

REGISTRATION TIMELINES

If you are paid to lobby BC public office holders, you must register your lobbying activities in the Lobbyists Registry at the Office of the Registrar of Lobbyists and then follow the Lobbyists Transparency Act timelines regarding 10, 15, and 30-day requirements.

10 DAYS

Register or Re-activate a Registration Return

Both consultant lobbyists and organizations are required to complete and submit a Registration Return within 10 calendar days from the date they begin or resume lobbying activities.

- Create or log on to your account and submit a new Registration Return within 10 calendar days after the first lobbying activity.
- Log on to your account and re-activate a previously active Registration Return within 10 calendar days of resuming lobbying activity (if the Registration Return was de-activated).

For more information, see *Consultant Lobbyist Registration Returns* or *Organization Registration Returns*

15 DAYS

Monthly Returns

Both consultant lobbyists and organizations are required to file updates to the Registration Return and Lobbying Activity Reports by the 15th of the following month IF there is a change to the information in the Registration Return and/or a lobbying activity with a senior public office holder occurred.

The Monthly Return requirement includes:

- **Update** your Registration Return, if any changes have occurred to the content, by the 15th of the following month. The Registry will prompt you to submit this **BEFORE** filing a Lobbying Activity Report.
- Submit a Lobbying Activity Report for each lobbying activity involving one or more “senior public office holders” by the 15th of the following month.

If you do not report any lobbying activity and do not update your Registration Return for 5 consecutive months, the consultant lobbyist or organization contacts will get an automated email with instructions to:

- Keep the Registration Return active; or
- De-activate the Registration Return (can be re-activated if/when you resume lobbying).

For more information, see *Monthly Returns and Lobbying Activity Reports*.

30 DAYS

Lobbying has ceased

Both consultant lobbyists and organizations are required to update their Registration Return within 30 calendar days to indicate:

- A consultant lobbyist’s undertaking to lobby on behalf of their client has ended; or
- An in-house lobbyist has ceased lobbying for the organization.

For more information, see *Consultant Lobbyist Registration Returns* or *Organization Registration Returns*

Legal notice

This document is for information purposes only and does not constitute a decision or finding by the Registrar of Lobbyists for British Columbia or his or her delegates. This guidance does not affect the powers, duties or functions of the Registrar of Lobbyists, or his or her delegates, regarding any investigation or other matter under the Lobbyists Transparency Act, respecting which the Registrar and his or her delegates will keep an open mind. Responsibility for compliance with the *Lobbyists Transparency Act* remains with each client, lobbyist and public office holder.