



Opening an account in a financial institution Political party leadership campaign

Reference: *Act respecting elections and referendums in municipalities* (sections 499.5 and 499.6).

PURPOSE

Define certain parameters for opening and using a bank account and provide a name for this account.

ACCOUNT IN A FINANCIAL INSTITUTION

The financial representative of a candidate in a party leadership race must, as soon as he or she is empowered to do so, open an account in a Québec branch of a financial institution. It can be a bank, a trust corporation or a financial services cooperative.

The financial representative must be authorized to receive account statements and make payments by debit card or cheque. For payments by cheque, the candidate must request and obtain a copy of the front of the cheque once it is cleared.

ACCOUNT NAME

The financial representative holds and administers the funds entrusted to him or her for the benefit of the candidate in a party leadership race. For this reason, the account should contain the following :

<p>_____ , Name of the financial representative of the candidate</p> <p>financial representative of :</p> <p>_____ » Name of the candidate in a party leadership</p>
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REQUIRED DOCUMENTS

To facilitate the opening of the account with the financial institution, the financial representative should have a copy of the following documents in his or her possession :

- A letter from the Chief Electoral Officer proving that he or she is the financial representative of a candidate in a party leadership.
- An identity document.

DEPOSITS AND SIGNING CHEQUES

The funds of the candidate in a party leadership race (contributions, loans, etc.) must be collected under the authority of his or her financial representative. Campaign expenses must also be made under the latter's authority.

The financial representative must complete and keep a copy of each deposit slip. This deposit slip must indicate the origin of the cheques deposited, their amount as well as the origin of any cash amount received.

The financial representative should keep a copy of cashed cheques.

Cheques must be signed by the financial representative. Another person may also sign them for control purposes.