Create Consultant Registration

Step 3 — Business Relationships of the client

Welcome to the Office of the Commissioner of Lobbying's Online Assistance. This tutorial has been designed as part of the educational program and awareness efforts by the Office of the Office of the Commissioner of Lobbying.

This is one of seven tutorials dealing with the creation of a new consultant lobbyist registration. It describes Step 3, which deals with information about the client's business relationships.

Begin by logging into the registration system and going to the Registrant Dashboard.

You will recall that after we entered the information in Step 2, we decided to pause our session. Because of this, when you look under the "Current Activities" tab, you will see a link beside "Pending registration" indicating that the registration is incomplete.

To open the registration and proceed to Step 3, click "Incomplete."

This will take you to the "Consultant Summary" page. Scroll down to the third section, "Business Relationships of the Client."

Open this section by clicking "Edit Business Relationships of the Client" at the bottom right.

This will take you to the "Step 3 of 7: Business Relationships of the Client" page.

It is mandatory to provide information on the client's parent company if the client is a corporation. Registrants are also required to provide information on any companies or organizations belonging to a coalition for which they lobby.

A "parent company" is a corporation that owns some or all of the shares in another company, known as a subsidiary company. There may be more than one parent company for a given subsidiary, such as in the case of conglomerates.

A "coalition" is a group usually formed by corporations or organizations as a temporary alliance for lobbying on a particular issue. The coalition members will have a direct interest in, or will benefit directly from, the lobbying activities.

For the purpose of this example, "Simple Textile Incorporated" has one parent company named "Mega Textile Incorporated." The client is not a member of any coalition.

Please note that the fields marked with an asterisk (*) are mandatory. If you leave them blank, the information cannot be saved.

When you are asked “Is the client a subsidiary of a parent company?”, click “Yes”, and when asked “Is the client a coalition?”, click “No.”

If you click “Yes” for either of these questions, you will be required to provide additional information.

If the client is a coalition, all members of the coalition must be added to the list.

In this case, because the client is a subsidiary, contact information for the parent company “Mega Textile Incorporated” must be entered.

Select “Parent Company” from the dropdown list and enter the company’s contact information. Click “Add Another Relationship.”

Note that a “List of Business Relationships” was created, and that you can now edit or delete its contents. Select the component to be corrected and click “Edit Selected” or “Remove Selected.”

As the client has no other business relationships, you can now save the data.

To save the data, click “Save” or “Save and Continue.”

If you select “Save and Continue”, the system will save your information and go straight to the next step so that you can enter information about the client’s other beneficiaries.

Clicking the “Cancel” button will delete all the information you entered and take you back to the Registrant Dashboard.

For the purposes of our demonstration, select “Save.” This takes you to the “Consultant Summary” page, where you can verify the information you just entered. If you find any errors, simply click “Edit Business Relationships of the Client” to go back and make corrections.

Note that the system marks completed sections with a green check in the “Status” column on the left. Incomplete sections are marked with an empty icon.

We want to pause our session at this point, so go back to the Registration Dashboard by clicking "Return to Registrant Dashboard".

This concludes the tutorial. This was the third of seven steps in the process of completing a new consultant lobbyist registration. The next step, “Step 4 of 7: Information about Other Beneficiaries”, will deal with the disclosure of information if the client’s activities are controlled or directed by another person or organization, or if the client has one or more subsidiaries with a direct interest in the outcome of the undertaking.

To access other tutorials or view the next steps in creating a new consultant lobbyist registration, use the navigation bar at the top of the page.

If you have any comments or questions about this tutorial, please contact us by phone at 613-957-2760 or by e-mail at QuestionsLobbying@ocl-cal.gc.ca. You can also visit our website at www.ocl-cal.gc.ca.