

How to submit deregistration

If the discloser is ending its lobbying and lobbying consultancy activities permanently or the lobbying becomes a smallscale 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 <u>Deregistration from the Transparency Register</u>.

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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.

Front page of the service Your own disclosures of activities Your basic details Log out	Welcome to the service of the Finnish register your organisation as a user of the Transparency and submit disclosures of lobbying activities.	portal Transparency Register. In the service portal, you can Register, manage your organisation's basic information
	Your basic details If the organisation's information changes, it must be updated without delay in the Transparency Register. You can edit your organisation's information here. →1 Edit information	Deregistration Submit deregistration if your organisation is ending its lobbying and lobbying consultancy permanently or your lobbying becomes a small- scale activity. After deregistration, you will no longer have any obligation to submit disclosures to the Finnish Transparency Register. →I Submit deregistration

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	
ubmit a deregistration if your organisation is ending its lobbying an obbying becomes small-scale. If you submit a deregistration becaus activities, your disclosure obligation will end immediately after the o leregistration because your activities have become small-scaled, th egistrar.	nd lobbying consulting permanently, or if your se you are permanently ending lobbying disclosure has been published. If you submit a e disclosure will first be reviewed by the
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 target contacts during a calendar year, you cannot use the small number of contacts as g	gets during a calendar year. If you have more than five rounds 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 activ	rities?
ubmitting the disclosure of activities is voluntary when your organisation's lobbying ac	ctivities are small-scale.

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 <u>Disclosing lobbying activities</u> and <u>Disclosing lobbying consultancy activities</u>.

Rea	son for deregistration
•	The organisation's lobbying has become a small-scale activity. n 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.
0	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?
Subr	itting the disclosure of activities is voluntary when your organisation's lobbying activities are small-scale.
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Sco O O Emai + A Give email	-25.9.2024 pe of lobbying activities during the reporting period More than five contacts or the activities have constituted lobbying consultancy Jp to five contacts No contacts I address I address the email address the email address to which we can send automatic confirmation of publishing the disclosure. You can give up to four email addresses. The addresses will not be published online.
Sco O I O I Emai	-25.9.2024 pe of lobbying activities during the reporting period More than five contacts or the activities have constituted lobbying consultancy Jp to five contacts No contacts I address I address the email address the email address to which we can send automatic confirmation of publishing the disclosure. You can give up to four email addresses. The addresses will not be published online.

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 <u>Disclosing lobbying activities</u> and <u>Disclosing lobbying consultancy activities</u>.

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	contacts during a calendar year, you cannot use the small number of contacts as grounds for deregistration during that year.
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Re	porting period
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Sc	ope of lobbying activities during the reporting period
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Em	No contacts ail address
Em	No contacts ail address
Em	No contacts ail address Add an email address
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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 <u>website of the</u> <u>Transparency Register</u>, 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).

Welcome to the service portal	
You have logged in to the service portal of the Finnish Transparency Register. In the service portal, you can register your organisation as a user of the Transparency Register, manage your organisation's basic information and submit disclosures of lobbying activities.	
You have started completing the deregistration. Continue or stop deregistration.	



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activities your disclos	sure obligation will end immediately after the disclosure has been published. If you submit
deregistration becaus	se your activities have become small-scaled, the disclosure will first be reviewed by the
registrar.	,
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You have started c	ompleting the deregistration. Continue or stop deregistration
You have started c	ompleting the deregistration. Continue or stop deregistration.

Figure 6. Stopping deregistration.

Contact avoimuusrekisteri@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 <u>How to submit registration –</u> <u>Transparency Register</u>.



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