

APPOINTMENT OF FINANCIAL AGENT FOR AN ORGANIZATION

**SEE REVERSE SIDE FOR INSTRUCTIONS
THIS FORM IS AVAILABLE FOR PUBLIC INSPECTION**

1 FULL NAME OF APPOINTING ORGANIZATION					
2 PART A: COMPLETED BY FINANCIAL AGENT					
LAST NAME		FIRST NAME		MIDDLE NAME(S)	
CONTACT INFORMATION:					
MAILING ADDRESS			PHONE NO.		ALTERNATE PHONE NO.
CITY/TOWN		PROVINCE		POSTAL CODE	FAX
EMAIL ADDRESS (OPTIONAL)					
EFFECTIVE DATE OF APPOINTMENT:					
3 (YYYY / MM / DD)					
<p>I, the undersigned, declare that:</p> <p>a) I consent to my appointment as financial agent for the above-named organization;</p> <p>b) I am qualified to act as financial agent under section 176 of the <i>Election Act</i>;</p> <p>c) I am aware of the duties and responsibilities of this position under section 177 of the <i>Election Act</i>; and</p> <p>d) I will continue to act as financial agent for the above-mentioned organization until another financial agent is appointed by the organization in accordance with section 176 of the <i>Election Act</i>.</p>					
4 SIGNATURE OF FINANCIAL AGENT			DATE: (YYYY / MM / DD)		
WARNING: Signing a false statement is a serious offence and is subject to significant penalties.					
5 PART B: COMPLETED BY APPOINTING ORGANIZATION					
SIGNATURE OF PRINCIPAL OFFICER			DATE: (YYYY / MM / DD)		
CHIEF ELECTORAL OFFICE USE ONLY					
DATE RECEIVED: (YYYY / MM / DD)				REGISTRATION NO.	

APPOINTMENT OF FINANCIAL AGENT FOR AN ORGANIZATION - FORM 475

PLEASE PRINT IN BLOCK LETTERS AND SIGN WHERE REQUIRED

General Information:

As soon as possible after an appointment is made, a copy of the appointment must be delivered to the Chief Electoral Officer [*Election Act*, s. 176].

If the appointment of a financial agent for a registered political party or registered constituency association ends for any reason, the organization must appoint a new financial agent within 60 days [*Election Act*, s. 175].

INSTRUCTIONS:

- 1 Enter the full name of the political party or constituency association.

PART A: COMPLETED BY FINANCIAL AGENT

- 2 Enter the full name and contact information for the financial agent. As a minimum, the *Election Act* requires that a mailing address and phone number be provided. Please note that this form is available for public inspection.
- 3 Enter the effective date of appointment. The effective date is the day on which the financial agent assumes that position for the organization. For example, if the appointment of your organization's financial agent ends on October 31, your organization could appoint another financial agent now to assume that position as of November 1. Therefore, the effective date for that appointment would be November 1.
- 4 The declaration must be completed by the individual being appointed as financial agent. The financial agent is responsible for administering the organization's finances in accordance with the *Election Act*. For more information on the obligations of the financial agent, refer to the Guide for Financial Agents Appointed Under the *Election Act* and Part 10 of the *Election Act*.

The following individuals are disqualified from acting as a financial agent [*Election Act*, s. 176]:

- election officials, voter registration officials or employees of Elections BC
- individuals who do not have full capacity to enter into contracts (e.g., a minor child)
- the organization's auditor
- individuals who are members of the auditor's firm
- individuals who have been convicted of an offence under the *Election Act* or the *Recall and Initiative Act* within the last seven years
- individuals who have failed to file financial reports under the *Election Act* or the *Recall and Initiative Act* within the last seven years

Signing a false statement is an offence and is subject to significant penalties [*Election Act*, s. 266].

PART B: COMPLETED BY APPOINTING ORGANIZATION

- 5 A principal officer for the organization must sign this form to authorize the appointment of the financial agent. This principal officer must also be listed on the form 484-Administration filed by the appointing organization.

For more information
Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448
or contact

Elections BC
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