

**INSTRUCTIONS FOR FILING THE GOVERNMENTAL AFFAIRS AGENT NOTICE
OF REPRESENTATION (FORM NR)**

Please note that this form is used to register new Represented Entities only. New Agents must use the Governmental Affairs Agent Registration form (Form REG).

NAME OF GOVERNMENTAL AFFAIRS AGENT

Enter the name of the Agent who is submitting the form.

BADGE NUMBER

Enter the badge number assigned to the Governmental Affairs Agent as it appears on the ID badge provided to them by the Commission.

AMENDMENT

Check the “Amendment” box if amending a previously filed Form NR. Specify the nature of the amendment. Amend the Form NR within 15 days of the effective date of the change or not later than the filing date of the next Quarterly Report, whichever date is earlier.

BUSINESS NAME AND BUSINESS ADDRESS

Enter the Governmental Affairs Agent’s business name and address.

TELEPHONE NUMBER

Enter the business telephone number of the Governmental Affairs Agent. Leave this field blank if the telephone number is unlisted.

Part I

Part I pertains to the Represented Entity from whom the Governmental Affairs Agent receives compensation for acting as a GAA.

1. Enter the full name, business address, and occupation or principal business of the Represented Entity from whom or which the Governmental Affairs Agent receives compensation. Note: If the Governmental Affairs Agent receives compensation from an employer company or firm that engages in the business of lobbying, such as the “ABC Lobbying Group” or the “DEFG Law Firm” do not enter “ABC Lobbying Group” or “DEFG Law Firm”. Rather, enter the name of the entity that is receiving the lobbying services. Note: a separate Form NR must be filed for each entity the Governmental Affairs Agent represents.
2. If the Represented Entity named is a membership organization or corporation whose name or occupation

does not clearly reveal the interest for which it seeks advancement through the services of its Governmental Affairs Agent, describe the primary economic, social, political, or other interest of the Represented Entity in subsection (A). Enter the name, business address and occupation of the person or persons having financial control of the membership organization or corporation in subsection (B).

3. Enter the full name, business address, and occupation or principal business of any person or entity in whose interest the Governmental Affairs Agent acts in consideration of the compensation paid, if such person or entity is other than the Represented Entity listed in Part I, question 1.

Part II

Part II designates which Governmental Affairs Agent(s) within the business will communicate on behalf of the Represented Entity.

Only one option can be selected.

Selecting the first option indicates that only the GAA filing the form is designated and requires no further action in Part II. The second option designates all GAAs registered and requires no further action in Part II.

Selection of the third option designates certain GAAs and requires the specific names of the agents in the business that will be communication on behalf of the Represented Entity to be listed.

Part III

List the type(s) of, and any specific, legislation, regulation(s), or governmental process(es) the GAA(s) will be promoting or opposing on behalf of the Represented Entity.

SIGNATURE/DATE

In order to electronically sign the Form NR, the Governmental Affairs Agent must enter his/her Registration Number and PIN. When successfully entered, the Governmental Affairs Agent's name will appear on the signature line. Enter the date the form was completed in the mm/dd/yy format.

SUBMIT

Once all the required fields are completed and the Governmental Affairs Agent has reviewed and e-signed the Form NR, click the "Submit" button to submit the form to ELEC.

Once the form is submitted, a confirmation page is generated. Print a copy of the confirmation page for your records. You can also print a copy of the submitted Form NR by clicking the link provided on the confirmation page.

FILING INFORMATION

The Form NR is filed prior to making any communication with, or providing a benefit to a high level State official, on behalf of the Represented Entity, or within 30 days of being employed, retained or engaged as a Governmental Affairs Agent, whichever is earlier.