

# Change of Details Form

*Integrity Act 2009 (section 90)*

## Part 1 - Name of lobbying company as shown on the register (you must complete this section) —

Business entity name \*#

Do you have an ABN or ACN? (please tick applicable box)

No

Yes

If **YES**, please provide number. (If you have both, give ABN)

Trading name \*#

Current contact officer \* - Given name/s

Family name

Position

Telephone number

Fax number

Email \*

## Part 2 - Change to details —

You need to complete only those sections of part 2 of the form for which your details are different from those held by the Integrity Commissioner for publication in the Register or for administrative purposes.

### A. Change in the name of the registered lobbying business entity —

Business entity name #

Do you have an ABN or ACN? (please tick applicable box)

No

Yes

If **YES**, please provide number. (If you have both, give ABN)

Trading name #

### B. Change in the contact details for the registered lobbying business entity —

**Note** - Please include area codes for all phone and fax numbers.

Telephone number

Mobile number

Fax number

Postal address

Postcode

Street address (if different from above)

Postcode

Email address

Web address (optional)

**Note** - The Integrity Commissioner's office communicates primarily by email.

**C. 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. Please note that if the contact officer also carries out lobbying activities, then he or she must also be named in Section D below.

Given name/s	Family name
<input type="text"/>	<input type="text"/>
Position held	
<input type="text"/>	
Telephone number	Email address
( <input type="text"/> ) <input type="text"/>	<input type="text"/>

**D. Addition of details of new employees, contractors etc. who conduct lobbying activities**

**Please note** that when a lobbyist notifies the Integrity Commissioner about a new employee, this form must be accompanied by a statutory declaration as required under the *Integrity Act 2009*.

Please provide the details of any employees, contractors or other persons engaged by you or your organisation to carry out lobbying activities who are not already shown on the Register. If you are an individual who is a lobbyist, you will need to provide details about yourself. If you require more space, please provide the additional information on a separate page.

Full name	Position held
<input type="text"/>	<input type="text"/>

Is this person a former Queensland or Commonwealth senior government representative?

**Please note** if **yes**, indicate cessation date, whether State, local or Commonwealth, and Department or agency.

No <input type="checkbox"/>	Yes <input type="checkbox"/>	Date	Department
		<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

**STATUTORY DECLARATION** - All persons, including employees, who conduct lobbying activities through an organisation must complete the statutory declaration required under the Act. If you are an individual who is a lobbyist, you must also complete a statutory declaration. Please attach the required statutory declaration to the application.

**E. Removal of details of employees or contractors who conduct lobbying activities**

Please provide the names of any former employees or contractors shown on the Register who are no longer engaged by you or your organisation to carry out lobbying activities. The details of these persons will be removed from the Register.

Full name	Position held
<input type="text"/>	<input type="text"/>
Full name	Position held
<input type="text"/>	<input type="text"/>

**F. New owner details**

Please provide the names of any new owners, partners or major shareholders of your business who are not already shown on the Register. Please note that, if relevant, this information should match the details in your business listing with the Australian Securities and Investments Commission. If you require more space, please provide the additional information on a separate page.

Name #
<input type="text"/>
<input type="text"/>

**G. Deletion of owner details**

Please provide the names of any owners, partners or major shareholders of your business already shown on the Register whose details can be removed from the Register. If you require more space, please provide the additional information on a separate page. The details of these persons will be removed from the Register.

Name
<input type="text"/>
<input type="text"/>

**H. Addition of details for current third party clients**

Clients that currently retain the services of the business to provide paid or unpaid lobbyist services.

Name #	Do you receive payment from this client?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>

**I. Change in client status from current to previous third party client**

Clients by whom the business was previously retained to provide paid or unpaid lobbyist services during the last twelve months.

Name #

**J. Removal of previous third party client details**

Please provide the names of any 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. The details of these clients will be removed from the Register.

Name

**K. Declarations**

I declare that the changes set out in this form are true and correct.

**If you are a lobbyist with employees or you are a lobbyist established as an organisation:**

**(To be completed if new persons are added in section D)** All new employee(s), contractor(s) and person(s) otherwise engaged by the lobbyist to carry out lobbying activities have read chapter 4 of the *Integrity Act 2009* and the Lobbyists Code of Conduct and agree to comply with their obligations under the Act and the Code. The new employee(s), contractor(s) and person(s) otherwise engaged by the lobbyist to carry out lobbying activities understand that if the lobbyist, employee, contractor or person contravenes any parts of the Act or the Code or if the Integrity Commissioner decides there are grounds for believing that any of the matters referred to in chapter 4 or set out in the Code has occurred, it may result in the lobbyist or employee, contractor or person being removed from the Register of Lobbyists.

**Name** (please print)

**Applicant's signature**

**Position held**

**Date**

**Notifying changes to lobbyists' details:** The *Integrity Act 2009* (the Act) provides that a registered lobbyist must submit updated lobbyist's details to the Queensland Integrity Commissioner following any change to the lobbyist's details as soon as practicable but no more than ten (10) business days after the change occurs.

This form allows lobbyists to notify of changes to the lobbyist's details shown in the Register, as required by the Act, and to notify of other changes to their registration details (e.g. contact details and the nominated contact officer).

**Lobbyists should use this form to notify the Integrity Commissioner of any changes in the lobbyists' details or other registration details.** An on-line application form is available, otherwise the form can be faxed, emailed or posted as set out at the end of this page.

**You need to complete only those sections of part 2 of the form for which your details are different from the details held by the Integrity Commissioner for publication in the Register or for administrative purposes.**

**Please note that when a lobbyist notifies the Integrity Commissioner about a new employee, this form must be accompanied by a statutory declaration as required under the *Integrity Act 2009*.**

**Note:** the statutory declaration must be made pursuant to the legislation applicable in the State or Territory in which the declaration is made. For example, a person making a statutory declaration in Queensland should use the Queensland statutory declaration form, which is provided on the Integrity Commissioner's website. Likewise, a person making a statutory declaration in New South Wales must use the form prescribed by New South Wales legislation.

**The Commissioner reserves the right to refuse to change the lobbyist's details as requested by the lobbyist, in accordance with the grounds for refusing an application set out in the Act.**

Before completing this form, please read the **chapter 4 of the *Integrity Act 2009*** and the **Lobbyists Code of Conduct**. It is also suggested that you retain a copy of your submitted form for your records.

Please note that contact information, such as postal and street addresses, telephone numbers and email addresses, will not be placed on the public register. It should be noted, however, that this information may be liable for disclosure under the *Right to Information 2009 Act*.

**Privacy statement:** The personal information on this form is collected by the Integrity Commissioner as required under the *Integrity Act 2009* for the primary purpose of fulfilling the requirements of the Act with regard to registration as a lobbyist.

Except as otherwise required or authorised by law, the personal information collected through this form will only be used for registration purposes. Information concerning you, your employees and your clients will be made publicly available for inspection on the Register of Lobbyists located at [www.integrity.qld.gov.au](http://www.integrity.qld.gov.au). The following personal information may be seen by any person with access to this website::

- the business registration details, including the names of owners, partners or major shareholders, as applicable;
- the names and positions of persons employed, contracted or otherwise engaged by the lobbyist to carry out lobbying activities;
- the names of third parties for whom the lobbyist is currently retained to provide paid or unpaid services as a lobbyist;
- the names of persons for whom the lobbyist has provided paid or unpaid services as a lobbyist during the previous twelve months; and
- the names of persons who are former senior government representatives within State, Commonwealth and local government.

A lobbyist should only provide personal information about their individual clients or employees with the permission of those individuals. A failure to provide all the necessary personal information will, however, prevent the application being considered. Applicants should rely on their own inquiries about the impact of seeking registration on their existing privacy obligations (if any).

Lobbyists are required by law to apply for inclusion on the Register. Lobbyists who are not listed in the Register are prohibited from lobbying government representatives.

Any information that does not fit on this form can be attached. If you have any queries about the form or the Register, please call 07 3224 6857.

**Lodgement:** Completed forms can be submitted to the Queensland Integrity Commissioner by emailing them to [lobbyistsregister@qld.gov.au](mailto:lobbyistsregister@qld.gov.au) (preferred option). Alternatively, they can be sent by fax to (07) 3224 2326 or posted to:

**Register of Lobbyists**  
Queensland Integrity Commissioner  
PO Box 15290  
City East QLD 4002