



## In-house Lobbyist (Company) Registration Form

Complete this form if, under the Lobbyist Registration Act, you are an employee who, as a significant part of your duties, lobbies a provincial government public office holder(s) on behalf of your employer. In-house lobbyists include employees of persons, companies and partnerships that carry on commercial activities for financial gain. See [GUIDE TO THE LOBBYIST ACT](#) for greater detail on the types of lobbyists and when they need to register.

A registration form is to be filed with the Registrar within two (2) months after the day on which the individual becomes an in-house lobbyist, and within 30 days after the expiration of each six-month period after the date of filing the previous return.

This form is designed to be used for

1. An initial registration
2. A semi-annual renewal,
3. A notice of change to existing information or new information,

You may complete and file this form in paper or online. Online registration can be found at <http://www.gov.ns.ca/lobbyist/> If filing a paper copy, **please print clearly.**

**Payment Methods Accepted:**     **Online** - Visa or Mastercard  
   **Paper** - cheque, money order, Visa or Mastercard

**Initial Registration Fee - Online:** Consultant = \$50   **In-house(Company) = \$50**   In-house(Organization) = \$0  
**Paper:** Consultant = \$100   **In-house(Company) = \$100**   In-house(Organization) = \$50

**Renewal Fees - Online:** Consultant = \$25   **In-house(Company) = \$25**   In-house(Organization) = \$0  
**Paper:** Consultant = \$25   **In-house(Company) = \$25**   In-house(Organization) = \$25

For more details on completion of this registration, please see [Instructions to Completing Lobbyist Registration](#).

### Registration/Notice

SECTION A	PURPOSE
Check one of the following and complete the appropriate sections.	
<input type="checkbox"/> Initial Registration     => Complete all appropriate sections <input type="checkbox"/> Semi annual renewal     => Complete all appropriate sections  <input type="checkbox"/> Notice of change to information   => Complete sections where changes have occurred to the information previously filed.	<p style="text-align: center;"><b>Applicable Period:</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Employers fiscal year beginning: (yyyy/mm/dd)</div> <div style="border: 1px solid black; padding: 5px;">Registration #</div>

SECTION B	LOBBYIST AND EMPLOYER INFORMATION
-----------	-----------------------------------

**Important Note:** Each in-house lobbyist is to be registered separately.

Lobbyist's name (Last, First, Middle Initial)			
Business address of Lobbyist			
City	Province	Country	Postal (Zip) Code

Telephone	Fax	Email	
Name of employer (company) of lobbyist		Registry of Joint Stock Companies number	
Business address of the employer ( if different from lobbyist)			
City	Province	Country	Postal (Zip) Code
Telephone	Fax	Email (optional)	

**Section C OTHER BENEFICIARIES OF LOBBYING ACTIVITIES**

**I - Subsidiaries**

If your employer is a corporation, provide the following information for every subsidiary of the corporation that has a direct interest in the outcome of your activities on behalf of your client (use separate sheet if required)

Name of subsidiary			
Business Address			
City	Province	Country	Postal/Zip Code

**II - Parent Company**

If your client is a corporation that is a subsidiary of another corporation, give: (use separate sheet if required)

Name of parent company			
Business Address			
City	Province	Country	Postal/Zip Code

**Section D DESCRIPTION OF EMPLOYER'S BUSINESS**

Briefly describe your employer's business activities. **(PRINT CLEARLY)**

---



---



---



---



---



---



---

**Section E LOBBYING ACTIVITIES**

**Important Note:** If the in-house lobbyist's activities include more than one focus/particular, **Sub-sections I to V** must be completed for **EACH** focus/particular (use separate sheet if required).

**I. Focus and Particulars**

Please provide information about the focus and the particulars of your lobbying activities.

<b>Name or description of legislative proposal/bill/policy/program/contract,etc)</b>
--

**II. Subject Matter**

Check the appropriate area(s) that best identify the subject matters of your lobbying activities:

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Agriculture<br><input type="checkbox"/> Arts and Culture<br><input type="checkbox"/> Colleges and universities<br><input type="checkbox"/> Conservation<br><input type="checkbox"/> Economic development & trade<br><input type="checkbox"/> Education<br><input type="checkbox"/> Energy | <input type="checkbox"/> Environment<br><input type="checkbox"/> Financial Institutions<br><input type="checkbox"/> Forestry<br><input type="checkbox"/> Government procurement<br><input type="checkbox"/> Health<br><input type="checkbox"/> Highways<br><input type="checkbox"/> Hospitals<br><input type="checkbox"/> Housing<br><input type="checkbox"/> Industry | <input type="checkbox"/> Information technology<br><input type="checkbox"/> Insurance<br><input type="checkbox"/> Justice & enforcement<br><input type="checkbox"/> Labour<br><input type="checkbox"/> Liquor Control<br><input type="checkbox"/> Gaming & lotteries<br><input type="checkbox"/> Manufacturing<br><input type="checkbox"/> Mining | <input type="checkbox"/> Privatization & outsourcing<br><input type="checkbox"/> Science & technology<br><input type="checkbox"/> Small business<br><input type="checkbox"/> Sports & Rec<br><input type="checkbox"/> Social assistance<br><input type="checkbox"/> Taxation<br><input type="checkbox"/> Telecom<br><input type="checkbox"/> Tourism | <input type="checkbox"/> Transportation<br><input type="checkbox"/> Other (please specify)<br><hr/><br><hr/><br><hr/><br><hr/><br><hr/><br><hr/> |
|--|--|---|--|--|

**III. Lobbying Targets**

**a) Departments**

- Agriculture & Fisheries
- Community Services
- Office of Economic Development
- Education
- Environment & Labour
- Finance
- Health
- Justice
- Natural Resources
- Public Service Commission
- Service Nova Scotia & Municipal Relations
- Technology & Science Secretariat
- Tourism & Culture
- Transportation & Public Works
- Dept of Energy

**b) Agencies/Boards/Commissions**

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Advisory Commission on AIDS</li> <li><input type="checkbox"/> Canada-NS Offshore Petroleum Board</li> <li><input type="checkbox"/> Advisory Committee Children &amp; Family Services Act</li> <li><input type="checkbox"/> Labour Relations Board</li> <li><input type="checkbox"/> Disabled Persons' Commission</li> <li><input type="checkbox"/> Election Commission</li> <li><input type="checkbox"/> Board of Registration, Embalmers and Funeral Directors</li> <li><input type="checkbox"/> NS Environment Assessment Board</li> <li><input type="checkbox"/> Alcohol and Gaming Commission</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> NS Farm Loan Board</li> <li><input type="checkbox"/> NS Fisheries &amp; Aquaculture Loan Bd.</li> <li><input type="checkbox"/> Fuel Safety Board</li> <li><input type="checkbox"/> NS Gaming Corp.</li> <li><input type="checkbox"/> Health Services &amp; Insurance Commission</li> <li><input type="checkbox"/> NS Labour Relations Board</li> <li><input type="checkbox"/> Law Reform</li> <li><input type="checkbox"/> NS Liquor Commission</li> <li><input type="checkbox"/> Meat Inspection Board</li> <li><input type="checkbox"/> Municipal Finance Corporation</li> <li><input type="checkbox"/> NS Business Inc.</li> <li><input type="checkbox"/> NS Resources Ltd</li> <li><input type="checkbox"/> Pay Equity</li> <li><input type="checkbox"/> Police Commissioners</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Primary Forest Products Marketing</li> <li><input type="checkbox"/> Real Estate Commission</li> <li><input type="checkbox"/> Resource Recovery Fund Board</li> <li><input type="checkbox"/> Securities Commission</li> <li><input type="checkbox"/> Status of Women</li> <li><input type="checkbox"/> Student Assistance</li> <li><input type="checkbox"/> Tourism Partnership</li> <li><input type="checkbox"/> Treasury &amp; Policy Board</li> <li><input type="checkbox"/> Utility Review Board</li> <li><input type="checkbox"/> Voluntary Planning</li> <li><input type="checkbox"/> Workers Comp</li> <li><input type="checkbox"/> Youth advisory</li> <li><input type="checkbox"/> (other - Please list)<br/> <hr/><br/> <hr/><br/> <hr/> </li> </ul> |
|--|--|---|

**V. Communication Techniques**

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

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Arranging one or more meetings</li> <li><input type="checkbox"/> Meetings</li> <li><input type="checkbox"/> Presentations</li> <li><input type="checkbox"/> Written communication (hard copy or electronic)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Telephone calls</li> <li><input type="checkbox"/> Informal communications</li> <li><input type="checkbox"/> Grass-roots communication</li> <li><input type="checkbox"/> Other (Specify)<br/> <hr/> </li> </ul> |
|--|--|

V. Have you, 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 not applicable) in which the registration is filed?

Yes  No

**Section F**

**FUNDING**

**I - Government Funding**

Is your employer funded in whole or in part by a government or government agency?  YES  NO

Name of government or government agency	Amount of Funding received
---	----------------------------

**II - Private Funding Relating to Lobbying Activities**

In your employer's fiscal year preceding the date of filing this registration, did your employer 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 the in-house lobbyist's activities? (NOTE: This does not include private donations made by individuals acting in their personal capacity.)  
**(Use separate sheet if required)**

YES  NO

Name of entity, organization or individual (acting on behalf of an entity or organization)			
Business Address			
City	Province	Country	Postal/Zip Code

**Section G**

**CERTIFICATION**

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

\_\_\_\_\_  
Signature of Lobbyist

\_\_\_\_\_  
Date (year,month,day)

**NOTE:** Once your registration has been processed, you will receive a letter (by mail) 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 registration has been accepted and entered into the database. The receipt acknowledging payment will also be included with this letter.

