



## Create In-house Corporate Registration

### Step 2 — Business Relationship of the Corporation

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 Commissioner of Lobbying.

This is one of seven tutorials dealing with the creation of a new in-house lobbyist (corporation) registration. It describes Step 2, which deals with the disclosure of information about the corporation'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 1, we decided to pause our session. Because we did that, when you look under the "Current Activities" tab, you will see beside "Pending Registration" a link indicating that the registration is incomplete. This will take you to the "Corporation Summary" page.

Scroll down to the second section, "Business Relationships of the Corporation".

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

Information must be provided for all parent companies of which the corporation is a subsidiary.

A parent company is a corporation which holds all or part of the shares in another corporation, which is referred to as a subsidiary. A subsidiary can have two or more parent companies, as in the case of a conglomerate.

If your corporation has more than one parent company, you will have to provide information for each company by clicking on "Add Another Relationship."

In this tutorial, "Simple Textile Incorporated" has only one parent company, "Mega Textile Incorporated."

Click "Yes" after the question "Is the corporation a subsidiary of another corporation?"

Enter the contact information for the parent company. If the corporation has different legal names in each of the two official languages, enter them in the appropriate fields. This will yield more Registry search results. You must provide the official name of the corporation, the address, and the name of the country if it is not Canada or the United States.

Check the information for accuracy, then click "Add Another Relationship." Note that a list of business relationships is created at the bottom of this section.

You will also note that in order to go back to the top of this section to add another relationship, you have to click "Top of Form."

You can also modify or delete information about the parent or parents by selecting the item you want and clicking "Edit Selected" or "Remove Selected."

In this tutorial, "Simple Textile Incorporated" has no other parent company. That means you can save the information provided 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 other beneficiaries.

"Cancel" will delete all of the information and take you back to the "Registration Dashboard".

For the purposes of our demonstration, select "Save." This takes you to the "Corporation Summary", where you can check the information you just entered. If you find any errors, simply click "Edit Business Relationships of the Corporation" 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 we go back to the "Registrant Dashboard." by clicking "Return to Registrant Dashboard."

This concludes the tutorial. This was the second of seven steps in the process of completing a new in-house lobbyist (corporation) registration. The next step, "Step 3 of 7": Information about Other Beneficiaries", will describe how to register information about subsidiaries of the corporation that will benefit directly from the corporation's lobbying activities.

To access other tutorials or view the next steps in creating a new in-house corporation 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 email at [QuestionsLobbying@ocl-cal.gc.ca](mailto:QuestionsLobbying@ocl-cal.gc.ca). You can also visit our Web site at [www.cal-ocl.gc.ca](http://www.cal-ocl.gc.ca).