

Dear Registrant,

Thank you for your recent registration on [www.lobbying.ie](http://www.lobbying.ie). I would like to draw your attention to some information which may be useful to you in understanding your obligations under the Regulation of Lobbying Act 2015 and may assist you in meeting these obligations.

### Reporting periods and deadlines

There are three prescribed reporting periods yearly. All registrants must submit a return of lobbying activity for each period in which they are registered, in advance of the statutory reporting deadline for the period. If a registrant has not engaged in any lobbying activity during a relevant period a nil return must be submitted by the deadline.

The three periods and their deadlines are outlined below:

1. 1 Jan to 30 Apr – deadline 21 May
2. 1 May to 31 Aug – deadline 21 Sep
3. 1 Sep to 31 Dec – deadline 21 Jan.

### Account Administration for Organisations

As a matter of good practice, it is recommended that each Registrant has more than one account administrator. This will ensure that all correspondence from [www.lobbying.ie](http://www.lobbying.ie), such as end-of-period alerts, and deadline-reminder emails are being received by more than one person, in the event that a person leaves their role, or is unavailable for any reason. You can perform this task from the ‘user administration’ section of your lobbying dashboard.

### Enforcement Provisions

Section 18(b) of the Act provides that it is an offence to fail to submit a return for a relevant period for which they were registered.

Section 20(1) of the Act provides that it is also an offence to fail to meet the deadline for submitting a return.

Section 21(1) of the Act provides that a person who is late submitting a return of their lobbying activities may be served with a Fixed Payment Notice of €200.

You will find other helpful information at the follow link: <https://www.lobbying.ie/help-resources/information-for-lobbyists/>

### Permanently Ceasing Lobbying

Please note that if a registrant has permanently ceased lobbying, they must indicate this on their account using the ‘Manage Organisation’ tab on the ‘Lobbying Dashboard’. While an individual/organisation remains active on the register, they remain subject to the provisions of the Act.

If you have a query about any matter relating to the site, or the Act, or you are having a technical difficulty, please contact us on (01) 639 5722 or email us at [info@lobbying.ie](mailto:info@lobbying.ie).

Kind Regards,

Lobbying.ie

A Chláraí, a chara,

Go raibh maith agat as clárú ar [www.lobbying.ie/ga/](http://www.lobbying.ie/ga/) le déanaí. Ba mhaith liom d'aird a tharraingt ar roinnt faisnéise a d'fhéadfadh cabhrú leat tuiscint a ghnóthú ar na hoibleagáidí atá ort faoin Acht um Brústocaireacht a Rialáil 2015 agus cur ar do chumas na hoibleagáidí sin a chomhlíonadh.

#### Tréimhsí agus spriocdhátaí tuairiscithe

Tá trí thréimhse tuairiscithe fhorordaithe ann gach bliain. Ní mór do gach cláraí tuairisceán ar ghníomhaíocht brústocaireachta a chur isteach i dtaca le gach tréimhse ina bhfuil siad cláraithe agus ní mór dóibh déanamh amhlaidh roimh an spriocdháta tuairiscithe reachtúil don tréimhse. Más rud é nach ndearna cláraí aon ghníomhaíocht brústocaireachta le linn tréimhse iomchuí, caithfear toradh nialasach a chur isteach faoin spriocdháta.

Tá na trí thréimhse agus a spriocdhátaí leagtha amach thíos:

1. an 1 Eanáir go dtí an 30 Aibreán – spriocdháta an 21 Bealtaine
2. an 1 Bealtaine go dtí an 31 Lúnasa – spriocdháta an 21 Meán Fómhair
3. an 1 Meán Fómhair go dtí an 31 Nollaig – spriocdháta an 21 Eanáir.

#### Eolas Riaracháin d'Eagraíochtaí

Ar mhaithe le dea-chleachtais, moltar go mbeadh níos mó ná aon chuntas riarthóra amháin ag gach Cláraí. Cinnteoidh sé seo go bhfaigheann níos mó ná duine amháin gach comhfhreagras ó [www.lobbying.ie/ga/](http://www.lobbying.ie/ga/), cosúil le fógra go bhfuil tréimhse iomchuí ag teacht chun deiridh agus go bhfuil an sprioc chun tuairisceáin a chur isteach ag druidim chun deireidh, sa chás go bhfágann duine post nó nach bhfuil siad ar fail ar chúis amháin nó cúis eile. Is féidir riarthóir eile a chur le cuntas na heagraíochta faoi 'Bainistigh Eagraíocht' ar an bpainéal rialaithe.

#### Forálacha Forfheidhmithe

Foráiltear le halt 18(b) den Acht gur cion é do dhuine gan tuairisceán a chur isteach i dtaca le tréimhse iomchuí a raibh sé/sí cláraithe lena linn.

Foráiltear le halt 20(1) den Acht gur cion é freisin mainneachtain cloí leis an spriocdháta le haghaidh tuairisceán a chur isteach.

Foráiltear le halt 21(1) den Acht go bhféadfar Fógra Íocaíochta Seasta €200 a sheirbheáil ar aon duine nach gcuireann tuairisceán ar a g(h)níomhaíochtaí brústocaireachta isteach in am.

Gheobhaidh tú faisnéis chabhrach eile ag an nasc seo a leanas freisin:

<https://www.lobbying.ie/ga/cuidiú-agus-acmhainní/faisnéis-do-bhrústocairí/>

#### Scor go Buan de Bhrústocaireacht

Tabhair faoi deara nach mór do chláraí, i gcás inar scoir sé/sí de bhrústocaireacht go buan, an méid sin a chur in iúl ar a c(h)untas ach an táb 'Bainistigh Eagraíocht' ar an 'Painéal Rialaithe Brústocaireachta' a úsáid. Tá duine/eagraíocht faoi réir fhorálacha an Achta chomh fada agus atá sé/sí gníomhach ar an gclár.

Má bhíonn ceist agat faoi ní ar bith a bhaineann leis an suíomh nó leis an Acht nó má bhíonn deacracht theicniúil agat, déan teagmháil linn ach glao a chur ar (01) 639 5722 nó ríomhphost a sheoladh chuig [info@lobbying.ie](mailto:info@lobbying.ie).

Le dea-mhéin,  
Lobbying.ie