



General Form – Political 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.
- **Important:** If membership declarations are required (Section R), the original signed declarations must be submitted by mail, by the party. Faxed, copied or scanned membership declarations cannot be accepted.

Related documentation

[Registration of Federal Political Parties](#) - Backgrounder summarizing the registration requirements
 Find it at www.elections.ca under Political Participants > Registration > Registration of Federal Political Parties

[Political Financing Handbook for Registered Parties and Chief Agents](#)

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



General Form – Political Party

Section A – Identifying information

Full name of the political party

In English

In French

Party's short-form name or abbreviation to be shown on election documents (e.g. ballot). Maximum 30 characters, including spaces.

In English

In French

Party logo

Affix logo here

Section B – Submission type and declaration by the party leader

Type 1 - Application to register a political party

Note: Complete all sections.

I hereby apply to register the political party named above. I certify that the information set out in this application is complete and accurate.

Print name of the leader

Signature of the leader

Date of signature (yyyy/mm/dd)

Type 2 - Report of changes to the information recorded in the Registry of Parties

Note: Complete only the sections with changes.

I certify that the party's information, as set out in this report, is complete and accurate.

Print name of the leader

Signature of the leader

Date of signature (yyyy/mm/dd)

Type 3 - Annual confirmation of the party's information in the Registry of Parties or confirmation after the issue of the writs for a general election

Note: Choose one of the following options:

- Option 1** I certify that the information as recorded in the Registry of Parties is accurate and up to date. **Complete this section only.**
No changes
- Option 2** I certify that the party's information, as amended on the attached form, is complete and accurate. **Complete only the sections with changes.**
Changes required

I have considered all factors relevant to determining the party's purposes, including those described in subsection 521.1(5) of the *Canada Elections Act*, and declare that one of the party's fundamental purposes is to participate in public affairs by endorsing one or more of its members as candidates and supporting their election.

Print name of the leader

Signature of the leader

Date of signature (yyyy/mm/dd)



General Form – Political Party

Full name of the political party

Section C – Fundamental purpose of the party (required when submitting an application to register a political party)

To be registered under the *Canada Elections Act*, a party must be an organization one of whose fundamental purposes is to participate in public affairs by endorsing one or more of its members as candidates and supporting their election.

In determining a party's fundamental purposes, the Act provides a guide of relevant factors in subsection 521.1(5):

- a. the party's constitution, articles of incorporation, letters patent or by-laws or any other information that may indicate those purposes;
- b. the party's political program, annual report to members, fundraising plan, advertising material and policy statements;
- c. the nature and extent of the activities of the party and its registered associations and candidates, including the nature and extent of their involvement in electoral campaigns and any of their public statements in support of another political party or a candidate of another political party;
- d. the funds received by the party and its registered associations and candidates, their sources and how they are used by the party, including as election expenses;
- e. interactions of the party with other entities that are not recognized political parties under the laws of any province that may indicate that it is under the control, direct or indirect, of another entity or that the party is using its status as a registered party primarily for the purpose of providing financial assistance to another entity; and
- f. whether the party is a non-profit entity.

Provide the fundamental purpose of the party, either by entering it below, or by attaching relevant documentation to your application.

Section D – Declaration by the leader

I have considered all factors relevant to determining the party's purpose, including those described in subsection 521.1(5) of the *Canada Elections Act*, and declare that one of the party's fundamental purposes is to participate in public affairs by endorsing one or more of its members as candidates and supporting their elections.

Print name of the leader

Signature of the leader

Date of signature (yyyy/mm/dd)



General Form – Political Party

Full name of the political party

Section E – Party's policy on the protection of personal information

The party is obliged to provide its policy for the protection of personal information. Please complete all of the following questions. This information will be included in the Registry.

Original submission of the privacy policy to be included in the Registry

Report changes to the policy as it is included in the Registry

No changes

To be registered under the *Canada Elections Act*, a party must have a policy for the protection of personal information.

Based on subsection 385(2)(k), the policy must include:

- a. a statement indicating the types of personal information that the party collects and how it collects that information;
- b. a statement indicating how the party protects personal information under its control;
- c. a statement indicating how the party uses personal information under its control and under what circumstances that personal information may be sold to any person or entity;
- d. statement indicating the training concerning the collection and use of personal information to be given to any employee of the party who could have access to personal information under the party's control;
- e. a statement indicating the party's practices concerning:
 - (i) the collection and use of personal information created from online activity; and
 - (ii) its use of cookies; and
- f. the name and contact information of a person to whom concerns regarding the party's policy for the protection of personal information can be addressed - **see Section E (Continued)**; and
- g. the address of the page - accessible to the public - on the party's Internet site where its policy for the protection of personal information is published - **see Section E (Continued)**.

Provide the privacy policy of the party, either by entering it below, or by attaching relevant documentation to your application. Ensure that all criteria listed above are met.



General Form – Political Party

Full name of the political party

Section E (Continued) – Party's policy on the protection of personal information

Provide the name and contact information of a person to whom concerns regarding the party's policy for the protection of personal information can be addressed:

Registration of new contact person, appointment effective

Appointment date (yyyy/mm/dd)

No changes

Change of contact information only

Surname	Given name			Middle initial
Mailing address	City		Prov./Terr.	Postal code
E-mail address	Telephone	Extension	Fax	

Provide the address of the webpage, that is accessible to the public, where the policy for protection of personal information is published:

Webpage



General Form – Political Party

Full name of the political party

Section F - Leader information

- Registration of new party leader, appointment effective

Appointment date (yyyy/mm/dd)

Note: Attach a copy of the party's resolution appointing the leader, certified by the leader and another party officer. The chief agent cannot sign the resolution.

- 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 G - Address where communications may be sent to the party (headquarters)

This is where Elections Canada sends any correspondence addressed to the leader.

- Same as mailing address in Section F

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

Section H - Address where books and records are kept

- Same as address in Section G

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



General Form – Political Party

Full name of the political party

Section I - Chief agent information

Registration of new chief agent, appointment effective

Appointment date (yyyy/mm/dd)

No changes

Change of contact information only

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

Termination date (yyyy/mm/dd)

Name:

The chief 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 chief 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 J - Declaration by the chief agent (only required if appointing a new chief agent)

I consent to my appointment as chief agent for the 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 chief agent under that Act.

Signature of the chief agent

Date of signature (yyyy/mm/dd)



General Form – Political Party

Full name of the political party

Section K - 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
The auditor must be a professional accountant.

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

I consent to my appointment as auditor for the 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)



General Form – Political Party

Full name of the political party

Section M - Add or update officers in the Registry

Note: A party must at all times have at least three officers in addition to the leader, the chief agent and the auditor.

Registration of new officer, appointment effective

Note: Ensure that the declaration of the officer is completed and signed. (See below.)

Appointment date (yyyy/mm/dd)

Change of contact information and/or position title

Note: The officer's signed declaration is not required.

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

Declaration by the officer

I,

Name of the officer

consent to my appointment as an officer of the

Full name of the political party

as

Position title

and my ordinary residence is in Canada (as required by the *Canada Elections Act*).

Signature of the officer

Date of signature (yyyy/mm/dd)

If you require additional pages, please print an additional copy of this page.



General Form – Political Party

Full name of the political party

Section M (Continued) - Add or update officers in the Registry

Note: A party must at all times have at least three officers in addition to the leader, the chief agent and the auditor.

- Registration of new officer, appointment effective

Note: Ensure that the declaration of the officer is completed and signed. (See below.)

Appointment date (yyyy/mm/dd)

- Change of contact information and/or position title

Note: The officer's signed declaration is not required.

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

Declaration by the officer

I,

Name of the officer

consent to my appointment as an officer of the

Full name of the political party

as

Position title

and my ordinary residence is in Canada (as required by the *Canada Elections Act*).

Signature of the officer

Date of signature (yyyy/mm/dd)

If you require additional pages, please print an additional copy of this page.



General Form – Political Party

Full name of the political party

Section M (Continued) - Add or update officers in the Registry

Note: A party must at all times have at least three officers in addition to the leader, the chief agent and the auditor.

- Registration of new officer, appointment effective

Note: Ensure that the declaration of the officer is completed and signed. (See below.)

Appointment date (yyyy/mm/dd)

- Change of contact information and/or position title

Note: The officer's signed declaration is not required.

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

Declaration by the officer

I,

Name of the officer

consent to my appointment as an officer of the

Full name of the political party

as

Position title

and my ordinary residence is in Canada (as required by the *Canada Elections Act*).

Signature of the officer

Date of signature (yyyy/mm/dd)

If you require additional pages, please print an additional copy of this page.



General Form – Political Party

Full name of the political party

Section O - Remove the following agents from the Registry (other than the chief agent), if any

Name	Termination date (yyyy/mm/dd)
<input type="text"/>	<input type="text"/>
Name	Termination date (yyyy/mm/dd)
<input type="text"/>	<input type="text"/>

Section P - Add or update agents in the Registry (other than the chief agent), if any

Registration of new registered agent, appointment effective

Change of contact information and/or terms and conditions

Appointment date (yyyy/mm/dd)

The registered agent is an individual

Surname	Given name	Middle initial
Specify the terms and conditions of the appointment		
Residential address	City	Prov./Terr. Postal code
Mailing address (if different)	City	Prov./Terr. Postal code

The registered agent is a corporation

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

Name of the corporation

Person authorized to sign on behalf of the corporation

Surname	Given name	Middle Initial
Specify the terms and conditions of the appointment		
Address	City	Prov./Terr. Postal code

Section Q – Declaration

I certify that the information set out above is complete and accurate.

Signature of the leader or the chief agent

Date of signature (yyyy/mm/dd)

If you require additional pages, please print an additional copy of this page.



General Form – Political Party

Full name of the political party

The party may submit scanned copies of hand-signed original declarations by email, mail or fax. Electronic and digital signatures are not accepted. You may photocopy this page to collect the 250 signatures required.

Section R – Declaration of a member of the party

Type 1 - New Political Party

This is the declaration of a member to support the application for registration of a **new political party**.

Type 2 - Existing Registered or Eligible Political Party

This is the declaration to **confirm membership in an existing registered or eligible political party**.

Member's signature

Electronic and digital signatures are not accepted.

I confirm that I am a qualified elector under the *Canada Elections Act*. i.e. I have attained the age of 18 years and I am a Canadian citizen. I am a member of the political party named above.

I acknowledge that it is an offence under subsection 408(5) and paragraph 497.1(3)(f) of the *Canada Elections Act* to make a declaration that is false or misleading.

Signature of the member

Date of signature (yyyy/mm/dd)

Member information

The information must be complete and legible. **Elections Canada may contact you** to verify the information provided in this declaration.

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

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.