

Annual return requirements for lobbyists registered in Queensland

What is the 'annual return of recorded particulars' requirement?

At the end of each financial year, every lobbyist registered in Queensland must, during the month of July, give the Queensland Integrity Commissioner a notice stating that their 'recorded particulars' are still correct.

If you are a registered lobbyist who is a listed person for an entity, you must ensure that you notify the entity of any changes to your recorded particulars so the entity can give the notice to the Integrity Commissioner.

When providing this notice to the Integrity Commissioner, the registered lobbyist does not need to complete a statutory declaration.

What are recorded particulars?

'Recorded particulars' mean the information given to the Integrity Commissioner and recorded on the Queensland Lobbying Register (Lobbying Register), including:

- the information in your initial registration application
- other information the Integrity Commissioner may have requested in considering your initial registration application
- any changes to your recorded particulars previously provided to the Integrity Commissioner.

What if my particulars have changed when asked to submit my annual return?

It is a requirement under the *Integrity Act 2009*, that registered lobbyists have given notice of any change in their recorded particulars within 10 business days of becoming aware of the change.

If you are a registered lobbyist who is a listed person for an entity, you must notify the entity of the change to your particulars so that the entity can give the Integrity Commissioner notice of the change.

As this is a statutory requirement to keep recorded particulars up to date on an ongoing basis and throughout the year, it is expected that any changes to particulars at the time of annual renewal, are recent.

If, when the Integrity Commissioner asks you to submit your annual return on 1 July, you have particulars that have recently changed, you will need to update those within the register before you submit your annual return.

Examples of particulars that may have changed

If I am trading as a business, **have there been any changes to the business name (or trading name) of the business?**

If I am a listed person for an entity, **has my role within the entity changed?**

If I am a registered lobbying entity, **are all of my listed persons still correct on the register?** Do I have any new clients for whom I'm undertaking lobbying, and **haven't yet added their name and contact information to the register?**

What if I do not submit my annual return?

If a registered lobbyist does not give this notice to the Integrity Commissioner in July of each year, the Commissioner may give the lobbyist a compliance notice requiring that they rectify the matter. If the lobbyist does not comply with this notice, the Commissioner may issue a 'show cause notice' stating that the Commissioner may change the conditions of the lobbyist's registration, suspend it for up to 12 months or cancel it altogether.

Further information

Please visit www.integrity.qld.gov.au to access new publications and announcements.

You can also follow us at [Queensland Integrity Commissioner](#) or [sign up](#) to our email subscription service to get the latest news and updates from the Office of the Queensland Integrity Commissioner.

If you have questions about the new lobbying regulations, you can get in touch by:

- calling us on 07 3003 2888
- emailing us at lobbyist@integrity.qld.gov.au