

Annex A: Draft Information Notice

Office of the Registrar of Consultant Lobbyists Information Notice

Transparency of Lobbying, Non-Party Communication and Trade Union Administration Act 2014 section 9

Organisation: Sample Company Ltd
Address: 123 Policy House
Address Rd
London
N10 IK0

Notice to supply information

Under part 1, section 9 of the Transparency of Lobbying, Non-Party Communication and Trade Union Administration Act 2014 (the Act) the Registrar of Consultant Lobbyists (the Registrar) may serve an “information notice” on an individual or organisation in connection with the duty to monitor compliance with the obligations imposed under the Act.

An information notice can be served on:

- (a) any registered person on the Register of Consultant Lobbyists;
- (b) any person who is not entered in the Register, but whom the Registrar has reasonable grounds for believing to be a consultant lobbyist.

This information notice requires the recipient to supply the information specified. In requiring information to be provided, the Registrar recognises that public affairs, wider communications and other lobbying work, which do not require registration, may have taken place.

Compliance

Under Part 1 of the Act, the Registrar has “*a duty to monitor compliance with the obligations imposed by or under*” the Act. These are:

- A prohibition on conducting the business of consultant lobbying unless entered into the Register of Consultant Lobbyists

- The duty to supply complete and accurate company information to the Register as required by the Act.
- The duty to provide complete and accurate information in quarterly information returns as required by the Act.

Guidance on the requirements of the Act can be found at: <https://www.gov.uk/government/publications/register-of-consultant-lobbyists-guidance-on-requirement-to-join>

Nature of complaint

1. Text here will confirm the steps leading to the issuance of an information notice:
 - In the case of a registrant this could include e.g. a description of joining the Register, quarterly returns to date and a history or engagement between the Office and the registrant.
 - In the case of an organisation the Registrar suspects should be on the Register, this could include a description of the reasons for suspicion e.g., Ministerial diaries and correspondence and history of engagement with the Office.
2. This will be followed by a description of the compliance issue in relation to the requirements under the Act and how the request for information aids towards an investigation.

Information requested

3. Text here will confirm the exact information required by the notice and the date by which it must be supplied. A hypothetical request is as follows:
4. *In view of the matters described above, the Registrar hereby gives notice of the exercise of her powers under section 9 of the Act. The Registrar requires that [Sample Company Ltd] shall within [30 days] of the date of this notice, furnish the Office of the Registrar of Consultant Lobbyists with a copy of the information specified below:*
 - *All minutes of meetings and correspondence made to the Minister for [] dating from 1st January 2015 – 31st March 2015.*
 - *A copy of the contractual terms of services and all associated documents arranged between Sample Company Ltd and its client Example Group plc*
5. **This information can be supplied by hardcopy or electronically**

Failure to comply

6. Failure to comply with the information requested is an offence under section 12 of the Act and can result in the Registrar making written certification of this fact to the High Court under section 12.

Right to appeal

7. There is a right to appeal against this information notice under section 11 of the Act. Appeals can be made to the [] Tribunal. Information about the appeals process can be found at:

Address:	
Email:	
Website:	

8. Any notice of appeal should be served to the Tribunal within 28 calendar days of the date on which this information notice was sent. If a notice of appeal is served outside the 28 days it may not be accepted by the tribunal unless it is deemed just and right to do so by reason of special circumstances.

Dated: xx/xx/xxx

Signed:

Alison J White
Registrar of Consultant Lobbyists