



Australian Government
Attorney-General's Department

**Using your
Attorney-General's Department
account for the
Foreign Influence Transparency Scheme
Registrant Portal**

March 2025

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Using your Attorney-General's Department account for the Foreign Influence Transparency Scheme Registrant Portal

Navigate to the Portal

Make sure you are using the most up-to-date version of your browser. In your browser's address bar, type or copy and paste in the address <https://transparency.ag.gov.au/myregistration/>.

FITS Registrant Portal Home Page

You will be directed to the Foreign Influence Transparency Scheme (FITS) Registrant Portal home page. The home page consists of the following sections:

- Home page – contains information on the scheme including navigation links to the AGD website.
- Preliminary questionnaire – a short questionnaire intended to help you determine if you may be required to register under the scheme.
- Resources and Support – navigates to the scheme website, with a range of detailed information and documents on hand to help you determine whether you need to register under the scheme.
- Contact us – navigates to the scheme's team contact details.
- Register statistics – provides real time statistics on registrations under the scheme.
- Registrant portal guide (this document) – a 'how to' guide to assist with your account and registration creation and administration.
- Log in to your account – Whether you are an existing or new registrant, you will find details and enter the scheme's registrant portal here.

Click on each of the above features of the home page for further details.

The screenshot shows the top of the portal with the Australian Government logo and the title 'Foreign Influence Transparency Scheme'. The main heading is 'Welcome to the Foreign Influence Transparency Scheme Registrant Portal'. Below this is a section 'About the Foreign Influence Transparency Scheme' which explains the purpose of the scheme and lists conditions for registration. A 'Log in to your account' sidebar on the right contains instructions for new and existing registrants, contact information, and two buttons: 'CREATE ACCOUNT' and 'SIGN IN'. At the bottom of the main content area are links for 'Contact us', 'Register statistics', and 'Registrant portal guide'.

Preliminary questionnaire

You can take a preliminary questionnaire before creating an account to check whether you may need to register an activity under the scheme. The questionnaire illustrates the application of the scheme to particular circumstances, and the fields and responses that are displayed depend on the answers that are selected.

The information provided through this questionnaire and in guidance material is general advice only. It does not consider individual circumstances. Potential registrants may need to seek their own legal advice.

On the Home page click on the '[preliminary questionnaire](#)' to begin the short questionnaire.

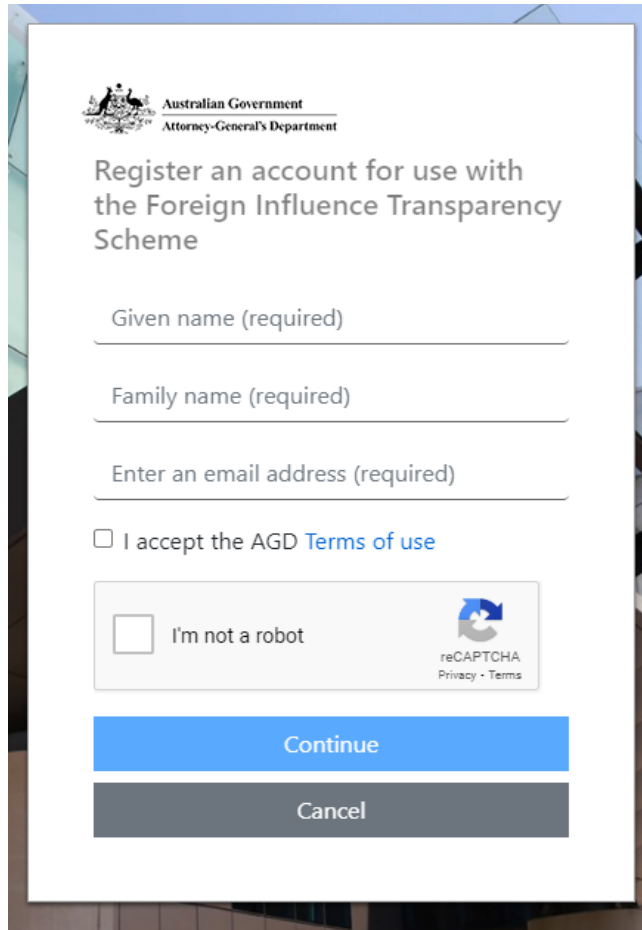
The screenshot shows the 'Preliminary Questionnaire' page. It features the same header as the home page. The main heading is 'Preliminary Questionnaire'. The text explains the purpose of the questionnaire and includes a disclaimer: 'The information provided through this questionnaire and in guidance material is general advice only. It does not take into account individual circumstances. Potential registrants may need to seek their own legal advice.' At the bottom right, there are two buttons: 'Exit' and 'Get started'. The footer contains links for 'Privacy', 'Copyright', and 'Disclaimer', along with the Australian Government logo.

Create Account

New registrants are required to create an account to register and maintain an individual and/or organisation registration. To create a new account please follow the instructions below.

Step 1. Once you have navigated to the FITS Registrant Portal, click the 'CREATE ACCOUNT' link at the bottom of the page.

Step 2. Once you have clicked on 'CREATE ACCOUNT' you will see the following screen below.



The screenshot shows a registration form with the following elements:

- Logo of the Australian Government and Attorney-General's Department.
- Heading: "Register an account for use with the Foreign Influence Transparency Scheme".
- Input fields: "Given name (required)", "Family name (required)", and "Enter an email address (required)".
- Checkbox: "I accept the AGD [Terms of use](#)".
- reCAPTCHA widget: "I'm not a robot" checkbox and "reCAPTCHA Privacy - Terms" link.
- Buttons: "Continue" (blue) and "Cancel" (grey).

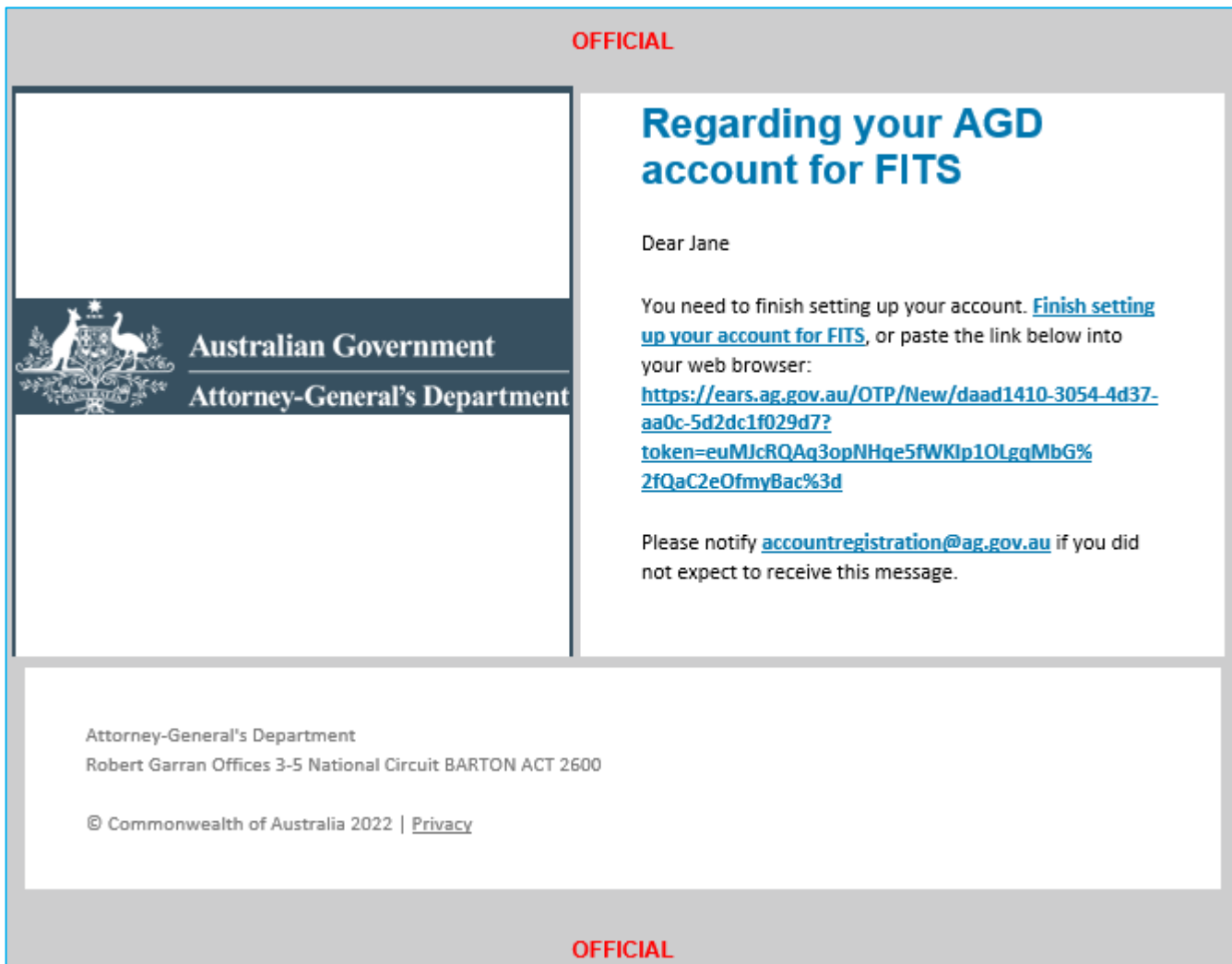
Step 3. Enter your given name, family name and email address. Your email address will also become your account's username and it will be required each time you sign into your account or when you need to reset your password.

Step 4. Accept the AGD terms of use. You can read the terms of use by clicking the [Terms of Use](#) link and complete the "I'm not a robot" check by clicking the box.

Step 5. Click the Continue button. A new window will be displayed on your screen as follows:

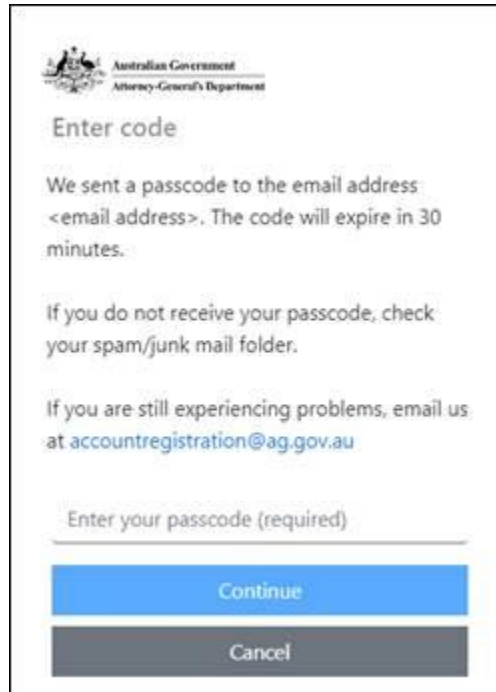


Step 6. You will receive two emails – one containing a web link and another containing a six-digit passcode. Once you receive the emails, you will need to click on the link provided in the first email, or paste the link into your web browser to finish setting up your account.



Step 7. Verify your email address.

Retrieve the passcode sent to your email address and enter it into the Enter your passcode field on the page. The passcode will expire in 30 minutes. After entering your code click the Continue button.



The screenshot shows a web form titled "Enter code" from the Australian Government Attorney-General's Department. The form contains the following text: "We sent a passcode to the email address: <email address>. The code will expire in 30 minutes." Below this, it says "If you do not receive your passcode, check your spam/junk mail folder." and "If you are still experiencing problems, email us at accountregistration@ag.gov.au". There is a text input field labeled "Enter your passcode (required)". At the bottom, there are two buttons: a blue "Continue" button and a grey "Cancel" button.

Step 8. Register your mobile number to set up two-factor authentication. For added security, we require you to register your mobile phone number. This also provides you a backup option to receive OTPs for sign-ins and password resets. Enter your mobile number with numbers only – no spaces or hyphens – then click 'Continue'.



Register a mobile phone number

For added security, please register your mobile phone number. This gives you a backup option to receive One Time Passwords (OTPs) for sign-ins and password resets. You can update your primary device for receiving OTPs at any time.

Please enter numbers only, no spaces, hyphens, etc. If the phone number is not Australian, please remember to include the country code. For example: +6422456789 (for New Zealand).

Enter a mobile phone number (recommended)

Step 9. Verify your mobile number.

Retrieve the six-digit code sent to your mobile phone and enter when prompted, then click Continue.

The screenshot shows a verification screen with the following content:

- Logo: Australian Government Attorney-General's Department
- Section-Header: Verify your mobile phone number
- Text: We sent a code in a message to your mobile phone 04xxxxxxxx. The code will expire in 30 minutes.
- Text: If you do not receive your passcode, check your spam/junk mail folder.
- Text: If you are still experiencing problems, email us at accountregistration@ag.gov.au
- Text: Enter your passcode (required)
- Text: I didn't get my code. Send another code.
- Buttons: Continue, Cancel

Step 10. You will be prompted to create a password for your account. The password should be minimum 8 characters in length, using any combination of characters.



The screenshot shows a web form titled "Create a Password" from the Australian Government Attorney-General's Department. It includes instructions: "Minimum password length is 8 characters, using any combination of characters." Below this are two input fields: "Password (required)" and "Confirm password (required)". At the bottom of the form are two buttons: a blue "Continue" button and a grey "Cancel" button.

Step 11. Once you've confirmed your password and clicked 'Continue' you will receive a confirmation screen, which means your account has been successfully created.



The screenshot shows a confirmation message from the Australian Government Attorney-General's Department. The text reads: "Account registration successful" followed by a green checkmark icon. Below this, it says: "Your account has been successfully registered for use with the Foreign Influence Transparency Scheme." At the bottom of the message is a grey button labeled "Ok".

Sign In

Step 1. Once you have navigated to the FITS Registrant Portal, click the 'SIGN IN' link at the bottom of the page, which will bring you to the following screen.



Australian Government
Attorney-General's Department

Foreign Influence Transparency Scheme

someone@example.com

Password

Sign in

[Forgot password](#) | [Change my details](#)

Note: You will need to use this link even if you were a user of the previous User Portal. However, unless you have followed these steps since 1 May 2023, you will not be able to sign in until you have set up two-factor authentication for your account.

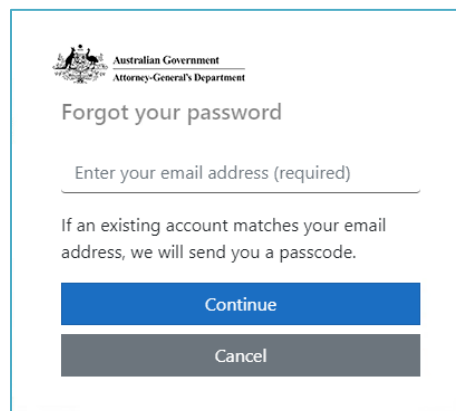
To set up two-factor authentication, follow steps 2 – 8 below. If you already have two-factor authentication set up, please skip ahead to step 9.

Step 2.

Steps for setting up two-factor authentication on existing account

Once you have clicked on 'SIGN IN' you will see the following screen. You will need to select 'Forgot password' to reset your password.

Step 3. Enter the email address registered to your account and select Continue.



Australian Government
Attorney-General's Department

Forgot your password

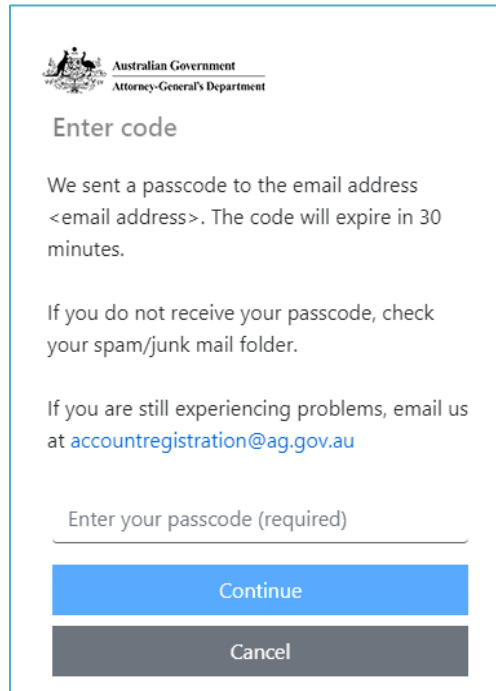
Enter your email address (required)

If an existing account matches your email address, we will send you a passcode.

Continue

Cancel

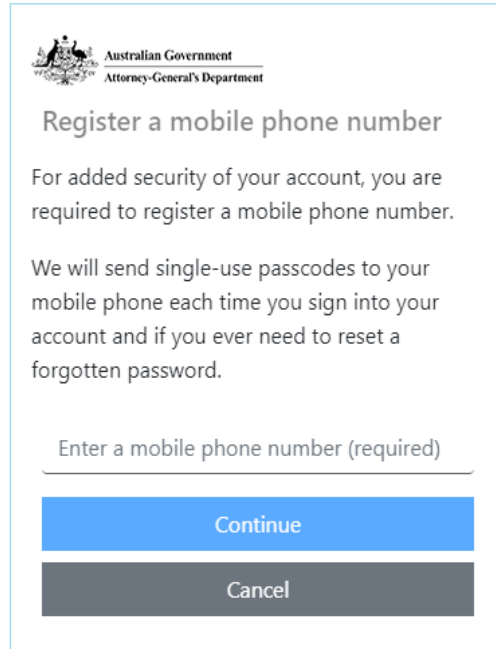
Step 4. You will receive a separate email with a verification code. Retrieve the six-digit code sent to email address and enter it into the Enter your passcode field on the page. The passcode will expire in 30 minutes. After entering your code click the Continue button.



The screenshot shows a verification screen from the Australian Government Attorney-General's Department. At the top left is the Australian Government crest. The text reads: "Australian Government Attorney-General's Department". Below this is the heading "Enter code". The main text says: "We sent a passcode to the email address <email address>. The code will expire in 30 minutes." Below this, it says: "If you do not receive your passcode, check your spam/junk mail folder." Further down, it says: "If you are still experiencing problems, email us at accountregistration@ag.gov.au". There is a text input field with the placeholder text "Enter your passcode (required)". Below the input field are two buttons: a blue "Continue" button and a grey "Cancel" button.

Step 5. Link your mobile phone number. To provide added security to your account, you are required to link a mobile number to it. A six-digit code will be sent to this mobile number every time you sign into your AGD account however, if you work in a secure area and do not have access to a mobile phone, you can request the code be sent to your email address (see below).

Enter your mobile phone number into the space provided and click the Continue button.



Australian Government
Attorney-General's Department

Register a mobile phone number

For added security of your account, you are required to register a mobile phone number.

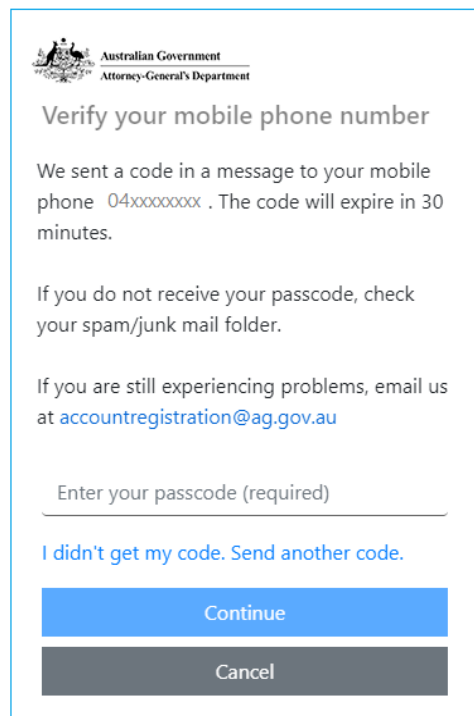
We will send single-use passcodes to your mobile phone each time you sign into your account and if you ever need to reset a forgotten password.

Enter a mobile phone number (required)

Continue

Cancel

Step 6. A six-digit code will be sent to your mobile phone number. Retrieve the six-digit code sent to your mobile phone and enter it into the next page. The code will expire 30 minutes after it is sent, so you may need to use the link “I didn’t get my code. Send another code” to get a new code. Enter the passcode into the space provided and then click **Continue**.



Australian Government
Attorney-General's Department

Verify your mobile phone number

We sent a code in a message to your mobile phone 04xxxxxxxx. The code will expire in 30 minutes.

If you do not receive your passcode, check your spam/junk mail folder.

If you are still experiencing problems, email us at accountregistration@ag.gov.au

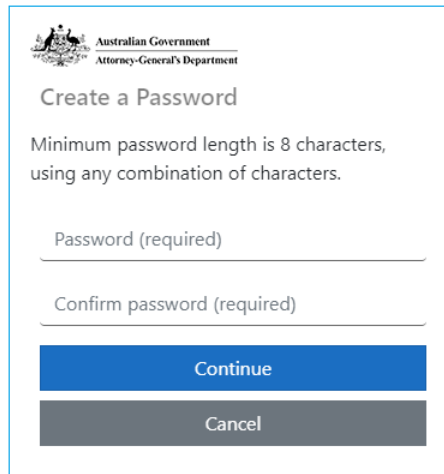
Enter your passcode (required)

[I didn't get my code. Send another code.](#)

Continue

Cancel

Step 7. Reset your password. Type a password of at least 8 characters into the password field. Once you have chosen a password, retype it into the Confirm password space and click the **Continue** button.



The screenshot shows a web form titled "Create a Password" from the Australian Government Attorney-General's Department. It includes a logo at the top left, the text "Create a Password", and instructions: "Minimum password length is 8 characters, using any combination of characters." Below this are two input fields: "Password (required)" and "Confirm password (required)". At the bottom are two buttons: a blue "Continue" button and a grey "Cancel" button.

Step 8. Authorisation successful. When you click the **OK** button, you will be directed to the Sign in page for the Register to sign in.



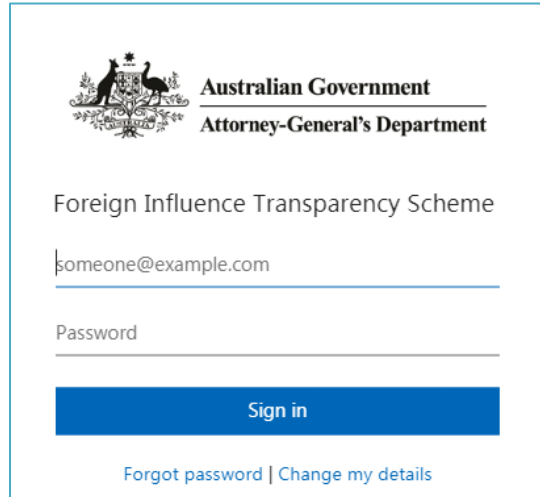
The screenshot shows a confirmation message from the Australian Government Attorney-General's Department. It features the department's logo and the text "Account registration successful" followed by a green checkmark. Below this, it says "Your account has been successfully registered for use with the Foreign Influence Transparency Scheme." At the bottom is a grey button labeled "Ok".

Step 9.

Once you have two-factor authentication set up, follow the below steps to log into your account

To sign in, enter your email address. Type your email address into the space on the sign in page that is indicated with the words "someone@example.com". Your username is your email address.

Step 10. Enter your password where indicated with the word "Password" and then click the Sign in button.



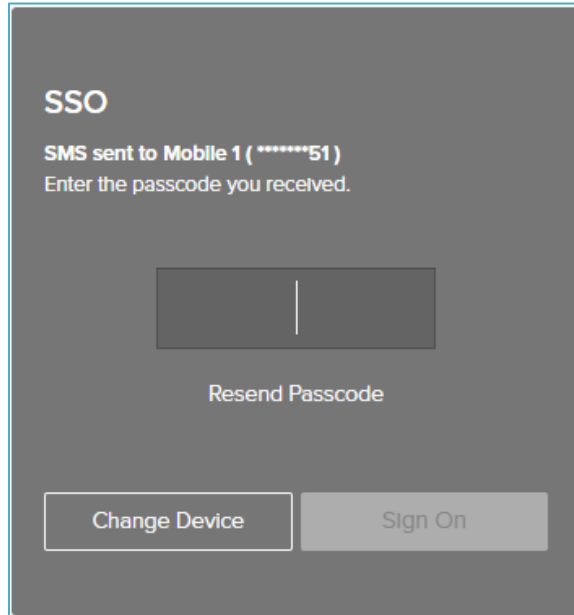
The screenshot shows the login interface for the Foreign Influence Transparency Scheme. At the top left is the Australian Government crest. To its right, the text reads "Australian Government" and "Attorney-General's Department" separated by a horizontal line. Below this, the text "Foreign Influence Transparency Scheme" is displayed. There are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot password" and "Change my details".

You may briefly see a page that looks as follows:



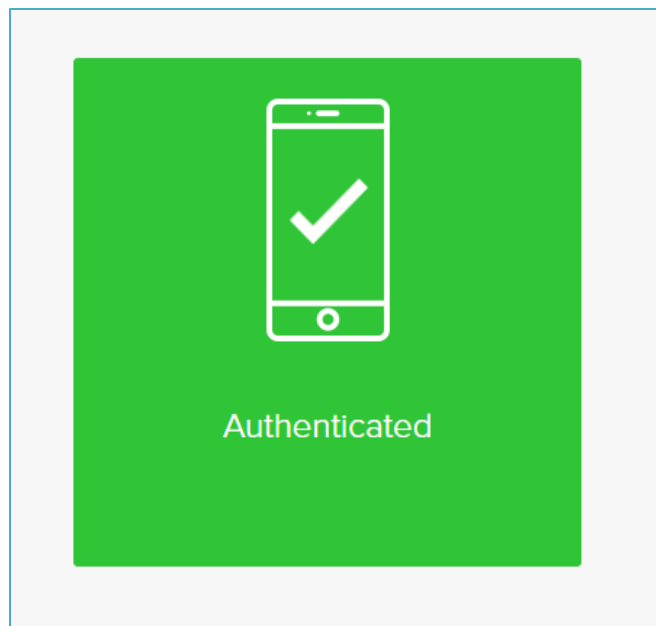
The screenshot shows a verification page. At the top left is the Australian Government crest. To its right, the text reads "Australian Government" and "Attorney-General's Department" separated by a horizontal line. Below this, the text states: "For security reasons, we require additional information to verify your account".

Step 11. After entering your email address and your password, you will be asked to enter a code that will have been sent by default to your **mobile phone number**. Enter the code in the box, and click the Sign on button.



If you are unable to use your mobile phone to receive the code, you can temporarily change how to receive it. Please refer to the section [Changing how you receive sign in codes](#).

Step 12. Once you have entered a valid passcode and you have clicked Sign on, you will briefly see a screen to say you are authenticated (signed into your account).



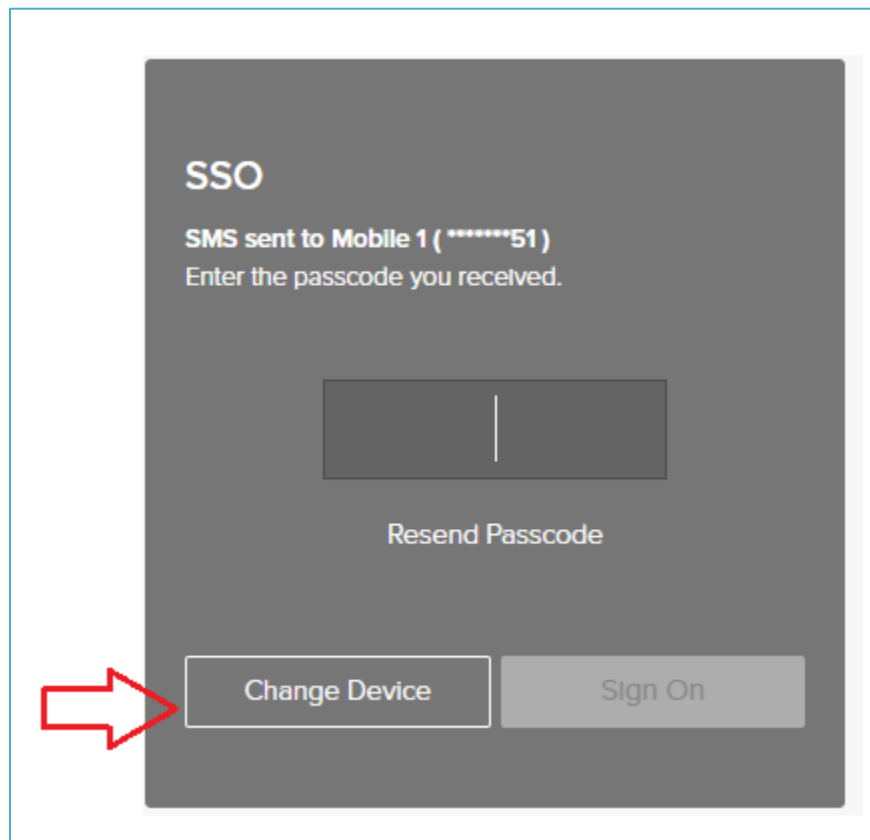
Changing how you receive sign in codes

There are a number of reasons why it may not suit you to receive codes to sign in via your mobile phone – you may have lost your phone, or be in an area where you cannot use your mobile phone. You can choose to receive the codes sent to you when you sign in via email instead of to your mobile.

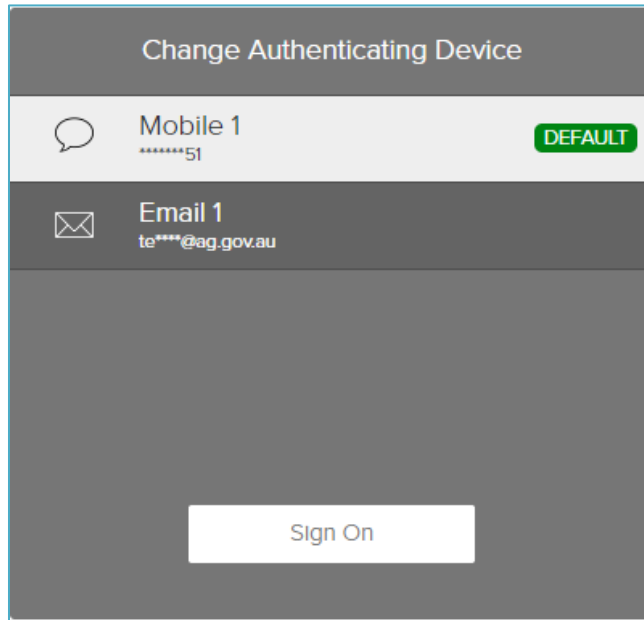
Step 1. Sign into your account using the information in the section [Signing in to your AGD account](#).

Note: *A code will always be sent to your mobile phone by default, but you can choose to have another one sent to your email address instead. These steps do not change your default of mobile phone permanently – you can only choose to have your code sent to an email address each time you sign into your account.*

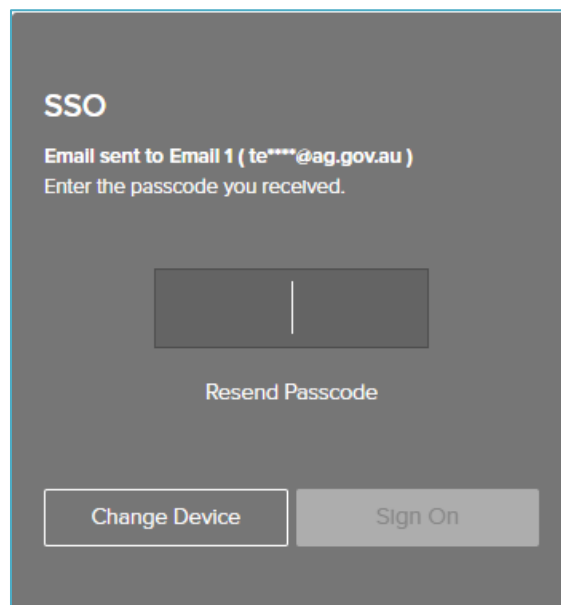
Step 2. When you have entered your username and password, the following screen will be displayed, requesting that you enter the code sent to your mobile by default. Instead of entering any code, click the 'Change Device' button.



Step 3. A page that looks like the following picture will be displayed. It will show the last two digits of your mobile phone number, and your email address after the @ symbol. Mobile phone is marked as the default method for receiving your codes. Select the email address registered to your account.

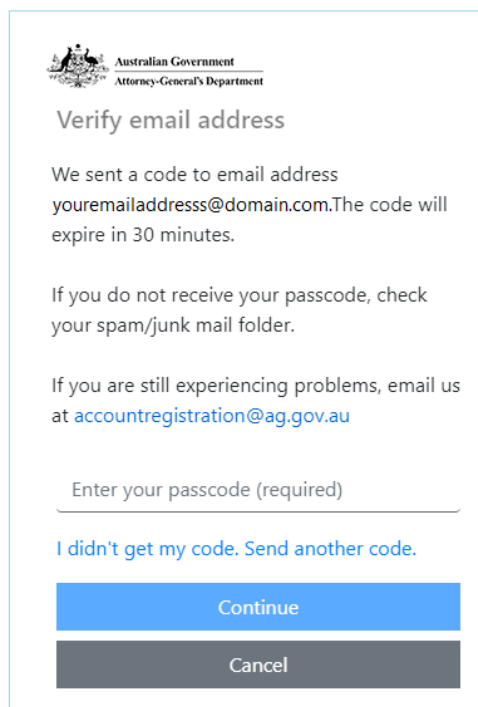


Step 4. Click the email address you see listed, and then click "Sign On". A code will be sent to your email address. Enter it into the space provided on the screen and then click "Sign On".





Step 5. Verify your email address. Retrieve the six-digit code sent to your email address and enter it into the “Enter your passcode” field on the page. The passcode will expire in 30 minutes. After entering your code click the “Continue” button.



The code may take a few minutes to arrive. If it does not arrive after a few minutes, please check your spam or junk folder.

Step 6. If you have not received a code, follow these steps:

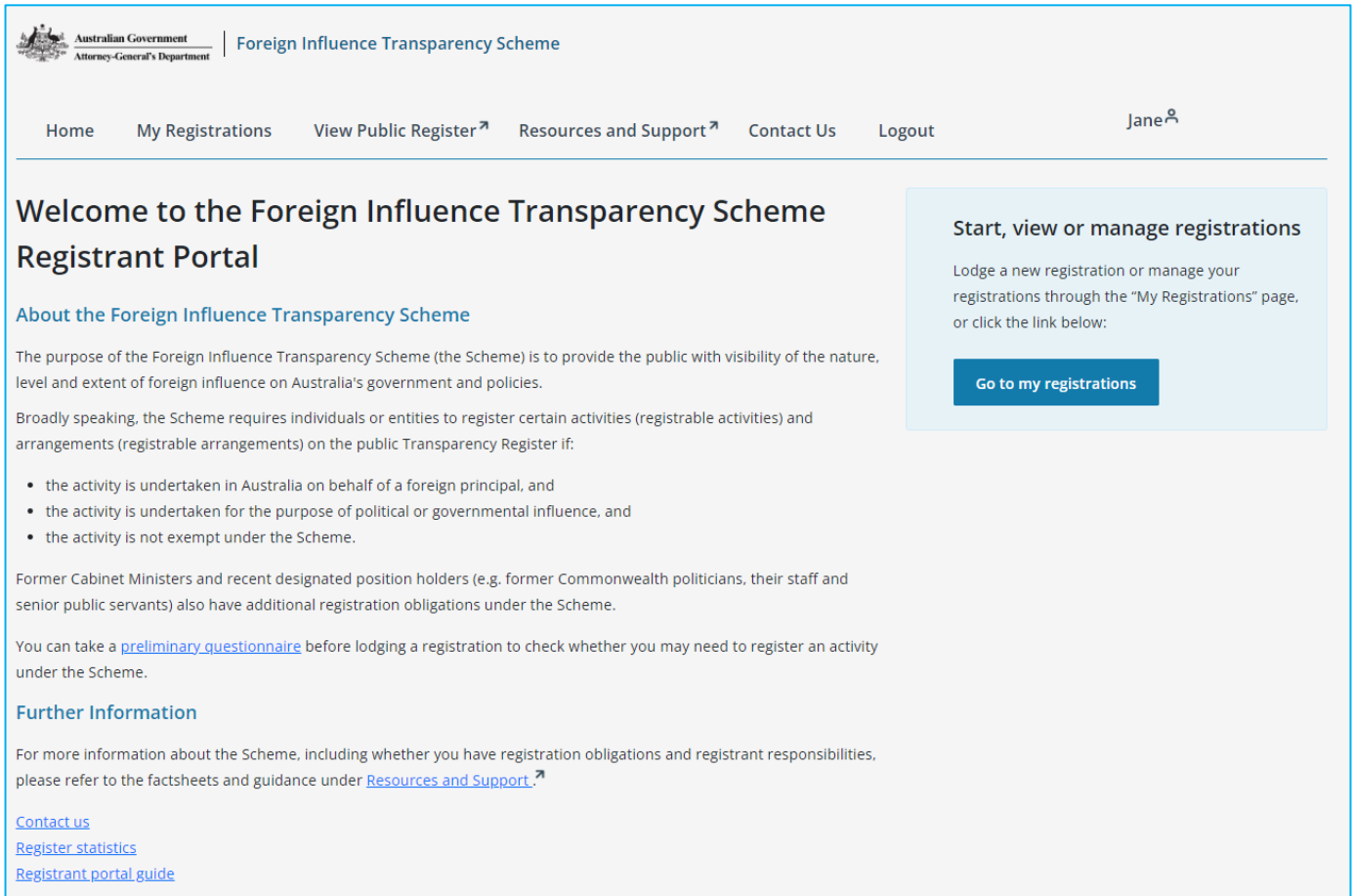
1. Click the link “[I didn't get my code. Send another code](#)” and wait a few minutes for a new code to arrive. If it still does not arrive then:

- a. Click the **Cancel** button and try again, confirming you have typed your email address correctly on the previous page. **DO NOT USE** the back button on your browser to go back to the previous page to try again.
2. If the code still does not arrive, it is possible that your agency's IT system is blocking the email with the validation code from coming to your inbox. You may need to consult with your agency's IT team to unblock the email.
 - a. There are two possible fixes that your IT team can implement, depending on your agency's software:
 - i. Whitelisting the domain address for the incoming email, or
 - ii. Whitelisting the 'reply-to' address for the email, which has been configured as accountregistration@external.ag.gov.au.
3. If the email still does not arrive, then email accountregistration@ag.gov.au and let us know the email address you're trying to register.

Step 7. If you have entered the code more than 30 minutes after it is sent to you, you will need to get a new code by following steps 1 or 2 listed above.

About the FITS Registrant Portal Dashboard

Once an AGD account has been created or you have logged in to your existing account, you are directed to the FITS Registrant Portal Main Page. Click on the 'Go to my registrations' button or the 'My Registrations' title link located in the tabs, to be directed to your dashboard to start, view or manage your registrations.



The screenshot shows the FITS Registrant Portal dashboard. At the top left is the Australian Government Attorney-General's Department logo and the text 'Foreign Influence Transparency Scheme'. A navigation bar contains links for 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. The user name 'Jane' is displayed on the right. The main content area features a welcome message, a section titled 'About the Foreign Influence Transparency Scheme' with explanatory text and a bulleted list of registration criteria, and a 'Further Information' section with links to 'Contact us', 'Register statistics', and 'Registrant portal guide'. A call-to-action box on the right contains the text 'Start, view or manage registrations' and a 'Go to my registrations' button.

Welcome to the Foreign Influence Transparency Scheme Registrant Portal

[About the Foreign Influence Transparency Scheme](#)

The purpose of the Foreign Influence Transparency Scheme (the Scheme) is to provide the public with visibility of the nature, level and extent of foreign influence on Australia's government and policies.

Broadly speaking, the Scheme requires individuals or entities to register certain activities (registrable activities) and arrangements (registrable arrangements) on the public Transparency Register if:

- the activity is undertaken in Australia on behalf of a foreign principal, and
- the activity is undertaken for the purpose of political or governmental influence, and
- the activity is not exempt under the Scheme.

Former Cabinet Ministers and recent designated position holders (e.g. former Commonwealth politicians, their staff and senior public servants) also have additional registration obligations under the Scheme.

You can take a [preliminary questionnaire](#) before lodging a registration to check whether you may need to register an activity under the Scheme.

Further Information

For more information about the Scheme, including whether you have registration obligations and registrant responsibilities, please refer to the factsheets and guidance under [Resources and Support](#).

[Contact us](#)
[Register statistics](#)
[Registrant portal guide](#)

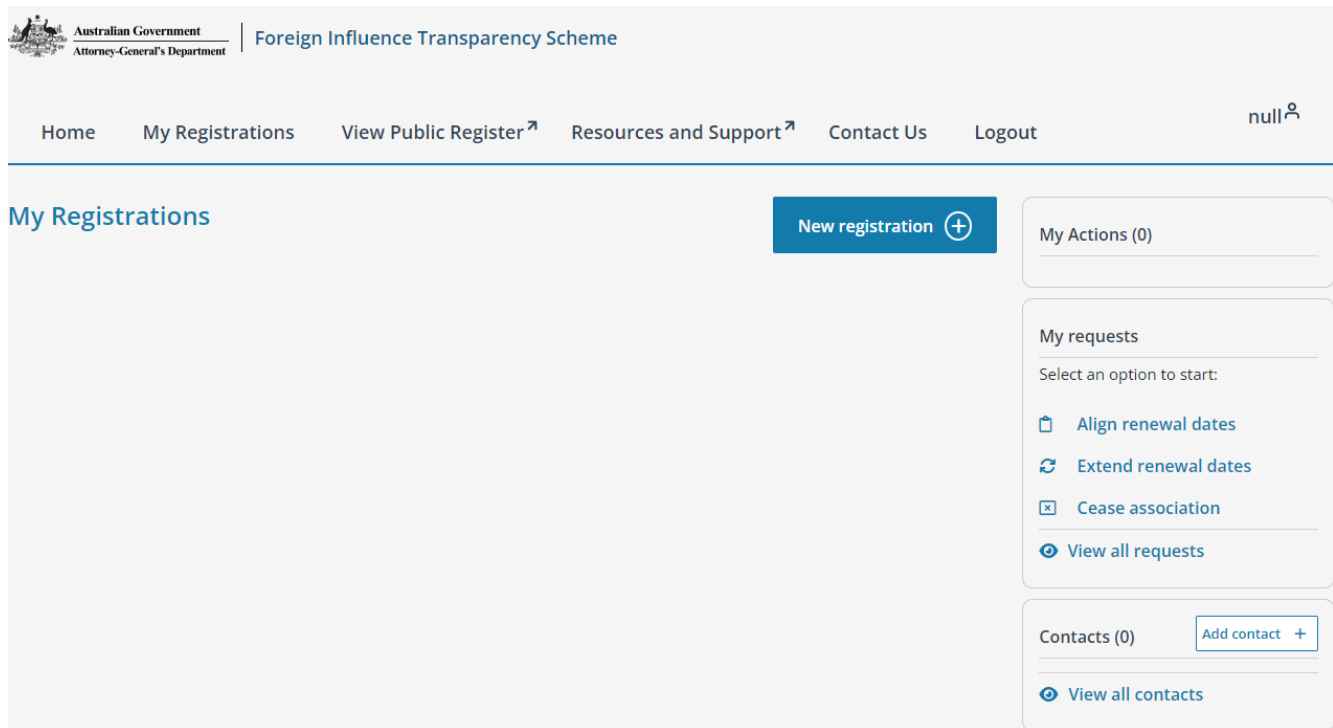
Start, view or manage registrations

Lodge a new registration or manage your registrations through the "My Registrations" page, or click the link below:

[Go to my registrations](#)

My Registrations Dashboard

The FITS Registrant Portal dashboard is the central place to maintain your account profile and maintain your individual and/or organisation registrations, update contacts, complete any outstanding actions and/or to submit an online request.



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Home My Registrations View Public Register Resources and Support Contact Us Logout null

My Registrations

New registration +

My Actions (0)

My requests

Select an option to start:

- Align renewal dates
- Extend renewal dates
- Cease association
- View all requests

Contacts (0) Add contact +

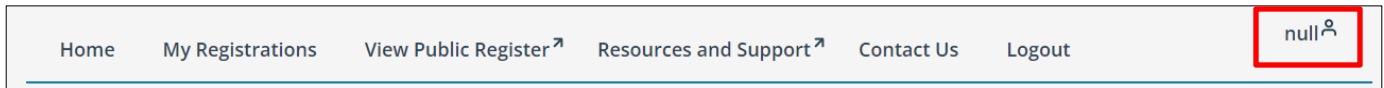
View all contacts

The dashboard consists of the following sections:

- Home – returns you back to the FITS registrant portal home page.
- My Registrations – navigates you to the My Registrations dashboard from any page, and from this page lists your individual or organisation's registrations.
- View Public Register – navigates you to the FITS Public Register.
- Resources and Support – navigates you to the FITS Resources page on FITS AGD webpage.
- Contact Us – navigates you to the contacts details of the FITS team.
- Logout – Logs you out of your FITS account.
- Account Profile (will appear as your name at the top right-hand side of the dashboard, next to a person symbol – contains your account profile details).
- Announcement Banner – displays a list of system generated messages, when applicable.
- New registration – allows the creation of an individual/organisation.
- My Actions – displays a list of system generated actions that require your attention, this will include any annual renewals that are due.
- My requests – allows the creation of an online request (Align, Extend or Cease).
- Contacts – contains details of your contacts, including their access.

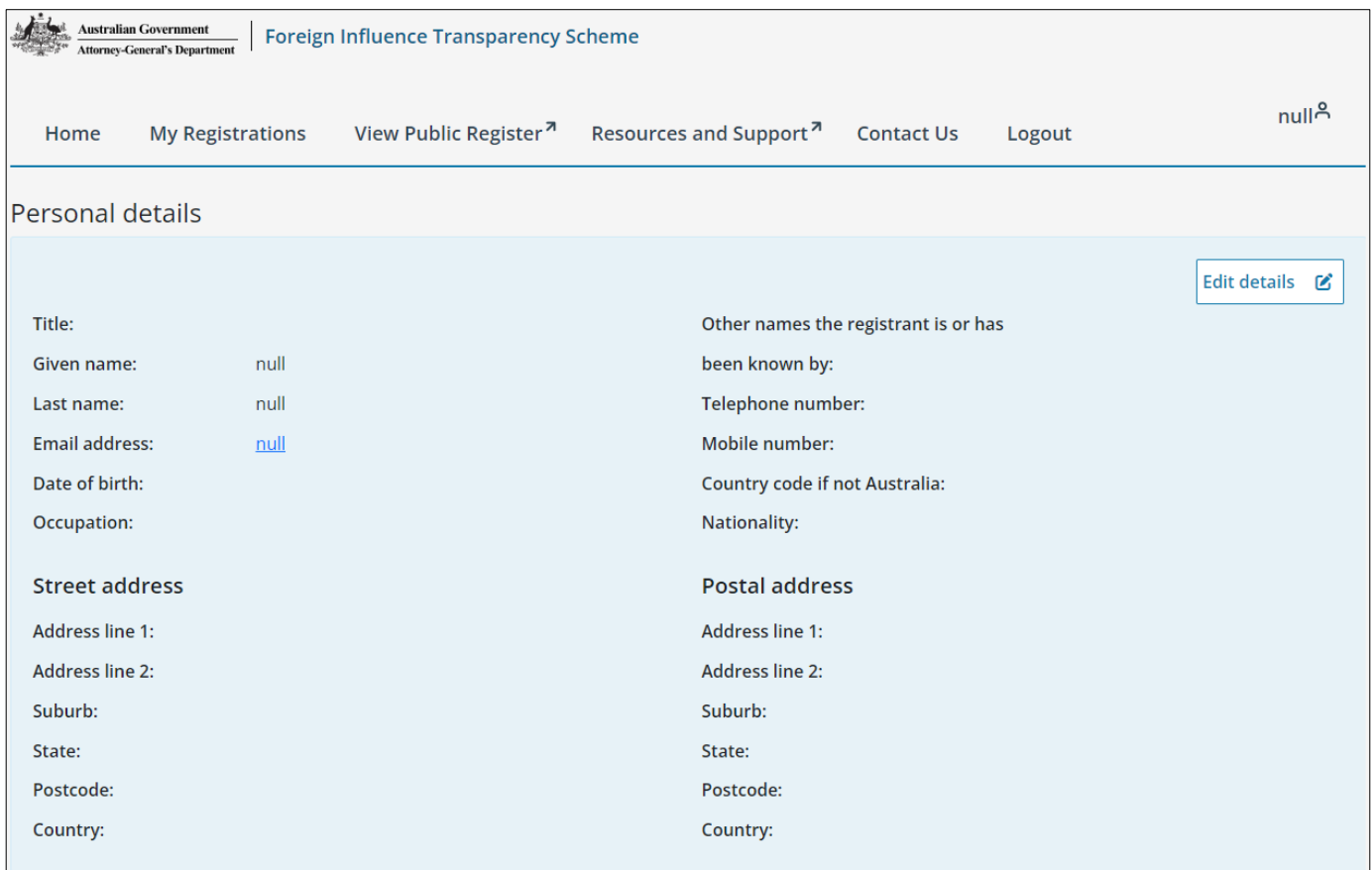
How to manage your Transparency Portal account profile

Step 1. From within your Transparency Portal account click on your user profile icon.



Step 2. To edit your existing account details, including your personal and postal address information, click on the 'Edit details' button located on the right-hand side.

Note: You are unable to change the email address to which your account is registered. Your email address is your username.



Step 3. Click on the 'Save' or 'Save & close' button to save changes.

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Home My Registrations View Public Register Resources and Support Contact Us Logout null

Personal details

Title	<input type="text"/>	Other names the registrant is or has been known by	<input type="text"/>
Given name *	<input type="text" value="null"/>	Telephone number *	<input type="text" value="0262222222"/>
Last name *	<input type="text" value="null"/>	Mobile number*	<input type="text" value="0444444444"/>
Email address	null	Country code if not Australia	<input type="text"/>
Date of birth *	<input type="text" value="16/09/1994"/>		
Occupation *	<input type="text" value="Executive Director"/>		
Street address		Postal address <input checked="" type="checkbox"/> same as street address	
Address line 1 *	<input type="text" value="1 Address Street"/>	Address line 1 *	<input type="text" value="1 Address Street"/>
Address line 2	<input type="text"/>	Address line 2	<input type="text"/>
Suburb *	<input type="text" value="Suburb"/>	Suburb *	<input type="text" value="Suburb"/>
State *	<input type="text" value="State"/>	State *	<input type="text" value="State"/>
Postcode *	<input type="text" value="2620"/>	Postcode *	<input type="text" value="2620"/>
Country *	<input type="text" value="Australia"/>	Country *	<input type="text" value="Australia"/>

When to create an individual registration

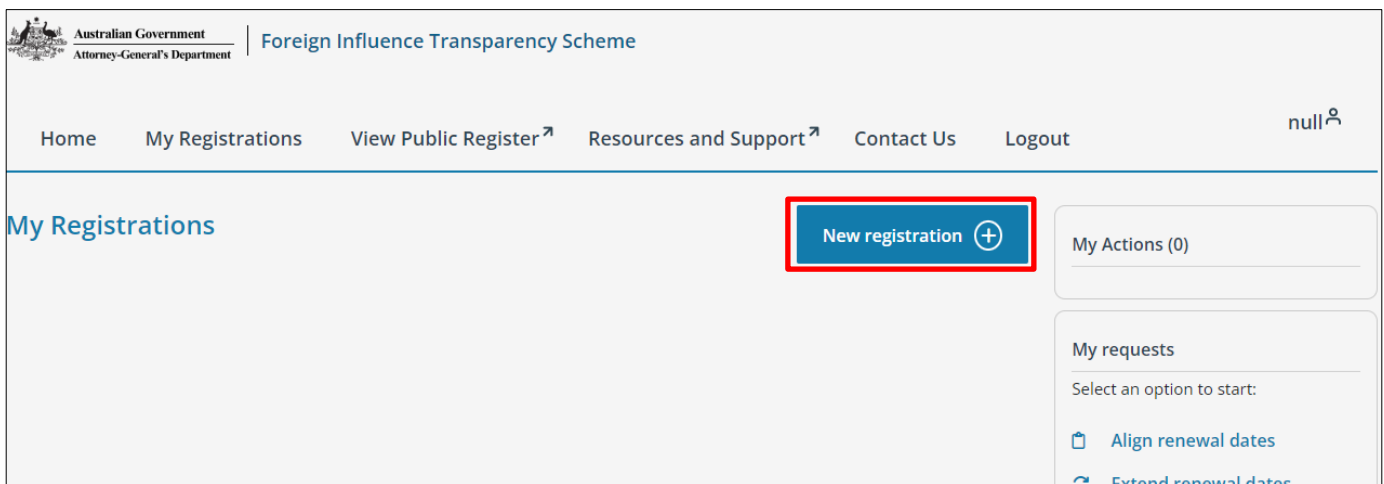
You should register as an individual if you are undertaking registrable activities on behalf of a foreign principal in your personal capacity.

An individual registration allows you to record one or more foreign principal associations, and one or more activities being undertaken.

You can save and resume your individual registration at any time. Once completed, lodge your registration. Your registration will then be reviewed, prior to being published on to the Public register.

How to create an individual registration

Step 1. From within your 'My Registrations' dashboard, click on the 'New registration +' button.



Step 2. Click on the 'Register as an individual' button and click 'Next'.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. At the top, there is a navigation bar with links for Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. The user is logged in as 'null'. The main content area is titled 'Registrant Type' and asks 'Are you registering as an individual or as an organisation?'. Below this question, there are two radio button options: 'Register as an individual' and 'Register as an organisation'. A 'Cancel' button and a 'Next' button are located at the bottom right of the form. On the left side, there is a sidebar with a progress indicator showing five steps: Step 1: Registrant type (current), Step 2: Registrant details - Individual, Step 3: Registrant details - organisation, Step 4: Foreign principal details, and Step 5: Activity details. Each step has a dropdown arrow next to it, indicating it can be expanded.

Step 3. Some of your details will be prefilled, ensure you review and complete all necessary fields.

Note: Fields denoted with * are mandatory fields either on Save and/or on lodgement of your registration.

Step 4. Once all fields are complete click on the 'Save & continue' button.

This screenshot shows a close-up of the form fields for 'ZIP/Postal code' and 'Country'. Both fields are marked with an asterisk (*). The 'ZIP/Postal code' field contains the text 'Post Code'. The 'Country' field is a dropdown menu with 'Australia' selected. At the bottom of the form, there are three buttons: 'Save', 'Save & continue', and 'Cancel'. The 'Save & continue' button is highlighted with a red border.

How to add a foreign principal

Step 1. From within the individual registration you will be navigated to the 'Add foreign principals details' section.

The screenshot shows the 'Add Foreign principal details' page. At the top, there is a navigation bar with the Australian Government logo and the text 'Foreign Influence Transparency Scheme'. Below this is a menu with links: Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. A user profile icon labeled 'null' is in the top right corner. The main content area is titled 'Add Foreign principal details' and includes a sub-header 'New registration'. Below this, there are four steps: Step 1: Registrant type, Step 2: Registrant details - Individual, Step 3: Foreign principal details (which is the current step), and Step 4: Activity details. Each step has a list of sub-items with right-pointing chevrons. Step 3 includes: Foreign principal type, Related country/jurisdiction, Relationship with foreign principal, Payments or benefits, and Supporting files. Step 4 includes: Activity type/date, Activity description, Add event/disbursement log/s, and Supporting files. The 'Foreign principal type' section is highlighted in light blue and contains a dropdown menu with the text 'Please identify what type of foreign principal you are acting on behalf of*' and a placeholder 'select an option'. Below the dropdown is a text input field labeled 'Name of foreign principal*'. At the bottom right of the form, there are three buttons: '< Back', 'Cancel', and 'Continue'.

Step 2. Select a foreign principal entity type:

- Foreign government
- Foreign political organisation
- Foreign government related entity
- Foreign government related individual

Step 3. A list of criteria for the foreign principal type will appear. You will need to select one or more criteria that applies to the foreign principal.

Step 4. Enter the name of the foreign principal. For example, this should be the name registered on the Australian Business Register or ASX etc.

Step 5. Click on the 'Continue' button.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. The header includes the Australian Government logo and the text 'Foreign Influence Transparency Scheme'. A navigation menu at the top contains 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. A search bar with the text 'null' is on the right. The main content area is titled 'Add Foreign principal details'. On the left, a sidebar lists steps: 'Step 1: Registrant type', 'Step 2: Registrant details - Individual', 'Step 3: Registrant details - organisation', 'Step 4: Foreign principal details' (which is expanded to show 'Foreign principal type', 'Related country/jurisdiction', 'Relationship with foreign principal', 'Payments or benefits', and 'Supporting files'), and 'Step 5: Activity details' (with sub-items 'Activity type/date', 'Activity description', 'Add event/disbursement log/s', and 'Supporting files'). The main content area for 'Related country/jurisdiction' contains instructions: 'Please select the foreign country or jurisdiction that the foreign principal is part of or is related to, whether or not the jurisdiction is an independent sovereign state. *' and 'If the foreign principal is related to two or more countries or jurisdictions, please select all that apply. If the foreign principal is an international body, please instead select 'Multijurisdiction''. Below this is a dropdown menu labeled 'Select country'. At the bottom right, there are four buttons: 'Back', 'Cancel', 'Save', and 'Save & continue'.

Step 6. Select one or more countries/jurisdictions that the foreign principal is associated with.

Note: *If the foreign principal is related to two or more countries or jurisdictions, please select all that apply. If the foreign principal is an international body, please instead select 'Multijurisdiction'.*

Step 7. Click on the 'Save & continue' button.

Home
My Registrations
View Public Register [↗]
Resources and Support [↗]
Contact Us
Logout

Existing registration

Step 1: Registrant type

Step 2: Registrant details - Individual

Step 3: Registrant details - organisation

Step 4: Foreign principal details

- ▶ Foreign principal type
- ▶ Related country/jurisdiction
- ▶ Relationship with foreign principal**
- ▶ Payments or benefits
- ▶ Supporting files

Step 5: Activity details

- ▶ Activity type/date
- ▶ Activity description
- ▶ Add event/disbursement log/s
- ▶ Supporting files

Next Steps

Add Foreign principal details

Relationship with foreign principal

This section requests information about how you are acting *on behalf of* the foreign principal. To act *on behalf of* a foreign principal means to undertake an activity in any of the following ways:

- under an arrangement with the foreign principal
- in the service of the foreign principal
- on the order or at the request of the foreign principal, or
- under the direction of the foreign principal.

For further information on what it means to act on behalf of a foreign principal, please refer to [Factsheet 4 – Acting on behalf of Foreign Principals](#)

Please describe in what way/s (as outlined above) you are undertaking a registrable activity on behalf of the foreign principal. Your description must include:*

- details about your relationship with the foreign principal, and
- details of any arrangement, service, order, request or direction.

Please note: The description you provide may be published on the Scheme's public Transparency register, in accordance with the [Foreign Influence Transparency Scheme Rules 2018](#). Please indicate clearly or contact the department if you consider any of the information or documentation you are providing is commercially sensitive, is sensitive and relates to a confidential government consultation on proposed policy changes, or affects national security, and should not be published for those reasons. The department will then discuss your registration with you and ensure that it is appropriate for publication.

EXAMPLE - I am contractually engaged with Foreign Principal One to provide government relations services and advice. This may entail facilitating meetings and communication between relevant Australian stakeholders, providing advice or conducting analysis of Australian Government policy as it relates to Government of [Country/Jurisdiction].

3659 characters left of 4000

< Back
Cancel ↻
Save
Save & continue

Step 8. Enter in text describing the relationship with the foreign principal. This should include details about your relationship with the foreign principal including any arrangement, service, order, request or direction. Details should also include how the individual or entity is a foreign principal.

Note: This text may be published on the public register. Please indicate clearly if you consider that any of the information or documentation you are providing is commercially sensitive, or sensitive and related to a confidential government consultation process, including details of why it is commercially sensitive or sensitive and related to a confidential government consultation process. The Department will then contact you to discuss the publication of your information.

Step 9. Click on the 'Save & continue' button.

Step 10. If required, click on the 'Add payment or benefit' button to record information regarding any payments or benefits you have received or will receive to do the activity.

Note: This field is not published on the public register. It is supporting information in relation to your arrangement with the foreign principal.

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The screenshot shows the 'Add Foreign principal details' section of the portal. On the left, there is a sidebar with navigation links for 'Step 1: Registrant type', 'Step 2: Registrant details - Individual', 'Step 3: Registrant details - organisation', 'Step 4: Foreign principal details', and 'Step 5: Activity details'. Under 'Step 4', the following options are listed: 'Foreign principal type', 'Related country/jurisdiction', 'Relationship with foreign principal', 'Payments or benefits', and 'Supporting files'. The 'Payments or benefits' option is currently selected. The main content area is titled 'Add Foreign principal details' and contains a sub-section 'Add payments or benefits to you'. Below this, there is a text prompt: 'If you have received any payments or benefits to undertake the activity on behalf of the foreign principal, please add information about this below.' A table with one header row 'Payment or benefits to you' and one empty row is present. The 'Add payment or benefit' button in the table is highlighted with a red box. At the bottom of the main content area, there are buttons for '< Back', 'Cancel', 'Skip payments', 'Save', and 'Save & continue'.

The 'Add payment or benefit' modal form contains the following fields: 'Date *' with the value '27/08/2024', 'Value *' with the placeholder 'e.g. AUD 9, USD 8, Euro 1', 'Description' (empty), and 'Additional details' (empty text area). At the bottom, there are 'Add' and 'Cancel' buttons.

Step 11. Click 'Save & continue' once you have added any payments or benefits or select 'Skip payments' if you don't have any payments or benefits to record.

Step 12. If required, click on the 'Add file' button and upload any relevant documents. For example, this may include agreements, contracts, correspondence, governance or planning documents.

Note: The following file types are able to be uploaded pdf, doc, docx, xlsx, jpg, png, csv, txt - multiple documents can be uploaded.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. The top navigation bar includes 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. The main content area is titled 'Add Foreign principal details'. On the left, a sidebar lists steps: Step 1: Registrant type, Step 2: Registrant details - Individual, Step 3: Registrant details - organisation, Step 4: Foreign principal details (highlighted), and Step 5: Activity details. Under Step 4, there are sub-steps: Foreign principal type, Related country/jurisdiction, Relationship with foreign principal, Payments or benefits, and Supporting files. The 'Supporting files' section is expanded, showing instructions: 'If you wish to provide any additional documents to support your description about your relationship with the foreign principal, you may attach these files below. For example, this may include agreements, contracts, correspondence, governance or planning documents.' Below this is an 'Attached files' section with an 'Add file' button (highlighted with a red box) and the text 'No attached files'. At the bottom right, there are buttons for '< Back', 'Cancel', 'Skip uploads', 'Save', and 'Save & continue'.

The 'Attach file' dialog box has a title bar with a close button (X). The main content area is titled 'Select file to upload *'. It features a file selection input field with a 'Choose File' button and the text 'No file chosen'. Below the input field, it lists supported file types: '(pdf, doc, docx, xlsx, jpg, png, csv, txt)' and states 'Maximum file size : 5MB'. There is a 'Description *' label followed by an empty text input field. At the bottom, there are two buttons: 'Add' and 'Cancel'.

Step 13. Click 'Save & continue' once you have uploaded your supporting documents or select 'Skip uploads' if you don't have any supporting documentation.

How to add an activity

Step 1. From within an individual registration you will be navigated to the Activity Details section. Select the activity you will be conducting on behalf of the foreign principal. You can add activities one at a time, adding other activities at the end. Activity types include:

- Parliamentary lobbying
- General political lobbying
- Disbursement activity
- Communication activity
- Other activity (Former Cabinet Minister or recent designated position holder)

Note: A registration must contain at least one foreign principal with a linked activity prior to being able to lodge the registration.

Home
My Registrations
View Public Register[^]
Resources and Support[^]
Contact Us
Logout

Existing registration

Step 1: Registrant type

Step 2: Registrant details - Individual

Step 3: Registrant details - organisation

Step 4: Foreign principal details

- ▶ Foreign principal type
- ▶ Related country/jurisdiction
- ▶ Relationship with foreign principal
- ▶ Payments or benefits
- ▶ Supporting files

Step 5: Activity details

- ▶ Activity type/date
- ▶ Activity description
- ▶ Add event/disbursement log/s
- ▶ Supporting files

Next Steps

Add Activity details for foreign principal [Foreign Principal One](#)

This section requests information about the [activities](#) you are undertaking on behalf of a foreign principal. Broadly speaking, the Scheme requires individuals or entities to register certain activities (registrable activities) on the public Transparency Register if:

- the activity is undertaken in Australia on behalf of a foreign principal (see [Factsheet 4 - Acting on behalf of foreign principals](#)), and
- the activity is undertaken for the purpose of political or governmental influence (see [Factsheet 6 - Influencing a political governmental process](#)), and
- the activity is not exempt under the Scheme (see [Factsheet 7 - Registration exemptions](#) and [Factsheet 13 - Commercial or business pursuits](#)).

Activity type

Registrable activities may include parliamentary lobbying, general political lobbying, communications activity or disbursements activity (payment of money or things of value). Former Cabinet Ministers and recent designated position holders (e.g. former Commonwealth politicians, their staff and senior public servants) also have additional registration obligations under the Scheme. For further information about the different types of registrable activities, please refer to [Factsheet 5 - Registrable activities](#) and [Factsheet 8 - Former Cabinet Ministers and recent designated position holders](#).

Please select what type of registrable activity you are undertaking. *

Parliamentary lobbying

General political lobbying

Disbursement activity

Communications activity

Other activity (former Cabinet Minister or recent designated position holder)

Activity date/s

Please select the date, or period over which, you are undertaking the activity.

If the activity takes place over a single date, you only need to select a Start Date. If the activity takes place over an extended period, you should select a Start and End Date for the applicable period. You can add specific events or stages within an activity period in the later section on 'Add event/disbursement log/s'.

Start date *

End date

< Back
Cancel ↻
Continue

Step 2. Select the activity start date and end date (if known). Click on 'Continue' to proceed with adding activity details.

Note: Under the FITS Act a person who becomes liable to register in relation to a foreign principal (but is not already registered in relation to that foreign principal) must register within 14 days of becoming liable.

The screenshot shows a web interface for adding activity details. At the top, there is a navigation bar with links: Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. Below this, the page title is 'Add Activity details for foreign principal Foreign_Principal_One'. The main content area is divided into two columns. The left column contains a sidebar with a list of steps: Step 1: Registrant type, Step 2: Registrant details - Individual, Step 3: Registrant details - organisation, Step 4: Foreign_principal_details (with sub-items: Foreign principal type, Related country/jurisdiction, Relationship with foreign principal, Payments or benefits, Supporting files), and Step 5: Activity_details (with sub-items: Activity type/date, Activity description, Add event/disbursement log/s, Supporting files). The right column is titled 'Activity description' and contains a text area for input. Above the text area, it says 'Please describe the activity you wish to register, including the following information *:' followed by a bulleted list: 'What registrable activities you are undertaking on behalf of the foreign principal?', 'What is the purpose of the activity?', and 'What is your role in the activity?'. Below the list, there is a 'Please note' section with a link to 'Foreign Influence Transparency Scheme Rules 2018'. At the bottom of the text area, it says '4000 characters left of 4000'. At the bottom right of the form, there are four buttons: 'Back', 'Cancel', 'Save', and 'Save & continue'.

Step 3. Enter in a description of the activity. This should include:

- What registrable activities you are undertaking on behalf of the foreign principal?
- What is the purpose of the activity?
- What is your role in the activity?

Note: This text may be published on the public register. Please indicate clearly if you consider that any of the information or documentation you are providing is commercially sensitive, or sensitive and related to a confidential government consultation process, including details of why it is commercially sensitive or sensitive and related to a confidential government consultation process. The Department will then contact you to discuss the publication of your information.

Step 4. Click on the 'Save & continue' button.

Home My Registrations View Public Register[Ⓐ] Resources and Support[Ⓐ] Contact Us Logout

Existing registration

Add Activity details for foreign principal [Foreign Principal One](#)

Add event log/s

If applicable, you may wish to add any substantive events that will occur within the activity period. For example, this may include specific events, meetings, conferences, or stages of the activity. This information will *not* be published on the public Transparency Register.

Event logs for this activity	Add Event +
No events found	

[Back](#) [Cancel](#) [Skip event log](#) [Save](#) [Save & continue](#)

Next Steps

Add Activity event

Date *
27/08/2024

Event type *

Description *

Additional details

[Add](#) [Cancel](#)

Step 5. If required, click on the '+Add' event button and record an activity event log. If applicable, you may wish to add any substantive events that will occur within the activity period. For example, this may include specific events, meetings, conferences, or stages of the activity.

Note: *This information will not be published on the public register.*

Step 6. Click 'Save & continue' once you have added any activity event logs or click the 'Skip event log' button if you don't have any activity event logs to record.

Home My Registrations View Public Register[↗] Resources and Support[↗] Contact Us Logout

Existing registration

Add Activity details for foreign principal [Foreign Principal One](#)

Step 1: Registrant type

Step 2: Registrant details - Individual

Step 3: Registrant details - organisation

Step 4: Foreign principal details

- Foreign principal type
- Related country/jurisdiction
- Relationship with foreign principal
- Payments or benefits
- Supporting files

Step 5: Activity details

- Activity type/date
- Activity description
- Add event/disbursement log/s
- Supporting files

Next Steps

Activity supporting files

If you wish to provide any additional documents to support your description about the activity, you may attach these files below.

Attached files Add file

No attached files

< Back Cancel Skip uploads Save Save & continue

Attach file ✕

Select file to upload *

Choose File No file chosen

(pdf, doc, docx, xlsx, jpg, png, csv, txt)

Maximum file size : 5MB

Description *

Add Cancel

Step 7. If required, click on the 'Add file' button and upload any relevant documents that may support your description about the activity.

Note: *The following file types are able to be uploaded pdf, doc, docx, xlsx, jpg, png, csv, txt - multiple documents can be uploaded.*

Step 8. Click 'Save & continue' button once you have uploaded your supporting documents or click the 'Skip uploads' button if you don't have any supporting documentation.

The screenshot shows the Australian Government Attorney-General's Department website for the Foreign Influence Transparency Scheme. The navigation menu includes Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. The main content area is titled 'Existing registration' and shows a progress bar with five steps. Step 4, 'Foreign principal details', is currently active and expanded to show sub-steps: Foreign principal type, Related country/jurisdiction, Relationship with foreign principal, Payments or benefits, and Supporting files. Step 5, 'Activity details', is also expanded to show: Activity type/date, Activity description, Add event/disbursement log/s, and Supporting files. A 'Next Steps' callout box on the right provides instructions: 'You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. What do you want to do next with this registration?' It lists three options: 'Add another activity undertaken on behalf of the same foreign principal (Foreign Principal One)', 'Add another foreign principal to your registration', and 'Review and Lodge'. At the bottom of the callout are four buttons: 'Back', 'Review and Lodge', 'Add new foreign principal', and 'Add another activity'.

Step 9. You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. You have the following options:

1. To add another activity undertaken on behalf of the same foreign principal, click on the 'Add another activity' button.

Note: Refer to 'How to add an activity' (Page 31)

This is a close-up of the 'Next Steps' callout box from the screenshot above. It contains the same text and instructions: 'You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. What do you want to do next with this registration?' followed by the three options: 'Add another activity undertaken on behalf of the same foreign principal (Foreign Principal One)', 'Add another foreign principal to your registration', and 'Review and Lodge'. The four buttons at the bottom are 'Back', 'Review and Lodge', 'Add new foreign principal', and 'Add another activity'. The 'Add another activity' button is highlighted with a red border.

2. To add another foreign principal to your registration, click on the 'Add new foreign principal' button.
Note: Refer to How to add foreign principal (Page 26) and How to add an activity (Page 31).

Next Steps

You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. What do you want to do next with this registration?

- To add another activity undertaken on behalf of the same foreign principal (Foreign Principal One), click on the 'Add another activity' button below.
- To add another foreign principal to your registration, click on the 'Add new foreign principal' button below.
- If you are ready to lodge your registration, click on the 'Review and Lodge' button below.

[< Back](#) [Review and Lodge](#) [Add new foreign principal](#) [Add another activity](#)

3. If you are ready to lodge your registration, click on the 'Review and Lodge' button.

Next Steps

You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. What do you want to do next with this registration?

- To add another activity undertaken on behalf of the same foreign principal (Foreign Principal One), click on the 'Add another activity' button below.
- To add another foreign principal to your registration, click on the 'Add new foreign principal' button below.
- If you are ready to lodge your registration, click on the 'Review and Lodge' button below.


[< Back](#) [Review and Lodge](#) [Add new foreign principal](#) [Add another activity](#)

Step 10. Once all foreign principals and activities have been entered and saved you are ready to lodge the registration. Click on the 'Review and Lodge' button.

Lodge registration

Home My Registrations View Public Register[?] Resources and Support[?] Contact Us Logout

Your registration is currently in draft. If you have completed all relevant fields, please click the 'Lodge registration' button to submit your registration to the department for review and publication.

Registration overview 

Registrant

Title:

First name: null

Last name: null

Email: null

Date of birth: 16/09/1994

Occupation: Executive Director

Other names the registrant is or has been known by:

Postnominals:

Telephone number: 0262222222

Phone Country code (if not Australia):

Nationality: Australia

Type of Registrant: Individual on behalf of a foreign principal

Street address: 1 Adress Street Suburb State Post Code Australia

Postal address: 1 Adress Street Suburb State Post Code Australia

[Edit Registration](#) [Delete Registration](#)

Foreign principals

Foreign principal name	Foreign principal type	Update status	Publication status	Annual renewal due date	Ceased date
Foreign Principal One	Foreign government	Saved	Not published		

Contacts

First name	Last name	Status	Role	Email	Phone number

[Close](#)

Step 1. Once all registration, foreign principal and activity details have been entered and saved, you are ready to lodge the registration. Ensure you review the registration overview and click on the 'Lodge registration' button.

Lodge registration ✕

You are about to lodge the Individual registration for null null. Please ensure you have read the information collection notice below and confirm that the information you are providing is accurate and complete.

Information collection notice

The collection of the personal information you provide when registering or updating your registration is required under the *Foreign Influence Transparency Scheme Act 2018* (the Act). This information is collected to enable registrants and the Attorney-General's Department (the department) to fulfil obligations under the Act. Registrants are required to provide certain information if liable to register under the Act. The department's obligations include maintaining a register of information to enable the public and decision makers to understand the nature and level of foreign influence in Australian political and governmental processes.

Some information collected from registrants will be made publicly available on the Foreign Influence Transparency Scheme register on the department's website. This will occur in accordance with the [Foreign Influence Transparency Scheme Rules 2018](#) (the Rules) made under the Act. The Rules outline what information is to be made publicly available. The publicly available information will be accessible to any member of the public, including from overseas. The department may also share scheme information with other Commonwealth agencies or State or Territory governments for the purposes authorised by the Act. This may include disclosing personal information to overseas recipients, although the department does not ordinarily do so. The authorised purposes for sharing scheme information under the Act include:

- performing functions or exercising powers under the scheme
- performing a scheme official's functions in relation to the scheme
- for an enforcement related activity
- for the protection of public revenue
- for the protection of security, and
- for the purposes of administering the *Australia's Foreign Relations (States and Territories) Act 2020*.

Failing to provide the required information and documents through the completion of the registration form may mean that you are in breach of your obligations under the Act. There are offences for failing to comply with the requirements of the Act, including:

- failing to apply for registration where liable to do so
- failing to renew registration where liable to do so
- failing to fulfil reporting responsibilities under the scheme, including advising of material changes in circumstances and reporting particular activities, and
- providing false or misleading information or documents in response to a section 45 or section 46 information gathering notice.

The department's [Privacy Policy](#) outlines its personal information handling practices, including details on how to access or correct personal information the department holds about you, and how to make a privacy complaint. Please note you may also request the department notify other 'APP entities' (an agency or organisation within the meaning of subsection 6(1) of the *Privacy Act 1988*) to which information has been disclosed about the correction of your personal information. To contact the department's Privacy Unit, contact: privacy@ag.gov.au

When providing personal information about individuals other than yourself the department recommends you provide them with a copy of this Information Collection Notice.

I have read the Information Collection Notice.

I confirm the accuracy and completeness of the information I am providing.

Lodge registration Cancel

Step 2. Read the Lodge registration information notice, ensuring you confirm and mark the check boxes. Then click on the 'Lodge registration' button to lodge your registration.

Step 3. Your registration will be reviewed by the Transparency Frameworks team and published within 4 weeks as required under the FITS Act.

When to create an organisation registration

You should register an organisation registration where the organisation is undertaking registrable activities on behalf of a foreign principal, including where you and/or other individuals are undertaking the activity as employees of the organisation.

An organisation registration allows for one or more foreign principal associations and one or more activities being undertaken.

You can save and resume an organisation registration at any time. Once completed, lodge the organisation registration. The organisation registration will then be reviewed, prior to being published on to the public register.

How to create an organisation registration

Step 1. From within your 'My Registrations' dashboard, click on the 'New registration +' button.

The screenshot shows the user interface of the Foreign Influence Transparency Scheme Registrant Portal. At the top left, there is the Australian Government logo and the text 'Australian Government Attorney-General's Department'. To the right of the logo is the page title 'Foreign Influence Transparency Scheme'. Below this is a navigation menu with links for 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. On the far right of the navigation menu is a user profile icon labeled 'null'. The main content area is titled 'My Registrations'. In the center of this area, a blue button with the text 'New registration +' is highlighted with a red rectangular border. To the right of the main content area, there are two side panels. The top panel is titled 'My Actions (0)' and is currently empty. The bottom panel is titled 'My requests' and contains the text 'Select an option to start:' followed by two links: 'Align renewal dates' and 'Extend renewal dates'.

Step 2. Click on the 'Register as an organisation' button and click the 'Next' button.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. At the top, there is a navigation bar with links for Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. The main content area is titled 'New registration' and 'Registrant Type'. It asks the user 'Are you registering as an individual or as an organisation?*' and provides two radio button options: 'Register as an individual' and 'Register as an organisation'. The 'Register as an organisation' option is selected. Below the options are 'Cancel' and 'Next' buttons. On the left side, there is a sidebar with a progress indicator showing four steps: Step 1: Registrant type (active), Step 2: Registrant details - organisation, Step 3: Foreign principal details, and Step 4: Activity details. Each step has a list of sub-items with right-pointing chevrons.

Step 3. Complete the fields for the organisation details.

Note: Fields denoted with * are mandatory fields either on 'Save' and/or on lodgement of your registration.

Step 2: Registrant details - organisation

Business name *

Trading name (or other names organisation is or has been known by)

Entity is a company*
 Yes No

ABN (if applicable)

Foreign business registration number (if applicable)

Telephone number *

Country code if not Australia

Postal address
Address line 1 *

Address line 2

Suburb/City*

State/Province/Region*

Zip/Postal code *

Country *
select an option

Save Save & continue Cancel

Step 4. Once all fields are complete click on the 'Save & continue' button.

How to add a foreign principal

Step 1. From within the organisation registration you will be navigated to the 'Add foreign principals details' section.

The screenshot shows the 'Add Foreign principal details' page in the Foreign Influence Transparency Scheme Registrant Portal. The page is part of a 'New registration' process. The navigation menu includes 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. The user is logged in as 'null'. The page is divided into a left sidebar and a main content area. The sidebar contains a list of steps: 'Step 1: Registrant type', 'Step 2: Registrant details - Individual', 'Step 3: Foreign principal details', and 'Step 4: Activity details'. Under 'Step 3', there are sub-items: 'Foreign principal type', 'Related country/jurisdiction', 'Relationship with foreign principal', 'Payments or benefits', and 'Supporting files'. Under 'Step 4', there are sub-items: 'Activity type/date', 'Activity description', 'Add event/disbursement log/s', and 'Supporting files'. The main content area is titled 'Add Foreign principal details' and contains a text block explaining the purpose of the form. Below this is a form titled 'Foreign principal type' with a dropdown menu for 'Please identify what type of foreign principal you are acting on behalf of*' and a text input field for 'Name of foreign principal*'. At the bottom right of the form are three buttons: 'Back', 'Cancel', and 'Continue'.

Step 2. Select a foreign principal entity type:

- Foreign government
- Foreign political organisation
- Foreign government related entity
- Foreign government related individual

Step 3. A list of criterions for the foreign principal type will appear. You will need to select one or more criteria that applies to the foreign principal.

Step 4. Enter the name of the foreign principal. For example, this should be the name registered on the Australian Business Register or ASX etc.

Step 5. Click on the 'Continue' button.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. The header includes the Australian Government logo and the text 'Foreign Influence Transparency Scheme'. A navigation menu at the top contains 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. A search bar on the right contains the text 'null'. The main content area is titled 'Add Foreign principal details'. On the left, a sidebar lists the registration steps: 'Step 1: Registrant type', 'Step 2: Registrant details - Individual', 'Step 3: Registrant details - organisation', 'Step 4: Foreign principal details' (which is expanded to show 'Foreign principal type', 'Related country/jurisdiction', 'Relationship with foreign principal', 'Payments or benefits', and 'Supporting files'), and 'Step 5: Activity details' (which includes 'Activity type/date', 'Activity description', 'Add event/disbursement log/s', and 'Supporting files'). The main content area for 'Add Foreign principal details' has a sub-section titled 'Related country/jurisdiction' with the following text: 'Please select the foreign country or jurisdiction that the foreign principal is part of or is related to, whether or not the jurisdiction is an independent sovereign state. *' and 'If the foreign principal is related to two or more countries or jurisdictions, please select all that apply. If the foreign principal is an international body, please instead select 'Multijurisdiction''. Below this text is a dropdown menu labeled 'Select country'. At the bottom right of the form, there are four buttons: 'Back', 'Cancel', 'Save', and 'Save & continue'.

Step 6. Select one or more countries/jurisdictions that the foreign principal is associated with.

Note: *If the foreign principal is related to two or more countries or jurisdictions, please select all that apply. If the foreign principal is an international body, please instead select 'Multijurisdiction'.*

Step 7. Click on the 'Save & continue' button.

Home My Registrations View Public Register[↗] Resources and Support[↗] Contact Us Logout

Existing registration

Step 1: Registrant type

Step 2: Registrant details - Individual

Step 3: Registrant details - organisation

Step 4: Foreign principal details

- ▶ Foreign principal type
- ▶ Related country/jurisdiction
- ▶ Relationship with foreign principal**
- ▶ Payments or benefits
- ▶ Supporting files

Step 5: Activity details

- ▶ Activity type/date
- ▶ Activity description
- ▶ Add event/disbursement log/s
- ▶ Supporting files

Next Steps

Add Foreign principal details

Relationship with foreign principal

This section requests information about how you are acting *on behalf* of the foreign principal. To act *on behalf* of a foreign principal means to undertake an activity in any of the following ways:

- under an arrangement with the foreign principal
- in the service of the foreign principal
- on the order or at the request of the foreign principal, or
- under the direction of the foreign principal.

For further information on what it means to act on behalf of a foreign principal, please refer to [Factsheet 4 - Acting on behalf of Foreign Principals](#)

Please describe in what way/s (as outlined above) you are undertaking a registrable activity on behalf of the foreign principal. Your description must include:*

- details about your relationship with the foreign principal, and
- details of any arrangement, service, order, request or direction.

Please note: The description you provide may be published on the Scheme's public Transparency register, in accordance with the [Foreign Influence Transparency Scheme Rules 2018](#). Please indicate clearly or contact the department if you consider any of the information or documentation you are providing is commercially sensitive, is sensitive and relates to a confidential government consultation on proposed policy changes, or affects national security, and should not be published for those reasons. The department will then discuss your registration with you and ensure that it is appropriate for publication.

EXAMPLE - I am contractually engaged with Foreign Principal One to provide government relations services and advice. This may entail facilitating meetings and communication between relevant Australian stakeholders, providing advice or conducting analysis of Australian Government policy as it relates to Government of [Country/Jurisdiction].

3659 characters left of 4000

← Back
Cancel ↻
Save
Save & continue

Step 8. Enter in text describing the relationship with the foreign principal. This should include details about your relationship with the foreign principal including any arrangement, service, order, request or direction. Details should also include how the individual or entity is a foreign principal.

Note: This text may be published on the public register. Please indicate clearly if you consider that any of the information or documentation you are providing is commercially sensitive, or sensitive and related to a confidential government consultation process, including details of why it is commercially sensitive or sensitive and related to a confidential government consultation process. The Department will then contact you to discuss the publication of your information.

Step 9. Click on the 'Save & continue' button.

Step 10. If required, click on the 'Add payment or benefit' button to record information regarding any payments or benefits you have received or will receive.

Note: This field is not published on the public register. It is supporting information in relation to your arrangement with the foreign principal for transparency value.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. The top navigation bar includes 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. The main content area is titled 'Add Foreign principal details'. On the left, a sidebar lists steps: Step 1: Registrant type, Step 2: Registrant details - Individual, Step 3: Registrant details - organisation, Step 4: Foreign principal details (selected), and Step 5: Activity details. Under Step 4, sub-steps include 'Foreign principal type', 'Related country/jurisdiction', 'Relationship with foreign principal', 'Payments or benefits', and 'Supporting files'. The main panel for Step 4 is titled 'Add payments or benefits to you' and contains a text box with the instruction: 'If you have received any payments or benefits to undertake the activity on behalf of the foreign principal, please add information about this below.' Below this is a table with one row: 'Payment or benefits to you' and a button 'Add payment or benefit'. Below the table, it says 'No payment or benefit found'. At the bottom right, there are buttons: '< Back', 'Cancel', 'Skip payments', 'Save', and 'Save & continue'.

The 'Add payment or benefit' modal form has a title bar with a close button. It contains the following fields: 'Date *' with the value '27/08/2024'; 'Value *' with the value 'e.g. AUD 9, USD 8, Euro 1'; 'Description' with an empty text box; and 'Additional details' with a larger empty text box. At the bottom, there are 'Add' and 'Cancel' buttons.

Step 11. Click 'Save & continue' once you have added any payments or benefits or select 'Skip payments' if you don't have any payments or benefits to record.

Step 12. If required, click on the 'Add file' button and upload any relevant documents. For example, this may include agreements, contracts, correspondence, governance or planning documents.

Note: The following file types are able to be uploaded pdf, doc, docx, xlsx, jpg, png, csv, txt - multiple documents can be uploaded.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. The main heading is 'Add Foreign principal details'. On the left, a sidebar lists steps: Step 1: Registrant type, Step 2: Registrant details - Individual, Step 3: Registrant details - organisation, Step 4: Foreign principal details (selected), and Step 5: Activity details. Under Step 4, there are sub-items: Foreign principal type, Related country/jurisdiction, Relationship with foreign principal, Payments or benefits, and Supporting files. The main content area has a 'Supporting files' section with instructions and an 'Attached files' section with an 'Add file' button highlighted in red. At the bottom right, there are buttons for 'Back', 'Cancel', 'Skip uploads', 'Save', and 'Save & continue'.

The 'Attach file' dialog box has a title bar with a close button. It contains a 'Select file to upload' section with a 'Choose File' button and a text area showing 'No file chosen'. Below this, it lists supported file types: '(pdf, doc, docx, xlsx, jpg, png, csv, txt)' and states 'Maximum file size : 5MB'. There is a 'Description' field with a red asterisk. At the bottom, there are 'Add' and 'Cancel' buttons.

Step 13. Click 'Save & continue' once you have uploaded your supporting documents or select 'Skip uploads' if you don't have any supporting documentation.

How to add an activity

Step 1. From within an organisation registration you will be navigated to the Activity Details section. Select the activity you will be conducting on behalf of the foreign principal. You can add activities one at a time, adding other activities at the end. Activity types include:

- Parliamentary lobbying
- General political lobbying
- Disbursement activity
- Communication activity
- Other activity (Former Cabinet Minister or recent designated position holder)

Note: A registration must contain at least one foreign principal with a linked activity prior to being able to lodge the registration.

Home
My Registrations
View Public Register[^]
Resources and Support[^]
Contact Us
Logout

Existing registration

Step 1: Registrant type

Step 2: Registrant details - Individual

Step 3: Registrant details - organisation

Step 4: Foreign principal details

- ▶ Foreign principal type
- ▶ Related country/jurisdiction
- ▶ Relationship with foreign principal
- ▶ Payments or benefits
- ▶ Supporting files

Step 5: Activity details

- ▶ Activity type/date
- ▶ Activity description
- ▶ Add event/disbursement log/s
- ▶ Supporting files

Next Steps

Add Activity details for foreign principal [Foreign Principal One](#)

This section requests information about the [activities](#) you are undertaking on behalf of a foreign principal. Broadly speaking, the Scheme requires individuals or entities to register certain activities (registrable activities) on the public Transparency Register if:

- the activity is undertaken in Australia on behalf of a foreign principal (see [Factsheet 4 - Acting on behalf of foreign principals](#)), and
- the activity is undertaken for the purpose of political or governmental influence (see [Factsheet 6 - Influencing a political governmental process](#)), and
- the activity is not exempt under the Scheme (see [Factsheet 7 - Registration exemptions](#) and [Factsheet 13 - Commercial or business pursuits](#)).

Activity type

Registrable activities may include parliamentary lobbying, general political lobbying, communications activity or disbursements activity (payment of money or things of value). Former Cabinet Ministers and recent designated position holders (e.g. former Commonwealth politicians, their staff and senior public servants) also have additional registration obligations under the Scheme. For further information about the different types of registrable activities, please refer to [Factsheet 5 - Registrable activities](#) and [Factsheet 8 - Former Cabinet Ministers and recent designated position holders](#).

Please select what type of registrable activity you are undertaking. *

Parliamentary lobbying

General political lobbying

Disbursement activity

Communications activity

Other activity (former Cabinet Minister or recent designated position holder)

Activity date/s

Please select the date, or period over which, you are undertaking the activity.

If the activity takes place over a single date, you only need to select a Start Date. If the activity takes place over an extended period, you should select a Start and End Date for the applicable period. You can add specific events or stages within an activity period in the later section on 'Add event/disbursement log/s'.

Start date *

End date

< Back
Cancel ↻
Continue

Step 2. Select the activity start date and end date (if known). Click on 'Continue' to proceed with adding activity details.

- **Note: Under the FITS Act a person who becomes liable to register in relation to a foreign principal (but is not already registered in relation to that foreign principal) must register within 14 days of becoming liable.**

The screenshot shows the 'Add Activity details for foreign principal Foreign Principal One' page. The navigation bar includes 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. The left sidebar lists steps: Step 1: Registrant type, Step 2: Registrant details - Individual, Step 3: Registrant details - organisation, Step 4: Foreign principal details (with sub-items: Foreign principal type, Related country/jurisdiction, Relationship with foreign principal, Payments or benefits, Supporting files), and Step 5: Activity details (with sub-items: Activity type/date, Activity description, Add event/disbursement log/s, Supporting files). The main content area is titled 'Activity description' and contains a text box for describing the activity. The text box is currently empty and has a character count of '4000 characters left of 4000'. Below the text box are four buttons: 'Back', 'Cancel', 'Save', and 'Save & continue'.

Step 3. Enter in a description of the activity. This should include:

- What registrable activities you are undertaking on behalf of the foreign principal?
- What is the purpose of the activity?
- What is your role in the activity?

Note: This text may be published on the public register. Please indicate clearly if you consider that any of the information or documentation you are providing is commercially sensitive, or sensitive and related to a confidential government consultation process, including details of why it is commercially sensitive or sensitive and related to a confidential government consultation process. The Department will then contact you to discuss the publication of your information.

Step 4. Click on the 'Save & continue' button.

The screenshot shows the 'Add Activity details' page for a foreign principal named 'Foreign Principal One'. The page is divided into a left sidebar with navigation steps and a main content area. The sidebar includes steps for Registrant type, Registrant details (Individual and Organisation), Foreign principal details (with sub-items like Foreign principal type, Related country/jurisdiction, Relationship with foreign principal, Payments or benefits, and Supporting files), and Activity details (with sub-items like Activity type/date, Activity description, Add event/disbursement log/s, and Supporting files). The main content area has a heading 'Add Activity details for foreign principal Foreign Principal One' and a section titled 'Add event log/s' with explanatory text. Below this is a table with the heading 'Event logs for this activity' and a red-bordered 'Add Event +' button. The table currently shows 'No events found'. At the bottom of the main area are buttons for 'Back', 'Cancel', 'Skip event log', 'Save', and 'Save & continue'.

The 'Add Activity event' modal form contains the following fields: 'Date *' with the value '27/08/2024', 'Event type *' (empty), and 'Description *' (empty). There is also a text area for 'Additional details'. At the bottom of the modal are 'Add' and 'Cancel' buttons.

Step 5. If required, click on the 'Add event +' button and record an activity event log. If applicable, you may wish to add any substantive events that will occur within the activity period. For example, this may include specific events, meetings, conferences, or stages of the activity.

Note: *This information will not be published on the public register.*

Step 6. Click 'Save & continue' once you have added any activity event logs or click the 'Skip event log' button if you don't have any activity event logs to record.

Home My Registrations View Public Register[↗] Resources and Support[↗] Contact Us Logout

Existing registration

Add Activity details for foreign principal [Foreign Principal One](#)

Step 1: Registrant type

Step 2: Registrant details - Individual

Step 3: Registrant details - organisation

Step 4: Foreign principal details

- Foreign principal type
- Related country/jurisdiction
- Relationship with foreign principal
- Payments or benefits
- Supporting files

Step 5: Activity details

- Activity type/date
- Activity description
- Add event/disbursement log/s
- Supporting files

Next Steps

Activity supporting files

If you wish to provide any additional documents to support your description about the activity, you may attach these files below.

Attached files Add file

No attached files

< Back Cancel Skip uploads Save Save & continue

Attach file ×

Select file to upload *

Choose File No file chosen

(pdf, doc, docx, xlsx, jpg, png, csv, txt)

Maximum file size : 5MB

Description *

Add Cancel

Step 7. If required, click on the 'Add file' button and upload any relevant documents that may support your description about the activity.

Note: *The following file types are able to be uploaded pdf, doc, docx, xlsx, jpg, png, csv, txt - multiple documents can be uploaded.*

Step 8. Click 'Save & continue' button once you have uploaded your supporting documents or click the 'Skip uploads' button if you don't have any supporting documentation.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. At the top, there is a navigation bar with links for Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. Below the navigation bar, the page is divided into two main sections. On the left, there is a sidebar titled 'Existing registration' with a list of steps: Step 1: Registrant type, Step 2: Registrant details - Individual, Step 3: Registrant details - organisation, Step 4: Foreign principal details, and Step 5: Activity details. Each step has a list of sub-items with expandable arrows. On the right, there is a 'Next Steps' section with a heading and a paragraph: 'You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. What do you want to do next with this registration?'. Below this paragraph is a list of three bullet points: 'To add another activity undertaken on behalf of the same foreign principal (Foreign Principal One), click on the 'Add another activity' button below.', 'To add another foreign principal to your registration, click on the 'Add new foreign principal' button below.', and 'If you are ready to lodge your registration, click on the 'Review and Lodge' button below.'. At the bottom of the 'Next Steps' section, there are four buttons: 'Back', 'Review and Lodge', 'Add new foreign principal', and 'Add another activity'.

Step 9. You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. You have the following options:

1. To add another activity undertaken on behalf of the same foreign principal, click on the 'Add another activity' button.

Note: Refer to How to add an activity (Page 31)

This screenshot is a close-up of the 'Next Steps' section from the previous image. It shows the heading 'Next Steps' and the introductory paragraph: 'You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. What do you want to do next with this registration?'. Below this is a list of three bullet points: 'To add another activity undertaken on behalf of the same foreign principal (Foreign Principal One), click on the 'Add another activity' button below.', 'To add another foreign principal to your registration, click on the 'Add new foreign principal' button below.', and 'If you are ready to lodge your registration, click on the 'Review and Lodge' button below.'. At the bottom, there are four buttons: 'Back', 'Review and Lodge', 'Add new foreign principal', and 'Add another activity'. The 'Add another activity' button is highlighted with a red border.

2. To add another foreign principal to your registration, click on the 'Add new foreign principal' button.
Note: Refer to How to add foreign principal (Page 26) and How to add an activity (Page 31).

Next Steps

You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. What do you want to do next with this registration?

- To add another activity undertaken on behalf of the same foreign principal (Foreign Principal One), click on the 'Add another activity' button below.
- To add another foreign principal to your registration, click on the 'Add new foreign principal' button below.
- If you are ready to lodge your registration, click on the 'Review and Lodge' button below.

[< Back](#) [Review and Lodge](#) [Add new foreign principal](#) [Add another activity](#)

3. If you are ready to lodge your registration, click on the 'Review and Lodge' button.

Next Steps

You have added details about the registrant, foreign principal and activity. Your registration remains in draft until you have lodged the registration. What do you want to do next with this registration?

- To add another activity undertaken on behalf of the same foreign principal (Foreign Principal One), click on the 'Add another activity' button below.
- To add another foreign principal to your registration, click on the 'Add new foreign principal' button below.
- If you are ready to lodge your registration, click on the 'Review and Lodge' button below.


[< Back](#) [Review and Lodge](#) [Add new foreign principal](#) [Add another activity](#)

Step 10. Once all foreign principals and activities have been entered and saved you are ready to lodge the registration. Click on the 'Review and Lodge' button.

Lodge registration

Home My Registrations View Public Register[?] Resources and Support[?] Contact Us Logout

Your registration is currently in draft. If you have completed all relevant fields, please click the 'Lodge registration' button to submit your registration to the department for review and publication.

Registration overview 

Registrant

Title:

First name: null

Last name: null

Email: null

Date of birth: 16/09/1994

Occupation: Executive Director

Other names the registrant is or has been known by:

Postnominals:

Telephone number: 0262222222

Phone Country code (if not Australia):

Nationality: Australia

Type of Registrant: Individual on behalf of a foreign principal

Street address: 1 Adress Street Suburb State Post Code Australia

Postal address: 1 Adress Street Suburb State Post Code Australia

[Edit Registration](#) [Delete Registration](#)

Foreign principals

Foreign principal name	Foreign principal type	Update status	Publication status	Annual renewal due date	Ceased date
Foreign Principal One	Foreign government	Saved	Not published		

Contacts

First name	Last name	Status	Role	Email	Phone number

[Close](#)

Step 1. Once all registration, foreign principal and activity details have been entered and saved, you are ready to lodge the registration. Ensure you review the registration overview and click on the 'Lodge registration' button.

Lodge registration ✕

You are about to lodge the Individual registration for null null. Please ensure you have read the information collection notice below and confirm that the information you are providing is accurate and complete.

Information collection notice

The collection of the personal information you provide when registering or updating your registration is required under the *Foreign Influence Transparency Scheme Act 2018* (the Act). This information is collected to enable registrants and the Attorney-General's Department (the department) to fulfil obligations under the Act. Registrants are required to provide certain information if liable to register under the Act. The department's obligations include maintaining a register of information to enable the public and decision makers to understand the nature and level of foreign influence in Australian political and governmental processes.

Some information collected from registrants will be made publicly available on the Foreign Influence Transparency Scheme register on the department's website. This will occur in accordance with the [Foreign Influence Transparency Scheme Rules 2018](#) (the Rules) made under the Act. The Rules outline what information is to be made publicly available. The publicly available information will be accessible to any member of the public, including from overseas. The department may also share scheme information with other Commonwealth agencies or State or Territory governments for the purposes authorised by the Act. This may include disclosing personal information to overseas recipients, although the department does not ordinarily do so. The authorised purposes for sharing scheme information under the Act include:

- performing functions or exercising powers under the scheme
- performing a scheme official's functions in relation to the scheme
- for an enforcement related activity
- for the protection of public revenue
- for the protection of security, and
- for the purposes of administering the *Australia's Foreign Relations (States and Territories) Act 2020*.

Failing to provide the required information and documents through the completion of the registration form may mean that you are in breach of your obligations under the Act. There are offences for failing to comply with the requirements of the Act, including:

- failing to apply for registration where liable to do so
- failing to renew registration where liable to do so
- failing to fulfil reporting responsibilities under the scheme, including advising of material changes in circumstances and reporting particular activities, and
- providing false or misleading information or documents in response to a section 45 or section 46 information gathering notice.

The department's [Privacy Policy](#) outlines its personal information handling practices, including details on how to access or correct personal information the department holds about you, and how to make a privacy complaint. Please note you may also request the department notify other 'APP entities' (an agency or organisation within the meaning of subsection 6(1) of the *Privacy Act 1988*) to which information has been disclosed about the correction of your personal information. To contact the department's Privacy Unit, contact: privacy@ag.gov.au

When providing personal information about individuals other than yourself the department recommends you provide them with a copy of this Information Collection Notice.

I have read the Information Collection Notice.

I confirm the accuracy and completeness of the information I am providing.

Lodge registration Cancel

Step 2. Read the Lodge registration information notice, ensuring you confirm and mark the check boxes. Then click on the 'Lodge registration' button to lodge your registration.

Step 3. Your registration will be reviewed by the Transparency Frameworks team and published within 4 weeks as required under the FITS Act.

How to add or delete a contact

Adding a contact

Step 1. Under the 'My Registrations' dashboard, located on the bottom right-hand side is the 'Contacts' function.

Australian Government
Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register Resources and Support Contact Us Logout null

My Registrations [New registration](#)

My Actions (0)

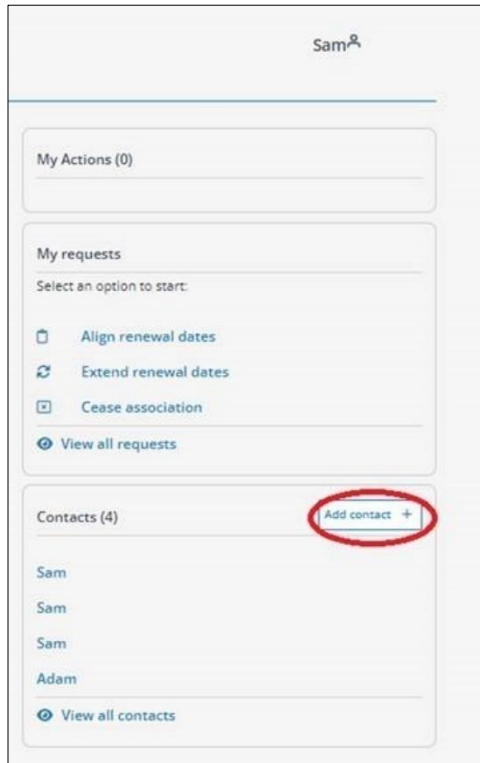
My requests
Select an option to start:

- [Align renewal dates](#)
- [Extend renewal dates](#)
- [Cease association](#)
- [View all requests](#)

Contacts (0) [Add contact](#)

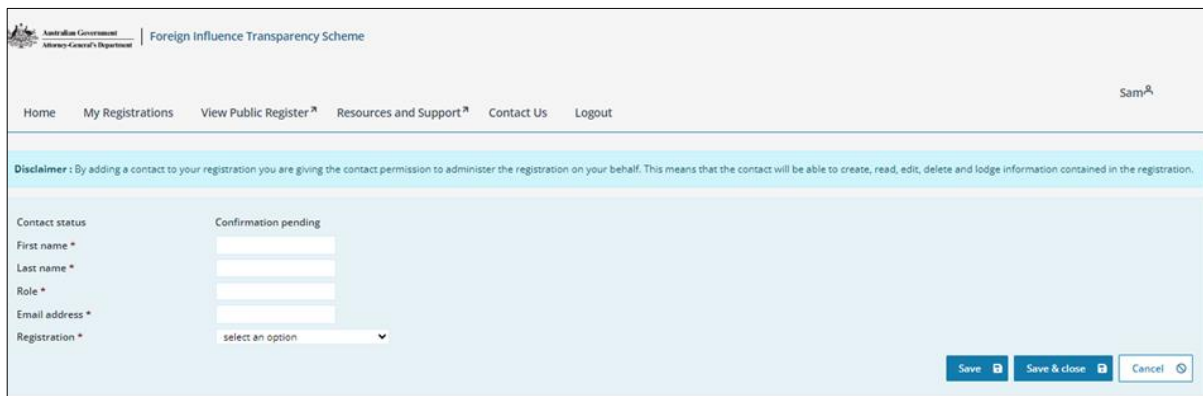
- [View all contacts](#)

Step 2. Select the 'Add contact +' button.



Step 3. You will need to fill in the form, completing all fields. Once complete select the 'Save & close' button. Once saved, the contact will appear under your 'Contacts' with a status of 'Confirmation Pending'.

Note: *by adding a contact to your registration you are giving the contact permission to administer the registration on your behalf. This means that the contact will be able to create, read, edit, delete and lodge information contained in the registration.*

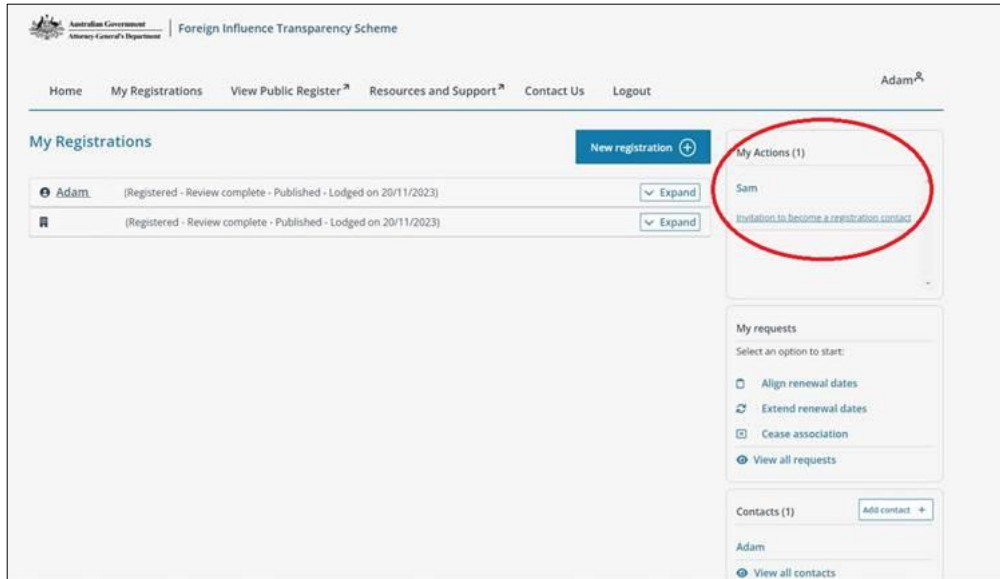


Step 4. The person you have authorised as a contact will receive an automated email notification inviting them via a link to create a FITS account to become a contact.

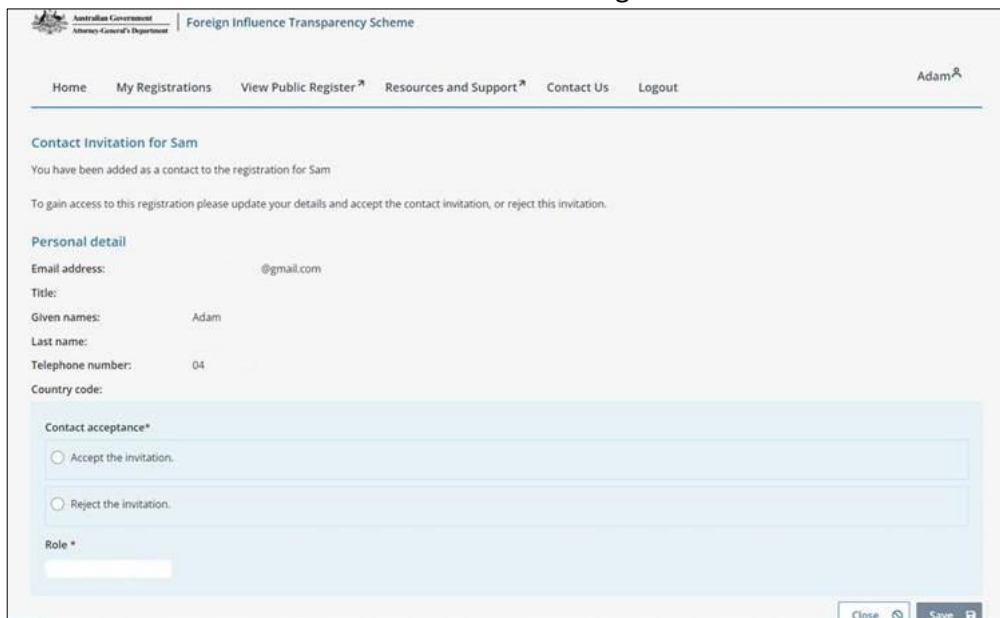
Note: the portal link attached to the email notification will expire in one hour. If the link expires the new contact must now follow Step 7 and email transparency@ag.gov.au.

New contact instructions

Step 5. Once the new contact has created their account and/or logged in, they will see the following screen on their 'My registrations' page. The new contact will need to click the invitation that appears under 'My actions' located on the right-hand side of the screen.



Step 6. The new contact will need to follow the prompts to accept the invitation and list their role. Once completed click 'Save' and the new contact should have the registration sitting under 'My registration' on their dashboard and will be authorised to make changes.



Access required for a new contact with no authorised contacts available

Step 7. If you are a contact that requires access to a registration with all current authorised contacts either unavailable to add you or no longer employed at the organisation. Please create a FITS account at <https://transparency.ag.gov.au/myregistration/> by clicking on the 'Create account' button. Once an account has been created, please email Transparency@ag.gov.au to advise both creation of FITS account and the reason you require access to the registration, so the FITS team can assess your accessibility and once confirmed will link the registration your account allowing you access to administrate.

Removing a contact

Step 1. To remove a contact, on your dashboard scroll down to 'Contacts' located on the bottom right hand side and select 'View all contacts'.

The screenshot shows the user interface of the Foreign Influence Transparency Scheme Registrant Portal. At the top, there is a navigation bar with links for Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. A user profile box for 'Sam' is in the top right. The main content area is divided into two columns. The left column, titled 'My Registrations', contains a list of four registration entries: 'Jane Test' (Draft - Previously lodged on 27/02/2024), 'Good Morning' (Draft - Previously lodged on 12/12/2023), 'Org 3' (Draft - Pending lodgement), and 'The Organisation 1' (Registered - Review complete - Published - Lodged on 29/11/2023). Each entry has an 'Expand' button. The right column contains several sections: 'My Actions (0)', 'My requests' (with options to align, extend, or cease association, and a 'View all requests' link), and 'Contacts (6)'. The 'Contacts' section has an 'Add contact +' button and a list of contacts: 'Jane Test', 'Jane Test', 'spring@test.com', and 'Admin@test.com'. A 'View all contacts' link is circled in red at the bottom of this list.

Step 2. From the list of contacts that appear, there should be a 'remove' button on the right-hand side next to each contact. Simply click on the 'remove' button next to the contact you wish to delete.

Contact	Contact Status	Role	
The Administrator	Accepted	Administrator	
Office Manager	Accepted	Office Manager	

Step 3. A pop-up box should appear reaffirming that you want to remove the contact. Click 'Yes' – to proceed with removal of this contact.

Delete contact ? ✕

Are you sure you want to delete this contact? You will not be able to reverse this action.

Step 4. The contact will be removed and should no longer appear in your contacts list.

How to complete a foreign principal annual renewal

Under section 39 of the *Foreign Influence Transparency Scheme Act 2018* (FITS Act), you are required to review your registration on an annual basis. Once 12 months have passed since lodging a registration for an activity on behalf of a foreign principal, you will receive an Annual Renewal notification email to review and re-lodge your registration by a due date (within 'one month' of the anniversary of the date of lodging a valid registration). Please follow the instructions in the email to login to your user portal or the below instructions.

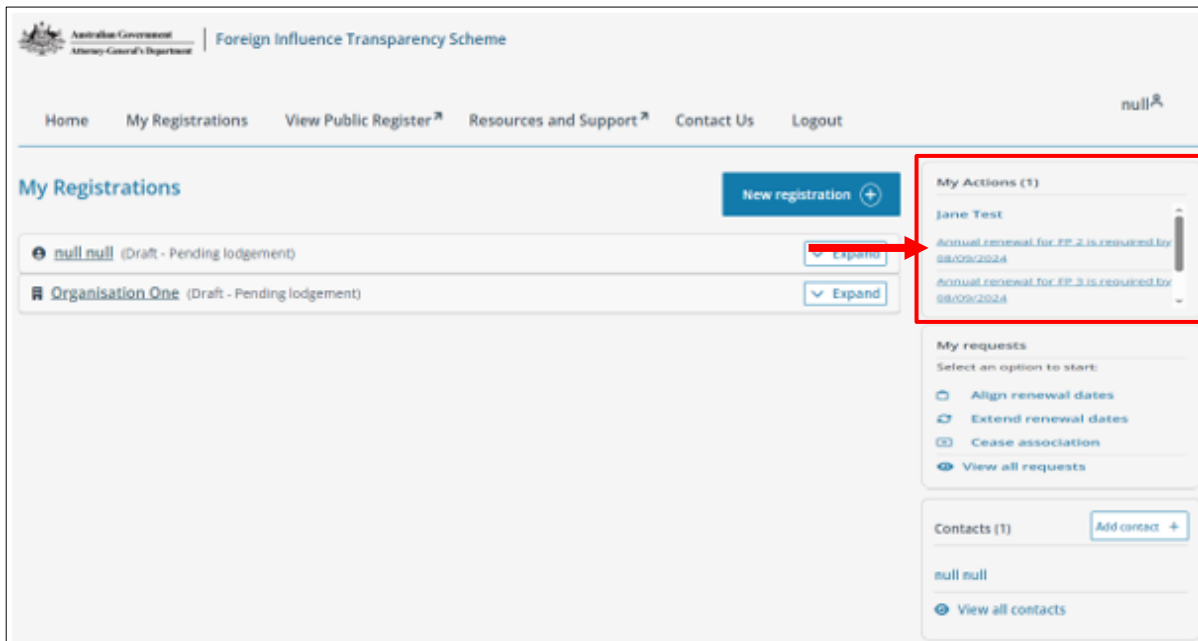
Note: you can only renew or cease a foreign principal one at a time. Once your appropriate action is selected, submit to complete your annual registration review.

Failure to complete your annual renewal within the one-month period will result with an automatic cessation of the foreign principal association. If you still have ongoing activities with this foreign principal, you must re-register the foreign principal.

Step 1. Log in to your account on the scheme's Registration Portal:

<https://transparency.ag.gov.au/myregistration/>

Step 2. Once logged in, located on the right side of your dashboard under 'My Actions', an annual renewal action should be visible. Click on the annual renewal link.



Step 3. A pop-up window will appear with the summary of the associated foreign principal details. The information is displayed for you to review.

Australian Government | Foreign Influence Transparency Scheme
Attorney-General's Department

Home My Registrations View Public Register[↗] Resources and Support[↗] Contact Us Logout Jane[⌵]

Renewal request
Please review the information below

Individual Registration for Jane Test (Registered - Review complete - Published - Lodged on 28/08/2024)

Registration overview

Registrant

Title:	
First name:	Jane
Last name:	Test
Email:	Jane.Test@test.com
Date of birth:	15/09/1994
Occupation:	CEO
Other names the registrant is or has been known by:	JV
Postnominals:	
Telephone number:	02 6297 5759
Phone Country code (if not Australia):	
Nationality:	Australia
Type of Registrant:	Most recent designated position holder,Former Cabinet Minister
Most recent position:	Secretary
Recent position end date:	01/03/2022
Street address:	1 Address Street Suburb State 2620 Australia
Postal address:	PO Box 123 Canberra ACT 2600 Australia

Renew without changes

Step 4. On the summary page, review the details (read-only) and ensure all details are correct and no changes are required.

Step 5. Select 'I confirm the above details are correct.'

I have reviewed my registration details and.

I confirm the above details are correct.

My registration requires changes which I need to make and then lodge.

I need to request an extension.

Cancel Edit registrationn Continue Submit

Step 6. Another section will appear where you will need to select a request to renew or cease the foreign principal. Select 'Renew - I confirm my association and activities with the foreign principal this year.'

I have reviewed my registration details and.

I confirm the above details are correct.

My registration requires changes which I need to make and then lodge.

I need to request an extension.

Please select a request

Renew - I confirm my association and activities with the foreign principal this year.

Cease - I confirm ceasing my association and activities with the foreign principal.

[Cancel](#) [Edit registration](#) [Continue](#) [Submit](#)

Step 7. Click the 'Submit' button to complete annual renewal without changes.

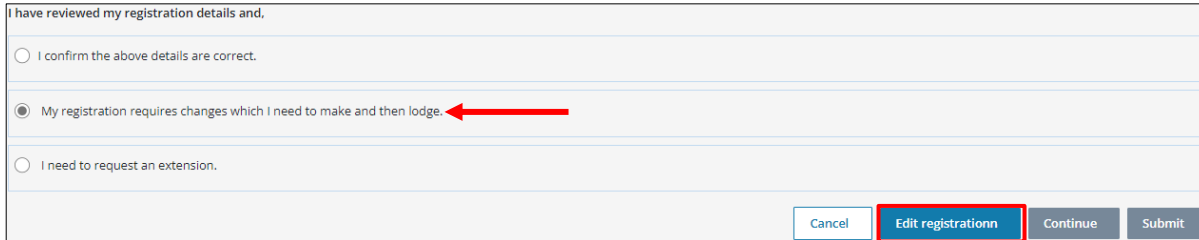
The screenshot shows the 'Foreign Influence Transparency Scheme' dashboard. At the top, there is a navigation menu with links for Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. A green notification banner at the top left states 'Renewal request is submitted successfully.' Below this, the 'My Registrations' section displays two entries: 'null null (Draft - Pending lodgement)' and 'Organisation One (Draft - Pending lodgement)', each with an 'Expand' button. To the right, the 'My Actions (1)' section lists 'Jane Test' with two entries for 'Annual renewal for FP 2 is required by 08/09/2024' and 'Annual renewal for FP 5 is required by 08/09/2024'. Below that, the 'My requests' section offers options to 'Align renewal dates', 'Extend renewal dates', 'Cease association', and 'View all requests'. At the bottom right, there is a 'Contacts (2)' section with an 'Add contact' button.

Step 8. You will be directed to your My Registrations dashboard and have a notification advising 'Renewal request is submitted successfully'. You will also receive an email to your nominated email account which will confirm your annual renewal.

Renew with changes

Step 1. On the summary page, review the details (read-only) and ensure all details are correct and if changes are required proceed to Step 10.

Step 2. Under 'I have reviewed my registration details and,' select 'My registration requires changes which I need to make and then lodge'.



I have reviewed my registration details and.

I confirm the above details are correct.

My registration requires changes which I need to make and then lodge. ←

I need to request an extension.

Cancel Edit registration Continue Submit

Step 3. Click the 'Edit registration' button.

Step 4. You will now be taken to the organisation or individual registration page where you can make the necessary changes required. If amendments are required for a foreign principal or activity, you need to click on the associated foreign principal and ensure you click the 'Edit Foreign Principal' or 'Edit activity button' to make necessary changes. Any changes throughout the registration should be saved by clicking the 'Save' or 'Save & close' button.

Step 5. Once all changes are saved, you will be taken to the Registration overview page. Click the 'Lodge registration' button to submit the changes made to the registration.

Using your Attorney-General's Department account for the Foreign Influence Transparency Scheme Registrant Portal

The screenshot shows the Australian Government Attorney-General's Department Foreign Influence Transparency Scheme Registrant Portal. The user is logged in as Jane. A notification states: "Your registration is currently in draft. If you have completed all relevant fields, please click the 'Lodge registration' button to submit your registration to the department for review and publication." The "Registration overview" section includes a "Lodge registration" button (highlighted with a red box and arrow) and an "Edit Registration" button. The registrant details are as follows:

Registrant	
Title:	
First name:	Jane
Last name:	Test
Email:	Jane.Test@test.com
Date of birth:	15/09/1994
Occupation:	CEO
Other names the registrant is or has been known by:	JV
Postnominals:	
Telephone number:	02 6297 5759
Phone Country code (if not Australia):	
Nationality:	Australia
Type of Registrant:	Most recent designated position holder, Former Cabinet Minister
Most recent position:	Secretary
Recent position end date:	01/03/2022
Street address:	1 Address Street Suburb State 2620 Australia
Postal address:	PO Box 123 Canberra ACT 2600 Australia

Step 6. Read the Lodge registration information notice, ensuring you confirm and mark the check boxes. Then click on the 'Lodge registration' button to lodge your registration.

Lodge registration ✕

You are about to lodge the Individual registration for null null. Please ensure you have read the information collection notice below and confirm that the information you are providing is accurate and complete.

Information collection notice

The collection of the personal information you provide when registering or updating your registration is required under the *Foreign Influence Transparency Scheme Act 2018* (the Act). This information is collected to enable registrants and the Attorney-General's Department (the department) to fulfil obligations under the Act. Registrants are required to provide certain information if liable to register under the Act. The department's obligations include maintaining a register of information to enable the public and decision makers to understand the nature and level of foreign influence in Australian political and governmental processes.

Some information collected from registrants will be made publicly available on the Foreign Influence Transparency Scheme register on the department's website. This will occur in accordance with the *Foreign Influence Transparency Scheme Rules 2018* (the Rules) made under the Act. The Rules outline what information is to be made publicly available. The publicly available information will be accessible to any member of the public, including from overseas. The department may also share scheme information with other Commonwealth agencies or State or Territory governments for the purposes authorised by the Act. This may include disclosing personal information to overseas recipients, although the department does not ordinarily do so. The authorised purposes for sharing scheme information under the Act include:

- performing functions or exercising powers under the scheme
- performing a scheme official's functions in relation to the scheme
- for an enforcement related activity
- for the protection of public revenue
- for the protection of security, and
- for the purposes of administering the *Australia's Foreign Relations (States and Territories) Act 2020*.

Failing to provide the required information and documents through the completion of the registration form may mean that you are in breach of your obligations under the Act. There are offences for failing to comply with the requirements of the Act, including:

- failing to apply for registration where liable to do so
- failing to renew registration where liable to do so
- failing to fulfil reporting responsibilities under the scheme, including advising of material changes in circumstances and reporting particular activities, and
- providing false or misleading information or documents in response to a section 45 or section 46 information gathering notice.

The department's [Privacy Policy](#) outlines its personal information handling practices, including details on how to access or correct personal information the department holds about you, and how to make a privacy complaint. Please note you may also request the department notify other 'APP entities' (an agency or organisation within the meaning of subsection 6(1) of the *Privacy Act 1988*) to which information has been disclosed about the correction of your personal information. To contact the department's Privacy Unit, contact: privacy@ag.gov.au

When providing personal information about individuals other than yourself the department recommends you provide them with a copy of this Information Collection Notice.

I have read the Information Collection Notice.

I confirm the accuracy and completeness of the information I am providing.

Lodge registration Cancel

Step 7. Once lodged, you will be directed back to the Renewal request and should see a summary of your registration. Review the details (read-only) ensuring the amendments made are correct.

Step 8. Once you get to 'I have reviewed my registration details and' section, select 'I confirm the above details are correct.' If the details in the summary require further amendments, you will need to repeat steps above to make further edits.

I have reviewed my registration details and.

I confirm the above details are correct.

My registration requires changes which I need to make and then lodge.

I need to request an extension.

[Cancel](#) [Edit registrationn](#) [Continue](#) [Submit](#)

Step 9. Another section will appear where you will need to select a request to renew or cease the foreign principal. Select 'Renew - I confirm my association and activities with the foreign principal for this year.'

I have reviewed my registration details and.

I confirm the above details are correct. ←

My registration requires changes which I need to make and then lodge.

I need to request an extension.

Please select a request

Renew - I confirm my association and activities with the foreign principal this year. ←

Cease - I confirm ceasing my association and activities with the foreign principal.

[Cancel](#) [Edit registrationn](#) [Continue](#) [Submit](#)

Step 10. Click the 'Submit' button to complete annual renewal with changes.

Australian Government
Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register[®] Resources and Support[®] Contact Us Logout null[®]

✓ Renewal request is submitted successfully.

My Registrations [New registration +](#)

null null (Draft - Pending lodgement) Expand
Organisation One (Draft - Pending lodgement) Expand

My Actions (1)

Jane Test

Annual renewal for RP 2 is required by 08/09/2024

Annual renewal for RP 5 is required by 08/09/2024

My requests

Select an option to start:

- Align renewal dates
- Extend renewal dates
- Cease association
- View all requests

Contacts (2) [Add contact +](#)

Step 11. You will be directed to your My Registrations dashboard and have a notification advising 'Renewal request is submitted successfully'. You will also receive an email to your nominated email account which will confirm your annual renewal.

Renew - Extension

Step 1. On the summary page, review the details (read-only) and ensure all details are correct and no changes are required.

Note: *If changes are required, please refer to Step 1-7 of the 'Renew with changes' guidelines on page 63. Once Step 7. is complete, return back to this page to continue with your Extension request.*

Step 2. Select 'I need to request an extension.' and click 'Continue'.

I have reviewed my registration details and.

I confirm the above details are correct.

My registration requires changes which I need to make and then lodge.

I need to request an extension. ←

Cancel Edit registration Continue Submit

Step 3. The window will refresh to the Registration overview page. Ensure the read-only summary is correct.

Step 4. At the bottom of the summary, select the proposed extension date and enter the reason you would like to extend. For example, you may have the arrangement end date which is either less or more than the 12-month renewal.

Activity 2 for FP 5

Activity type: Communications activity

Activity start date: 03/07/2023

Activity end date:

Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Attached files

No attached files

Event logs for this activity

No events found

Proposed extension date:* 09/09/2024 ←

This extension request will only apply to this year's annual renewal

Reason for Extension:*

4000 characters left of 4000

Cancel Continue

Step 5. Click 'Continue'.

Step 6. If required, click on the 'Add file' button and upload any relevant documents. For example, this may include agreements, contracts, correspondence, governance or planning documents.

Note: The following file types are able to be uploaded pdf, doc, docx, xlsx, jpg, png, csv, txt - multiple documents can be uploaded.

If you don't have any supporting documentation click 'Continue' and go to Step 9.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. The header includes the Australian Government logo and navigation links: Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. The user 'Jane' is logged in. The main content area is titled 'Foreign principal extend request' and contains instructions to upload relevant documents. An 'Add file' button is highlighted with a red box. At the bottom, there are 'Cancel', 'Back', and 'Continue' buttons.

The 'Attach file' dialog box has a title bar with a close button. It contains a 'Select file to upload' section with a 'Choose File' button and a text box showing 'No file chosen'. Below this, it lists supported file types: (pdf, doc, docx, xlsx, jpg, png, csv, txt) and states 'Maximum file size : 5MB'. There is a 'Description' field with an asterisk and a text input box. At the bottom, there are 'Add' and 'Cancel' buttons.

Step 7. Click 'Add' to complete uploading supporting document. If you have more documents to upload repeat the step 6-7.

Step 8. Click on 'Continue' once you have uploaded your supporting documents or if you don't have any supporting documentation.

Step 9. Read the declaration notice, ensuring you confirm and mark the check box. Then click on the 'Submit' button.

Australian Government
Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register[↗] Resources and Support[↗] Contact Us Logout Jane[Ⓐ]

Foreign principal extend request

This request allows registrants to apply to extend the annual renewal date of their association with the registered foreign principal.

I declare that *

- the information provided is true and accurate, and
- I understand that it is an offence to provide untruthful or misleading information or documents under sections 137.1 and 137.2 of the Criminal Code.

Cancel Back Submit

Step 10. A window will pop up with a notification advising ‘Extend request is submitted successfully’. You will also receive an email to your nominated email account which will confirm your annual renewal.

Australian Government
Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register[↗] Resources and Support[↗] Contact Us Logout Jane[Ⓐ]

✓ Extend request is submitted successfully

Request List

Request details	Registration name	Created date	Outcome status
Extend - FP 5	Jane Test	04/09/2024	Pending

Step 11. Your extension request will be reviewed by the Transparency Frameworks team within 4 weeks as required under the FITS Act, or before your Annual Renewal due date. Click on the ‘My Registrations’ tab to be taken back to your registration dashboard. You will notice the link to complete annual renewal remains under ‘My Actions’, this will remove once your extension request has been approved by the Transparency Frameworks team.

Note: if you have submitted your extension request within a week of your Annual Renewal due date, please send an email to transparency@ag.gov.au to advise of the request to ensure the team give priority to the request to avoid the foreign principal association from auto ceasing.

Renew - Cease

Step 1. On the summary page, review the details (read-only) and ensure all details are correct and no changes are required.

Note: If changes are required, please refer to Step 1-7 of the ‘Renew with changes’ guidelines on page 63. Once Step 7. is complete, return back to this page to continue with your Cease request.

Step 2. Select ‘I confirm the above details are correct.’

I have reviewed my registration details and.

I confirm the above details are correct.

My registration requires changes which I need to make and then lodge.

I need to request an extension.

Step 3. Another section will appear where you will need to select a request to renew or cease the foreign principal. Select 'Cease - I confirm ceasing my association and activities with the foreign principal.'

I have reviewed my registration details and.

I confirm the above details are correct.

My registration requires changes which I need to make and then lodge.

I need to request an extension.

Please select a request

Renew - I confirm my association and activities with the foreign principal this year.

Cease - I confirm ceasing my association and activities with the foreign principal.

Step 4. Click the 'Continue' button to complete ceasing your foreign principal.

I have reviewed my registration details and.

I confirm the above details are correct.

I need to update the above details.

Proposed cessation of liability date:*

The date below will be applied to all related activities which do not have an end date or currently end after the proposed date.

Reason for cessation of liability:*

4000 characters left of 4000

Step 5. A summary page will display, review the details (read-only) and ensure all details are correct and no changes are required.

Note: *If changes are required, select 'I need to update the above details.' and then click on the 'Edit registration' button. Please refer to Step 1-7 of the 'Renew with changes' guidelines on page 63 to continue with making changes to your registration. Once Step 7. is complete, return back to Step 3. to continue with your Cease request.*

I have reviewed my registration details and,

I confirm the above details are correct. ←

I need to update the above details.

Proposed cessation of liability date:* ←

The date below will be applied to all related activities which do not have an end date or currently end after the proposed date.

Reason for cessation of liability:* ←

3856 characters left of 4000

[Cancel](#) [Edit registration](#) [Continue](#) ↓

Step 6. Complete the following to progress cease request:

- Click on 'I confirm the above details are correct'.
- Select your proposed cessation date.
- Enter your reason for ceasing the foreign principal.

Step 7. Click 'Continue' once all steps are complete.

Australian Government | Foreign Influence Transparency Scheme
Attorney-General's Department

Home My Registrations View Public Register ↗ Resources and Support ↗ Contact Us Logout Jane^R

Foreign principal cease request

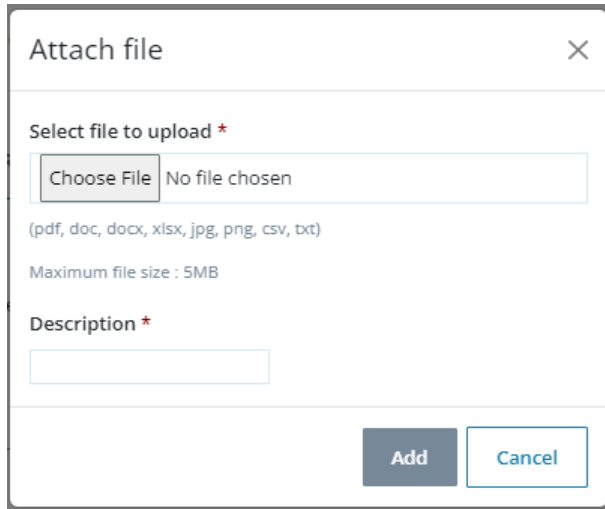
This request allows registrants to notify the department of the cease of an arrangement with their registered foreign principal. Section 31 of the *Foreign Influence Transparency Scheme Act 2018* provides that a registrant may give a notice to the Secretary that they have ceased to undertake registrable activities on behalf of a foreign principal. The registrant confirms that there is no registrable arrangement in existence between the person and that foreign principal.

Upload relevant documents to support request

[Attached files](#) [Add file](#)

No attached files

[Cancel](#) [Back](#) [Continue](#)



Attach file

Select file to upload *

Choose File No file chosen

(pdf, doc, docx, xlsx, jpg, png, csv, txt)

Maximum file size : 5MB

Description *

Add Cancel

Step 8. If required, click on the 'Add file' button and upload any relevant documents. For example, this may include agreements, contracts, correspondence, governance or planning documents.

Note: The following file types are able to be uploaded pdf, doc, docx, xlsx, jpg, png, csv, txt - multiple documents can be uploaded.

If you don't have any supporting documentation click 'Continue' and go to Step 9.



Australian Government
Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

Foreign principal cease request

This request allows registrants to notify the department of the cease of an arrangement with their registered foreign principal. Section 31 of the *Foreign Influence Transparency Scheme Act 2018* provides that a registrant may give a notice to the Secretary that they have ceased to undertake registrable activities on behalf of a foreign principal. The registrant confirms that there is no registrable arrangement in existence between the person and that foreign principal.

I understand that submitting the request will cease my registration under the Foreign Influence Transparency Scheme in relation to the foreign principal specified above*

I declare that*

- I have ceased to undertake registrable activities on behalf of the foreign principal specified above, and
- No registrable arrangements exist between myself and the foreign principal specified above.
- The information provided is true and accurate.
- I understand that it is an offence to provide untruthful or misleading information or documents under sections 137.1 and 137.2 of the Criminal Code.

Cancel Back Submit

Step 9. Read the declaration notice, ensuring you confirm and mark the check box. Then click on the 'Submit' button.

The screenshot shows the user interface of the Foreign Influence Transparency Scheme Registrant Portal. At the top left, there is the Australian Government logo and the text 'Australian Government Attorney-General's Department | Foreign Influence Transparency Scheme'. A navigation menu includes 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. The user's name 'Jane' is displayed in the top right corner. A green notification bar states '✓ Cease request is submitted successfully'. Below this is a 'Request List' table with the following data:

Request details	Registration name	Created date	Outcome status
Cease - FP 3	Jane Test	10/09/2024	Pending

Step 10. A window will pop up with a notification advising 'Cease request is submitted successfully'. You will also receive an email to your nominated email account which will confirm your annual renewal.

Step 11. Your Cease request will be reviewed by the Transparency Frameworks team and approved within 4 weeks as required under the FITS Act. Click on the 'My Registrations' tab to be taken back to your registration dashboard. You will notice the link under 'My Actions', is removed.

My requests

My requests are a list of requests you can submit at any time. The three requests options below are the types you can submit.

Align Request

Under subsection 39(4)(a) of the FITS Act, on written request the Secretary may, if satisfied it is appropriate, align renewal periods for registrations of a person registered in relation to more than one foreign principal, and specify a day for the registration for the purposes of subparagraph 39(3)(a)(ii), or

Extend Request

Under Subsection 39(4)(b) of the FITS Act, on written request the Secretary may, if satisfied that exceptional circumstances exist, specify an extended period for the registration, for a specified year, for the purposes of paragraph 39(3)(b).

Cease Request

Under Section 31 of the FITS Act a registrant may give a notice to the Secretary that they have ceased to undertake registrable activities on behalf of a foreign principal, and that there is no registrable arrangement in existence between the person and that foreign principal. The person must be satisfied of these matters before giving this notice to the Secretary.

The guidelines below will assist you with submitting the right request for your registration.

How to complete an Align request

This request allows registrants to apply to align the annual renewal dates for more than one of their registered foreign principals to streamline the annual renewal process. Rather than progressively completing multiple annual renewals throughout the year, you would align the foreign principals to the same date and complete your annual renewal for each of the aligned foreign principals on that date.

Step 1. From within your 'My Registrations' dashboard, under 'My requests' click on the 'Align renewal dates' link.

The screenshot displays the 'My Registrations' dashboard. At the top, there is a navigation bar with links for Home, My Registrations, View Public Register, Resources and Support, Contact Us, and Logout. The user's name 'null' is visible in the top right corner. The main content area is titled 'My Registrations' and includes a 'New registration' button. Below this, there are two draft entries: 'null null' and 'Organisation One', each with an 'Expand' button. On the right side, there is a 'My requests' sidebar with a 'Select an option to start:' dropdown. A red arrow points to the 'Align renewal dates' option in this list. Other options include 'Extend renewal dates', 'Cease association', and 'View all requests'. Below the 'My requests' sidebar, there is a 'Contacts (1)' section with an 'Add contact' button and a list of contacts, including 'null null' with a 'View all contacts' button.

Step 2. Under the 'Select registration' dropdown, select the Individual or Organisation registration that holds the foreign principals that you wish to align.

Australian Government
Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

Foreign principal align request

This request allows registrants to apply to align the annual renewal dates for more than one of their registered foreign principals to streamline the annual renewal process. Rather than progressively completing multiple annual renewals throughout the year, you would align the foreign principals to the same date and complete your annual renewal for each of the aligned foreign principals on that date.

Please see the available Registrations below for selection.

Select registration *

Jane Test

Cancel Continue

Step 3. A list of foreign principals registered under the chosen registration should appear. Click the check box of each of the foreign principals that you wish to align and click 'Continue'.

Australian Government
Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

Foreign principal align request

This request allows registrants to apply to align the annual renewal dates for more than one of their registered foreign principals to streamline the annual renewal process. Rather than progressively completing multiple annual renewals throughout the year, you would align the foreign principals to the same date and complete your annual renewal for each of the aligned foreign principals on that date.

Please see the available Foreign Principals below for selection.

Select foreign principal *

	Foreign principal	Renewal due date	First lodged date
<input checked="" type="checkbox"/>	FP 2	08/09/2025	23/01/2024
<input checked="" type="checkbox"/>	FP 5	08/11/2025	08/02/2024

Cancel Back Continue

Step 4. A summary will display and you will need to complete the following:

- i. Review the correct foreign principals selected.
- ii. Enter proposed alignment date in the 'Proposed annual renewal date' field.
Note: the proposed date must not be greater than one year from the current date.
- iii. Enter the reason for alignment.
- iv. Click 'Continue'.

Australian Government Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

Foreign principal align request

This request allows registrants to apply to align the annual renewal dates for more than one of their registered foreign principals to streamline the annual renewal process. Rather than progressively completing multiple annual renewals throughout the year, you would align the foreign principals to the same date and complete your annual renewal for each of the aligned foreign principals on that date.

Individual Registration for Jane Test (Registered - Lodged - Lodged on 28/08/2024)

Title

Given name Jane

Last name Test

Foreign principal to align

Foreign principal	First lodgement date	Annual renewal date
FP 2	23/01/2024	08/08/2025
FP 5	08/02/2024	08/08/2024

Proposed annual renewal date: 08/08/2025

Reason for the Align request: All arrangements are contracted to the same end date and for ease of administration.

3915 characters left of 4000

Cancel Back Continue

Step 5. If required, click on the 'Add file' button and upload any relevant documents. For example, this may include agreements, contracts, correspondence, governance or planning documents.

Note: The following file types are able to be uploaded pdf, doc, docx, xlsx, jpg, png, csv, txt - multiple documents can be uploaded.

If you don't have any supporting documentation click 'Continue' and go to Step 6.

Australian Government Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

Foreign principal align request

This request allows registrants to apply to align the annual renewal dates for more than one of their registered foreign principals to streamline the annual renewal process. Rather than progressively completing multiple annual renewals throughout the year, you would align the foreign principals to the same date and complete your annual renewal for each of the aligned foreign principals on that date.

Upload relevant documents to support request

Attached files Add file

No attached files

Cancel Back Continue

Attach file

Select file to upload *

No file chosen

(pdf, doc, docx, xlsx, jpg, png, csv, txt)

Maximum file size : 5MB

Description *

Step 6. Read the declaration notice, ensuring you confirm and mark the check box. Then click on the 'Submit' button.

Australian Government | Foreign Influence Transparency Scheme
Attorney-General's Department

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

Foreign principal align request

This request allows registrants to apply to align the annual renewal dates for more than one of their registered foreign principals to streamline the annual renewal process. Rather than progressively completing multiple annual renewals throughout the year, you would align the foreign principals to the same date and complete your annual renewal for each of the aligned foreign principals on that date.

I declare that *

- the information provided is true and accurate, and
- I understand that it is an offence to provide untruthful or misleading information or documents under sections 137.1 and 137.2 of the Criminal Code.

Step 7. Once the alignment request has been submitted, you will be returned to the dashboard. You will notice a green banner will appear notifying you that the 'Align request is submitted successfully'. Click on the 'My Registrations' tab to be taken back to your registration dashboard.

Australian Government | Foreign Influence Transparency Scheme
Attorney-General's Department

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

✓ Align request is submitted successfully

Request List

Request details	Registration name	Created date	Outcome status
Align - Jane Test	Jane Test	10/09/2024	Pending

Step 8. Your Align request will be reviewed by the Transparency Frameworks team and approved within 4 weeks as required under the FITS Act. Under 'My requests' click on 'View all requests' to view the status of your Align request or view all other submitted requests.

The screenshot displays the user interface of the Foreign Influence Transparency Scheme Registrant Portal. At the top, the header includes the Australian Government logo and the text 'Foreign Influence Transparency Scheme'. A navigation menu contains links for 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. The user's name 'null' is visible in the top right corner.

The main content area is titled 'My Registrations' and features a 'New registration' button. Below this, there are two registration entries: 'null null (Draft - Pending lodgement)' and 'Organisation One (Draft - Pending lodgement)', each with an 'Expand' button.

On the right side, there are three sidebar sections: 'My Actions (0)', 'My requests', and 'Contacts (1)'. The 'My requests' section is active and contains the following options: 'Align renewal dates', 'Extend renewal dates', 'Cease association', and 'View all requests'. A red arrow points to the 'View all requests' option. The 'Contacts (1)' section shows a contact entry 'null null' and a 'View all contacts' link.

How to complete an Extend request

This request allows registrants to apply to extend the annual renewal date of their association with the registered foreign principal. This may apply when you know the end of the arrangement with your foreign principal is prior to the annual renewal date, therefore submitting a request to extend will bring the annual renewal date forward to your new proposed date.

Step 1. From within your 'My Registrations' dashboard, under 'My requests' click on the 'Extend renewal dates' link.

Australian Government
Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register Resources and Support Contact Us Logout null

My Registrations

New registration +

My Actions (0)

My requests

Select an option to start:

- Align renewal dates
- Extend renewal dates**
- Cease association
- View all requests

Contacts (1) Add contact +

null null

View all contacts

Step 2. Under the 'Select registration' dropdown, select the Individual or Organisation registration that holds the foreign principal that you wish to extend the annual renewal date for.

Australian Government
Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

Foreign principal extend request

This request allows registrants to apply to extend the annual renewal date of their association with the registered foreign principal.

Please see the available Registrations below for selection.

Select registration *

Jane Test

Cancel Continue

Step 3. A list of foreign principals registered under the chosen registration should appear. Click the check box of the foreign principal that you wish to extend the annual renewal due date for and click 'Continue'.

Australian Government
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Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

Foreign principal extend request

This request allows registrants to apply to extend the annual renewal date of their association with the registered foreign principal.

Please see the available Foreign Principals below for selection.

Select foreign principal *

	Foreign principal	Renewal due date	First lodged date
<input type="radio"/>	James Cameroon	16/12/2024	16/11/2023
<input checked="" type="radio"/>	Captain America	01/12/2024	01/11/2023
<input type="radio"/>	Watt Sons	03/12/2024	03/11/2023

Cancel Back Continue

Step 4. A summary will display and you will need to complete the following:

- i. Review the correct foreign principal selected.
- ii. Enter proposed extension date in the 'Proposed extension date' field.
- iii. Enter the reason for extension.
- iv. Click 'Continue'.

No attached files

Event logs for this activity

Event type	Event date	Description
End Event	15/11/2023	End of activity

Proposed extension date:*

This extension request will only apply to this year's annual renewal

Reason for Extension:*

3950 characters left of 4000

Cancel Back Continue

Step 5. If required, click on the 'Add file' button and upload any relevant documents. For example, this may include agreements, contracts, correspondence, governance or planning documents.

Note: The following file types are able to be uploaded pdf, doc, docx, xlsx, jpg, png, csv, txt - multiple documents can be uploaded.

If you don't have any supporting documentation click 'Continue' and go to Step 6.

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Foreign principal extend request

This request allows registrants to apply to extend the annual renewal date of their association with the registered foreign principal.

Upload relevant documents to support request

Attached files Add file

No attached files

Cancel Back Continue

Attach file

Select file to upload *

Choose File No file chosen

(pdf, doc, docx, xlsx, jpg, png, csv, txt)

Maximum file size : 5MB

Description *

Add Cancel

Step 6. Read the declaration notice, ensuring you confirm and mark the check box. Then click on the 'Submit' button.

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Foreign principal extend request

This request allows registrants to apply to extend the annual renewal date of their association with the registered foreign principal.

I declare that *

- the information provided is true and accurate, and
- I understand that it is an offence to provide untruthful or misleading information or documents under sections 137.1 and 137.2 of the Criminal Code.

Cancel Back Submit

Step 7. Once the extension request has been submitted, you will be returned to the dashboard. You will notice a green banner will appear notifying you that the 'Extend request is submitted successfully'. Click on the 'My Registrations' tab to be taken back to your registration dashboard.

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✓ Extend request is submitted successfully

Request List

Request details	Registration name	Created date	Outcome status
Extend - Captain America	Jane Test	10/09/2024	Pending
Align - Jane Test	Jane Test	10/09/2024	Pending
Cease - FP 3	Jane Test	10/09/2024	Pending

Step 8. Your Extend request will be reviewed by the Transparency Frameworks team and approved within 4 weeks as required under the FITS Act. Under My requests click on 'View all requests' to view the status of your Extend request or view all other submitted requests.

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Home My Registrations View Public Register Resources and Support Contact Us Logout null

My Registrations New registration +

[null null](#) (Draft - Pending lodgement) Expand

[Organisation One](#) (Draft - Pending lodgement) Expand

My Actions (0)

My requests

Select an option to start:

- [Align renewal dates](#)
- [Extend renewal dates](#)
- [Cease association](#)
- [View all requests](#)**

Contacts (1) Add contact +

[null null](#)

[View all contacts](#)

How to complete a Cease request

This request allows registrants to notify the department of the cessation of an arrangement with their registered foreign principal. Section 31 of the FITS Act provides that a registrant may give a notice to the Secretary that they have ceased undertaking registrable activities on behalf of a foreign principal. The registrant confirms that there is no registrable arrangement in existence between the person and that foreign principal.

Step 1. From within your 'My Registrations' dashboard, under 'My requests' click on the 'Cease association' link.

The screenshot shows the 'My Registrations' dashboard. At the top, there is a navigation bar with 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. Below the navigation bar, there is a 'My Registrations' section with a 'New registration +' button and a list of registrations: 'null null (Draft - Pending lodgement)' and 'Organisation One (Draft - Pending lodgement)'. To the right, there is a 'My Actions (0)' section, a 'My requests' section with options 'Align renewal dates', 'Extend renewal dates', 'Cease association' (highlighted with a red arrow), and 'View all requests', and a 'Contacts (1)' section with 'null null' and a 'View all contacts' link.

Step 2. Under the 'Select registration' dropdown, select the Individual or Organisation registration that holds the foreign principal that you wish to Cease.

The screenshot shows the 'Foreign principal cease request' form. At the top, there is a navigation bar with 'Home', 'My Registrations', 'View Public Register', 'Resources and Support', 'Contact Us', and 'Logout'. Below the navigation bar, there is a 'Foreign principal cease request' section with a description of the request. Below the description, there is a light blue box with the text 'Please see the available Registrations below for selection.' Below this, there is a 'Select registration *' dropdown menu with 'Jane Test' selected. At the bottom right, there are 'Cancel' and 'Continue' buttons.

Step 3. A list of foreign principals registered under the chosen registration should appear. Click the check box of the foreign principal that you wish to Cease and click 'Continue'.

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Attorney-General's Department | Foreign Influence Transparency Scheme

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

Foreign principal cease request

This request allows registrants to notify the department of the cease of an arrangement with their registered foreign principal. Section 31 of the *Foreign Influence Transparency Scheme Act 2018* provides that a registrant may give a notice to the Secretary that they have ceased to undertake registrable activities on behalf of a foreign principal. The registrant confirms that there is no registrable arrangement in existence between the person and that foreign principal.

Please see the available Foreign Principals below for selection.

Select foreign principal *

	Foreign principal	Renewal due date	First lodged date
<input type="radio"/>	FP 2	29/12/2024	29/11/2023
<input type="radio"/>	FP 2	30/08/2025	30/07/2024

Cancel Back Continue

Step 4. A summary page will display, review the details (read-only) and ensure all details are correct and no changes are required.

Note: If changes are required, select 'I need to update the above details.' and then click on the 'Edit registration' button. Once changes are made, return to this step to continue with your Cease request.

No events found

I have reviewed my registration details and,

I confirm the above details are correct. ←

I need to update the above details.

Proposed cessation of liability date:* 01/10/2024 ←

The date below will be applied to all related activities which do not have an end date or currently end after the proposed date.

Reason for cessation of liability:* Contract will end on 1 October 2024, and I will no longer be undertaking any activities on behalf of FP2. ←

3894 characters left of 4000

Cancel Edit registration Back Continue ↓

Step 5. Complete the following to progress cease request:

- Click on 'I confirm the above details are correct.'
- Select your proposed cessation date.
- Enter your reason for ceasing the foreign principal.

Step 6. Click 'Continue' once all steps are complete.

Step 7. If required, click on the 'Add file' button and upload any relevant documents. For example, this may include agreements, contracts, correspondence, governance or planning documents.

Note: The following file types are able to be uploaded pdf, doc, docx, xlsx, jpg, png, csv, txt - multiple documents can be uploaded.

If you don't have any supporting documentation click 'Continue'.

The screenshot shows the 'Foreign Influence Transparency Scheme' portal. The user is logged in as 'Jane'. The page title is 'Foreign principal cease request'. Below the title, there is a paragraph explaining the request: 'This request allows registrants to notify the department of the cease of an arrangement with their registered foreign principal. Section 31 of the Foreign Influence Transparency Scheme Act 2018 provides that a registrant may give a notice to the Secretary that they have ceased to undertake registrable activities on behalf of a foreign principal. The registrant confirms that there is no registrable arrangement in existence between the person and that foreign principal.' Below this, it says 'Upload relevant documents to support request'. There is a section for 'Attached files' with a button to 'Add file'. At the bottom right, there are 'Cancel', 'Back', and 'Continue' buttons.

The screenshot shows a modal dialog box titled 'Attach file'. It has a close button (X) in the top right corner. The main heading is 'Select file to upload *'. Below this is a file selection area with a 'Choose File' button and the text 'No file chosen'. Underneath, it lists supported file types: '(pdf, doc, docx, xlsx, jpg, png, csv, txt)'. Below that, it says 'Maximum file size : 5MB'. There is a 'Description *' field with a text input box. At the bottom, there are 'Add' and 'Cancel' buttons.

Step 8. Read the declaration notice, ensuring you confirm and mark the check box. Then click on the 'Submit' button.

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Attorney-General's Department

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Foreign principal cease request

This request allows registrants to notify the department of the cease of an arrangement with their registered foreign principal. Section 31 of the *Foreign Influence Transparency Scheme Act 2018* provides that a registrant may give a notice to the Secretary that they have ceased to undertake registrable activities on behalf of a foreign principal. The registrant confirms that there is no registrable arrangement in existence between the person and that foreign principal.

I understand that submitting the request will cease my registration under the Foreign Influence Transparency Scheme in relation to the foreign principal specified above*

I declare that*

- I have ceased to undertake registrable activities on behalf of the foreign principal specified above, and
- No registrable arrangements exist between myself and the foreign principal specified above.
- The information provided is true and accurate.
- I understand that it is an offence to provide untruthful or misleading information or documents under sections 137.1 and 137.2 of the Criminal Code.

Cancel Back Submit

Step 9. Once the cease request has been submitted, you will be returned to the dashboard. You will notice a green banner will appear notifying you that the 'Cease request is submitted successfully'. Click on the 'My Registrations' tab to be taken back to your registration dashboard.

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Attorney-General's Department

Home My Registrations View Public Register Resources and Support Contact Us Logout Jane

✓ Cease request is submitted successfully

Request List

Request details	Registration name	Created date	Outcome status
Cease - FP 2	Jane Test	10/09/2024	Pending
Extend - Captain America	Jane Test	10/09/2024	Pending
Align - Jane Test	Jane Test	10/09/2024	Pending
Cease - FP 3	Jane Test	10/09/2024	Pending

Step 10. Your cease request will be reviewed by the Transparency Frameworks team and approved within 4 weeks as required under the FITS Act. Under 'My requests' click on 'View all requests' to view the status of your Cease request or view all other submitted requests.

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Home My Registrations View Public Register Resources and Support Contact Us Logout null

My Registrations

[New registration](#) +

- [null null](#) (Draft - Pending lodgement) [Expand](#)
- [Organisation One](#) (Draft - Pending lodgement) [Expand](#)

My Actions (0)

My requests

Select an option to start:

- [Align renewal dates](#)
- [Extend renewal dates](#)
- [Cease association](#)
- [View all requests](#)

Contacts (1) [Add contact](#) +

[null null](#)

- [View all contacts](#)

