



How to submit deregistration

If the discloser is ending its lobbying and lobbying consultancy activities permanently or the lobbying becomes a small-scale activity, a deregistration must be submitted. The obligation to disclose information to the Transparency Register ends once the deregistration has been successfully submitted.

The deregistration must be submitted in the service portal of the Transparency Register. Before the deregistration, the discloser must complete all its outstanding Transparency Register obligations accumulated by the deregistration date.

This is a technical instruction for submitting a deregistration in the service portal of the Transparency Register. For more detailed instructions, visit [Deregistration from the Transparency Register](#).

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1 Start the deregistration process

1. Log in to the Transparency Register's service portal.
2. You must submit all outstanding disclosures of activities before the deregistration. Your organisation has outstanding disclosures of activities if the button 'Submit a disclosure of activities' or 'Continue with the disclosure of activities' is displayed on the service portal's front page.

Note that you must also submit the disclosure of activities if the activities of your organisation have been in small scale or you have not had any activities during the reporting period.

3. Click the button 'Submit deregistration' on the service portal's front page to start the deregistration (Figure 1).

If you are submitting the deregistration because your lobbying is in small-scale, see the instructions in chapter 2. If you are submitting the deregistration because you are ending the activities, see the instructions in chapter 3.

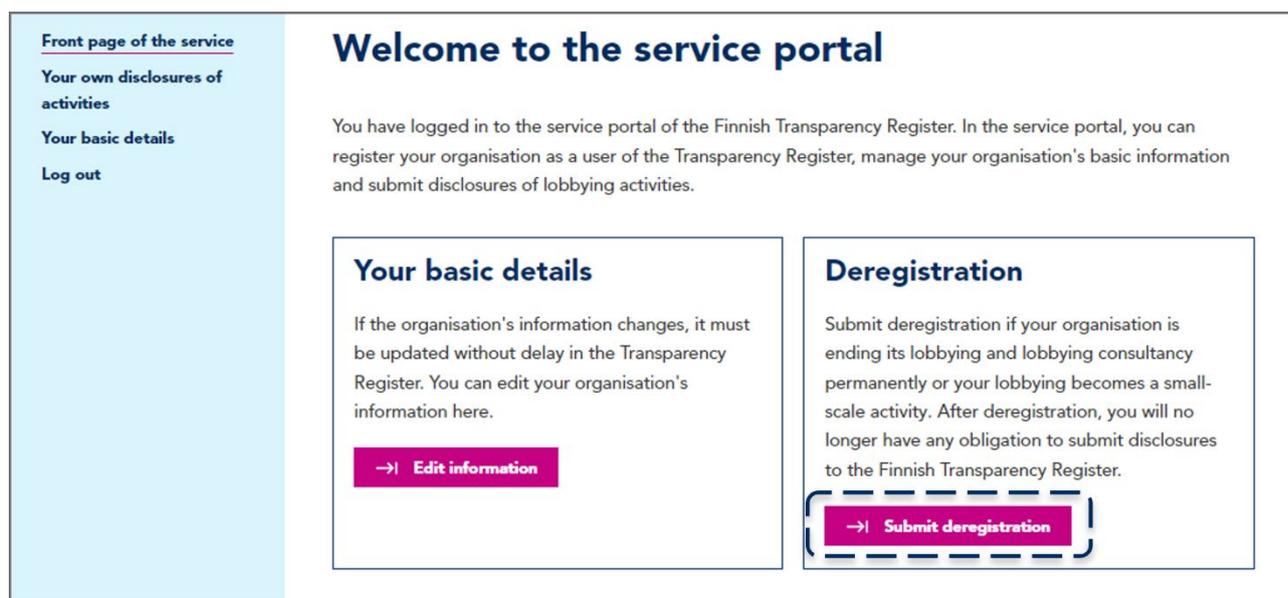


Figure 1. 'Submit deregistration' button.

2 Submitting deregistration because your lobbying becomes a small-scale activity

1. Select 'Lobbying becomes a small-scale activity' as the reason for the deregistration (Figure 2).

Submit deregistration

Submit a deregistration if your organisation is ending its lobbying and lobbying consulting permanently, or if your lobbying becomes small-scale. If you submit a deregistration because you are permanently ending lobbying activities, your disclosure obligation will end immediately after the disclosure has been published. If you submit a deregistration because your activities have become small-scaled, the disclosure will first be reviewed by the registrar.

Reason for deregistration

The organisation's lobbying has become a small-scale activity.
In small-scale lobbying, you have no more than five contacts with the lobbying targets during a calendar year. If you have more than five contacts during a calendar year, you cannot use the small number of contacts as grounds for deregistration during that year.

Permanent ending of lobbying or lobbying consultancy
The organisation has completely ended its lobbying and lobbying consultancy.

Do you want to submit a disclosure of lobbying activities?

Submitting the disclosure of activities is voluntary when your organisation's lobbying activities are small-scale.

I want to submit a disclosure of activities

Figure 2. Deregistration as a small-scale actor

2. You must decide whether to submit a disclosure of activities detailing your lobbying in the period between the latest disclosure of activities and the deregistration. You are not required to submit a disclosure of activities if your activities have been in small scale.

After you have selected 'I want to submit a disclosure of activities', you are asked to give the scale of your lobbying activities during the reporting period (Figure 3). After you have given the scale of your activities, you can list the subjects of your lobbying. The disclosure of activities in connection with deregistration is completed in the same way as an ordinary disclosure of activities. For more detailed instructions for completing the disclosure, visit [Disclosing lobbying activities](#) and [Disclosing lobbying consultancy activities](#).

Reason for deregistration

The organisation's lobbying has become a small-scale activity.
In small-scale lobbying, you have no more than five contacts with the lobbying targets during a calendar year. If you have more than five contacts during a calendar year, you cannot use the small number of contacts as grounds for deregistration during that year.

Permanent ending of lobbying or lobbying consultancy
The organisation has completely ended its lobbying and lobbying consultancy.

Do you want to submit a disclosure of lobbying activities?

Submitting the disclosure of activities is voluntary when your organisation's lobbying activities are small-scale.

I want to submit a disclosure of activities

Reporting period

29.6.-25.9.2024

Scope of lobbying activities during the reporting period

More than five contacts or the activities have constituted lobbying consultancy

Up to five contacts

No contacts

Email address

+ Add an email address

Give the email address to which we can send automatic confirmation of publishing the disclosure. You can give up to four email addresses. The email addresses will not be published online.

Exit **Save draft** **Publish**

Figure 3. You are not required to submit a disclosure of activities in connection with deregistration if your activities have been in small scale.

3. Click 'Publish' to publish the deregistration without a disclosure of activities or after completing the disclosure. Confirm the publication.
4. The deregistration will be checked by the register administrator before publication. After the register administrator has approved the deregistration, an acknowledgement of the deregistration and the end of the disclosure obligation is sent to the email addresses given on the registration.

In unclear situations, the register administrator will contact the contact persons listed on the registration.

Click 'Save draft' if you want to save the deregistration and the disclosure of activities as drafts. Click 'Continue deregistration' on the front page to continue the completion of the disclosure.

When you return to edit the deregistration, it appears as blank. However, the subjects become visible when you select the reason for the deregistration again, 'I want to complete the disclosure of activities' check box and the scale of your lobbying.

3 Deregistration when the activities are ended permanently

1. Select 'Permanent ending of lobbying or lobbying consultancy' as the reason for the deregistration.
2. Complete the disclosure of activities detailing your lobbying or lobbying consultancy activities in the period between the latest disclosure of activities and the deregistration (Figure 4).

The disclosure of activities in connection with deregistration is completed in the same way as an ordinary disclosure of activities. For more detailed instructions for completing the disclosure, visit [Disclosing lobbying activities](#) and [Disclosing lobbying consultancy activities](#).

Reason for deregistration

The organisation's lobbying has become a small-scale activity.
In small-scale lobbying, you have no more than five contacts with the lobbying targets during a calendar year. If you have more than five contacts during a calendar year, you cannot use the small number of contacts as grounds for deregistration during that year.

Permanent ending of lobbying or lobbying consultancy
The organisation has completely ended its lobbying and lobbying consultancy.

Reporting period

29.6.-25.9.2024

Scope of lobbying activities during the reporting period

More than five contacts or the activities have constituted lobbying consultancy

Up to five contacts

No contacts

Email address

+ Add an email address

Give the email address to which we can send automatic confirmation of publishing the disclosure. You can give up to four email addresses. The email addresses will not be published online.

Exit
Save draft
Publish

Figure 4. You must complete a disclosure of activities when you are ending your activities.

3. Click 'Publish' to publish the deregistration after you have completed the disclosure of activities. Confirm the publication. The deregistration and the disclosure of activities are published immediately on the [website of the Transparency Register](#), after which the organisation is no longer obliged to submit disclosures.

Click 'Save draft' if you want to save the deregistration and the disclosure of activities as drafts. Click 'Continue deregistration' on the front page to continue the completion of the disclosure.

When you return to edit the deregistration, it appears as blank. However, the subjects become visible when you select the reason for the deregistration and the scale of your lobbying again.

4 Stopping deregistration

1. Click 'Exit' on the deregistration if you want to stop the deregistration. This is all you need to do if you have not yet saved the deregistration as a draft or added subjects to the disclosure of activities.
2. If the deregistration has been saved, a notification reminding you of an incomplete deregistration is displayed on the service portal's front page (Figure 5). In that case, you should first click 'Continue deregistration' and then 'Stop deregistration' (Figure 6).

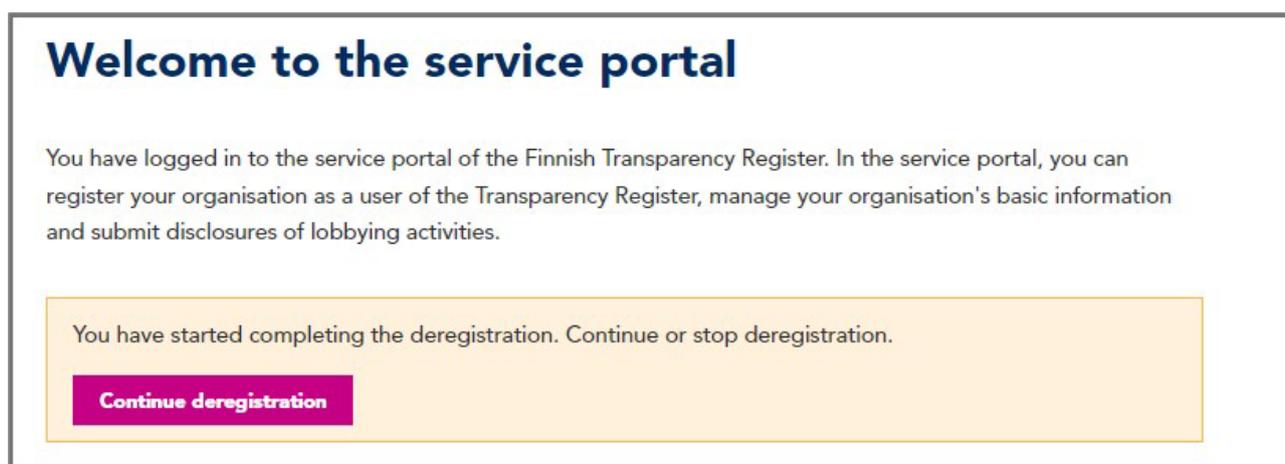


Figure 5. Reminder of incomplete deregistration.



Figure 6. Stopping deregistration.

Contact avoimusrekisteri@vtv.fi if you have sent a deregistration to the register administrator for checks as a small-scale lobbyist and you want to stop the deregistration.

5 Return to the Transparency Register: re-registration

1. Log in to the service portal.
2. Click 'Submit registration' on the service portal's front page (Figure 7).
3. The details of the previous registration are displayed on the registration. Update the details and publish the registration. For more detailed instructions for submitting the registration, visit [How to submit registration – Transparency Register](#).

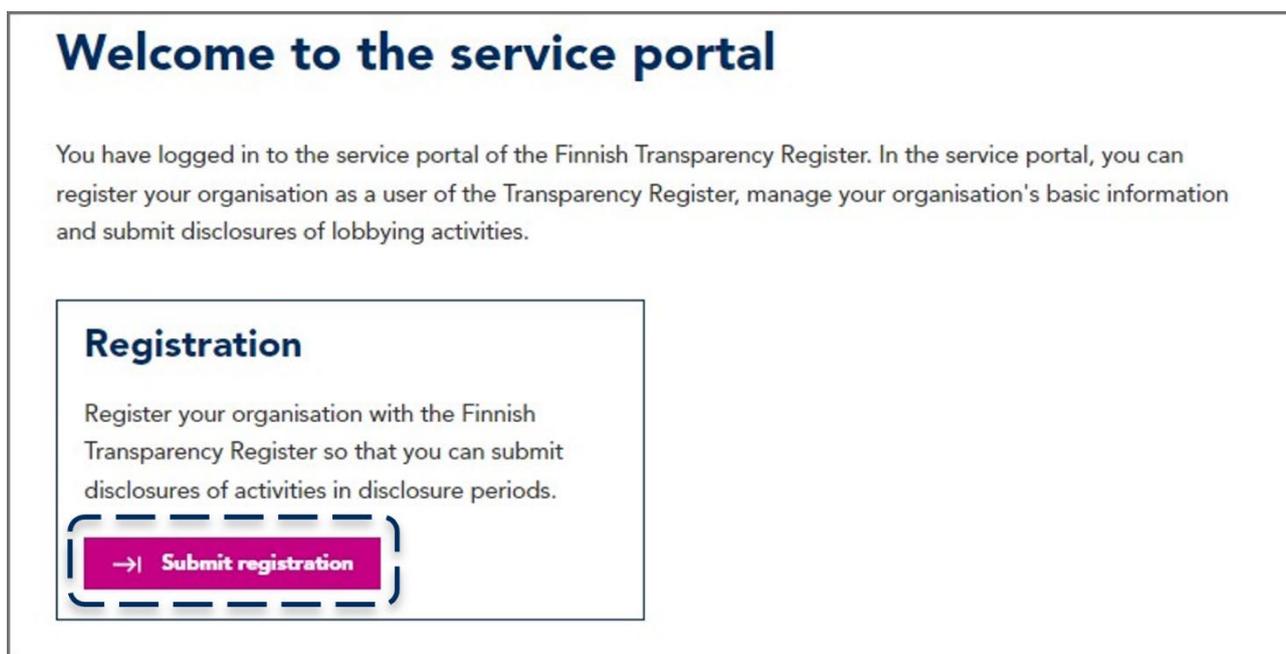


Figure 7. You can re-register as a lobbyist by submitting the registration again.