PROCESS OVERVIEW FOR NEW LOBBYIST REGISTRATIONS

New Registration

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Lobbyist to download and complete the registration form pursuant to section 10 of the *Lobbyists Act 2015* and a South Australian statutory declaration form for each employee listed as a lobbyist

Note: the completed registration form will be uploaded onto the Department of the Premier and Cabinet website in its original format

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Lobbyist to send the completed documents to the SA register of lobbyists via email DPCsalobbyistregister@sa.gov.au

Note: the original registration form and statutory declaration forms are not required to be sent via post

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The SA register of lobbyists staff will acknowledge receipt of the documents

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If no amendments are required the form is published on the website

If amendments are required, notification sent to the lobbyist and no action taken to publish the registration form until amended documents received

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The SA register of lobbyists staff will email the lobbyist advising that the registration form is now public and has been uploaded onto the website