

# Lobbyist Employer or Lobbying Coalition Registration Statement

The “Lobbyist Employer/Lobbying Coalition Registration Statement” is used for:

- Initial registration of a person or entity (including a “lobbying coalition” as defined in FPPC Regulation 18616.4) that employs one or more in-house lobbyists.
- Renewal of registration.

## Filing Requirements:

Any person (including a lobbying coalition), other than a lobbying firm, who employs one or more lobbyists for economic consideration, other than reimbursement for reasonable travel expenses, for the purpose of influencing legislative or administrative action must file the Form 603.

Persons or entities that employ **only a lobbying firm** (including an individual contract lobbyist) are not required to complete this form and register with the Secretary of State. However, they must complete a Form 602 (Lobbying Firm Activity Authorization) and file quarterly reports of lobbying payments Form 635 (Report of Lobbyist Employer/Lobbying Coalition).

## Deadline for Filing

### Initial Registration:

-- A lobbyist employer or lobbying coalition must register with the Secretary of State within 10 days of qualifying as a lobbyist employer or lobbying coalition.

### Renewal of Registration:

-- Lobbyist employers and lobbying coalitions required to file this statement must renew their registration between November 1 and December 31 of each even-numbered year.

## Requirements of Registration:

In addition to the “Lobbyist Employer/Lobbying Coalition Registration Statement,” submit the following:

- A Form 604 (Lobbyist Certification Statement) completed by each in-house employee lobbyist;
- **Renewing a Registration:** Submit a \$100 registration fee (\$50 per year) or
- **New Registration:** The registration fee is \$50 per year and when registering in the first year of the two-year session a payment of \$100 is required; and
- A recent photograph (head and shoulders only) of each lobbyist.

## To Amend the Lobbyist Employer/Lobbying Coalition Registration Statement:

If any change occurs in any of the information contained on the Form 603 such as adding a new lobbyist, a change in address, addition or deletion of a state agency to be lobbied, etc., a Form 605 (Amendment to Registration) must be filed within 20 days of the change.

## Verification:

The Form 603 must be verified and signed by the filer. In the case of a business entity or organization, the verification must be signed by a responsible officer, or by an attorney or a certified public accountant who acts as an agent for the entity or organization.

Section 86100 requires a registration statement to be filed online or electronically and the original and one copy in paper format with:

Secretary of State  
Political Reform Division  
1500 11th Street  
P.O. Box 1467  
Sacramento, CA 95812-1467

## Additional Information

Refer to the *Lobbying Disclosure Information Manual* for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

Check the applicable box:

- Lobbyist Employer Registration Statement**
- Lobbying Coalition Registration Statement**  
(Government Code Section 86105)

|   |  |
|---|--|
| <b>Legislative Session</b><br><br>_____<br>(Insert Years) | <b>CALIFORNIA 603</b><br><b>FORM</b><br><small>FAIR POLITICAL PRACTICES COMM.</small><br>For Official Use Only |
| Page _____ of _____                                       |  |

Type or Print in Ink

NAME OF LOBBYIST EMPLOYER OR LOBBYING COALITION:

If this is an initial registration, enter the DATE QUALIFIED:

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

TELEPHONE NUMBER:

( )

MAILING ADDRESS: (If different than above)

FAX NUMBER: (Optional)

( )

E-MAIL:

### I Lobbyists and Lobbying Firms Employed

- List the full name of each in-house lobbyist employed and each lobbying firm with which you contract.

In-House Employee Lobbyists:

Lobbying Firms:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

If more space is needed, check box and attach continuation sheets.

### II List Below the State Agencies Whose Actions you Will Attempt to Influence

- Will you attempt to influence the State Legislature?  Yes  No

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

If more space is needed, check box and attach continuation sheets.

### III Description of Lobbying Interests

- For assistance, see the instructions on the back of this form or the "Information Manual on Lobbying Disclosure Provisions of the Political Reform Act." \_\_\_\_\_

### VERIFICATION

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed On \_\_\_\_\_ DATE

By \_\_\_\_\_ SIGNATURE OF RESPONSIBLE OFFICER

Name of Responsible Officer \_\_\_\_\_ TYPE OR PRINT

Title \_\_\_\_\_

## Reporting Agencies to be Lobbied

Each lobbyist identified in Part I will be registered to lobby all agencies listed on the Lobbyist Employer Registration Statement and all subsequent amendments unless a lobbyist identifies specific agencies on his/her Lobbyist Certification Statement (Form 604).

## Reporting Lobbying Interests

Following are some examples of how to report lobbying interests on the registration statement:

### *Example 1:*

ABC Corporation develops, manufactures and distributes pharmaceuticals. On its Form 603 (Lobbyist Employer Registration Statement), it would not be sufficient to describe the corporation's lobbying interests as "Legislation relating to business," or "Legislation relating to manufacturing." The description should say "Legislation relating to the development, manufacturing and distribution of pharmaceuticals."

### *Example 2:*

A group of real estate companies decides to share the cost of hiring a lobbying firm to influence a specific regulation being considered by the Department of Fair Employment and Housing. Because there are 10 or more companies pooling funds to hire a lobbyist, the group qualifies as a "lobbying coalition." The Form 603 should specifically describe the administrative action to be lobbied, such as "Regulations of the Department of Fair Employment and Housing relating to adults-only rental policies (Section 12-8, 12-9)."

### *Example 3:*

The DEF Association is an organization which represents local government entities, such as cities and counties. One of DEF Association's employees is its lobbyist. The lobbyist's primary lobbying efforts during one reporting period are in connection with a bill to limit the liability of local governmental entities in personal injury lawsuits and a bill affecting the powers of redevelopment agencies. The lobbyist also monitors other bills relating to local government issues, but does not actively lobby those bills. On its Form 603, the association would describe its lobbying interests as "Legislation relating to cities, counties, and other local government entities."

**NOTE:** Lobbyist employers and lobbying coalitions are also required to file quarterly reports disclosing, among other things, the specific legislative or administrative actions lobbied during the period covered by the report. See the Form 635 (Report of Lobbyist Employer/Report of Lobbying Coalition) or the *Lobbying Disclosure Information Manual* for detailed information.

# Lobbyist Employer/Lobbying Coalition Registration Statement

SEE INSTRUCTIONS ON REVERSE

Type or Print in Ink

NAME OF LOBBYIST EMPLOYER OR LOBBYING COALITION:

Page \_\_\_\_\_ of \_\_\_\_\_

## Nature and Interests of Filer

Check *one* box only:

- INDIVIDUAL (Complete only Parts A and E)       BUSINESS ENTITY (Complete only Parts B and E)       INDUSTRY, TRADE OR PROFESSIONAL ASSN. (Complete only Parts C and E)       OTHER (e.g., lobbying coalition) (Complete only Parts D and E)

### A. Individual

1. Name and address of employer (or principal place of business if self-employed):

2. Description of business activity in which you or your employer are engaged:

### B. Business Entity

Description of business activity in which engaged:

### C. Industry, Trade or Professional Association

1. Description of industry, trade or profession represented:

2. Specific description of any portion or faction of the industry, trade, or profession which the association exclusively or primarily represents:

3. Number of members in association (*check appropriate box*)

- 50 OR LESS (provide names of all members on an attachment.)       MORE THAN 50

### D. Other

1. Statement of nature and purposes:

2. Description of any trade, profession, or other group with a common economic interest which is principally represented or from which membership or financial support is principally derived:

### E. Industry Group Classification

Check one box which most accurately describes the industry group which you represent. See instructions on reverse.

- |                                       |   |  |   |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> AGRICULTURE  | <input type="checkbox"/> LEGAL                      | <i>BUSINESS (Check one of the following sub-categories.)</i> |   |
| <input type="checkbox"/> EDUCATION    | <input type="checkbox"/> PUBLIC EMPLOYEES           | <input type="checkbox"/> ENTERTAINMENT/RECREATION            | <input type="checkbox"/> OIL AND GAS                |
| <input type="checkbox"/> GOVERNMENT   | <input type="checkbox"/> POLITICAL ORGANIZATIONS    | <input type="checkbox"/> FINANCE/INSURANCE                   | <input type="checkbox"/> PROFESSIONAL/TRADE         |
| <input type="checkbox"/> HEALTH       | <input type="checkbox"/> UTILITIES                  | <input type="checkbox"/> LODGING/RESTAURANTS                 | <input type="checkbox"/> REAL ESTATE                |
| <input type="checkbox"/> LABOR UNIONS | <input type="checkbox"/> OTHER: _____<br>(Describe) | <input type="checkbox"/> MANUFACTURING/INDUSTRIAL            | <input type="checkbox"/> TRANSPORTATION             |
|                                       |   | <input type="checkbox"/> MERCHANDISE/RETAIL                  | <input type="checkbox"/> OTHER: _____<br>(Describe) |

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