

# LEADERSHIP CONTESTANT'S REGISTRATION RETURN (EC 20209)

## Introduction

A person must complete and submit the *Leadership Contestant's Registration Return* (EC 20209) to the Chief Electoral Officer with their application for registration as a leadership contestant.

## Filling Out the *Leadership Contestant's Registration Return*

### **Part 1. Statement of Contributions Received Before the First Day of the Contest**

Part 1 lists all contributions received before the first day of the contest. For contributors whose total monetary and non-monetary contributions are greater than \$200, the full name and address must be recorded. For contributions from contributors whose total monetary and non-monetary contributions are \$200 or less, the grand total of monetary and non-monetary contributions must be recorded, along with the total number of contributors. For anonymous contributions of \$20 or less, the grand total of monetary and non-monetary contributions must be recorded, along with the total approximate number of anonymous contributors.

1. For contributors making total contributions greater than \$200, enter the following for each contribution:
  - the full name and address of the contributor
  - the date received using the format yyyy/mm/dd
  - the monetary or non-monetary contribution amount
  - in the last row for the same contributor, the total amount in Column 3 for that contributor

For example, in the case of a contributor who made three separate contributions – a \$75 monetary contribution, a \$125 monetary contribution and a \$75 non-monetary contribution, for a total of \$275 – report, for each contribution, the full name and address of the contributor, the amount and the date received. In the *Total per contributor* column of the third row, enter \$275.

The amount of a non-monetary contribution is the commercial value of a service (other than volunteer labour) or of property, or the use of property or money, to the extent that it is provided without charge or at less than commercial value. For example, if the campaign paid \$125 for a service whose commercial value is \$350, the difference, \$225, represents a non-monetary contribution.

2. For contributors making total contributions of \$200 or less (not including anonymous contributions of \$20 or less), on the last page used for Part 1, enter in Row B the total amount of monetary contributions in Column 1 and non-monetary contributions in Column 2. Add columns 1 and 2 and enter the total in Column 3. Enter the number of contributors in the row below. Be sure to count multiple contributions from the same individual as coming from one contributor.

3. For anonymous contributions of \$20 or less (Amount C), on the last page used for Part 1, enter in columns 1 and 2 the total amount and the approximate number of contributors for both monetary and non-monetary contributions, then enter in Column 3 the total amounts and the approximate number of contributors. In the case of anonymous contributions from a general solicitation at a meeting or fundraising event, be sure to include supporting documentation that includes a description of the function at which the contributions were collected, the date of the function, the approximate number of people at the function and the total amount of anonymous contributions accepted.
4. On the last page of Part 1, enter the total amount of all contributions and the total number of contributors in the *Total amount of all contributions* and *Number of contributors* boxes.

If you need more than one page to record all of the information for this part, number the pages *Page \_\_\_ of \_\_\_*.

### ***Part 2. Statement of Operating Loans Received Before the First Day of the Contest***

For each loan, a separate Part 2 is required. Record; the name and address of the lender; the date the loan was received; the interest rate charged; the amount of the loan or, in the case of an overdraft, the maximum amount overdrawn; principal and interest payments; and the principal balance at December 31 of each year and as of the date of the return; the full name and address of the guarantor(s) and the amount(s) guaranteed.

#### **For Each Loan and Bank Overdraft**

##### Lender Details

1. *Name and address*: Enter the full name and address of the lender. If the lender is a financial institution, enter the name in the *Surname* box.
2. *Type of lender*: Enter the type of lender (A – Individual or B – Financial institution).

##### Loan Details

1. *Loan no.* : Enter a loan number in order to identify each loan.
2. *Date received*: Enter the date that the loan was received using the format yyyy/mm/dd.
3. *Type of loan*: Enter the type of loan (A – Term, B – On demand, C – Line of credit or D – Overdraft).
4. *Interest rate*: Enter the interest rate (fixed or variable). If, for example, a variable interest rate is 2% above prime, enter "+2".
5. *Amount borrowed or maximum amount overdrawn*: Enter the amount borrowed for a term or on demand loan, or total amount borrowed for a line of credit. For a bank overdraft, enter the maximum amount overdrawn.

For Loan and Line of Credit

1. *Principal payment(s)*: Enter the principal payment(s).
2. *Interest payment(s)*: Enter the interest payment(s).
3. *Balance as of date of return*: Enter the principal balance as of the date of the return.

Balance of Loan as of December 31 of Each Year

1. *Balance as of December 31*: Enter the outstanding balance of the loan at each December 31.

For example, if the campaign borrowed money in October 2014 for a leadership contest that started in September 2015, you would report the balance of the loan as of December 2014 and as of the date of the return.

Guarantor Details (If Applicable)

1. *Date received*: Enter the date that the guarantee was given using the format yyyy/mm/dd.
2. *Name and address*: Enter the full name and address of each guarantor.
3. *Amount guaranteed*: Enter the amount guaranteed.
4. *Total amount guaranteed*: Enter the total amount guaranteed for each loan in the *Total Amount Guaranteed \$* box.
5. *Number of guarantors*: Enter the total number of guarantors in the *Number of Guarantors* box.

Loan payments

1. *Payment date*: Enter the date that each payment was made using the format yyyy/mm/dd.
2. *Amount paid*: Enter the amount of each payment.
3. *Contributed or transferred loan payment*: Enter the amount of a loan payment made by an individual, the registered party or a registered association on behalf of the leadership contestant.
4. *Principal payment(s)*: Enter the amount of each principal payment.
5. *Interest payment(s)*: Enter the amount of each interest payment.
6. *Balance*: Enter the principal balance as of the date of the payment by subtracting the current principal payment from the previous balance.
7. *Total*: Total each column.

Include any additional terms and conditions on additional pages attached to this section.

If you need more than one page to record all of the information for this part, number the pages *Page* \_\_\_ of \_\_\_.

**Part 3. Summary of Contributions and Loans Received Before the First Day of the Contest**

Part 3 summarizes the monetary and non-monetary amounts reported in parts 1 and 2.

1. In Row 1, carry forward the total amounts of monetary and non-monetary contributions and the number of contributors from Part 1 to the corresponding columns.
2. In Row 2 for individuals and row 3 for financial institutions, carry forward the total loan amounts from Part 2. In your sum, exclude the maximum amount overdrawn from a bank overdraft. Enter the number of lenders, excluding overdrafts, in Column 4.
3. In Row 4, enter the sum of rows 2 and 3.
4. In Row 5, enter the sum of rows 1 and 4.