

Queensland Lobbying Register

2024 Annual Return – User Guide

1. **Sign in** <u>here</u> to the Queensland Lobbying Register with your log in details:

Sign in
Sign in with your email address
Email Address
Password
Forgot your password?
Sign in
Don't have an account? Sign up now

- 2. Go through the following tabs to complete a review of your records against your recorded particulars:
 - (a) Company Details
 - (b) Contact Log
 - (c) Clients
 - (d) Owners
 - (e) Contact Officers; and
 - (f) Officers/Employees.
- 3. Click on **Annual Return** on top of the page:



4. Click on the drop-down icon and click on Edit:

Status Reason	Date Submitted	Date Approved	
Open			v Ø Edit
			Cont

5. **Read** through Step 1 then click **Next**:

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> Annua	al Return Form
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INSTRUC	TIONS - HOW TO COMPLETE THIS FORM
At the e	nd of each financial year (during the month of July) each registered loobyist in Queensland must give the Queensland integrity
Commiss	ioner (UIC) a notice stating that their recorded particulars are correct (either by completing and returning this form, or completing the
online for	m). It using this form, please complete by checking the boxes to confirm that the registered particulars are correct, then sign and submit
this form	to the QIC. Please ensure that your responses are accurate.
Prior to	completing this form, please complete a review of your records against your recorded particulars. As you will need to declare
that reco	rded particulars for all listed persons for your entity are correct, you should consider contacting all listed persons prior to completing this
form, to	ensure that the information (for example, as contained in their statutory declarations) remains correct. If you have particulars that have
changed	, you will need to update them within the Lobbying Register before you can complete this form.
Failure to	s give this notice to the QIC by the end of July each year may result in the QIC giving the registered lobbyist a compliance notice
requiring	that they rectify the matter. If that notice is not complied with, the QIC may issue a 'show cause notice' stating that the QIC may change
the cond	tions of the lobbyist's registration, suspend it for 12 months, or cancel it.
The form	must be completed only once per entity, and by a person with authority such as an owner, or, in the case of a company, a CEO, director
or a pers	on with delegated authority to do so.
An asteri	sk "' denotes information which is mandatory.
RECORD	ED PARTICULARS
Your 'rec	orded particulars' (pursuant to section 41 of the Integrity Act 2009 (the Integrity Act)) are the information given to the QIC and recorded
on the Lo	/bbying Register, including:
• the	information contained in your initial registration application
• othe	er information the QIC may have requested in considering your initial registration application
• any	changes to your recorded particulars which have previously been provided to the QIC.
Recorde	d particulars do not include lobbying activities or contacts
Please n	that pursuant to section 65 of the Integrity Act, if there is a change in the recorded particulars of a registered lobbyist, the registered lobbyist
must give lobbyists	the Integrity Commissioner a notice stating the details of the change within 10 business days of becoming aware of the change. For registered who are listed persons for an entity, those listed persons must notify the entity of any change to their particulars, so the entity may notify the QIC.
In comple	ting the following sections of this form, please mark the check box to indicate that your recorded particulars given to the QIC and
recorded	on the Lobbying Register are correct.
f the rec	orded particulars are not correct or have changed, please update the Lobbying Register before completing this form.

6. **Complete Step 2** to **8** making sure you check the box before clicking on **Next**:

Position *			
All recorded particulars in rela	ition to the Entity are correct		
×			

7. **Declaration** step needs to be completed by a person with authority (a person with delegated authority to do so would be the nominated Contact Officer for the entity).

Step 9 of 9	
Declaration	
I declare that the information provided in this form is true Authoriser Name *	
Declaration (must be person with authority such as owner, CEO, director or a person with delegated authority to do so)	
Pua Samia	
Authoriser Position *	
Lobbying Registrar	

Click on **Submit** to finalise your annual return online form:

8. Your annual return online form has been submitted successfully. The Contact Officer(s) will receive a confirmation email:

The form was submitted successfully

9. When you go back to the **Annual Return** page, a table will confirm the date you submitted your online form.

Once the Office of the Queensland Integrity Commissioner approves your form, you will receive another confirmation email.

Home > Annual Return			
Status Reason	Date Submitted	Date Approved	
Submitted	08/07/2024		*

For more information about the annual return requirements for lobbyists registered in Queensland, please visit our website for a copy of our fact sheet:

Annual return requirements for lobbyists registered in Queensland (integrity.qld.gov.au)

If you have any questions about the annual return, you can get in touch by:

- calling us on 07 3003 2888
- emailing us at logov.au