



General Form – Third Party

General instructions

Completing the Form

- The form can be filled out electronically and saved with Adobe Professional. Print the form to collect the necessary signatures.
- If you cannot save, print all completed pages before closing the window. Information that is not saved will be lost.

Contacting us

- The form can be submitted to the Registration Unit by using one of the following options:
 - by Mail
 - by Fax
 - by E-mail: scan a signed copy and attach the completed form to the e-mail.
- Please contact us if you have any questions or require any assistance in completing the form.

Elections Canada
 Registration Unit, Political Financing
 30 Victoria Street
 Gatineau, Quebec K1A 0M6

Tel.: 1-800-486-6563 (toll-free)
 TTY: 1-800-361-8935 (toll-free)
 Fax: 1-877-877-9517 (toll-free)
 E-mail: political.financing@elections.ca
 Website: www.elections.ca

Important reminders

- Make sure the completed form is signed and dated. Digital and electronic signatures are not accepted.
- Incomplete or illegible information may delay the processing of your submission or result in your submission being rejected. Be sure to provide all the information requested.
- **Registration for the Pre-election Period:** A third party must register if it incurs or anticipates incurring expenses totalling \$500 or more for partisan activities, partisan advertising and/or election surveys that take place during the pre-election period. The pre-election period starts on June 30 and ends on the day before the general election is called. The third party may not register before the beginning of the pre-election period.
- **Registration for the Election Period:** A third party must register if it incurs or anticipates incurring expenses totalling \$500 or more for partisan activities, election advertising and/or election surveys that take place during the election period. The election period starts on the day the election is called and ends on election day when the polls close. The third party may not register for the election period before the beginning of the election period. **A third party that registered during the pre-election period is deemed to be registered for the election period.**

Related documentation

- [Political Financing Handbook for Third Parties, Financial Agents and Auditors](#)
 Find it at www.elections.ca under Political Participants > Tools for Third Parties > Manuals

Privacy statement

The personal information supplied on this form is collected under the authority of the *Canada Elections Act* for the purpose of administering the registration of political entities. The information is available for public inspection in accordance with the Act, and certain information is published on the Elections Canada website at www.elections.ca. You have a right to access and/or to request a correction of your personal information under the *Privacy Act*. For details on the collection and use of this information, consult the entry for Personal Information Bank CEO PPU 036 at www.elections.ca.



General Form – Third Party

Section A – Identifying information

Name of the third party in English and/or French (as it will be identified on any advertising) - all advertising must include the third party's name

In English

In French

Section B – Submission type (choose Type 1, Type 2 or Type 3)

Type 1 - Request to register a third party for the *pre-election period*

Please choose one of the following four registration options. The third party makes this application as a/an:

- Individual (go to Section C, Option 1)
- Group without a governing body (go to Section C, Option 2)
- Corporation - **Resolution required** (go to Section C, Option 3)
- Trade union or group with a governing body - **Resolution required** (go to Section C, Option 4)

Type 2 - This is an application to register a third party for the election period of a general election or a by-election. Note that if the third party registered for the pre-election period, it is not required to register for the election period.

Please choose one of the following four registration options. The third party makes this application as a/an:

- Individual (go to Section C, Option 1)
- Group without a governing body (go to Section C, Option 2)
- Corporation - **Resolution required** (go to Section C, Option 3)
- Trade union or group with a governing body - **Resolution required** (go to Section C, Option 4)

Type 3 - Request to change information recorded in the Registry of Third Parties

➡ Once you have read and signed the following certification, complete only sections with changes, starting at Section D.

I certify that the information set out in this report is complete and accurate.

Print name of the individual, signing officer of the corporation or person responsible for the group

Signature of the individual, signing officer of the corporation or person responsible for the group

Date of signature (yyyy/mm/dd)



General Form – Third Party

Name of the third party

Section C – Declaration

Option 1 - Individual

You must register under your name. You must be a Canadian citizen, be a permanent resident of Canada, or reside in Canada.

➤ Once you have read and signed the following declaration, go to Section D and complete all other applicable sections.

Declaration

I hereby apply to register as a third party and I certify that I am a Canadian citizen, am a permanent resident of Canada, or reside in Canada. The information set out in the application is complete and accurate.

I also confirm that I have incurred or I anticipate incurring \$500 or more in partisan activity expenses, partisan advertising expenses, election advertising expenses, or election survey expenses.

If the \$500 threshold has been reached, please indicate the date on which it was reached:

Date threshold was reached (yyyy/mm/dd)

Print name of the individual	Signature of the individual	Date of signature (yyyy/mm/dd)

Option 2 - Group without a governing body

No resolution required. The person responsible for the group must be a Canadian citizen, be a permanent resident of Canada, or reside in Canada.

➤ Once you have read and signed the following declaration, go to Section D and complete all other applicable sections.

Declaration

I hereby apply to register the third party named above. As the person responsible for the group, I certify that I am a Canadian citizen, am a permanent resident of Canada, or reside in Canada. The information set out in the application is complete and accurate.

I also confirm that the group has incurred or anticipates incurring \$500 or more in partisan activity expenses, partisan advertising expenses, election advertising expenses, or election survey expenses.

If the \$500 threshold has been reached, please indicate the date on which it was reached:

Date threshold was reached (yyyy/mm/dd)

Print name of the person responsible for the group	Signature of the person responsible for the group	Date of signature (yyyy/mm/dd)



General Form – Third Party

Name of the third party

Section C (continued)

Option 3 - Corporation

Include a copy of the resolution passed by the governing body authorizing it to incur partisan activity expenses, partisan advertising expenses, election advertising expenses, or election survey expenses. The corporation must carry on business in Canada.

➤ Once you have read and signed the following declaration, go to Section D and complete all other applicable sections.

Resolution is included

Declaration

I hereby apply to register the third party named above. As a signing officer of the corporation, I certify that it carries on business in Canada. The information set out in the application is complete and accurate.

I also confirm that the corporation has incurred or anticipates incurring \$500 or more in partisan activity expenses, partisan advertising expenses, election advertising expenses, or election survey expenses.

If the \$500 threshold has been reached, please indicate the date on which it was reached:

Date threshold was reached (yyyy/mm/dd)

Print name of the signing officer of the corporation	Signature of the signing officer of the corporation	Date of signature (yyyy/mm/dd)
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Option 4 - Trade union or group with a governing body

Include a copy of the resolution passed by the governing body authorizing it to incur partisan activity expenses, partisan advertising expenses, election advertising expenses, or election survey expenses. The person responsible for the group must be a Canadian citizen, be a permanent resident of Canada, or reside in Canada.

➤ Once you have read and signed the following declaration, go to Section D and complete all other applicable sections.

Resolution is included

Declaration

I hereby apply to register the third party named above. As the person responsible for the group, I certify that I am a Canadian citizen, am a permanent resident of Canada, or reside in Canada. The information set out in the application is complete and accurate.

I also confirm that the trade union or group has incurred or anticipates incurring \$500 or more in partisan activity expenses, partisan advertising expenses, election advertising expenses, or election survey expenses.

If the \$500 threshold has been reached, please indicate the date on which it was reached:

Date threshold was reached (yyyy/mm/dd)

Print name of the person responsible for the group	Signature of the person responsible for the group	Date of signature (yyyy/mm/dd)
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General Form – Third Party

Name of the third party

Section D - Applicant information (Individual, signing officer of the corporation or person responsible for the group)

- Registration of first or new applicant, as of
 Appointment date (yyyy/mm/dd)
- Change of contact information only

Surname	Given name	Middle initial	Correspondence <input type="radio"/> English <input type="radio"/> French	
Residential address		City	Prov./Terr.	Postal code
Mailing address (if different)		City	Prov./Terr.	Postal code
E-mail address (optional)	Telephone	Extension	Fax (optional)	

Section E - Address where communications may be sent (Headquarters)

- Same as mailing address in Section D

Address				
City		Prov./Terr.	Postal code	
E-mail address (optional)	Telephone	Extension	Fax (optional)	

Section F - Address where books and records are kept

- Same as address in Section E

Address				
City		Prov./Terr.	Postal code	
E-mail address (optional)	Telephone	Extension	Fax (optional)	



General Form – Third Party

Name of the third party

Section G - Financial agent information

Registration of first or new financial agent, appointment effective

Appointment date (yyyy/mm/dd)

Change of contact information only

Surname	Given name	Middle initial	Correspondence <input type="radio"/> English <input type="radio"/> French	
Residential address		City	Prov./Terr.	Postal code
Mailing address (if different)		City	Prov./Terr.	Postal code
E-mail address (optional)	Telephone	Extension	Fax (optional)	

Section H - Declaration by the financial agent

I consent to my appointment as financial agent for the third party named above. I am aware of the duties and responsibilities of this position under the *Canada Elections Act* and I am qualified to act as a financial agent under that Act.

Signature of the financial agent

Date of signature (yyyy/mm/dd)



General Form – Third Party

Name of the third party

A third party that incurs expenses in an aggregate amount of \$10,000 or more must appoint an auditor without delay.

Section I - Auditor information

Registration of first or new auditor, appointment effective

Change of contact information only

Appointment date (yyyy/mm/dd)

<input type="checkbox"/> The auditor is an individual The auditor must be a professional accountant.			
Surname	Given name	Middle initial	Correspondence <input type="radio"/> English <input type="radio"/> French
Occupation	Professional designation(s)		
Address (residential)	City	Prov./Terr.	Postal code
Mailing address (if different)	City	Prov./Terr.	Postal code
E-mail address (optional)	Telephone	Extension	Fax (optional)

<input type="checkbox"/> The auditor is a partnership The declaration must be completed and signed by a person authorized to sign on behalf of the partnership			
Name of partnership			
Person authorized to sign on behalf of the partnership			
Surname	Given name	Middle initial	Correspondence <input type="radio"/> English <input type="radio"/> French
Occupation	Professional designation(s)		
Address			
City	Prov./Terr.	Postal code	
E-mail address (optional)	Telephone	Extension	Fax (optional)

Section J - Declaration by the auditor

I consent to my appointment as auditor for the third party named above. I am aware of the duties and responsibilities of this position under the *Canada Elections Act* and I am qualified to act as an auditor under that Act.

Signature of the auditor

Date of signature (yyyy/mm/dd)