In-House Corporation Registration Worksheet

This form is intended to help representatives and registrants gather information necessary to register an in-house corporation in the Lobbyists Registration System. You can only register online.

Please note: The most senior paid officer of the corporation, identified as the Responsible Officer, must submit a registration within two months of when the requirement to file a return arose.

Step 1 of 7 - Information about Responsible Officer and Corporation

Name of Responsible Officer:
Position title of Responsible Officer:
English name of the corporation:
French name of the corporation:
Business address of the corporation:
Telephone number:
Facsimile number:
Description of Corporation (Please provide a general description of the business activities of the corporation, so as to provide a clear context for the lobbying activities for which the corporation is filing a disclosure)

Note: If insufficient space, attach a separate sheet with the additional information.

Step 2 of 7 - Business Relationships of the Corporation

Is the corporation a subsidiary of any other corporations? □ Yes □ No

If yes, enter the information about each parent company:

Parent (English name)	Parent (French name)	Business address

Note: If insufficient space, attach a separate sheet with the additional information.

Step 3 of 7: Information about Other Beneficiaries

Does the corporation have any subsidiaries that could have a direct interest in the outcome of the lobbying activities?

Yes
No

If yes, enter the information about each subsidiary:

Subsidiary (English name)	Subsidiary (French name)	Business address

Note: If insufficient space, attach a separate sheet with the additional information.

Step 4 of 7: Corporate Lobbyists

All Senior Officers of the corporation (defined as the group consisting of the most senior paid employee of the corporation and all its direct reports) who carry out any lobbying activities must be listed as in-house lobbyists (corporations). All other paid employees of the corporation, for whom lobbying activities represent a significant part of their duties (20% or more) must also be listed in the corporation's disclosure.

Please note that, in the case of Senior Officers of the corporation, you will also be asked to indicate whether or not lobbying activities represent less than 20% or, to the contrary, 20% or more of their duties.

	ules outlined above				
ir yes, ente	r the information fo	n each lobbyis	st:		
First name:					
Last name:					
Position title	e:				
Choose the	description that be	st describes th	ne lobbyis	t's positio	n:
□ This emp	loyee is not a Senio	or Officer			
□ This emp	loyee is a Senior Of	ficer and lobb	ying activi	ties repre	sent less
than 20%	of their duties				
□ This emplored The This is a second to the This is a	loyee is a Senior Of eir duties	ficer and lobb	ying activi	ties repre	sent 20% or
governmen	e, has this lobbyist ht? Yes Of Public Offices He	•	ces withir	the fede	ral
Position					
Title	Federal Government Institution	Branch or Unit	Public office held from	Public office held to	Designated Public Office Position (Yes or No)*
	Government		office held	office held	Public Office Position (Yes or
	Government		office held	office held	Public Office Position (Yes or
	Government		office held	office held	Public Office Position (Yes or
	Government		office held	office held	Public Office Position (Yes or
Title	Government Institution	Unit	office held from	office held to	Public Office Position (Yes or No)*

□ Yes □ No

1. Was this position held through an employment exchange program?

*For each designated public office held beyond July 2, 2008, answer:

 If the lobbyist has been granted an exemption from the five-year prohibition on lobbying, provide the exemption number received from the Commissioner of Lobbying:
Was the lobbyist identified by the Prime Minister as having carried out the functions of a transition team member on January 24, 2006 or at any time after that date? ☐ Yes ☐ No
If yes, you must provide the period during which the functions were carried out: from to
First name:
Last name:
Position title:
Choose the description that best describes the lobbyist's position:
□ This employee is not a Senior Officer
□ This employee is a Senior Officer and lobbying activities represent less
than 20% of their duties
□ This employee is a Senior Officer and lobbying activities represent 20% or more of their duties
At any time, has this lobbyist held public offices within the federal government? \Box Yes \Box No

If yes, List of Public Offices Held:

Position Title	Federal Government Institution	Branch or Unit	Public office held from	Public office held to	Designated Public Office Position (Yes or No)*

Note: If insufficient space, attach a separate sheet with the additional information.

*Assistant Deputy Minister or equivalent position that ended between July 2, 2008 and January 2, 2009 inclusively? \hdots Yes \hdots No				
*For each designated public office held beyond July 2, 2008, answer:				
Was this position held through an employment exchange program? □ Yes □ No				
2. If the lobbyist has been granted an exemption from the five-year prohibition on lobbying, provide the exemption number received from the Commissioner of Lobbying:				
Was the lobbyist identified by the Prime Minister as having carried out the functions of a transition team member on January 24, 2006 or at any time after that date? \Box Yes \Box No				
If yes, you must provide the period during which the functions were carried out: from to				
Step 5 of 7: Information about	ut Government Fundi	ng		
Was the corporation funded in whole or in part by any Canadian or foreign government, including any municipal, provincial, territorial, regional or state government, in the last completed financial year, or does the client expect to receive funding in the current financial year? Yes No				
If yes, enter the information about government funding:				
End date of corporation's last completed financial year (YYYY-MM-DD):				
Name of government institution	Amount of funding received in last completed financial year	Is funding expected in the current financial year (Yes or No)		

Note: If insufficient space, attach a separate sheet with the additional information.

Step 6 of 7: Information about Subject Matter

Select the subject matter(s) of the lobbying activity:

□ Aboriginal Affairs	□ Intellectual Property	
□ Agriculture	□ Internal Trade	
□ Arts and Culture	□ International Development	
□ Broadcasting	□ International Relations	
□ Budget	□ International Trade	
□ Climate	☐ Justice and Law Enforcement	
□ Constitutional Issues	□ Labour	
□ Consumer Issues	□ Mining	
□ Defence	□ Municipalities	
□ Economic Development	□ Official Languages	
□ Education	□ Pensions	
 Employment and Training 	☐ Privacy and Access to Information	
□ Energy	□ Regional Development	
□ Environment	□ Religion	
□ Financial Institutions	□ Research and Development	
□ Fisheries	□ Science and Technology	
□ Forestry	□ Security	
☐ Government Procurement	□ Small Business	
□ Health	□ Sports	
□ Housing	□ Taxation and Finance	
□ Immigration	□ Telecommunications	
□ Industry	□ Tourism	
□ Infrastructure	☐ Transportation	
 Details regarding the identified subject matter(s) of the lobbying activities: Legislative Proposal, Bill or Resolution Regulation Policies of Program Grant, Contribution or Other Financial Benefits Provide the title of the Legislative Proposal, Bill or Resolution; Regulation; Policy or Program; and/or Grant, Contribution or Other Financial Benefit, along with a description of the aspects that are the object of the lobbying activity: 		

Note: If insufficient space, attach a separate sheet with the additional information.
2. Details regarding the identified subject matter(s) of the lobbying activities
 Legislative Proposal, Bill or Resolution Regulation Policies of Program Grant, Contribution or Other Financial Benefits
Provide the title of the Legislative Proposal, Bill or Resolution; Regulation; Policy or Program; and/or Grant, Contribution or Other Financial Benefit, along with a description of the aspects that are the object of the lobbying activity:
Note: If insufficient space, attach a separate sheet with the additional information.
3. Details regarding the identified subject matter(s) of the lobbying activities
□ Legislative Proposal, Bill or Resolution□ Regulation
 Policies of Program Grant, Contribution or Other Financial Benefits
Provide the title of the Legislative Proposal, Bill or Resolution; Regulation; Policy or Program; and/or Grant, Contribution or Other Financial Benefit, along with a description of the aspects that are the object of the lobbying activity:
Note: If insufficient space, attach a separate sheet with the additional
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information.

Step 7 of 7: Information about Communication

Select the federal government institution(s) lobbyists intend to or have already communicated with:

□ Communications Security Establishment Canada (CSEC)
□ Competition Bureau
□ Competition Tribunal (CT)
□ Copyright Board of Canada
□ Correctional Service of Canada (CSC)
□ Defence Construction Canada (DCC)
□ Elections Canada
□ Employment and Social Development Canada (ESDC)
□ Environment and Climate Change Canada (Environment Canada)
□ Export Development Canada (EDC)
□ Farm Credit Canada (FCC)
□ Farm Products Council of Canada (FPCC)
□ Federal Economic Development Agency for Southern Ontario (FedDev)
□ Finance Canada (FIN)
□ Financial Consumer Agency of Canada (FCAC)
☐ Financial Transactions and Reports Analysis Centre of Canada (FINTRAC)
□ Fisheries and Oceans Canada (DFO)
☐ Global Affairs Canada (Foreign Affairs, Trade and Development Canada)
□ Great Lakes Pilotage Authority
□ Halifax Port Authority
□ Hamilton Port Authority
□ Health Canada (HC)
□ House of Commons
□ Immigration and Refugee Board (IRB)
□ Immigration, Refugees and Citizenship Canada (Citizenship and
Immigration Canada)
□ Indigenous and Northern Affairs Canada (Aboriginal Affairs and Northern
Development Canada)
□ Infrastructure Canada
□ Innovation, Science and Economic Development Canada (Industry Canada)
□ International Development Research Centre (IDRC)
□ International Joint Commission (IJC)
□ Justice Canada (JC)
□ Laurentian Pilotage Authority
□ Library and Archives Canada (LAC)
□ Marine Atlantic Inc.
□ Montreal Port Authority
□ NAFTA Secretariat
□ Nanaimo Port Authority
□ National Capital Commission (NCC)
□ National Defence (DND)
□ National Energy Board (NEB)
□ National Film Board (NFB)
□ National Research Council (NRC)
□ Natural Resources Canada (NRCan)
□ Natural Sciences and Engineering Research Council (NSERC)
□ Office of the Auditor General of Canada (OAG)

□ Office of the Commissioner of Lobbying (OCL)
□ Office of the Commissioner of Official Languages (OCOL)
□ Office of the Conflict of Interest and Ethics Commissioner (CIEC)
□ Office of the Information Commissioner of Canada
□ Office of the Privacy Commissioner of Canada (OPC)
□ Office of the Procurement Ombudsman (OPO)
□ Office of the Public Sector Integrity Commissioner (PSIC)
□ Office of the Superintendent of Financial Institutions Canada (OSFI)
□ Oshawa Port Authority
□ Pacific Pilotage Authority Canada
□ Parks Canada
□ Parole Board of Canada
□ Patented Medicine Prices Review Board (PMPRB)
□ Pension Appeals Board (PAB)
□ Port Alberni Port Authority
□ PPP Canada Inc.
□ Prime Minister's Office (PMO)
□ Prince Rupert Port Authority
□ Privy Council Office (PCO)
□ Public Health Agency of Canada (PHAC)
□ Public Prosecution Service of Canada (PPSC)
□ Public Safety Canada (PS)
□ Public Service Commission of Canada (PSC)
□ Public Service Commission of Canada (FSC)
□ Public Service Staffing Tribunal (PSST)
□ Public Services and Procurement Canada (Public Works and Government
Services Canada)
□ Public-Private Partnerships Canada
□ Quebec Port Authority
□ Royal Canadian Mounted Police (RCMP)
□ Saguenay Port Authority
□ Saint John Port Authority
□ Senate of Canada
□ Sept-Iles Port Authority
□ Service Canada
□ Shared Services Canada
□ Social Sciences and Humanities Research Council (SSHRC)
□ Solicitor General Canada (SGC)
□ St. John's Port Authority
□ Standards Council of Canada (SCC)
□ Statistics Canada
□ Status of Women Canada (SWC)
□ Telefilm Canada
□ Thunder Bay Port Authority
□ Toronto Port Authority
□ Transport Canada (TC)
□ Transportation Safety Board of Canada (TSB)

□ Treasury Board Of Canada Secretariat (TBS)
□ Trois-Rivieres Port Authority
□ Vancouver Fraser Port Authority (Port Metro Vancouver)
□ Veterans Affairs Canada (VAC)
□ VIA Rail Canada
□ Western Economic Diversification Canada (WD)
□ Windsor Port Authority
Note: If a government institution is missing from this list, please contact our office by telephone at 613-957-2760 or by e-mail at QuestionsLobbying@ocl-cal.gc.ca.
Select the communication technique(s) used or expected to be used in the course of the lobbying activity:
 □ Written communication □ Oral communication □ Grass-roots communication
Certification of Return
Please enter the date on which this submission takes effect: