

Change of Details (Recorded Particulars) for a Registered Lobbyist Entity*Integrity Act 2009 (Qld) (sections 65, 90)***Queensland Registered Entity Information** (An asterisk '*' denotes information which is mandatory.)

Full Legal Name of Lobbying Entity*

Registered Australian Business Name/Trading Name*

ABN*

Instructions:

You only need to complete the remaining parts of the form below you want amended in the Queensland Lobbying Register. The other sections of this form, which do not require amendment, do not need to be completed.

Change to details for the registered lobbying business entity

Provide any amendments to the currently registered information held by the Integrity Commissioner for publication in the Queensland Lobbying Register or for administrative purposes.

Contact Number

Street 1

Street 2

City

State

Post Code

Postal Address

Street 1

Street 2

City

State

Post Code

Email

Website

Change to the nominated contact officer

The 'contact officer' is the person who is the contact for any matters relating to a lobbyist's listing on the Register. If the contact officer referred to in your approved application has changed, please provide the new contact officer's details.

First name

Middle Name(s)

Last Name

Position

Email

Contact Number

Add or Remove Entity Officers

Please add the full legal name and position for each officer and nominate if you wish for them to be added to your entity's recorded particulars or removed. 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.

Officer 1 Add Remove

First name

Middle Name(s)

Last Name

Position

Officer 2 Add Remove

First name

Middle Name(s)

Last Name

Position

Add or Remove an Entity Employee

Please add the full name of each employee of the registered entity you wish to add or remove from the entities registered information. An employee of the lobbying entity is an employee, 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.

Employee 1 Add Remove

First name

Middle Name(s)

Last Name

Employee 2 Add Remove

First name

Middle Name(s)

Last Name

Change in client status - add new clients or make a current client previous

Clients that currently retain the services of the entity to provide paid or unpaid lobbyist services. Clients by whom the business was previously retained to provide paid or unpaid lobbyist services during the last twelve months. Clients to whom you provided paid or unpaid lobbying services more than twelve months ago and whose details can now be removed from the Register.

If you require more space, please provide the additional information on a separate page.

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

Client 1 Add Made Previous (date of this signed form will be the Made Previous date)

Full Client Name

Contact Number **or** Email **or** Other Contact Method**Client 2** Add Made Previous (date of this signed form will be the Made Previous date)

Full Client Name

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

Collection Statement

The personal information contained within this document 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 and to provide education and training 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.

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

You must complete and sign this section

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

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 Registrar
Queensland Integrity Commissioner
PO Box 15290
CITY EAST QLD 4002

Glossary

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

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.

Queensland registered entity – the lobbying business entity who is registration under section 48(1) of the *Integrity Act 2009 (Qld)*.

Recorded Particulars – Are the details registered lobbyist provided in an application for registration and published on the Queensland Lobbying Register

Registered Australian business name – if the Queensland registered entity does 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 QIC for further information.