

## In-house Lobbyist (Organization) Registration Form

Complete this form if, under the Lobbyists' Registration Act, you are a senior officer of an organization in which one or more employees lobbies the provincial government. See the Guide to the Registry of Lobbyists for greater detail on the types of lobbyists and when they are required to register. The guide and other helpful materials related to the Registry are available online at <https://beta.novascotia.ca/programs-and-services/registry-of-lobbyists>.

The senior officer of an organization that employs an in-house lobbyist must file a return with the Registrar within two months after the day on which that person becomes an in-house lobbyist, and within 30 days of each six-month anniversary of the initial filing.

Use this form for:

- Registration,
- Renewal (required every six months), or
- Updating a registration with new information or a change to existing information.

Filing may also be done online. If submitting a paper copy, **please print clearly**.

### Section A: PURPOSE

Check on of the following and complete the appropriate sections. Supply your registration number if this is a renewal or update.

- Registration       Complete all sections
- Renewal             Complete all sections
- Update              Complete sections where changes have occurred to previously filed information

Registration #

### Section B: SENIOR OFFICER and ORGANIZATION INFORMATION

Senior officer's name (last, first, middle initial)			
Business address of senior officer			
City	Province/State	Country	Postal/Zip Code
Telephone	Fax	Email	
Name of Organization		Registry of Joint Stock Companies number (if applicable)	
Business address of the organization if different than senior officer's			
City	Province/State	Country	Postal/Zip Code
Telephone	Fax	Email (optional)	

**Section C: LOBBYISTS' INFORMATION**

I. List each employee who lobbies and the subject of their lobbying activities. Include yourself if your duties also include lobbying. (Use a separate sheet if necessary.)

Name (last, first, initial)	Subject
Name (last, first, initial)	Subject
Name (last, first, initial)	Subject
Name (last, first, initial)	Subject

II. List the name of any employee who was identified I the last return as a lobbyist and who has **ceased** to be an in-house lobbyist or to be employed by the organization.

Name (last, first, initial)
Name (last, first, initial)

**Section D: DESCRIPTION OF ORGANIZATION**

I. Briefly describe your organization's business activities (Print clearly).

II. Briefly describe the organization's membership and list the names of officers and directors of the organization. (Print clearly).

**Section E: LOBBYING ACTIVITIES**

**Note:** Details must be provided for the current registration period and the following six-month period.

**Current Registration Period**

**I. Description**

Describe your lobbying activity and identify any relevant legislative proposal, bill, resolution, regulation, policy, program, decision, grant, contribution, financial benefit, or contract.

**II. Subject Matter**

Check the appropriate area(s) that best identify the subject matter of your lobbying activities.

- |                                |                               |                        |
|--------------------------------|-------------------------------|------------------------|
| agriculture                    | hospitals                     | small business         |
| arts and culture               | housing                       | sports and recreation  |
| colleges and universities      | industry                      | social assistance      |
| conservation                   | information technology        | taxation               |
| economic development and trade | insurance                     | telecommunications     |
| education                      | justice and enforcement       | tourism                |
| energy                         | labour                        | transportation         |
| environment                    | liquor control                | other (please specify) |
| financial institutions         | gaming and lotteries          | _____                  |
| forestry                       | manufacturing                 | _____                  |
| government procurement         | mining                        | _____                  |
| health                         | privatization and outsourcing | _____                  |
| highways                       | science and technology        | _____                  |

**III. Lobbying Targets**

Check the appropriate area(s) that best identify the target of your lobbying activities.

**Departments**

- Agriculture and Fisheries
- Community Services
- Economic Development
- Education
- Energy
- Environment and Labour
- Finance
- Health
- Justice
- Natural Resources
- Public Service Commission
- Service Nova Scotia
- Tourism and Culture
- Transportation and Public Works

**Agencies, Boards and Commissions**

- Advisory Commission on AIDS
- Alcohol and Gaming Authority
- Canada-NS Offshore Petroleum Board
- Children and Family Services Advisory Committee
- Disabled Persons Commission
- Election Commission
- Embalmers and Funeral Directors Board
- Farm Loan Board
- Fisheries and Aquaculture Loan Board
- Fuel Safety Board
- Health Services and Insurance Commission
- Labour Relations Board
- Law Reform Board
- Liquor Commission
- Meat Inspection Board
- Municipal Finance Corporation
- N.S. Business Inc.
- N.S. Gaming Corp.
- N.S. Resources Ltd.
- Pay Equity Commission
- Police Commission
- Primary Forest Products Marketing Board

- Real Estate Commission
- Resource Recovery Fund Board
- Securities Commission
- Status of Women, Advisory Council
- Student Assistance
- Higher Appeals Board
- Tourism Partnership Council
- Treasury and Policy Board
- Utility and Review Board
- Voluntary Planning
- Workers' Compensation Board
- Youth Advisory Council
- other (please specify)

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**IV. Communication Techniques**

Check the techniques of communication that you have used or expect to use in the course of your activities.

- |   |                           |
|---|---------------------------|
| arranging one or more meetings                  | telephone calls           |
| meetings  | informal communication    |
| presentations                                   | grass-roots communication |
| written communication (hard copy or electronic) | other (specify) _____     |

**V. Lobbying MLAs**

Have you lobbied, or do you expect to lobby, a member of the House of Assembly in the member's capacity as a member, or a person on the member's staff during the fiscal year (or calendar year if fiscal year is not applicable) in which the return is filed?

Yes      No

**Following Six-month Registration Period**

**I. Description**

Describe your lobbying activity and identify any relevant legislative proposal, bill, resolution, regulation, policy, program, decision, grant, contribution, financial benefit, or contract.

**II. Subject Matter**

Check the appropriate area(s) that best identify the subject matter of your lobbying activities.

- |                                |                               |                        |
|--------------------------------|-------------------------------|------------------------|
| agriculture                    | hospitals                     | small business         |
| arts and culture               | housing                       | sports and recreation  |
| colleges and universities      | industry                      | social assistance      |
| conservation                   | information technology        | taxation               |
| economic development and trade | insurance                     | telecommunications     |
| education                      | justice and enforcement       | tourism                |
| energy                         | labour                        | transportation         |
| environment                    | liquor control                | other (please specify) |
| financial institutions         | gaming and lotteries          | _____                  |
| forestry                       | manufacturing                 | _____                  |
| government procurement         | mining                        | _____                  |
| health                         | privatization and outsourcing | _____                  |
| highways                       | science and technology        | _____                  |

**III. Lobbying Targets**

Check the appropriate area(s) that best identify the target of your lobbying activities.

**Departments**

- Agriculture and Fisheries
- Community Services
- Economic Development
- Education
- Energy
- Environment and Labour
- Finance
- Health
- Justice
- Natural Resources
- Public Service Commission
- Service Nova Scotia
- Tourism and Culture
- Transportation and Public Works

**Agencies, Boards and Commissions**

- Advisory Commission on AIDS
- Alcohol and Gaming Authority
- Canada-NS Offshore Petroleum Board
- Children and Family Services Advisory Committee
- Disabled Persons Commission
- Election Commission
- Embalmers and Funeral Directors Board
- Farm Loan Board
- Fisheries and Aquaculture Loan Board
- Fuel Safety Board
- Health Services and Insurance Commission
- Labour Relations Board
- Law Reform Board
- Liquor Commission
- Meat Inspection Board
- Municipal Finance Corporation
- N.S. Business Inc.
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- N.S. Resources Ltd.
- Pay Equity Commission
- Police Commission
- Primary Forest Products Marketing Board

- Real Estate Commission
- Resource Recovery Fund Board
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- Status of Women, Advisory Council
- Student Assistance
- Higher Appeals Board
- Tourism Partnership Council
- Treasury and Policy Board
- Utility and Review Board
- Voluntary Planning
- Workers' Compensation Board
- Youth Advisory Council
- other (please specify)

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**IV. Communication Techniques**

Check the techniques of communication that you have used or expect to use in the course of your activities.

- |   |                           |
|---|---------------------------|
| arranging one or more meetings                  | telephone calls           |
| meetings  | informal communication    |
| presentations                                   | grass-roots communication |
| written communication (hard copy or electronic) | other (specify) _____     |

**V. Lobbying MLAs**

Have you lobbied, or do you expect to lobby, a member of the House of Assembly in the member's capacity as a member, or a person on the member's staff during the fiscal year (or calendar year if fiscal year is not applicable) in which the return is filed?

Yes      No

**Section F: FUNDING**

**I. Government Funding**

Is your organization funded in whole or in part by a government or government agency?

Yes      No

Name of government or government agency	Amount of funding received
Name of government or government agency	Amount of funding received

**II. Private Funding Related to Lobbying Activities**

In the fiscal year preceding the filing date of this return, did your organization receive funding of \$750 or more from an entity or organization, or from an individual acting on behalf of an entity or organization, for the purpose of supporting this lobbying activities? This does not include private donations made by individuals acting in their personal capacity. (Use a separate sheet if necessary.)

Yes      No

Name of entity, organization or individual			
Business Address			
City	Province/State	Country	Postal/Zip Code
Name of entity, organization or individual			
Business Address			
City	Province/State	Country	Postal/Zip Code

**Section G: CERTIFICATION**

I certify that the information contained in this return or notice is true to the best of my knowledge and belief.

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Signature of Senior Officer

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Date (DD/MM/YYYY)

**NOTE:** Once your return has been reviewed, if you have provided an email address, you will receive correspondence by email, otherwise a letter will be sent by regular mail to the address provided that will advise you of your status. This could be in the form of a rejection notice, a pending notice (whereby the registry requires further information), or a confirmation indicating that your return has been accepted and entered into the database. The receipt acknowledging payment will also be included with the letter.



**PAYMENT INFORMATION**

**Registration Fee:** Paper - \$66.35  
Online - Free

**Renewal Fee:** Paper - \$33.15  
Online - Free

**VISA**

**MASTERCARD**

**CHEQUE**

**MONEY ORDER**

Credit Card Number

Expiry Date

Credit card holder's name as it appears on the card. Please print clearly.

Signature of Card Holder