

# APPOINTMENT OF DEPUTY 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 DEPUTY FINANCIAL AGENT**

LAST NAME	FIRST NAME	MIDDLE NAME(S)

**CONTACT INFORMATION:**

MAILING ADDRESS			PHONE	ALTERNATE PHONE
CITY/TOWN	PROVINCE	POSTAL CODE	FAX	
EMAIL				

**EFFECTIVE DATE OF APPOINTMENT:**

**3** (YYYY / MM / DD)

I, the undersigned, declare that:

- a) I consent to my appointment as deputy financial agent for the above-named organization;
- b) I am qualified to act as deputy financial agent under section 176 of the *Election Act*; and
- c) I am aware of the duties and responsibilities of this position under section 178 of the *Election Act*.

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

**4** SIGNATURE OF DEPUTY FINANCIAL AGENT      DATE: (YYYY/MM/DD)

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**PART B: COMPLETED BY FINANCIAL AGENT**

**5** SIGNATURE OF APPOINTING FINANCIAL AGENT      DATE: (YYYY/MM/DD)

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**CHIEF ELECTORAL OFFICE USE ONLY**

DATE RECEIVED: (YYYY/MM/DD)	REGISTRATION NO.
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# APPOINTMENT OF DEPUTY FINANCIAL AGENT FOR AN ORGANIZATION - FORM 481

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].

The financial agent may appoint as many deputy financial agents as is necessary. A separate appointment form must be used for each appointment.

## INSTRUCTIONS:

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

## PART A: COMPLETED BY DEPUTY FINANCIAL AGENT

- 2 Enter the full name and contact information for the deputy 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 deputy financial agent assumes that position for the organization. For example, a deputy financial agent could be appointed to assume that position as of November 1. Therefore, the effective date for that appointment would be November 1.
- 4 This declaration must be completed by the individual being appointed as deputy financial agent. The authority of the deputy financial agent is limited to receiving political contributions, issuing income tax receipts, and filing reports if the financial agent is absent or incapable of filing reports. The deputy financial agent has the same responsibilities in relation to these duties as a financial agent [*Election Act*, section 178].

The following individuals are disqualified from acting as a deputy financial agent:

- election officials, voter registration officials or employees of Elections BC;
- individuals who do not have the full capacity to enter into contracts;
- an individual who is a member of the same firm as the organization's auditor or who is a member of the firm which is auditor; 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. 176].

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

## PART B: COMPLETED BY FINANCIAL AGENT

- 5 The financial agent for the organization must sign this form to authorize the appointment of the deputy financial agent.

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

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