

How can you register your organisation?

The registration mechanism explained for Professional consultancies / law firms involved in lobbying EU institutions

1. Introduction



In order to start the registration process, please go to the menu on the left side of the Homepage and choose "You are an interest representative" and then "**Register your organisation**":

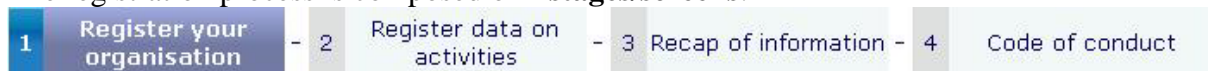
<http://www.ec.europa.eu/transparency/regrin/>

Important information:

- 1. All compulsory fields in the subscription form are marked with "*".*
- 2. Any information you submit in the ETI-Register will be public. The only exception to this general rule is the information regarding the contact person, which will be used internally only, by the European Commission services in charge.*

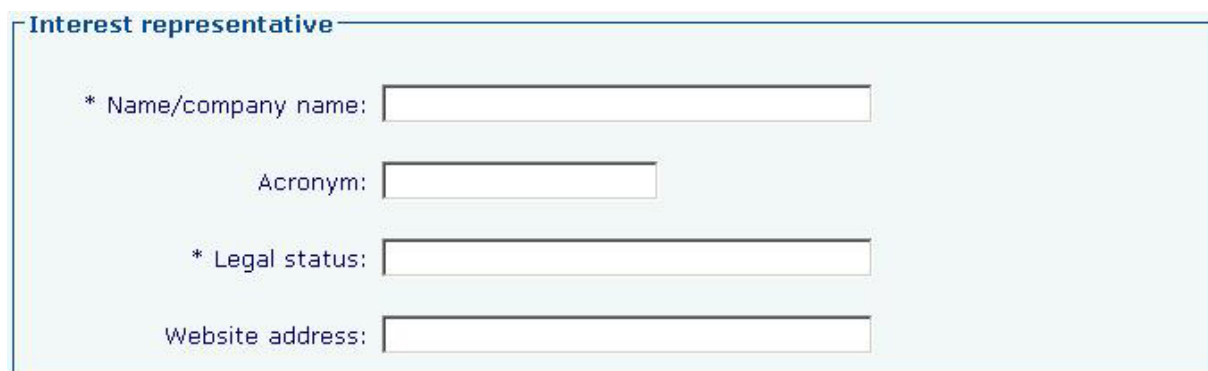
2. Registration process

The registration process is composed of **4 stages/screens**:



To qualify for entry in the register, registrants will need to provide information on whom they represent.

During the first registration stage "Registration of the interest representative" the registrants are requested to provide the following information:

A screenshot of the 'Interest representative' registration form. The form is titled 'Interest representative' and contains four input fields. The first field is labeled '* Name/company name:' and is required. The second field is labeled 'Acronym:'. The third field is labeled '* Legal status:' and is required. The fourth field is labeled 'Website address:'. All fields are empty.

This is the name and legal status under which the registrant acts when approaching the European Institutions. If your organisation doesn't have a legal status please write "non available".

Category of activities

* Which describes your organisation's field of activities?

- Professional consultancies / law firms involved in lobbying EU institutions :
 - law firm
 - public affairs consultancy
 - independent public affairs consultant
 - other (similar) organisation

Please choose a category from the list, which matches best the activities carried out by your organisation.

For more information on how to choose the right category, please refer to the FAQs.

The purpose of the following compulsory fields is to provide additional information about your organisation to the Register's viewers.

Head of the organisation

Person with legal responsibility for the organisation:

Title (e.g. Mr, Ms, Dr):

* Surname:

* First name:

* Position:

Contact details

Contact details of your organisation's head office

* Number:

* Street:

P.O. box:

* Post code:

* Town:

* Country:

* Telephone number: (+)

Please insert the country code in the first "Phone number" field. The city code can be inserted in the second field.

Here you can enter more contact details for your organisation that you think useful (e.g. contact details of its Brussels office):

Maximum 4000 characters

Please insert any additional information you may find useful concerning the contact details of your organisation (for example, the location of the organisation's Brussels office or the location of the organisation's headquarters elsewhere in the European Union or the world). This field is not compulsory.

Contact person

This person will receive: (i) all e-mails about the register, (ii) alerts about public consultations organised by the Commission and (iii) logon instructions for the register (for passing on to any other staff who need them).

Title (e.g. Mr, Ms, Dr):

* Surname:

* First name:

* Correspondence language:

* Personal e-mail address:

* Password:

Password must include at least 8 characters.
Only alphanumeric characters such as ? , ; : ! ' / \ @ # are allowed

* Confirm new password:

The Contact Person details will not be published on the Register's website; this information is confidential and will be used by the Register's administrators (European Commission services) only for the purpose of contacting the organisation (mainly by e-mail notifications).

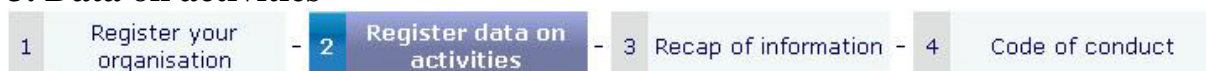
The password you are required to type in must have at least 8 characters (letters and/or numbers). Please store the password in order to be able to log on later to your Register account.



Please click the NEXT button at the bottom of the first screen and you will be directed to screen number two "Data on activities".

Please note that you cannot pass to the next subscription stage unless all the compulsory data required during the first stage is entered. Error messages will be displayed in the places where required data are not entered or are incorrect

3. Data on activities



To qualify for entry in the register, registrants need to provide further information on what their mission is; the geographical coverage and how they are funded.

Goals / remit

* Describe your organisation's goals / remit:

Maximum 4000 characters

4000

* Are the interests your organisation represents:

sub-national
 national
 European
 global

Fields of interest for e-mail alerts on consultations

* Choose one or more fields. If you agree, you will automatically be alerted about any Commission consultations in these fields (e-mail to your designated contact person).

<input type="checkbox"/> General and institutional affairs	<input type="checkbox"/> Economic affairs	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Humanitarian aid	<input type="checkbox"/> Audiovisual and media	<input type="checkbox"/> Budget
<input type="checkbox"/> External trade	<input type="checkbox"/> Competition	<input type="checkbox"/> Consumer affairs

Registrants are requested to indicate their areas of interest (policy areas) and, in turn, will have the possibility to receive alerts of consultations on issues of known interest to them. The automatic alerts are not compulsory; registrants can also choose not to receive any.

Networking

If your organisation belongs to any associations/federations/confederations or other type of network (even informally), you can give details here:

Maximum 4000 characters

Please mention in this field if your organisation belongs to one or more associations/federations in the European Union or the world.

Financial data

For professional consultancies and law firms involved in lobbying EU institutions, the total turnover linked to lobbying EU institutions, as well as the relative weight of the clients in this turnover, should be declared.

Registrants are asked to disclose first the total turnover of their organisation linked to lobbying EU institutions, based on the latest annual accounts. Please state only your turnover *directly related to lobbying EU institutions – this may be lower than your total turnover*. The figure to state is your total revenue from customers on behalf of whom you have lobbied EU institutions. To offer greater flexibility, you can state this figure either as an **absolute amount** or as a **range** (intervals of €50 000) (e.g.: 0 and <50 000; >= 50 000 and < 100 000; ... >= 1 000 000).

Financial data

1 - * Current year or your organisation's last financial year

* Financial year: (YYYY or YYYY-YYYY)

2 - * Enter the amount of turnover linked to representing interests to EU institutions on behalf of your clients, as either

absolute amounts (option I) a range (option II)

Option I: turnover (absolute amount)

* Total turnover: € [Exchange rate](#)

Option II: turnover (as a range)

* Total turnover: € [Exchange rate](#)

Registrants will then be asked to establish a **list of the clients** on behalf of whom they have been lobbying EU institutions. This list, established in decreasing order of contract value, will be expressed using ranges either in **absolute amounts** (Option A) or in **percentages** (Option B).

3 - * Give a breakdown of turnover by client, as either:

- absolute amounts (option A)
- a percentage of total turnover (option B)

Confirm your choice of option

Option A: absolute amounts

Client name:

As a proportion of total turnover, this client accounts for €

Add this client

If Option A is validated, registrants have the possibility to add the names of their clients and for each of them the contract value in absolute amounts.

Option B: clients as a percentage of total turnover

Client name:

As a proportion of total turnover, this client accounts for

Add this client

If Option B is validated, registrants have the possibility to add the names of their clients and for each of them the contract value in percentages.

You must publish a *full* list of *all* customers on behalf of whom you have lobbied EU institutions. If you do not do so, your registration cannot be accepted.

4 - Other (financial) information you might like to give in the interest of transparency:

Maximum 4000 characters

Please insert any additional financial information or extra details you may find useful to give in the interest of transparency.

This field is not compulsory.

Interest representation activities

Specify the subject matter of the main lobbying activities performed by your organisation:

Maximum 4000 characters

Optionally, registrants may indicate their main lobbying activities during the past year and also which policy areas have been related to their activities.

4. Summary of information

1 Register your organisation - 2 Register data on activities - 3 **Recap of information** - 4 Code of conduct

The summary of information is a useful check-up step for all the data entered in the registration form. If the data needs to be modified, please go to the previous stages. If the data are correct you can pass to the next subscription stage.

5. Code of conduct and Confirmation of registration

1 Register your organisation - 2 Register data on activities - 3 Recap of information - 4 **Code of conduct**

Registrants agree to comply with the Register's Code of Conduct, which would be enforced credibly and transparently, or with a professional code that has comparable rules. When declaring that they abide by a professional code that has comparable rules, registrants agree to provide this code to the Commission upon request. For more information about the Code of Conduct and the mechanism of monitoring and sanctions please refer to the FAQs.

I have read the code of conduct and its rules and declare that my organisation agrees to abide by the code. I have read the legal notice and the data protection notice and agree to their terms and conditions.

I have read the code of conduct and its rules and declare that the organisation I have been authorised to enter in this register already abides by a professional code that has comparable rules. I agree to send the title of the code to the Commission at sg-regrin@ec.europa.eu as soon as I have registered. I have read the legal notice and the information on data protection and I agree to the terms and conditions contained in them.

Register your organisation

Registrants are now ready to send their form to the Registers' data base, by clicking the "Register your organisation" button. An automatic notification of the subscription will be sent via e-mail to the registrant's contact person. The contact person has to validate the subscription by clicking on the link indicated in the e-mail. Then the process of registration is over.

The publication of the data on the website will happen nearly instantly.

If your organisation is already in the register, you can log on to maintain data for it. Please don't forget your User code and Password that enables you to log on.

In case you have forgotten your Password, please go to the "Forgotten your Password?" section and insert your User Code. You will then receive your Password via e-mail.