

Announcement Regarding “Co-lobbyist” Enhancement to e-Lobbyist

Attention Principal Officers and Designees:

The Lobbying Bureau, in collaboration with the Department of Information, Technology and Telecommunications, is pleased to announce the deployment of an enhancement to the e-Lobbyist application program that provides a mechanism to report the retaining of a co-lobbyist by a lobbyist. This enhancement is now available on e-Lobbyist.

A co-lobbyist is a lobbyist retained (and compensated) by another lobbyist (“primary lobbyist”) to lobby on behalf of the primary lobbyist’s client in the City of New York in a given calendar year. The parties will adhere to the following filing requirements:

1. The primary lobbyist files a statement of registration listing its client, adds any and all co-lobbyists to the statement of registration, and uploads or submits the retainer agreements between the client and primary lobbyist and the primary lobbyist and co-lobbyist;
2. The primary lobbyist files periodic reports for the client, listing the compensation paid by the client to the primary lobbyist as compensation and the compensation the primary lobbyist paid to the co-lobbyist as an expense and/or reimbursed expense (if reimbursed by the client);
3. The co-lobbyist files a statement of registration listing the primary lobbyist’s client, adds the primary lobbyist to the statement of registration and uploads or submits (i) a letter of designation from the client authorizing the co-lobbyist to lobby on behalf of the client and (ii) the retainer agreement between the primary lobbyist and the co-lobbyist. The start date listed on the statement of registration should be the date in which the client designates the co-lobbyist;
4. The co-lobbyist files periodic reports for its designated client listing the compensation paid (from the primary lobbyist) as compensation and expenses/reimbursed expenses it incurred for lobbying as expenses or reimbursed expenses (if reimbursed by the client) and any fundraising/political consulting reports and terminations that may be applicable; and
5. The client files a client annual report, listing both the primary lobbyist and the co-lobbyist and reports the compensation paid to the primary lobbyist and any reimbursed expenses that may have been paid to both the primary lobbyist and co-lobbyist.

If you have any questions regarding the content of this announcement, please contact the Lobbying Bureau at (212) 669-8171. The user-guide will be updated to provide further guidance on making the aforementioned filings. Thank you for your anticipated cooperation.