

# APPOINTMENT OF AUDITOR FOR AN ORGANIZATION

PLEASE PRINT IN BLOCK LETTERS OR TYPE  
SEE REVERSE SIDE FOR INSTRUCTIONS

## PART A

① FULL NAME OF APPOINTING ORGANIZATION

② APPOINTING ORGANIZATION IS A:

- POLITICAL PARTY  
 CONSTITUENCY ASSOCIATION  
 THIRD PARTY SPONSOR

Please check one: **AUDITOR INDIVIDUAL**  **AUDITOR FIRM**

### AUDITOR

③ FIRM

LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS		
CITY / TOWN	PROVINCE	POSTAL CODE

④ PHONE

ALTERNATE PHONE

FAX

EMAIL

EFFECTIVE DATE OF APPOINTMENT:

⑤ (YYYY/MM/DD)

## PART B

⑥ I, the undersigned, declare that:

- a) I consent to my appointment as auditor for the above-named organization;  
b) I am aware of the duties and responsibilities of this position under the *Election Act*; and  
c) I am qualified to act as auditor under section 179 of the *Election Act*.

SIGNATURE OF AUDITOR

DATE: (YYYY/MM/DD)

**WARNING:** Signing a false statement is a serious offence and is subject to significant penalties [s. 266].

## PART C: COMPLETED BY APPOINTING ORGANIZATION

⑦ SIGNATURE OF PRINCIPAL OFFICER

DATE: (YYYY/MM/DD)

### ELECTIONS BC USE

DATE RECEIVED: (YYYY / MM / DD)

REGISTRATION NO.

# APPOINTMENT OF AUDITOR FOR AN ORGANIZATION - 478 INSTRUCTIONS

PRINT IN BLOCK LETTERS OR TYPE, EXCEPT WHERE A SIGNATURE IS REQUIRED.

## PART A

- ① Name of the political party, constituency association or third party sponsor that is appointing the auditor.
- ② Indicate whether the appointing organization is a political party, constituency association, or third party sponsor by ticking the appropriate box.
- ③ Enter the name of the auditing firm or individual auditor and their mailing address. Select either the “auditor individual” or “auditor firm” box, as applicable.
- ④ Enter contact information. As a minimum, the *Election Act* requires that a mailing address and phone number be provided. Please note this form is available for public inspection.
- ⑤ The effective date of appointment means the day on which the auditor assumes that position.

## PART B

- ⑥ The auditor must sign the appointment form, consenting to the appointment, confirming their qualification to act as an auditor, and acknowledging the duties and responsibilities of the position. If a firm has been appointed as auditor, an authorized individual of the firm must complete the consent statement.

An auditor must be qualified to be the auditor of a reporting company under the *Business Corporations Act* [*Election Act*, s. 179]. This means that the individual is a C.A., C.P.A. or is certified by the Auditor Certification Board.

The following persons are disqualified from acting as an auditor:

- election officials, voter registration officials or employees of Elections BC;
- individuals who do not have full capacity to enter into contracts;
- the organization’s financial agent;
- an individual who is a member of the same firm as the organization’s financial agent or a firm of which the organization’s financial agent is a member; and
- individuals who have been convicted of an offence under the *Election Act* or the *Recall and Initiative Act* within the last seven years [*Election Act*, s. 179].

## PART C

- ⑦ This form must be signed by a principal officer of the appointing organization identified on:
  - Form 484 – Administration, filed by the appointing political party or constituency association; or
  - Form 422 – Application for Registration, form 424 – Registration Update, filed by the appointing third party advertising sponsor.

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

Elections BC  
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