



When to use this form

This form is used throughout the year to report changes to the information about a registered association, its officers, agents and auditor in the Registry of Electoral District Associations. It must be submitted to Elections Canada **within 30 days** after there is a change in the information.

This form consists of the following parts:

- Part 1 – Association's information and chief executive officer's certification
- Part 2 – Chief executive officer's information
- Part 3 – Financial agent's information
- Part 4 – Auditor's information
- Part 5 – Association officers' information
- Part 6 – Electoral district agents' information

Important reminders

- If you are using a standard PDF reader, the information entered in the form cannot be saved. Be sure to print all completed pages before closing the document.
- Make sure the completed form is signed by hand and dated.
- Incomplete or illegible information may delay the processing of your submission.

Tips for completing the form

Parts 1 to 6

- Part 1, Section A, must be completed. Section C must be signed by the chief executive officer, certifying the changes in the registry information.
- For the rest of the form, complete only the parts with changes.

Where to send the form

This form and any supporting documents can be sent by email (in PDF format), courier or mail.

Email

political.financing@elections.ca

Mail

Elections Canada
Attn: Registration Unit, Political Financing
30 Victoria Street
Gatineau, QC K1A 0M6

Resources and support

For more information, please refer to the *Political Financing Handbook for Electoral District Associations and Financial Agents* (EC 20089).

If you are not sure how to complete this form or if you have any questions, call the Political Entities Support Network at 1-800-486-6563 or email us at political.financing@elections.ca.

Privacy notice

The personal information supplied on this form is collected under the authority of the *Canada Elections Act* (Act) for the purpose of administering the registration of political entities and creating Political Entities Service Centre (PESC) accounts. The information is available for public inspection in accordance with the Act, and certain information is published on the Elections Canada website at elections.ca. You have a right to access and/or to request a correction of your personal information under the *Privacy Act*. You also have the right to complain to the Privacy Commissioner of Canada regarding any of the aspects referred to above. For details on the collection and use of this information, consult the entry for Personal Information Bank Elections PPU 036 at elections.ca.

Association's information and chief executive officer's certification

No changes to report in Part 1 (*complete Section A and sign Section C*)

Section A – Association's information

Full name of the electoral district association	
In English	
In French	
Full name of the registered party	
Electoral district	
Select one: <input type="radio"/> 2013 Representation orders (338 electoral districts) <input type="radio"/> 2023 Representation orders (343 electoral districts)	
ED code	ED name

Section B – Association's addresses

Address where communications may be sent to the association (headquarters)		
Address		
City	Prov./ Terr.	Postal code
Telephone	Email	
Address where books and records are kept		
<input type="checkbox"/> Same as address above		
Address (must be a physical address, not a post office box)		
City	Prov./ Terr.	Postal code
Association's website address (optional)		
Website	Alternate website (if English and French sites are different)	

Section C – Chief executive officer's certification

I certify that the changes in the registry information, as set out in this form, are complete and accurate.

Chief executive officer's name (print name)

Signature

Signature date *yyyy/mm/dd*

Chief executive officer's information

No changes to report in Part 2 (*leave the rest of Part 2 blank*)

Section A – Type of change (*select one*)

- Registration of new chief executive officer, appointment effective: _____ (*complete Section B*)
yyyy/mm/dd
- Change of contact information only (*complete Section B*)
- Chief executive officer position is currently vacant; remove this name from the registry:
 Name: _____ Effective date: _____
yyyy/mm/dd

Section B – Chief executive officer's information

Full name		Correspondence <input type="checkbox"/> English <input type="checkbox"/> French	
Address			
Address			
City	Prov./ Terr.	Postal code	
Telephone	Email		

Registered Association

Financial agent's information

No changes to report in Part 3 (leave the rest of Part 3 blank)

Section A – Type of change (select one)

Registration of new financial agent, appointment effective: _____ (complete sections B and C)
yyyy/mm/dd

Change of contact information only (complete Section B - no signed declaration required)

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

Name: _____ Effective date: _____
yyyy/mm/dd

Section B – Financial agent's information

The financial agent is:

An individual A corporation

Correspondence English French

Name and address

Full name of the individual
or corporation

Address

City

Prov./
Terr.

Postal
code

Telephone

Email

Person(s) authorized to sign on behalf of the corporation

<input type="radio"/> Add	Full name	Email	Effective date yyyy/mm/dd
<input type="radio"/> Remove	name		

<input type="radio"/> Add	Full name	Email	Effective date yyyy/mm/dd
<input type="radio"/> Remove	name		

<input type="radio"/> Add	Full name	Email	Effective date yyyy/mm/dd
<input type="radio"/> Remove	name		

Section C – Financial agent's declaration (new appointees only)

Eligible to be a financial agent:

- Canadian citizen who is at least 18 years old
- Corporation incorporated under the laws of Canada or a province

Not eligible to be a financial agent:

- Candidate*
- Election officer or member of the staff of a returning officer
- Undischarged bankrupt
- Auditor appointed as required by the *Canada Elections Act*
- Person who does not have the full capacity to enter into contracts in the province or territory in which the person ordinarily resides
- Person who is a member of a partnership that has been appointed as an auditor for a political entity other than a registered party

*A candidate, nomination contestant or leadership contestant continues to be a candidate or contestant after the election or contest period, until they have fulfilled their reporting obligations (for example, after they have paid their claims and loans, disposed of surplus and closed the bank account).

I consent to my appointment as financial agent for the registered association named in Part 1, Section A, of this form. I am aware of the duties and responsibilities of this position under the *Canada Elections Act*, and I am eligible to act as a financial agent under that Act. I am aware that it is an offence to knowingly act in this position while ineligible.

Financial agent's signature

Signature date yyyy/mm/dd

Registered
Association

Auditor's information

No changes to report in Part 4 (leave the rest of Part 4 blank)

Section A – Type of change (select one)

- Registration of new auditor, appointment effective: _____ (complete sections B and C)
yyyy/mm/dd
- Change of contact information only (complete Section B - no signed declaration required)
- Auditor position is currently vacant; remove this name from the registry:
 Name: _____ Effective date: _____
yyyy/mm/dd

Section B – Auditor's information

The auditor is:			
<input type="radio"/> An individual <input type="radio"/> A partnership		Correspondence <input type="checkbox"/> English <input type="checkbox"/> French	
Name and address			
Full name of the individual or partnership			
Address			
City		Prov./ Terr.	Postal code
Telephone		Email	
Person(s) authorized to sign on behalf of the partnership			
<input type="radio"/> Add <input type="radio"/> Remove	Full name	Email	Effective date <i>yyyy/mm/dd</i>
<input type="radio"/> Add <input type="radio"/> Remove	Full name	Email	Effective date <i>yyyy/mm/dd</i>
<input type="radio"/> Add <input type="radio"/> Remove	Full name	Email	Effective date <i>yyyy/mm/dd</i>

Registered
Association

Auditor's information

Section C – Auditor's declaration (new appointees only)

Eligible to be an auditor:

- Person who is a member in good standing with a provincial or territorial governing body of chartered professional accountants (CPA designation)*
- Partnership of which every partner is a member in good standing with a provincial or territorial governing body of chartered professional accountants (CPA designation)*

Not eligible to be an auditor:

- Candidate** or official agent
- Election officer or member of the staff of a returning officer
- Chief agent of a registered party or an eligible party
- Registered agent of a registered party
- Financial agent or electoral district agent of a registered association
- Leadership contestant**, their financial agent or a leadership campaign agent
- Nomination contestant** or their financial agent
- Financial agent of a registered third party

**Provincially or territorially legislated accounting bodies may require auditors to meet other professional criteria in order to perform this role, such as holding a public accounting licence in the province or territory where the political entity is based.*

***A candidate, nomination contestant or leadership contestant continues to be a candidate or contestant after the election or contest period, until they have fulfilled their reporting obligations (for example, after they have paid their claims and loans, disposed of surplus and closed the bank account).*

I consent to my appointment as auditor for the association named in Part 1, Section A of this form. I am aware of the duties and responsibilities of this position under the *Canada Elections Act*, and I am eligible to act as an auditor under that Act. I am aware that it is an offence to knowingly act in this position while ineligible.

Auditor's signature

Signature date yyyy/mm/dd

Registered
Association

Association officers' information

No changes to report in Part 5 (leave the rest of Part 5 blank)

Note: Officers may be registered to formalize their role with the association in Elections Canada's registry. If you require additional pages, please print copies of this page.

Section A – Type of change (select all that apply)

- Registration of new officers (complete Section B)
- Change of contact information and/or position title (complete Section B)
- Removal of officers from the registry (complete Section C)

Section B – New officers or changes to officers' information

Officer's information		
Full name		
Position title	Appointment date <i>yyyy/mm/dd</i>	
Address		
City	Prov./ Terr.	Postal code
Officer's information		
Full name		
Position title	Appointment date <i>yyyy/mm/dd</i>	
Address		
City	Prov./ Terr.	Postal code
Officer's information		
Full name		
Position title	Appointment date <i>yyyy/mm/dd</i>	
Address		
City	Prov./ Terr.	Postal code

Section C – Removal of officers from the registry

Full name	Effective date <i>yyyy/mm/dd</i>
Full name	Effective date <i>yyyy/mm/dd</i>
Full name	Effective date <i>yyyy/mm/dd</i>
Full name	Effective date <i>yyyy/mm/dd</i>

Registered
Association

Electoral district agent's information

No changes to report in Part 6 (leave the rest of Part 6 blank)

Note: Electoral district agents may be appointed by the association, subject to any terms and conditions that the appointment specifies. Complete one page per electoral district agent. If you require additional pages, please print copies of this page.

Section A – Type of change (select all that apply)

- Registration of new electoral district agent, appointment effective: _____ (complete sections B and C)
yyyy/mm/dd
- Change of contact information and/or terms and conditions (complete Section B)
- Removal of electoral district agents from the registry (complete Section D)

Section B – Electoral district agent's information

The electoral district agent is:

An individual A corporation

Correspondence English French

Name and address

Full name of the individual
or corporation

Address

City

Prov./
Terr.

Postal
code

Telephone

Email

Person(s) authorized to sign on behalf of the corporation

<input type="radio"/> Add	Full name	Email	Effective date <small>yyyy/mm/dd</small>
<input type="radio"/> Remove			
<input type="radio"/> Add	Full name	Email	Effective date <small>yyyy/mm/dd</small>
<input type="radio"/> Remove			
<input type="radio"/> Add	Full name	Email	Effective date <small>yyyy/mm/dd</small>
<input type="radio"/> Remove			

Provide any terms and conditions, or changes to terms and conditions, to which the appointment is subject.

Section C – Financial agent's declaration to appoint the new electoral district agent

I confirm the appointment of the electoral district agent named in Section B. I certify that the name and address of the electoral district agent are complete and accurate.

Financial agent's name (print name)

Signature

Signature date yyyy/mm/dd

Section D – Removal of electoral district agents from the registry

Full name	Effective date <small>yyyy/mm/dd</small>
Full name	Effective date <small>yyyy/mm/dd</small>
Full name	Effective date <small>yyyy/mm/dd</small>

Registered
Association