Lobbying Firm
Activity Authorization

CALIFORNIA FORM **602**
FAIR POLITICAL PRACTICES COMM.

Page _____ of _____

Filing Requirements:
A Form 602 (Lobbying Firm Activity Authorization) must be completed and verified by each person who employs or contracts with a lobbying firm.

The Form 602 must be attached to the lobbying firm's Form 601 (Registration Statement) or, when adding a new client or employer to the firm's existing registration, to Form 605 (Amendment to Registration).

The person who employs the lobbying firm must date and sign the verification. In the case of a business entity or organization, the verification must be signed by a responsible officer of the entity or organization or by an attorney or a certified public accountant who acts as an agent for the entity or organization.

Lobbying Firms that Subcontract a Client:
A lobbying firm that subcontracts to provide lobbying services to clients of another lobbying firm must identify the subcontracting lobbying firm and the client(s) on whose behalf it will lobby. A Form 602 signed by a representative of the subcontracting lobbying firm must be included with the contracted firm's registration. The subcontracted client is not required to file a Form 602. In addition, it is not necessary to complete the Nature and Interests section for subcontract clients.

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.

Lobbying Firm
Activity Authorization

(Government Code Section 86104)

Check *one* box, if applicable

☐ **Lobbyist Employer**
(Gov. Code Section 82039.5)

☐ **Lobbying Coalition**
(FPPC Regulation 18616.4)

Type or Print in Ink

Legislative Session

_____
(Insert Years)

Page _____ **of** _____

CALIFORNIA FORM **602**
FAIR POLITICAL PRACTICES COMM.

For Official Use Only

NAME OF FILER:

ELECTIVE DATE:

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

TELEPHONE NUMBER:
( )

FAX NUMBER: (Optional)
( )

MAILING ADDRESS: (If different than above.)

E-MAIL: (Optional)

I hereby authorize _____
(Name of Lobbying Firm)

_____
(Business Address)

to engage in the activities of a lobbying firm (as defined in California Government Code Section 82038.5 and 2 Cal. Code of Regs. Section 18238.5) on behalf of the above named employer.

If you are authorizing another lobbying firm to lobby on behalf of your firm's client(s), provide the name(s) of the client(s) below. (It is not necessary to complete the Nature and Interests section.)

NAME OF SUBCONTRACTED CLIENT:	NAME OF SUBCONTRACTED CLIENT:
NAME OF SUBCONTRACTED CLIENT:	NAME OF SUBCONTRACTED CLIENT:

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheets at the end of the form.

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 _____
PRINT OR TYPE

Title _____

Lobbying Firm Activity Authorization

CALIFORNIA FORM **602**
FAIR POLITICAL PRACTICES COMM.

SEE INSTRUCTIONS ON REVERSE

Type or Print in Ink

NAME OF FILER:

Page _____ of _____

Nature and Interests of Lobbyist Employer

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~~ attachment sheet.)

☐ 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.

☐ AGRICULTURE	☐ LEGAL	☐ ENTERTAINMENT/RECREATION	☐ OIL AND GAS
☐ EDUCATION	☐ PUBLIC EMPLOYEES	☐ FINANCE/INSURANCE	☐ PROFESSIONAL/TRADE
☐ GOVERNMENT	☐ POLITICAL ORGANIZATIONS	☐ LODGING/RESTAURANTS	☐ REAL ESTATE
☐ HEALTH	☐ UTILITIES	☐ MANUFACTURING/INDUSTRIAL	☐ TRANSPORTATION
☐ LABOR UNIONS	☐ OTHER:_____ (Describe in detail)	☐ MERCHANDISE/RETAIL	☐ OTHER:_____ (Specific Description)

Instructions for Nature and Interests of Lobbyist Employer

CALIFORNIA FORM 602
FAIR POLITICAL PRACTICES COMM.

Nature and Interests of Lobbyist Employer:
Check the box that indicates whether you are an individual, a business entity, an industry, trade or professional association, or some other type of entity, such as a lobbying coalition, a religious organization, a political or public interest organization, or a recreational club. Complete Part A, B, C, or D, whichever is applicable, and then complete Part E.

Industry Group Classification

All filers must complete Section E. Check one box that most accurately describes the industry group you represent. Industry, trade, or professional associations should check the box that most accurately describes the industry group of its members (e.g., an association of hospitals would be classified as "Health," and an association of mortgage banking entities would be classified as "Business-Finance/Insurance"). Following are some additional examples:

- *Agriculture:* Includes growers, ranches, vineyards, flower growers, fertilizer manufacturers, etc.
- *Education:* Includes educators, private and public schools, and education unions.
- *Government:* Includes cities, counties, and all other publicly funded agencies.
- *Health:* Includes physicians, dentists, optometrists, chiropractors, nurses, etc., as well as ambulance companies, convalescent homes, pharmacists, pharmaceutical manufacturers, therapists, hospitals, etc.
- *Labor Unions:* Does not include public employee and education unions.
- *Legal:* Includes attorneys and attorney associations, except those representing public employee attorneys.
- *Political Organizations:* Includes political committees and clubs.
- *Public Employees:* Includes all public employee associations, organizations, and unions (except education unions), including district attorneys, public defenders, firefighters, judges, police, sheriffs, etc.
- *Utilities:* Includes telephone, power, and water companies.
- *Other:* Describe. (After reviewing your description, the Secretary of State may place you in one of the classifications described above or assign you to the miscellaneous category in the Directory of Lobbyists, Lobbying Firms and Lobbyist Employers.)

The category "Business" has been divided into several subcategories, including:

Entertainment/Recreation: Includes baseball, football teams and country clubs, casinos, horse breeders, race tracks, music companies, and theaters. Does not include hobby or recreational clubs which are not business-related.

Finance/Insurance: Includes health insurance companies, collection agencies, credit services, mortgage bankers, title companies, etc.

Lodging/Restaurants: Includes bars, hotels, night clubs, resorts, etc.

Manufacturing/Industrial: Includes beverage manufacturers, canneries, cement companies, chemical laboratories, timber companies, wineries, etc.

Merchandise/Retail: Includes beverage distributors, coin dealers, florists, home furnishing stores, pharmacies, etc.

Oil and Gas: Includes drilling contractors, exploration companies, gas and oil companies, etc.

Professional/Trade: Includes individuals or business entities, or organizations representing accountants, architects, auctioneers, bail agents, building trades, construction interests, court reporters, engineers, photographers, travel agents, stock brokers, plumbers, veterinarians, etc. NOTE: A trade association representing ranchers would be classified as "Agriculture," not as "Professional/Trade."

Real Estate: Includes developers, rental companies, real estate companies, property management, etc.
Transportation: Includes airlines, moving and storage, railroads, shipping, trucking, etc.

Other: Describe your business interest if it does not fall into any of the other business categories (e.g. apartment owners, funeral homes, mobile home parks, publishers, refuse companies, retirement homes, waste management, etc.). NOTE: This subsection is different from the "Other" category identified in the Industry Group Classification which is for use by filers whose activities are not business-related.

CONTINUATION SHEET
FOR SUBCONTRACTED CLIENTS

PAGE _____ OF _____

LOBBYING FIRM ACTIVITY AUTHORIZATION
(FORM 602)

NAME OF FILER: _____ PERIOD COVERED: _____

If you are authorizing another lobbying firm to lobby on behalf of your firm's client(s), provide the name(s) of the client(s) below. (It is not necessary to complete the Nature and Interests section.)

NAME OF SUBCONTRACTED CLIENT:	NAME OF SUBCONTRACTED CLIENT:
NAME OF SUBCONTRACTED CLIENT:	NAME OF SUBCONTRACTED CLIENT:
NAME OF SUBCONTRACTED CLIENT:	NAME OF SUBCONTRACTED CLIENT:
NAME OF SUBCONTRACTED CLIENT:	NAME OF SUBCONTRACTED CLIENT:
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NAME OF SUBCONTRACTED CLIENT:	NAME OF SUBCONTRACTED CLIENT:
NAME OF SUBCONTRACTED CLIENT:	NAME OF SUBCONTRACTED CLIENT:

☐ If more space is needed, check box and use additional continuation sheets.

ATTACHMENT SHEET
TO LIST ASSOCATION MEMBERS (IF LESS THAN 50)

PAGE _____ OF _____

LOBBYING FIRM ACTIVITY AUTHORIZATION
(FORM 602)

NAME OF FILER: _____ PERIOD COVERED: _____

Section C, PART 3: Members of the Industry, Trade, or Professional Association *(Total: _____)*

☐ If more space is needed, check box and use additional attachment sheets.

Lobbyist Employer or Lobbying Coalition Registration Statement

CALIFORNIA FORM **603**
FAIR POLITICAL PRACTICES COMM.

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)

Type or Print in Ink

Legislative Session

_____
(Insert Years)

Page _____ **of** _____

CALIFORNIA FORM 603
FAIR POLITICAL PRACTICES COMM.

For Official Use Only

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:
( )

FAX NUMBER: (Optional)
( )

MAILING ADDRESS: (If different than above)

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~~ use continuation sheet at the end of the form.

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~~ use continuation sheet at the end of the form.

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." _____

☐ If more space is needed, check box and use continuation sheet at the end of the form.

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 _____ By _____
DATE SIGNATURE OF RESPONSIBLE OFFICER

Name of Responsible Officer _____ Title _____
TYPE OR PRINT

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

CALIFORNIA FORM **603**
FAIR POLITICAL PRACTICES COMM.

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~~ attachment sheet.)

☐ 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.

☐ *AGRICULTURE*

☐ *EDUCATION*

☐ *GOVERNMENT*

☐ *HEALTH*

☐ *LABOR UNIONS*

☐ *LEGAL*

☐ *PUBLIC EMPLOYEES*

☐ *POLITICAL ORGANIZATIONS*

☐ *UTILITIES*

☐ *OTHER:* _____ (Describe)

BUSINESS (Check one of the following sub-categories.)

☐ ENTERTAINMENT/RECREATION

☐ FINANCE/INSURANCE

☐ LODGING/RESTAURANTS

☐ MANUFACTURING/INDUSTRIAL

☐ MERCHANDISE/RETAIL

☐ OIL AND GAS

☐ PROFESSIONAL/TRADE

☐ REAL ESTATE

☐ TRANSPORTATION

☐ OTHER: _____ (Describe)

Instructions for Nature and Interests of Lobbyist Employer/Lobbying Coalition Registration Statement

CALIFORNIA FORM **603**
FAIR POLITICAL PRACTICES COMM.

Nature and Interests of Lobbyist Employer:

Check the box that indicates whether you are an individual, a business entity, an industry, trade or professional association, or some other type of entity, such as a lobbying coalition, a religious organization, a political or public interest organization, or a recreational club. Complete Part A, B, C, or D, whichever is applicable, and then complete Part E.

Industry Group Classification

All filers must complete Section E. Check one box that most accurately describes the industry group you represent. Industry, trade, or professional associations should check the box that most accurately describes the industry group of its members, (e.g., an association of hospitals would be classified as "Health," and an association of mortgage banking entities would be classified as "Business-Finance/ Insurance"). Following are some additional examples:

- ***Agriculture:*** Includes growers, ranches, vineyards, flower growers, fertilizer manufacturers, etc.
- ***Education:*** Includes educators, private and public schools, and education unions.
- ***Government:*** Includes cities, counties, and all other publicly-funded agencies.
- ***Health:*** Includes physicians, dentists, optometrists, chiropractors, nurses, etc., as well as ambulance companies, convalescent homes, pharmacists, pharmaceutical manufacturers, therapists, hospitals, etc.
- ***Labor Unions:*** Does not include public employee and education unions.
- ***Legal:*** Includes attorneys and attorney associations, except those representing public employee attorneys.
- ***Political Organizations:*** Includes political committees and clubs.
- ***Public Employees:*** Includes all public employee associations, organizations, and unions (except education unions), including district attorneys, public defenders, firefighters, judges, police, sheriffs, etc.
- ***Utilities:*** Includes telephone, power, and water companies.
- ***Other:*** Describe. (After reviewing your description, the Secretary of State may place you in one of the classifications described above or assign you to the miscellaneous category in the Directory of Lobbyists, Lobbying Firms and Lobbyist Employers.)

The category "Business" has been divided into several sub-categories, including:

Entertainment/Recreation: Includes baseball, football teams and country clubs, casinos, horse breeders, race tracks, music companies, and theaters. Does not include hobby or recreational clubs which are not business-related.

Finance/Insurance: Includes health insurance companies, collection agencies, credit services, mortgage bankers, title companies, etc.

Lodging/Restaurants: Includes bars, hotels, night clubs, resorts, etc.

Manufacturing/Industrial: Includes beverage manufacturers, canneries, cement companies, chemical laboratories, timber companies, wineries, etc.

Merchandise/Retail: Includes beverage distributors, coin dealers, florists, home furnishing stores, pharmacies, etc.

Oil and Gas: Includes drilling contractors, exploration companies, gas and oil companies, etc.

Professional/Trade: Includes individuals or business entities, or organizations representing accountants, architects, auctioneers, bail agents, building trades, construction interests, court reporters, engineers, photographers, travel agents, stock brokers, plumbers, veterinarians, etc. NOTE: A trade association representing ranchers would be classified as "Agriculture," not as "Professional/Trade."

Real Estate: Includes developers, rental companies, real estate companies, property management, etc.

Transportation: Includes airlines, moving and storage, railroads, shipping, trucking, etc.

Other: Describe your business interest if it does not fall into any of the other business categories (e.g. apartment owners, funeral homes, mobile home parks, publishers, refuse companies, retirement homes, waste management, etc.). NOTE: This subsection is different from the "Other" category identified in the Industry Group Classification which is for use by filers whose activities are not business-related.

CONTINUATION SHEET FOR PARTS I, II, III

PAGE _____ OF _____

LOBBYIST EMPLOYER/LOBBYING COALITION REGISTRATION STATEMENT (FORM 603)

NAME OF LOBBYING FIRM: _____ PERIOD COVERED: _____

PART I In-House Lobbyists Employed (Continued)	

PART I Lobbying Firms Employed (Continued)	

PART II State Agencies (Continued)	

PART III Description of Lobbying Activities (Continued)

☐ If more space is needed, check box and use addtional continuation sheets.

ATTACHMENT SHEET
TO LIST ASSOCATION MEMBERS (IF LESS THAN 50)

PAGE _____ OF _____

LOBBYIST EMPLOYER/LOBBYING COALITION REGISTRATION STATEMENT (FORM 603)

NAME OF FILER: _____ PERIOD COVERED: _____

Section C, PART 3: Members of the Industry, Trade, or Professional Association

(Total: _____)

☐ If more space is needed, check box and use additional attachment sheets.