



# HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

## MEMORANDUM

TO: Registered Lobbyists, Lobbying Organizations, and Employing Organizations

FROM: Hawai'i State Ethics Commission

DATE: December 21, 2016

RE: Reminder: Renewal of Lobbyist Registrations for 2017 and Filing of Expenditures and Contributions Reports (May – Dec 2016)

This is a courtesy reminder that lobbyist registration renewals and expenditures and contributions reports are due next month.

### Due Date

<b>Lobbyist Registrations Renewals for 2017-2018</b>	<b>Friday, Jan. 27, 2017</b>
<b>Lobbying Expenditures/Contributions Reports (For May 1 – December 31, 2016)</b>	<b>Tuesday, Jan. 31, 2017</b>

## REGISTRATION RENEWALS

Under Hawai'i Revised Statutes ("HRS"), Chapter 97, all lobbyist registrations expire ten (10) days after the opening of the legislative session of an odd-numbered year.<sup>1</sup> For 2017, any registered lobbyist who plans to continue lobbying must renew his or her registration by filing a new registration form with the Hawai'i State Ethics Commission ("Commission") by Friday, January 27, 2017. [Click here for the Lobbyist Registration Form.](#)

## EXPENDITURES & CONTRIBUTIONS REPORTS

All registered lobbyists, lobbying organizations, and employing organizations are required to file statements of contributions and expenditures with the Commission on a periodic basis.<sup>2</sup> The final contributions and expenditures statement for 2016 is due on Tuesday, January 31, 2017.

<sup>1</sup> HRS § 97-2.5.

<sup>2</sup> HRS § 97-3.

This statement covers the reporting period from May 1, 2016 through December 31, 2016. Please note that you must file a statement even if you made no expenditures during this filing period.

For registered lobbyists, [click here for Lobbyist Expenditure Statement form \(Form LOB\)](#).

For lobbying organizations and employing organizations, [click here for Organization's and Other's Lobbying Expenditures Statement form \(Form ORG\)](#).

## HOW TO FILE

Email: [ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org)

U.S. Mail/Hand-Delivery: Hawaii State Ethics Commission  
1001 Bishop Street  
American Savings Bank Tower, Suite 970  
Honolulu, Hawaii 96813  
Office hours: Monday – Friday, 7:45 a.m. – 4:30 p.m.

Currently, the Commission is unable to accept electronic filing of lobbying forms. Therefore, we ask that you please file all lobbying registrations and lobbying expenditures statements by email, mail or hand-delivery. For more information on how to complete and file the lobbying forms, please [click here to access the Commission's website and lobbying page](#).

Should you have any questions concerning the lobbying reporting requirements, please contact the Commission's office and we would be happy to assist you.

Thank you!

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