



When to use this form

This form is used to apply to register an electoral district association of a registered party with Elections Canada. Registration allows an association to perform certain regulated transactions, such as issuing tax receipts for contributions.

This form consists of the following parts:

- Part 1 – Association's information and leader's declaration
- Part 2 – Chief executive officer's and association officers' information
- Part 3 – Financial agent's information
- Part 4 – Auditor's 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 will delay the processing of your submission.

Tips for completing the form

Parts 1 to 4

Complete all parts of the application. All fields are mandatory, unless otherwise indicated.

Parts 2 and 3

The same person cannot be both the financial agent and chief executive officer of a registered association because both are required to act, either jointly or alternately, under the *Canada Elections Act*.

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.

APPLICATION TO REGISTER AN ELECTORAL DISTRICT ASSOCIATION

Association's information and leader's declaration

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 – Party leader's declaration

I certify that the electoral district association named in Part 1, Section A, is an electoral district association of the registered party named in Part 1, Section A.		
_____ Leader's name (print name)	_____ Signature	_____ Signature date yyyy/mm/dd

Chief executive officer's and association officers' information

Section A – 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	

Section B – Association officers' information (optional)

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.

Officer's information			
Full name		Position title	
Address			
City		Prov./ Terr.	Postal code

Officer's information			
Full name		Position title	
Address			
City		Prov./ Terr.	Postal code

Officer's information			
Full name		Position title	
Address			
City		Prov./ Terr.	Postal code

Electoral District Association

Financial agent's information

Section A – Financial agent's information

The financial agent is:			
<input type="radio"/> An individual <input type="radio"/> A corporation		Correspondence <input type="checkbox"/> English <input type="checkbox"/> 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			
Full name		Email	
Full name		Email	
Full name		Email	

Section B – Financial agent's declaration

Eligible to be a financial agent: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Candidate* Election officer or member of the staff of a returning officer Undischarged bankrupt Auditor appointed as required by the <i>Canada Elections Act</i> 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 	
<small>*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 their surplus funds and closed the bank account).</small>	
I consent to my appointment as financial agent 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 <i>Canada Elections Act</i> , 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

Auditor's information

Section A – 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			
Full name		Email	
Full name		Email	
Full name		Email	

Section B – Auditor's declaration

Eligible to be an auditor: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 	
<small>*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 their surplus funds and closed the bank account).</small>	
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 <i>Canada Elections Act</i> , 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

Electoral District Association