

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 NO.

ALTERNATE PHONE NO.

FAX

EMAIL ADDRESS (OPTIONAL)

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)

CHIEF ELECTORAL OFFICE 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 Full 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 authorized to be the auditor of a company under sections 205 and 206 of the *Business Corporations Act*. This means that the individual is a Chartered Professional Accountant (C.P.A.), has been certified by the Auditor Certification Board, or is a qualified auditing firm [*Election Act*, s. 179].

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 (e.g. a minor child)
- 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
- 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

PART C

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

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

Elections BC

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