Office of the Commissioner of Lobbying of Canada | Commissariat au lobbying du Canada

Create Consultant Registration

Step 4 — Information about Other Beneficiaries

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 4, which deals with information about other beneficiaries that will benefit directly from lobbying activities.

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

You will recall that after we entered the information in Step 3, 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 4, click "Incomplete."

This will take you to the "Consultant Summary" page. Scroll down to the fourth section, "Information about Other Beneficiaries."

Open this section by clicking "Edit Information about Other Beneficiaries" at the bottom right.

This will take you to the "Step 4 of 7: Information about Other Beneficiaries" page.

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

"Other beneficiaries" are defined as any person, corporation or organization that controls or directs the activities of your client, as well as any subsidiaries (if the client is a company)that could benefit directly from its lobbying activities.

This means that the outcome of those activities could have a direct impact on the beneficiaries in terms of advantage, profit, market share, etc.

"Control" or "Direction" implies that another entity has the means or the power to influence the strategy, the planning or the conduct of your client's activities.

Note that a "subsidiary" is a company whose shares are owned in whole or in part by another corporation.

For the purpose of this example, the client has two subsidiaries, "Rideaux de chez-nous" and "Cotton Textile Incorporated", and is not controlled by another entity.

When you are asked “Does the client have any subsidiaries with a direct interest in the outcome of the undertaking?”, click “Yes.”

Enter the contact information for the first subsidiary, “Cotton Textile Incorporated / Coton Textile Incorporé”, and click “Add Another Beneficiary” at the bottom right.

If the corporation has different corporate names in each of the two official languages, enter them in the appropriate fields. This will yield more results when the registry is searched.

Note that a list is created at the bottom of the page. You can also edit or delete information about the beneficiary or Beneficiaries by selecting the item you want and clicking “Edit Beneficiary” or “Remove Beneficiary.”

If you have to add more than one name, you have to save in the usual way so that you do not lose your information. Click “Save” at the bottom of the page. This will take you back to the “Consultant Summary” page. You will then have to return to Step 4 by clicking “Edit Information about Other Beneficiaries” to continue. This will ensure that your information is saved properly.

To go back to the top of the section and add another beneficiary, click “Top of Form.”

Enter the contact information for the second subsidiary, “Rideaux de chez-nous”, and click “Add Another Beneficiary” to add it to the list.

Because “Simple Textile Incorporated” has only two subsidiaries, you can now save by clicking “Save” or “Save and Continue.”

If you select “Save and Continue”, the system will save your information and take you straight to the next step so that you can enter information about government funding received by your client.

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 check the information you just entered. If you find any errors, simply click “Edit Information about Other Beneficiaries” 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 fourth of seven steps in the process of completing a new consultant lobbyist registration. The next step, “Step 5 of 7: Information about Government Funding”, will deal with the disclosure of information about funding received from a Canadian or foreign government within the client’s last completed financial year.

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.