

Annual return of recorded particulars

Integrity Act 2009 (Qld) (sections 66, 66F(1)(a)(iv) and 66H(1)(c)(iv))

INSTRUCTIONS - HOW TO COMPLETE THIS FORM

At the end of each financial year (during the month of July) each registered lobbyist in Queensland must give the Queensland Integrity Commissioner (QIC) a notice stating that their 'recorded particulars' are correct (either by completing and returning this form, or completing the online form). If 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 recorded 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 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 conditions 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 person with delegated authority to do so.

An asterisk '*' denotes information which is mandatory.

RECORDED PARTICULARS

Your 'recorded particulars' (pursuant to section 41 of the *Integrity Act 2009* (the Integrity Act)) are the information given to the QIC and recorded on the Lobbying Register, including:

- the information contained in your initial registration application
- other 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.

Recorded particulars do **not** include lobbying activities or contacts.

Please note 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 the Integrity Commissioner a notice stating the details of the change within 10 business days of becoming aware of the change. For registered lobbyists 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.

Entity giving annual return of recorded particulars

Full Legal Name of Lobbying Entity*

Registered Australian Business Name/Trading Name*

Details of person completing form (must be person with authority such as owner, CEO, director or a person with delegated authority to do so)

First name*

Middle Name(s)

Last Name*

Position*

In completing 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.

If the recorded particulars are not correct or have changed, please update the Lobbying Register before completing this form.

Entity Information

Recorded particulars in relation to the lobbying entity include:

- Full legal name of lobbying entity
- Registered Australian business name/trading name
- ABN
- ACN (if applicable)
- Email
- Website (if applicable)
- Business phone
- Entity type (Company/Sole trader/Partnership/Trust/Other)
- Full street address
- Postal address (if applicable).

All recorded particulars in relation to the Entity are correct*

☐

Entity Officers/Owners

Recorded particulars in relation to the Entity Officers/Owners (or directors) include:

- For each Entity Officer/Owner
 - Name
 - Position.

All recorded particulars in relation to Entity Officers/Owners are correct*

☐

Contact Officer

Recorded particulars in relation to the Contact Officer/s for the Entity include the Contact Officer/s's:

- Name
- Position
- Email
- Phone number.

All recorded particulars in relation to the Contact Officer/s are correct*

☐

Officers & Employees

The recorded particulars of officers and/or employees of the lobbying entity include the full name of each officer and/or employee (other than an individual who is already a registered lobbyist, an employee whose role involves administrative tasks only, or an employee who works exclusively outside Queensland).

All recorded particulars in relation to Officers and Employees are correct*

☐

Clients

Recorded particulars in relation to Clients include:

- For each client for whom the lobbying entity has a contract or other agreement which requires or permits the Entity to provide a lobbying activity
 - Name
 - Contact details (business phone number, email, or other contact method).

All recorded particulars in relation to Clients are correct*

☐

Previous Clients

Recorded particulars in relation to Previous Clients include:

- For each client for whom the lobbying entity has carried out a lobbying activity in the previous 12 months
 - Name
 - Contact details (business phone number, email, or other contact method).

All recorded particulars in relation to Previous Clients are correct*

☐

Lobbyists

Recorded particulars in relation to Lobbyists include:

- For each individual registered as a lobbyist
 - Name
 - Position within the lobbying entity
 - Email address (which is personal to that individual)
 - Whether they are a former senior government representative or former Opposition representative, and if so
 - o The date they ceased to be a former senior government representative or former Opposition representative
 - o Their portfolio/policy area
 - o Details of their official dealings
 - o The roles/positions they held in their last two years as a former senior government representative or former Opposition representative, with start and end dates
 - Whether the individual has ever been sentenced to a term of imprisonment of 30 months or more (excluding spent convictions)
 - Whether the individual has ever been found guilty of an offence involving fraud or dishonesty for which the individual was convicted as an adult (excluding spent convictions)
 - Whether the individual is or is not disqualified from being a registered lobbyist under section 49 of the Integrity Act (i.e. is not disqualified because of dual-hatting)
 - Whether the individual is or is not performing or intending to perform a substantial role in the election campaign of a political party.

All recorded particulars in relation to Lobbyists are correct*

☐

All recorded particulars contained in each Lobbyist's statutory declaration (provided with the Application to become a registered lobbyist) is correct*

☐

Declaration (must be person with authority such as owner, CEO, director or a person with delegated authority to do so)

I declare that the information provided in this form is true*

☐

Full name*

Position*

Date*

Lodgement: Completed forms can be submitted to the QIC by email to 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