

ANNOUNCEMENT REGARDING CHANGES IN THE ENROLLMENT PROCEDURE

To provide a more readily accessible proof of name verification and generally facilitate a more efficient and easily manageable enrollment experience for new entities enrolling in e-Lobbyist, the Lobbying Bureau is making the following change. Effective immediately, all new entities enrolling in e-Lobbyist are required to submit “**proof of a corporate filing**” rather than a voided check to verify such entity’s legal name. The document should be issued by the New York State Department of State or the department of state from the state in which the entity was incorporated (or the equivalent government agency from a foreign jurisdiction).

Proof of a corporate filing may include a copy of one of the following:

- (1) A print-out from the appropriate department of state website (or foreign country equivalent),
- (2) Filing receipt,
- (3) Articles of Incorporation,
- (4) Certificate of Incorporation,
- (5) Articles of Organization,
- (6) Certificate of Limited Partnership,
- (7) Certificate of Registration,
- (8) Certificate of Assumed Name, or
- (9) Certificate of Type of Not-for-Profit Corporation.

An affidavit in lieu of proof of a corporate filing is to be submitted **only** as a last resort if the entity has no corporate documentation (e.g., a sole practitioner or d/b/a). The entity name listed on the enrollment, must match the name in the proof of a corporate filing or affidavit. If there is a discrepancy, the enrollment will not be accepted. Additionally, enrollments that contain both the corporate name and the d/b/a name as the business entity name will not be accepted. Please complete the enrollment under the d/b/a name.

In addition, names must be consistent throughout all related filings. The retainer agreement(s) filed with the statement(s) of registration must contain the same name listed on the enrollment and the proof of a corporate filing or the affidavit. If there is a discrepancy between the entity names, you may be required to submit an amended retainer.

Please note that the instructions on the e-Lobbyist enrollment page, the e-Lobbyist user-guide and any automatically generated emails from e-Lobbyist will be amended to reflect this change in the upcoming months. This change, however, is to take effect immediately. Nothing in this notice is applicable to an enrollment that has already been accepted in e-Lobbyist or is in process (i.e., where voided checks have already been mailed). In addition, if you received an email regarding an existing name issue (whether on the enrollment or retainer), submission of the aforementioned documents are **not** required to resolve the issue. Please see the instructions on the individual email you received.

Thank you for your anticipated cooperation. If you have any questions, please contact the Lobbying Bureau at (212) 669-8171.