

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 <div style="border: 1px solid black; height: 30px; width: 100%;"></div>			
2 PART A: COMPLETED BY DEPUTY 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) <div style="border: 1px solid black; height: 30px; width: 100%;"></div>			
<p>I, the undersigned, declare that:</p> <p>a) I consent to my appointment as deputy financial agent for the above-named organization;</p> <p>b) I am qualified to act as deputy financial agent under section 176 of the <i>Election Act</i>; and</p> <p>c) I am aware of the duties and responsibilities of this position under section 178 of the <i>Election Act</i>.</p>			
4 SIGNATURE OF DEPUTY FINANCIAL AGENT <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		DATE: (YYYY / MM / DD) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
WARNING: Signing a false statement is a serious offence and is subject to significant penalties.			
5 PART B: COMPLETED BY FINANCIAL AGENT			
SIGNATURE OF APPOINTING FINANCIAL AGENT		DATE: (YYYY / MM / DD)	
CHIEF ELECTORAL OFFICE USE ONLY			
DATE RECEIVED: (YYYY / MM / DD)		REGISTRATION NO.	

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

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

Elections BC
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