#### County of Los Angeles



## INSTRUCTIONS FOR AMENDMENT TO REGISTRATION STATEMENT

#### **FORM LOB 5**

Chapter 2.160 of the Los Angeles County Code

An Amendment to Registration Statement (Form LOB 5) is used for reporting changes to information contained in:

- Lobbying Firm/Individual Lobbyist Registration Statement (Form LOB 1)
- Lobbyist Employer Registration Statement (Form LOB 3)
- Lobbyist Certification Statement (Form LOB 4)

#### DEADLINE FOR FILING AN AMENDMENT TO REGISTRATION STATEMENT:

- A lobbying firm adding a new client must file the Amendment to Registration Statement (Form LOB 5) PRIOR
  to attempting to influence any official county action on behalf of that client;
- Within ten (10) days of the effective date of any other change.

#### FEE:

• There is no fee required for filing an Amendment to Registration Statement (Form LOB 5). However, if filing a Lobbyist Certification Statement (Form LOB 4) for adding an additional lobbyist, additional fees are required, refer to LOB 4 instructions.

#### **EXPLANATIONS OF HOW TO REPORT COMMON REGISTRATION AMENDMENTS ARE PROVIDED BELOW:**

#### FIRM

- Adding a Lobbyist Attach a completed Lobbyist Certification Statement (Form LOB 4) and 3x4 photograph (head & shoulders only) of the lobbyist
- Deleting an Individual Lobbyist (no attachment is necessary)
- Adding a new Lobbyist Employer/Client-Attach a Lobbying Activity Authorization (Form LOB 2) signed by the
  appropriate representative of the client
- Deleting a Lobbyist Employer/Client (no attachment is necessary)
- A change in the Lobbyist Firm's designated Responsible Officer Attach Section C of the Lobbying
   Firm/Individual Lobbyist Registration Statement (Form LOB 1) containing the required information for the new
   Responsible Officer and his/her signature
- Change in Firm's registration name (no attachment is necessary)
- Change of business/mailing address or business telephone number (no attachment is necessary)

#### LOBBYIST EMPLOYER/CLIENT

- Adding an In-house Employee Lobbyist-Attach a completed **Lobbyist Certification Statement** (Form LOB 4) and **3x4 photograph** (head & shoulders only) of the lobbyist
- Deleting an In-house Employee Lobbyist (no attachment is necessary)
- Adding a new Lobbying Firm (no attachment is necessary)
- Deleting a Lobbying Firm (no attachment is necessary)
- A change in the Lobbyist Employers designated Responsible Officer Describe change under other
- Change in Employers/Clients's registration name (no attachment is necessary)
- Change of business/mailing address or business telephone number (no attachment is necessary)

#### FILE THIS FORM WITH ORIGINAL SIGNATURE WITH THE:

Executive Officer of the Board of Supervisors County of Los Angeles Kenneth Hahn Hall of Administration 500 W. Temple Street, Room 383 Los Angeles, California 90012 (213) 974-1093

#### **INTERNET ACCESS**

The Los Angeles County Lobbyist Ordinance, rules, operational procedures, registration/ reporting forms, registrants and their quarterly activity reports are accessible at:

http://bos.co.la.ca.us/



# COUNTY OF LOS ANGELES Amendment to Registration Statement Form LOB 5

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Name of Filer:				
Address: E-Mail Address:				
City:	State:	Zip Code:	Zip Code:	
Area Code & Telephone Number: (No Dashes)	Extension:	Area Code & Fax Nun	(No Dashes)	
Part (A) - Description of Changes: Please check the applif you are adding or deleting more than one lobbyist, lobby		employer/client you may list th	em under "Other".	
LOBBYING FIRM		LOBBYIST EMPLOYER/CLIENT:		
Adding Lobbyist	☐ Addir	☐ Adding In-house Lobbyist		
Name of Lobbyis <u>t:</u>	- Name	Name of In-house Lobbyist:		
Effective Date:	Effec	Effective Date:		
Attach Lobbyist Certification Statement (Form LOB 4)		Attach Lobbyist Certification Statement (Form LOB 4)		
☐ Deleting Lobbyist	☐ Delet	Deleting In-house Lobbyist		
Name of Lobbyist:	Nan	Name of In-house Lobbyist:		
Effective Date:	Effe	Effective Date:		
No Attachment Required	No Attachn	No Attachment Required		
☐ Adding Lobbyist Employer/Client	_ Addin	Adding Lobbying Firm		
lame of Lobbyist Employer/Client:	Nan	Name of Lobbying Firm:		
Effective Date:	 Fff	Effective Date:		
omplete Part B and Attach Lobbying Activity Authorization (Form LC			_	
☐ Deleting Lobbyist Employer/Client	☐ Delet	☐ Deleting Lobbying Firm		
lame of Lobbyist Employer/Client:	Nar	Name of Lobbying Firm:		
Effective Date:	Effe	ective Date:	_	
Other: Describe changes in detail, indicate effective dates	and provide attachn	ments required.		

#### **County of Los Angeles**

### Amendment to Registration Statement Form LOB 5

Part (B) - Lobbying Firm Adding a Lobbyist Employer/Client Name of Filer: Name of Lobbyist Employer/Client: Address: State: City: Zip Code: Area Code & Phone Number: E-Mail Address: (No Dashes) Check one box to describe the client named above: ☐ INDIVIDUAL **□** BUSINESS ENTITY (Complete description below) Description of Business Activity: ☐ INDUSTRY, TRADE OR PROFESSIONAL ASSOCIATION (Complete description below) Description of Industry, Trade or Professional Association: Specific description of any portion or faction of the industry, trade or profession which the association exclusively or primarily represents: Number of members in association *(check appropriate box)* — Less Than 50 (Attach List of Members) ☐ OTHER (Complete description below) Statement of Nature and Purpose: Description of any trade or profession or other group with a common economic interest which is principally represented or from which membership or financial support is principally derived: Part (C) 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. **Date Executed:** State: City: Name of Responsible Officer:

Signature of Responsible Officer: