

# Annual Return requirements for Queensland Registered Lobbyists

## What is the 'Annual Return' ?

The Annual Return is an important statutory obligation requiring all registered lobbyists (entities) to review and confirm that their recorded particulars and other information in the Queensland Lobbying Register (QLR) are accurate and up to date. It is also when details about registered lobbyist individuals attached to an entity are confirmed. It needs to be updated and completed by 31 July each year.

If you are a registered lobbyist employed or engaged by an entity, you must notify the entity of any changes to your details so it can provide the correct information in its Annual Return.

A new statutory declaration does not need to be completed as part of the annual return process.

## What is the process for making an annual return?

It is a requirement under the *Integrity Act 2009*, that registered lobbyists (entity) give the Integrity Commissioner a notice of any change in the recorded particulars within 10 business days of becoming aware of the change. The annual return ensures this requirement is completed and accurate.

## What information is required to be updated?

'Recorded particulars' are the information given to the Office of the Integrity Commissioner (OQIC) and recorded on the QLR. Other information provided in an entities application for registration must also be updated if it has changed including:

- the information submitted in the initial registration application
- other information the Integrity Commissioner may have requested in considering your initial registration application
- legal name and ABN/ACN of the lobbying entity

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## What information is required to be updated?

- names and positions of officers, employees, and lobbyists
- client details (current and previous within the last 12 months)
- any relevant disclosures, such as criminal history or dual-hatting status

The Annual Return is updated through the QLR portal. It is an online form that enables you to check and update details directly into the system. It allows you to cross-check the current information provided and edit and update as necessary.

## What if I do not submit my annual return?

If a registered lobbyist (entity) does not submit the annual return by 31 July, the Commissioner may take regulatory action under the Integrity Act, such as:

- issuing a compliance notice requiring the matter to be rectified within a certain timeframe
- issuing a 'show cause notice' to impose conditions on the lobbyist's registration, suspend the lobbyist for up to 12 months or cancel it altogether.

## Questions?

For any questions about the Annual Return requirements email [lobbyist@integrity.qld.gov.au](mailto:lobbyist@integrity.qld.gov.au) or call 07 3003 2888.