

# Form P-1: POLITICAL PARTY 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 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 any conventional delivery method, including mail, fax, email or hand delivery.

### **A. POLITICAL PARTY INFORMATION**

Provide the name, address 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 thirty 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, 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**

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

**F. PRINCIPAL OFFICERS**

Please provide the name(s), address(es) and contact information of any 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 where the financial records are kept.

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

Provide the name and address of each financial institution in Ontario 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 ninety days prior to the date of the application for registration.

This initial statement does not have to be audited. However, since future financial statements based on this opening position must be audited, it is essential for the auditor to review this initial statement before it is filed with the Chief Electoral Officer. The auditor's opinion on subsequent financial statements could be affected by its content.

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 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
Election Finances Division	Toll Free: 1-866-566-9066
51 Rolark Drive	Fax: (416)325-9466
Toronto, ON M1R 3B1	Email: <a href="mailto:electfin@elections.on.ca">electfin@elections.on.ca</a>
Internet address: <a href="http://www.elections.on.ca">http://www.elections.on.ca</a>	



**Election Finances Division**

51 ROLARK DRIVE  
TORONTO, ONTARIO M1R 3B1

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

**P-1 Political Party Registration and  
Change Notice Form**

*Disponible aussi en français.*

For Office Use Only			

**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: \_\_\_\_\_

**Business Tel.:** \_\_\_\_\_    **Fax:** \_\_\_\_\_

**Official Website(s):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_    **Postal Code:** \_\_\_\_\_

**Section B: Party Leader**

**First Name:** \_\_\_\_\_    **Last Name:** \_\_\_\_\_

**Business Tel.:** \_\_\_\_\_    **Home Tel.:** \_\_\_\_\_

**Fax:** \_\_\_\_\_    **Email:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_    **Postal Code:** \_\_\_\_\_

**P-1 Political Party Registration and Change Notice Form**

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**Section C: Party President**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Business Tel.:** \_\_\_\_\_ **Home Tel.:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Check if address is same as Political Party's address:   
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

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**Section D: Chief Financial Officer (CFO)**

*The Political Party must appoint a CFO before registering.*

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Business Tel.:** \_\_\_\_\_ **Home Tel.:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Check if address is same as Political Party's address:   
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

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**Section E: Auditor**

*The Political Party 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.:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_  
**Contact Person (if different from above)**  
**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

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**P-1 Political Party Registration and Change Notice Form**

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**Section F: Principal Officers**

*Please define any additional Principal Officers other than the President and CFO.*

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

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

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

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

**P-1 Political Party Registration and Change Notice Form**

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**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 a person authorized to accept contributions.
- Make party leader a person authorized to accept contributions.

**Authorized Persons**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Office Held:** \_\_\_\_\_  
**Business Tel.:** \_\_\_\_\_ **Home Tel.:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Check if address is same as Political Party's address:   
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Office Held:** \_\_\_\_\_  
**Business Tel.:** \_\_\_\_\_ **Home Tel.:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Check if address is same as Political Party's address:   
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Office Held:** \_\_\_\_\_  
**Business Tel.:** \_\_\_\_\_ **Home Tel.:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
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.*



**P-1 Political Party Registration and Change Notice Form**

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**Section H: Place Where Records are Kept**

*Provide the name of the record keepers and addresses of the places 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 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> _____

<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 Record Keepers and Locations, copy this page, fill out as necessary, and include with your application.*

**P-1 Political Party Registration and Change Notice Form**

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**Section I: Financial Institution(s)**

*Provide the name(s) and address(es) of each financial institution in Ontario 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 a signing officer for this account.
- Make party leader 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 this page, fill out as necessary, and include with your application.*

**P-1 Political Party Registration and Change Notice Form**

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**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.

<b>Statement of Assets and Liabilities as at:</b>		(Date)
<b>Assets</b>		<i>Amount</i>
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**

<i>Description</i>	<i>Amount</i>

Total Assets

**P-1 Political Party Registration and Change Notice Form**

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<b>Liabilities</b>	<i>Amount</i>
Line 8 – Borrowings (Provide details of borrowings in table below)	_____
<b><i>Borrowings Table – breakdown of line 8</i></b>	
<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
9 – Accounts payable	_____
Line 10 – Debts incurred but not yet billed	_____
Line 11 – Other liabilities (Provide details of other liabilities in table below)	_____
<b><i>Other Liabilities Table – breakdown of line 11</i></b>	
<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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.

Signature of CFO: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

## P-1 Political Party Registration and Change Notice Form

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### **Section L: Certification of Incoming and Outgoing Officers**

*The Political Party's incoming and outgoing Presidents 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  
Election Finances Division  
51 Rolark Drive  
Toronto, Ontario M1R 3B1  
Telephone: (416) 325-9401  
Toll Free: 1-866-566-9066  
FAX: (416) 325-9466

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 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 Presidents**

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.

Signature of Incoming President or Equivalent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Outgoing President or Equivalent: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Certification of Incoming and Outgoing CFOs**

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.

Signature of Incoming CFO: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Outgoing CFO: \_\_\_\_\_

Date: \_\_\_\_\_

**P-1 Political Party Registration and Change Notice Form**

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**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 subsection 10(3)(k).

Name of Leader:

\_\_\_\_\_

Signature of Leader:

\_\_\_\_\_

Date:

\_\_\_\_\_

Name of Witness:

\_\_\_\_\_

Signature of Witness:

\_\_\_\_\_

Date:

\_\_\_\_\_