

Form NC-1: NOMINATION CONTESTANT Registration and Change Notice Form

Completion Guide

This form is available on the Elections Ontario website. This form must be completed and filed with the Chief Electoral Officer before any financial activity occurs. When filling out this form, please print clearly or type your information. There is no fee to register as a nomination contestant with the Chief Electoral Officer of Ontario.

It is the nomination 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 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. NOMINATION CONTEST INFORMATION

Provide the name of the registered political party, the electoral district of the registered constituency association, and the type of event that this nomination contest concerns.

Type of Registration

A new registration is the initial registration of a nomination contestant with the Chief Electoral Officer. For a new registration, complete Sections A through J.

A change notice is for informing the Chief Electoral Officer of any changes to the initial registration. For any changes, a revised NC-1 must be submitted immediately. For a change notice, complete Sections A through I.

B. NOMINATION CONTESTANT INFORMATION

Provide the full name, address and contact information of the nomination contestant.

C. CHIEF FINANCIAL OFFICER (CFO)

The nomination contestant must appoint a CFO before registering. Provide the name, address and contact information of the CFO.

D. PRINCIPAL OFFICER(S)

Provide the name(s), address(es), and contact information of any principal officers of the nomination contestant.

E. AUDITOR

Every nomination contestant must, within 30 days of receiving at least \$10,000 in contributions or incurring expenses of at least \$10,000, appoint an auditor who is actively 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, where applicable. Audit subsidies are only payable where the nomination contestant is required to appoint an auditor.

F. PERSON(S) AUTHORIZED TO ACCEPT CONTRIBUTIONS

Provide the names, addresses and contact information of all persons authorized by the nomination contestant to accept contributions and make deposits. The nomination contestant is not allowed to accept contributions.

G. PLACE(S) WHERE RECORDS ARE KEPT

Provide the name of the record keeper and address of the place, in Ontario, where the financial records of the nomination contestant are kept.

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

Provide the name and address of each financial institution in Ontario in which an account has been opened to be used by or on behalf of the nomination contestant. 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.

I. CERTIFICATION OF NOMINATION CONTESTANT AND CFO

The nomination contestant and CFO must complete and sign this section.

J. CERTIFICATION OF POLITICAL PARTY'S CFO

The CFO of the registered political party must complete and sign this section. The CFO of the political party (or designate) signing the form must currently be on file with the Chief Electoral Officer as per the most recently filed Registration and Change Notice Form – P-1 Form. The registered political party's CFO must provide written authorization for appointing a designate.

It is the nomination 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.

The nomination contestant is considered to be registered on the day the form is received by the Chief Electoral Officer providing the form is properly completed and has

the required signatures and the registered political party has submitted the Notice of Nomination Contest Form NC-2.

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
Compliance 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	



Compliance Division

51 Rolark Drive
Toronto, Ontario M1R 3B1

Telephone: (416) 325-9401
Toll Free: 1-866-566-9066
Fax: (416) 325-9466
Email: electfin@elections.on.ca

**NC-1 Nomination Contestant Registration
and Change Notice Form**

Disponible aussi en français.

For Office Use Only					

Contestant Registration Type: *(check one)*

New

Change

Section A: Nomination Contest Information

Provincial Election Event Type: *(check one)* General Election By-election

Nomination Contest Held by: *(check one)* Political Party Constituency Association

Political Party: _____

Electoral District: _____

Section B: Nomination Contestant Information

First Name: _____

Last Name: _____

Business Tel.: _____

Home Tel.: _____

Fax: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

Official Website(s): _____

Section C: Chief Financial Officer (CFO)

Every Nomination Contestant must appoint a CFO. The Nomination Contestant cannot be the CFO.

First Name: _____

Last Name: _____

Business Tel.: _____

Home Tel.: _____

Fax: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

NC-1 Nomination Contestant Registration and Change Notice Form

Disponible aussi en français.

Section D: Principal Officer(s)

Provide the name(s) of any principal officer(s).

First Name: _____

Last Name: _____

Business Tel.: _____

Home Tel.: _____

Fax: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

First Name: _____

Last Name: _____

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.

Section E: Auditor

Every Nomination Contestant must, within 30 days of receiving at least \$10,000 in contributions or incurring expenses of at least \$10,000, appoint an auditor who is actively licensed under the Public Accounting Act, 2004. The CFO cannot be the auditor. Audit subsidies are only payable where the nomination contestant is required to appoint an auditor.

Firm Name: _____

First Name: _____

Last Name: _____

Designation: CPA

License No.: _____

Business Tel.: _____

Home Tel.:
(Optional) _____

Fax: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

Contact Person (if different from above):

First Name: _____

Last Name: _____

NC-1 Nomination Contestant Registration and Change Notice Form

Disponible aussi en français.

Section F: Person(s) Authorized to Accept Contributions

Provide the names and information of all persons who are authorized to accept contributions and make deposits. The Nomination Contestant 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 G: Place(s) 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 Nomination Contestant'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.

NC-1 Nomination Contestant Registration and Change Notice Form

Disponible aussi en français.

Section H: Financial Institution(s) and Signing Officer(s)

Provide the name and address of each financial institution in Ontario at which the nomination contestant 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.

NC-1 Nomination Contestant Registration and Change Notice Form

Disponible aussi en français.

Section I: Certification of Nomination Contestant and CFO

The Nomination Contestant 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
51 Rolark Drive
Toronto Ontario M1R 3B1
Email: electfin@elections.on.ca
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 nomination contestant with the Chief Electoral Officer of Ontario.

The Nomination Contestant has the responsibility to file a complete and accurate registration form under section 12.1 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 Nomination Contestant 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 Nomination Contestant.

Certification of Nomination Contestant

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

Signature of Nomination Contestant: _____

Date: _____

Certification of CFO

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

Signature of CFO: _____

Date: _____

NC-1 Nomination Contestant Registration and Change Notice Form

Disponible aussi en français.

Section J: Certification of Political Party's CFO

The chief financial officer of the registered Political Party must complete and sign this section.

Certification of Political Party's CFO

I, _____ (Name of CFO or Party designate), certify that, this contestant has met the party's constitutional requirements for eligibility to contest the nomination of the _____ .
(Name of Political Party and Electoral District)

Signature of CFO or Party designate: _____

Date: _____