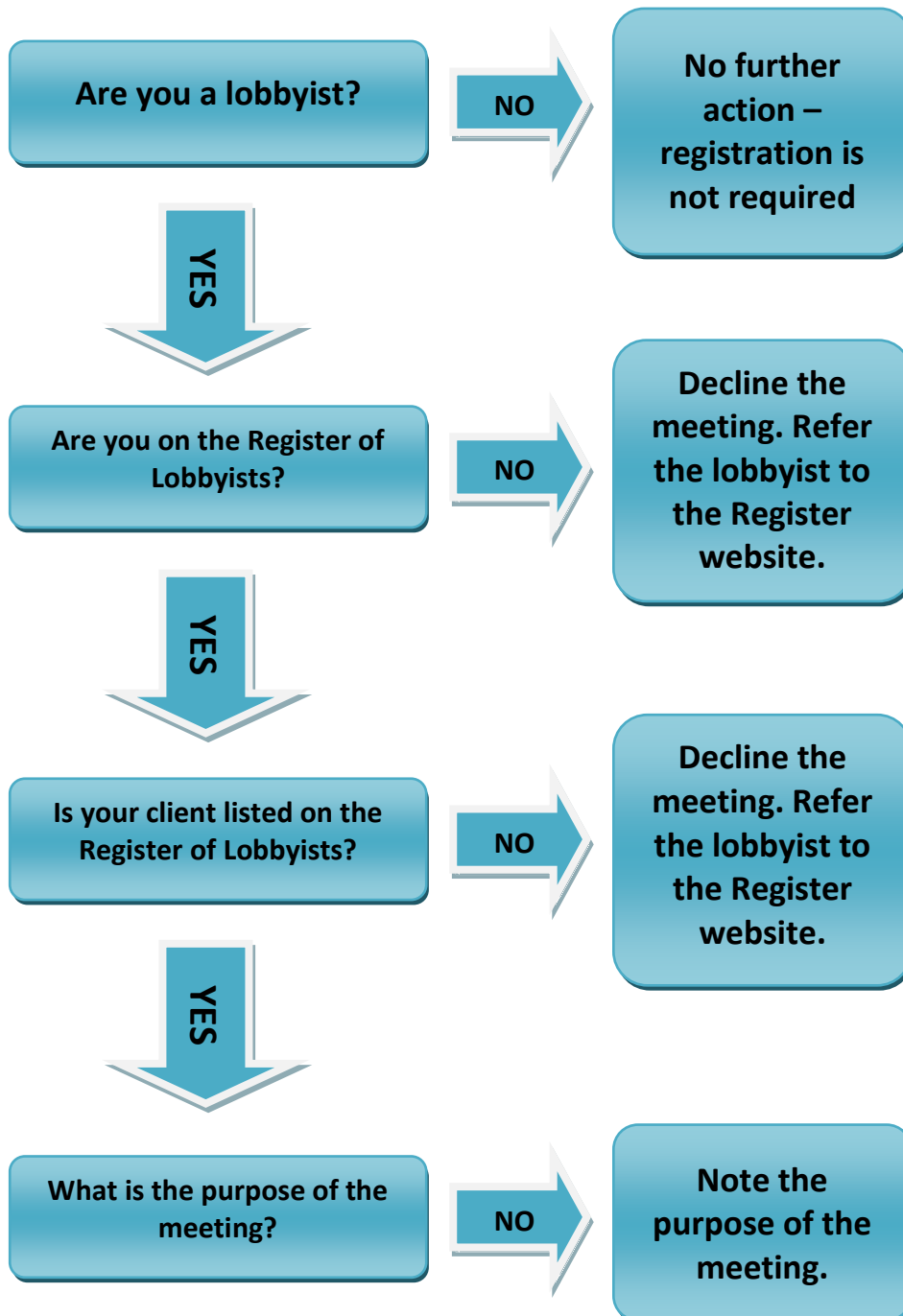


## LOBBYISTS REGISTRATION CHECKLIST

Use this checklist and follow these steps when you are approached by someone seeking a meeting.

Remember that lobbyists have no particular right to a meeting, even when they are registered.

The decision to meet or not meet a lobbyist remains at the discretion of the Government representative.



Generally, the Code only applies to professional lobbyists – that is, lobbyists who represent a number of different clients. In-house lobbyists, industry representative bodies, trade unions, charities and non-profit organisations do not need to register. If the caller is unsure whether he or she is a lobbyist, check the Code and the FAQs on the Register website before agreeing to any meeting.

Website address is

<http://lobbyists.pmc.gov.au/lobbyistsregister/>

If either the lobbyist or his or her client is not registered, advise the lobbyist that no meetings can take place until registration is complete. Lobbyists can register online at the lobbyists website. Registration takes about one week, but this can be expedited if the meeting is urgent. Client details for lobbyists already on the Register can be updated on a same day basis.

Decline the meeting if the lobbyist refuses to advise the purpose.

Before agreeing to any meeting with a lobbyist, check the Register at <http://lobbyists.pmc.gov.au/lobbyistsregister/> to make sure that the lobbyist and client details you have been given are correct.