**In-House Organization**

**Registration Worksheet**

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

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

**Step 1 of 5 – Information about Responsible Officer and Organization**

Name of Responsible Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position title of Responsible Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English name of the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

French name of the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business address of the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facsimile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Organization** (Please provide a general description of the organization’s activities, as well as of its membership and classes of membership, so as to provide a context for the lobbying activities for which the organization is filing a disclosure)

**Organization’s activities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Organization’s membership or classes of membership:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Step 2 of 5: Organizational Lobbyists**

The registrant is required by the Lobbying Act to disclose information related to all employees of the organization, including himself or herself, who carry out any Lobbying Activities on behalf of the organization.

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At any time, has this lobbyist held public offices within the federal government? □ Yes □ 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? □ Yes □ No

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

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

□ Yes □ No

1. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At any time, has this lobbyist held public offices within the federal government? □ Yes □ 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? □ Yes □ No

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

1. 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? □ Yes □ No

If **yes**, you must provide the period during which the functions were carried out: from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At any time, has this lobbyist held public offices within the federal government? □ Yes □ 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? □ Yes □ No

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

1. 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? □ Yes □ No

If **yes**, you must provide the period during which the functions were carried out: from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

**Step 3 of 5: Information about Government Funding**

Was the organization 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, information about government funding:

End date of organization’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 4 of 5: 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 |

1. 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 information.*

**Step 5 of 5: Information about Communication**

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

|  |
| --- |
| □ Agriculture and Agri-Food Canada (AAFC) |
| □ Atlantic Canada Opportunities Agency (ACOA) |
| □ Atlantic Pilotage Authority (APA) |
| □ Atomic Energy of Canada Limited (AECL) |
| □ Bank of Canada |
| □ Belledune Port Authority |
| □ Business Development Bank of Canada (BDC) |
| □ Canada Agricultural Review Tribunal (CART) |
| □ Canada Border Services Agency (CBSA) |
| □ Canada Council for the Arts |
| □ Canada Deposit Insurance Corporation (CDIC) |
| □ Canada Economic Development for Quebec Regions |
| □ Canada Foundation for Innovation |
| □ Canada Industrial Relations Board (CIRB) |
| □ Canada Mortgage and Housing Corporation (CMHC) |
| □ Canada Post Corporation |
| □ Canada Revenue Agency (CRA) |
| □ Canada School of Public Service (CSPS) |
| □ Canada Science and Technology Museums Corporation (CSTMC) |
| □ Canadian Air Transport Security Authority (CATSA) |
| □ Canadian Broadcasting Corporation (CBC) |
| □ Canadian Centre for Occupational Health and Safety (CCOHS) |
| □ Canadian Coast Guard (CCG) |
| □ Canadian Commercial Corporation (CCC) |
| □ Canadian Dairy Commission (CDC) |
| □ Canadian Environmental Assessment Agency (CEAA) |
| □ Canadian Food Inspection Agency (CFIA) |
| □ Canadian Grain Commission (CGC) |
| □ Canadian Heritage (PCH) |
| □ Canadian Human Rights Commission (CHRC) |
| □ Canadian Human Rights Tribunal (CHRT) |
| □ Canadian Institutes of Health Research (CIHR)  |
| □ Canadian International Trade Tribunal (CITT) |
| □ Canadian Museum of Civilization Corporation (CMCC) |
| □ Canadian Northern Economic Development Agency (CanNor) |
| □ Canadian Nuclear Safety Commission (CNSC) |
| □ Canadian Radio-television and Telecommunications Commission (CRTC) |
| □ Canadian Security Intelligence Service (CSIS) |
| □ Canadian Space Agency (CSA) |
| □ Canadian Tourism Commission (CTC) |
| □ Canadian Transportation Agency (CTA) |
| □ Canadian Wheat Board (CWB) |
| □ 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 Labour Relations Board (PSLRB) |
| □ 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 undertaking:

□ Written communication

□ Oral communication

□ Grass-roots communication

**Certification of Return**

Please enter the date on which this submission takes effect: \_\_\_\_\_\_\_\_\_\_\_\_\_