

Application to become a registered lobbyist entity

Integrity Act 2009 (Qld) (sections 48, 50 and 90)

INSTRUCTIONS - HOW TO COMPLETE THIS FORM

To apply, please complete, sign and submit this form to the Queensland Integrity Commissioner (QIC) with all relevant attachments. Please ensure all information is complete and accurate. Incomplete applications will not be accepted. Failure to provide all information requested on this form will delay the processing of your application.

An asterisk '*' denotes information which is mandatory.

If you need extra space, please attach your answers on a separate page.

The QIC may require an Applicant to provide further information in order to decide an application. An application may be refused on any of the following grounds:

- **the application includes a materially false or misleading representation or declaration;**
- **the Applicant, or the officer or employee of the Applicant, has previously failed to comply with a provision of Chapter 4 of the *Integrity Act 2009 (Qld)* or the Lobbyists Code of Conduct or a directive of the QIC;**
- **the registration of the Applicant, or the officer or employee of the applicant, as a lobbyist in another jurisdiction has been cancelled or suspended;**
- **another ground the QIC considers sufficient.**

Please refer to the **Glossary** on page 9 for definitions of terms used throughout this form.

The QIC may also refuse to approve an application by an individual if the individual has been disqualified under s 49 of the *Integrity Act 2009 (Qld)*.

WARNING

It is an offence for an unregistered person to carry out a lobbying activity for a third-party client.

Entity Information

Full Legal Name of Lobbying Entity*

Registered Australian Business Name/Trading Name*

ABN*

ACN

Email*

Website

Contact Number *

Entity type* (mark box)

- Company If the lobbying entity is a company please attach an up to date copy of the 'Current company information' from [ASIC](#).
- Sole trader
- Partnership
- Trust
- Other type of Entity

Entity Type Description (if 'Other type of Entity')

Full Street Address (e.g. for the service of documents)

Street 1*

Street 2

City*

State*

Post Code*

Postal Address

Street 1

Street 2

City

State

Post Code



Contact Officer/s

A contact officer will receive communications from the Queensland Integrity Commissioner regarding the application, the registration of the Applicant (if the application is approved), updates to registration details and general administrative matters. An entity can have multiple contact officers.

If you have more than two employees and need extra space, please attach on a separate page.

Contact Officer 1

First name*

Middle Name(s)

Last Name*

Position*

Email*

Contact Number*

Contact Officer 2

First name*

Middle Name(s)

Last Name*

Position*

Email*

Contact Number*

Entity officers

Please add the full legal name and position for each officer (if you need extra space, please attach on a separate page).

An officer of an entity means a person who-

- (a) holds an office, or position of authority, in the entity, or
- (b) carries out, or has a duty to carry out, the functions of an office of the entity, or
- (c) has a right to participate in the administration or management of the affairs of the entity.

If you have more than three officers and need extra space, please attach on a separate page.

Officer 1

First name*

Middle Name(s)

Last Name*

Position*

Officer 2

First name*

Middle Name(s)

Last Name*

Position*

Officer 3

First name*

Middle Name(s)

Last Name*

Position*

Entity employees

Please list the full name of each employee of the lobbying entity, except:

- An individual who is already a registered lobbyist;
- An individual you are applying to register as a lobbyist in this application form;
- An employee whose role involves only administrative duties;
- An employee who works exclusively outside Queensland.

If you have more than four employees and need extra space, please attach on a separate page.

Employee 1

First name*

Middle Name(s)

Last Name*

Employee 2

First name*

Middle Name(s)

Last Name*

Employee 3

First name*

Middle Name(s)

Last Name*

Employee 4

First name*

Middle Name(s)

Last Name*

Clients

Please list the name and contact details of any entity (including individuals) with whom the Applicant has a contract or other agreement which requires or permits the Applicant to provide a lobbying activity.

*Note: you **must** provide at least one type of contact for the client – if you do not, the form cannot be approved.

If you need extra space, please attach on a separate page.

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Previous Clients

Please list the name and contact details of any entity (including individuals) for whom the Applicant has carried out a lobbying activity in the 12 months prior to the date of this application.

Please note this only applies to clients for whom you have performed lobbying activities on behalf of, in Qld, in the previous 12 months. For example, if you were previously registered as a lobbyist, but deregistered in the previous 12 months, any clients you lobbied on behalf of prior to deregistration should be included.

*Note: you **must** provide at least one type of contact for the client – if you do not, the form cannot be approved.

If you need extra space, please attach on a separate page.

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Full Client Name*

Contact Number **or** Email **or** Other Contact Method*

Lobbyists

Please complete the following details for each above listed officer or employee of the Applicant who you are applying to register as a lobbyist.

The QIC has a standard Queensland statutory declaration template to be used when applying for registration as a lobbyist. The declaration can be used no matter what State or Territory you reside in or are located in at the time you complete the form.

It is available on the Lobbying page of our website.

Incomplete or invalid statutory declarations will not be accepted.

If you need extra space, please attach a separate page.

Lobbyist ___ (Copy these pages for each additional lobbyist to be registered as part of this application and number each lobbyist consecutively)

Salutation

Position*

First name*

Preferred Name (if different to First name)

Middle Name(s)

Last Name*

Lobbyist Contact Number*

Email Address*

Is the individual a former senior Queensland Government or former Queensland Opposition representative?*

Yes No

If yes, please provide more information*

Former Representative Start Date*

Former Representative Cease Date*

Portfolio/Policy Area*

Nature of Official Dealings*

in the 2 years immediately before becoming a former Queensland government or Queensland opposition representative, the individual engaged in the following official dealings:

Role/Position Title*

Department, Agency or Office*

The individual has served in more positions than listed above.

Note: If the lobbyist has additional previous positions, please add on separate page.

Is the individual disqualified from being a registered lobbyist under section 49 of the *Integrity Act 2009 (Qld)*?*

A previously registered lobbyist, who performed a substantial role in a Queensland general election campaign for a political party, may be disqualified from being registered.

Yes No

If yes, please provide more information*

Is the individual performing or intending to perform a substantial role in a Queensland general election campaign of a political party?

Yes No

If yes, please provide more information*

Lobbyist Continued.

Lobbyist name:

Has the individual ever been sentenced to a term of imprisonment of 30 months or more (excluding spent convictions)?*

Yes No

If yes, please provide more information*

Has the individual ever been found guilty of an offence involving fraud or dishonesty for which the individual has been convicted as an adult (excluding spent convictions)?*

Yes No

If yes, please provide more information*

Has the individual's registration as a lobbyist in another jurisdiction ever been cancelled or suspended?*

Yes No

If yes, please provide more information*

Is the individual aware of any other facts or circumstances which may be relevant to the assessment by the Integrity Commissioner regarding my suitability to register as a lobbyist?*

For example, please disclose if you are an undischarged bankrupt; if you have been a director of a corporation while it was a chapter 5 body corporate under the Corporations Act 2001; if you have been disqualified from involvement in the management of a corporation; if you are or have been the subject of disciplinary action, however expressed, in a profession or occupation in Australia or a foreign country.

Yes No

If yes, please provide more information*

Collection Statement

The personal information contained within this application is collected by the Queensland Integrity Commissioner for the purpose of fulfilling their functions under the *Integrity Act 2009* (Qld) (the Act). The Integrity Commissioner's functions include keeping the lobbying register and having responsibility for the registration of lobbyists under chapter 4 of the Act to provide education and training to government representatives, Opposition representatives and registered lobbyists about the operation of chapter 4.

Providing this information is voluntary, but if you do not answer all the questions and provide all of the information requested, the application cannot be assessed and decided.

Except as authorised or required by law, the personal information collected via this application will only be recorded, used, and/or disclosed for purposes directly related to the conduct of the Queensland Integrity Commissioner's functions. The Queensland Integrity Commissioner may also use your information to notify you of information about lobbying regulations in Queensland including updated information on the Queensland Integrity Commissioner's website.

If the application is successful, some of the information collected on this form will be made publicly available for inspection on the Lobbying Register located at www.integrity.qld.gov.au. For example, the following personal information about registered lobbyists will appear on the Lobbying Register:

- Full name of registered lobbyist
- Position/role
- Former representative status
- Details of official dealings (if applicable)
- Details of other officers/employees (if applicable)
- Details of your clients

In accordance with the *Electronic Transactions (Queensland) Act 2001*, by providing an email address, you consent to receiving communication, including the service of statutory notices, by email.

Applicant Declarations

I declare that the information set out in this application is true and correct.*

If this application is approved and the Applicant is registered, I will ensure, to the greatest extent possible, that all officers and employees who carry out lobbying activity on behalf of the Applicant entity will comply with their obligations in relation to lobbying activity in Queensland, including but not limited to their obligations under the *Integrity Act 2009* (Qld), the Queensland Registered Lobbyists Code of Conduct, any conditions upon their registration, and any relevant directives issued by the QIC.*

If this application is approved and the Applicant is registered, I will ensure if any of the details provided, change or if I become aware any of the information is incorrect, I will provide notice to the QIC within 10 business days of becoming aware of the change, in accordance with section 65 of the Integrity Act.

Full Name (Most Senior Officer of the Entity)*

Position Held (Most Senior Officer of the Entity)*

Date*

Lodgement: Completed forms with all attachments including statutory declarations can be submitted to the QIC by email to lobbyist@integrity.qld.gov.au (preferred option).

Alternatively, they can be posted to:

Lobbying Register
Office of the Queensland Integrity Commissioner
PO Box 15290
CITY EAST QLD 4002

Glossary

Applicant – the lobbying business entity who may apply for registration under section 48(1) of the *Integrity Act 2009*.

Cease date – the date on which the individual became a former Queensland representative.

Client – means ‘third party client’, which is defined in the *Integrity Act 2009* as an entity that engages another entity to provide services constituting, or including, a lobbying activity for a commission, payment or other reward, whether pecuniary or otherwise, that is agreed to before the other entity provides the services.

Contact officer – the person who will receive communications from the Office of the Queensland Integrity Commissioner regarding the application, the registration of the Applicant (if the application is approved), updates to registration details and general administrative matters.

Former representative – a former senior Queensland government representative or a former Queensland Opposition representative.

Former senior Queensland government representative – a person who held, but no longer holds, any of the following offices: Premier; Minister; Assistant Minister; councillor; ministerial staff member; assistant minister staff member; an office of a public sector officer that is an office of chief executive, senior executive or senior executive equivalent.

Former Queensland Opposition representative – a person who held, but no longer holds, any of the following offices: Leader of the Opposition; Deputy Leader of the Opposition; staff member in the office of the Leader of the Opposition.

Legal name – For a sole trader: your full name. For a company: the name registered with ASIC. For a partnership: the full names of all the partners. For a trust: the name of the trust as shown in the trust deed.

Lobbying activity – communicating with a government representative in an effort to influence decision-making of the State government or a local government; communicating with an Opposition representative in an effort to influence decision-making of the Opposition. For a list of what is *not* lobbying activity, please see section 43 of the *Integrity Act 2009*.

Lobbyist – An individual who carries out a lobbying activity for a registered entity.

Official dealings – means any of the following dealings that the person engaged in as part of the person’s ordinary duties on a regular basis: government or Opposition business or activities; negotiations, briefings, contracts and the making or receipt of representations relating to government or Opposition business or activities.

Officer – a person who holds an office, or position of authority, in the entity; or carries out, or has a duty to carry out, the functions of an office of the entity; or has a right to participate in the administration or management of the affairs of the entity.

Recorded Particulars - Are the details of a registered lobbyist provided in an application for registration and published on the Queensland Lobbying Register.

Registered Australian business name – if the Applicant will not operate under its legal name, it must operate under a registered business name.

For further definitions, refer to the Integrity Act 2009 (Qld), or contact the OQIC for further information.