



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

Part (B) - Lobbying Firm Adding a Lobbyist Employer/Client

Name of Filer: _____

Name of Lobbyist Employer/Client: _____

Address: _____

City: _____ State: _____ 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) More Than 50

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: _____ City: _____ State: _____

Name of Responsible Officer: _____

Signature of Responsible Officer: _____