

**IMPORTANT NOTICE**

It is anticipated that the *Integrity Act 2009* will be amended on 28 May 2024 – the amendment will result in the commencement of a new Chapter 4 in the *Integrity Act*. As a result of these changes, all existing Registrants and Listed Persons will be required to complete a new registration process to be approved as a ‘registered lobbyist.’ To ensure your business continuity, your entity is now able to complete and submit an application for registration by completing this form. Please note the new registration process requires additional information to what was previously required. Refer to our ‘New information requirements for registration applications – May 2024’ (<https://www.integrity.qld.gov.au/assets/document/catalogue/resources/fact-sheet-new-information-requirements-for-lobbying-registration-application-may-2024.pdf>) which sets out what the new information requirements are. It is recommended that you read this before you commence the new application process and that you submit your new application by no later than **Tuesday, 21 May 2024**, to avoid any interruption to your business.

**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 (Act)* or the Registered 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 Act.

**WARNING**

Unregistered lobbying is an offence.

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**Entity Information**

Full Legal Name of Lobbying Entity\*

Registered Australian Business Name\*

ABN\*

ACN

Email\*

Website

Business Phone\*

Entity type\* (mark box)

Company Sole trader Partnership Trust Other 

Entity Type Description

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**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

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**Entity Officers/Owners**

Please add the full legal name and position of all owners/officers (if you need extra space, please attach on a separate page).

**Officer/Owner 1**

First name\*

Middle Name(s)

Last Name\*

Position\*

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**Officer/Owner 2**

First name\*

Middle Name(s)

Last Name\*

Position\*

**Officer/Owner 3**

First name\*

Middle Name(s)

Last Name\*

Position\*

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**Contact Officer**

First name\*

Middle Name(s)

Last Name\*

Position\*

Email\*

Phone Number\*

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**Officers & Employees**

Please list the full name of each officer and/or 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 five officers/employees and need extra space, please attach on a separate page.

**Officer/Employee 1**

First name\*

Middle Name(s)

Last Name\*

**Officer/Employee 2**

First name\*

Middle Name(s)

Last Name\*

**Officer/Employee 3**

First name\*

Middle Name(s)

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Last Name\*

**Officer/Employee 4**

First name\*

Middle Name(s)

Last Name\*

**Officer/Employee 5**

First name\*

Middle Name(s)

Last Name\*

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**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.

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

Client Name

Business Phone Number

Client Name

Business Phone Number

Client Name

Business Phone Number

Client Name

Business Phone Number

Client Name

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Client Name

Business Phone Number

**Previous Clients**

Legislation also requires contact details for 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.

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Client Name

Business Phone Number

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**Lobbyists**

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

Each individual listed must complete a statutory declaration which provides the information listed below. The statutory declaration/s must be attached and submitted with this application. Please note, each jurisdiction in Australia has a different form and different requirements which must be met for the statutory declaration to be valid. You can find pre-filled template statutory declarations for each jurisdiction in the Lobbying section of our website.

Incomplete or invalid statutory declarations will not be accepted.

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

Each officer/employee of the Applicant listed below (or on a separate page) and in relation to whom we are seeking registration as a lobbyist is/are not disqualified from being a registered lobbyist under section 49 of the *Integrity Act 2009* (i.e. is not disqualified because of dual-hatting).\*

***Lobbyist 1***

Salutation

Position\*

First name\*

Middle Name(s)\*

Last Name\*

Email Address\*

Former Senior Government or Opposition Representative\*

Yes  No

If yes, please provide more information\*

Role/Position Title\*

Department or Office\*

State Date\*

End Date\*

The individual has served in more positions than listed above.

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\*

**Lobbyist 2**

Salutation

Position\*

First name\*

Middle Name(s)\*

Last Name\*

Email Address\*

Former Senior Government or Opposition Representative\*

Yes  No

If yes, please provide more information\*

Role/Position Title\*

Department or Office\*

State Date\*

End Date\*

The individual has served in more positions than listed above.

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\*

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### **Collection Statement**

The personal information contained within this application is collected by the Queensland Integrity Commissioner for the primary purpose of obtaining the information required for registration as a lobbyist under the new Chapter 4 of the *Integrity Act 2009* (as inserted by the *Integrity and Other Legislation Amendment Act 2024*), which will shortly commence. 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 assessing and deciding the application and for the regulation of lobbying under the new Chapter 4 of the Act.

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](http://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)

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.

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### **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*, the Lobbyists Code of Conduct, any conditions upon their registration, and any relevant directives issued by the QIC.\*

**Full Name** (Most Senior Officer/Owner of the Entity)\*

**Position Held** (Most Senior Officer/Owner of the Entity)\*

**Date**

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

Alternatively, they can be posted to:

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

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## 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 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.

**Criminal history** – means the individual’s criminal history as defined under the *Criminal Law (Rehabilitation of Offenders) Act 1986*, other than spent convictions, in relation to the following offences: (a) an offence for which the individual has been sentenced to a term of imprisonment of at least 30 months; (b) an offence involving fraud or dishonesty for which the individual has been convicted as an adult.

**Entities not required to be registered** – a non-profit entity but only if the purpose of the lobbying activity is to represent the interests of the entity; an entity constituted to represent the interests of its members but only if the purpose of the lobbying activity is to represent the interests of its members; a member of a trade delegation visiting Queensland but only if the purpose of the lobbying activity is to represent the interests of the delegation.

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

**Former senior 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 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*.

**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.

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

*Please refer to the Integrity Act 2009 or contact the QIC for further information.*