Office of the Commissioner of Lobbying of Canada

Commissariat au lobbying du Canada

Create In-house Corporate Registration

Step 3 — 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 Commissioner of Lobbying.

This is one of seven tutorials dealing with the creation of a new in-house lobbyist (corporation) registration. It describes Step 3, which deals with the reporting of any subsidiaries of your corporation that could benefit directly from your 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 2, 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.

To open the registration and complete Step 3, you must click on the "Incomplete" link.

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

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

"Other Beneficiaries" are defined as subsidiaries of a corporation that will benefit directly from the corporation's lobbying activities.

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

If you have any subsidiaries which have a direct interest of that nature, you must register them.

If you have multiple subsidiaries to add, you will, for technical reasons, have to save them in the normal way. Use the "Save" button at the bottom of the page. This will take you to the "Corporation Summary" page. You will then have to go back to Step 3 by clicking "Edit Information about Other Beneficiaries" in order to continue. This will ensure that your information is properly saved.

In this tutorial, “Simple Textile Incorporated” has two subsidiaries that will benefit directly from the lobbying activities: “Rideaux de Chez Nous” and “Cotton Textile Incorporated.”

When you are asked “Does the corporation have subsidiaries that could have a direct interest in the outcome of the lobbying activities", click “Yes.”

Enter the contact information for the first subsidiary. If the subsidiary has different legal names in English and French, 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 Beneficiary”.

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 the section to add another relationship, you have to click “Top of Form.”

You can also modify or delete information about the subsidiary or subsidiaries.

Select the item you want, then click “Edit Beneficiary” or “Remove Beneficiary.”

Enter the information about the second subsidiary, “Cotton Textile Incorporated.”

Click on “Add another Beneficiary” even if there are no more subsidiaries to be added. This will bring up the full list of beneficiaries.

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 in-house corporate lobbyists.

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

For the purposes of our demonstration, select “Save.” This takes you to “Corporation Summary” 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 we go back to the “Registrant 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 in-house lobbyist (corporation) registration. The next step, “Step 4 of 7: Information about In-House Lobbyists”, deals with reporting information about paid employees of a corporation who carry out 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 e-mail at QuestionsLobbying@ocl-cal.gc.ca. You can also visit our website at www.ocl-cal.gc.ca.