



General Form – Electoral District Association

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.
- 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.
- Where the chief executive officer is asked to sign, **no one can sign on the chief executive officer's behalf.**
- The same person cannot be both financial agent and chief executive officer of a registered electoral district association as both are required to act, either jointly or alternately, by the *Canada Elections Act*.

Related documentation

[Political Financing Handbook for Electoral District Associations and Financial Agents](#)

Find it at www.elections.ca under Political Participants > Tools for Electoral District Associations > 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.infosource.gc.ca.



General Form – Electoral District Association

Full name of the electoral district association

Full name of the registered party

Section A – Identifying information

Full name of the registered party

Full name of the electoral district association (as recorded in the Registry)

In English

In French

Full name of the federal electoral district

Section B – Submission type and declaration by the chief executive officer

Type 1

- Registration of a new association

This is an application to register an electoral district association of a registered party (including the party leader's consent).

I hereby apply to register the electoral district association named above. I certify that the information set out in this application is complete and accurate. **Sign the declaration by the chief executive officer and complete all other sections.**

Type 2

- Report of changes to the information

This is a report of changes to the information recorded in the Registry of Electoral District Associations. Changes must be reported to Elections Canada within 30 days after they occur.

I certify that the association's information, as amended on the attached form, is complete and accurate. **Sign the declaration by the chief executive officer and complete only the sections with changes.**

Type 3

- Annual confirmation of information

This is a confirmation of the association's information recorded in the Registry of Electoral District Associations. **Choose one of the following options:**

- Option 1**
No changes

I certify that the information maintained in the Registry for the above registered association is accurate and up to date. **Sign the declaration by the chief executive officer.**

- Option 2**
Changes required

I certify that the association's information, as amended on the attached form, is complete and accurate. **Sign the declaration by the chief executive officer and complete only the sections with changes.**

Declaration by the chief executive officer

Print name of the chief executive officer

Signature of the chief executive officer

Date of signature (yyyy/mm/dd)



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Section C - Chief executive officer information

- Registration of new chief executive officer, appointment effective
The signature of the new chief executive officer is required on page 2.

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Appointment date (yyyy/mm/dd)

- No changes
- 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	Telephone	Extension	Fax	

Section D - Association's headquarters

This is where Elections Canada sends any correspondence addressed to the chief executive officer.

- Same as mailing address in Section C

Address	City	Prov./Terr.	Postal code
E-mail address	Telephone	Extension	Fax
Association Web site			

Section E - Address where books and records are kept

- Same as address in Section D

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



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Section F - Financial agent information

Registration of new financial agent, appointment effective

Appointment date (yyyy/mm/dd)

No changes

Change of contact information only

Financial agent position is currently vacant; remove this name from the Registry

Termination date (yyyy/mm/dd)

Name:

The financial agent is an individual

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	Telephone	Extension	Fax	

The financial agent is a corporation

The declaration must be completed and signed by a person authorized to sign on behalf of the corporation.

Name of corporation

Person authorized to sign on behalf of the corporation

Surname	Given name	Middle initial	Correspondence <input type="radio"/> English <input type="radio"/> French	
Address	City	Prov./Terr.	Postal code	
E-mail address	Telephone	Extension	Fax	

Section G - Declaration by the financial agent (only required if appointing a new financial agent)

I consent to my appointment as financial agent for the electoral district association 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)



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Section H - Auditor information

Registration of new auditor, appointment effective
Appointment date (yyyy/mm/dd)

No changes

Change of contact information only

Auditor position is currently vacant; remove this name from the Registry
Termination date (yyyy/mm/dd)

Name:

The auditor is an individual

Surname	Given name	Middle initial	Professional designation(s)	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	Telephone		Extension	Fax	

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	Professional designation(s)	Correspondence <input type="radio"/> English <input type="radio"/> French	
Address		City		Prov./Terr.	Postal code
E-mail address	Telephone		Extension	Fax	

Section I - Declaration by the auditor (only required if appointing a new auditor)

I consent to my appointment as auditor for the electoral district association 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)



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Section K - Add or update officers in the Registry

Registration of new officer, appointment effective

Appointment date (yyyy/mm/dd)

Change of contact information and/or position title

Surname	Given name	Middle initial	Position title	
Residential address	City		Prov./Terr.	Postal code
Mailing address (if different)	City		Prov./Terr.	Postal code

Registration of new officer, appointment effective

Appointment date (yyyy/mm/dd)

Change of contact information and/or position title

Surname	Given name	Middle initial	Position title	
Residential address	City		Prov./Terr.	Postal code
Mailing address (if different)	City		Prov./Terr.	Postal code

Registration of new officer, appointment effective

Appointment date (yyyy/mm/dd)

Change of contact information and/or position title

Surname	Given name	Middle initial	Position title	
Residential address	City		Prov./Terr.	Postal code
Mailing address (if different)	City		Prov./Terr.	Postal code

If you require additional space, please print an additional copy and fill it in by hand.



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Full name of the registered party

Section L - Declaration and consent of the leader of the registered party

The signature of the leader of the registered party is only required if you are registering a new association.

I,

Name of the leader of the registered party

certify that

Name of the electoral district association

is an electoral district association of the party

Full name of the registered party

for the federal electoral district of

Name of the federal electoral district

Signature of the leader of the registered party

Date of signature (yyyy/mm/dd)