FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

October 7, 2003

Calvin Chuck Ching, Treasurer
Friends of Matt Matsunaga - Congress
47-500A Waipaipai St.
Kaneohe, HI 96744

Response Due Date:
November 6, 2003

Identification Number: C00383562

Reference: 12 Day Pre-Special Report (11/20/02-12/15/02)

Dear Mr. Ching:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

> -Your report discloses a loan from a lending institution; however, you have not submitted a Schedule C-1 and a copy of the loan agreement. As an electronic filer, you must submit the Schedule C-1 electronically without the original signature from the lending institution. In addition, you must mail a copy of the loan agreement and a separate copy of the Schedule C-1 that contains the original signature from the lending institution. Schedule C-1 can be downloaded from the FEC website at http://www.fec.gov, or requested through the FEC Faxline at (202) 501-3413. Please amend your report to provide these missing documents. (11 CFR §§104.3(d)(2) and 104.18(h))

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or my local number (202) 694-1164.

Sincerely,

Karen Balderama
Campaign Finance Analyst
Reports Analysis Division

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