial officer must complete this section. The original signatures are required.

It is the constituency association'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.

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

L. CERTIFICATION OF POLITICAL PARTY

The political party should complete this section. Alternatively, a letter of endorsement may be submitted.

The A-1 form is open to inspection by any person during normal office hours of 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.

Section A: Constituency Association Information

Note: New registrations must complete Sections A through L. Change notices must complete Sections A through H and Section K. Notice must be submitted immediately for a change of chief financial officer or auditor, and within 30 days for any other changes.

Registration Type: New Change

Electoral District:

Party:

Address:

City:

Postal Code:

Section B: President

First Name:

Last Name:

Business Tel.:

Home Tel.:

Fax:

Email:

Check if address is same as constituency association's address:

Address:

City:

Postal Code:

Section C: Chief Financial Officer

The Constituency Association must appoint a Chief Financial Officer before registering.

First Name:

Last Name:

Business Tel.:

Home Tel.:

Fax:

Email:

Check if address is same as constituency association's address:

Address:

City:

Postal Code:



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

(Items marked with a "*" are optional.)

Section E: Principal Officers	
<i>Please define any additional Principal Officers, if any, other than the President and CFO.</i>	
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 Principal Officers, please copy this page, fill out as necessary, and include with your application.



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Section F: Persons Authorized to Accept Contributions

List the names of the persons who are authorized to accept contributions, make deposits, and issue tax credit receipts.

- Make CFO a person authorized to accept contributions.
 Make President 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, please copy this page, fill out as necessary, and include with your application.

Section G: Place Where Records are Kept

Provide the address of the place where financial records are kept.

- Designate Constituency Association's address as a location where records are kept.
 Designate CFO's address as a location where records are kept.
 Designate Constituency Association President'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, please copy this page, and include with your application.



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Section H: Financial Institution	
<i>Indicate the name and address of each financial institution in Ontario at which the Constituency Association has an account.</i>	
Institution:	
Address:	
City:	Postal Code:
Signing Officers for this account	
<input type="checkbox"/> Make CFO a Signing Officer for this account.	
<input type="checkbox"/> Make President 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:
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, please copy and fill out this page for each one and include with your application



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Section K: Certification of President and CFO

The Constituency Association's President and Chief Financial Officer 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	Telephone: (416) 325-9401
Election Finances Division	Toll Free: 1-866-566-9066
51 Rolark Drive	FAX: (416) 325-9466
Toronto, Ontario M1R 3B1	

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 an association with the Chief Electoral Officer of Ontario.

The Constituency Association has the responsibility to file a complete and accurate registration form under section 11 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 other executive officer and chief financial officer 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 Constituency Association.

Certification of President and CFO

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

_____	_____
<i>Signature of President</i>	<i>Date</i>
_____	_____
<i>Signature of Chief Financial Officer</i>	<i>Date</i>

Section L: Certification of Political Party

The Constituency Association must be endorsed by the political party with which it is affiliated.

Certification of Registered Political Party

We, the _____ (Name of Political Party), certify that this Constituency Association is endorsed by the Political Party.

_____	_____
<i>Signature of Party Official</i>	<i>Date</i>

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