

Registration of Interests and Record of Membership of Societies

This form has been prescribed by the Presiding Officer under Standing Orders 2.2 and 5.4. It should be read in conjunction with Standing Orders 2, 4, 5 and Annexes and the Guidance on Registration and Recording of Interests, which are available on the Intranet or from the Table Office. The form contains extracts from the Guidance mentioned above to help Members when completing it. However, **you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.**

Members are also reminded that:

- You are required to register your interests within **8 weeks** of taking the oath of allegiance or corresponding affirmation.
- You are required to notify the Table Office of any new interests, changes or additions to existing interests, within **4 weeks** of acquiring that interest or of any change occurring.

Section 1 – Members Details

Name:			
Constituency/ Electoral Region:			
Signed:		Date:	

Section 2 – Category of Interest and Record of Membership of Societies

Please insert details of the interest by category, including its effective date, in the relevant page on the form*. Please sign each page on which an entry is made.

*1. Directorship(s); 2. Employment; 3. Names of Client(s); 4. Gifts/Hospitality;
5. Remuneration (or other benefit); 6. Financial Sponsorship; 7. Overseas Visits; 8. Land & Property; 9. Shareholdings; 10. Chairmanship of Bodies; Record of Membership of Societies.

Section 3 – Registrar Confirmation

Received in the Registrar's Office:

Date.....Signed.....



Category 1. – Directorships

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

Please include all remunerated Directorships. Members are advised to include as “remuneration”, salaries, fees and any taxable allowances or benefits (e.g. company car). Unremunerated directorships should also be included where remuneration is paid through another company in the same group. Interests registered under Category 1 are considered to be ‘registrable activities’. Therefore Members must also make a notification under Standing Order 4 (Section C below refers).

B. Required Information

1. Is this a new registration or an addition or change to an existing entry

New Addition Change

2. Is this entry in respect of yourself, your spouse or partner or a dependent child

Myself Spouse or Partner Dependent Child (ie aged under 16 or under 19 if in full time education)

Names of Company/Companies:

Nature of Company’s Business (Where this is not clear from the Company name.):
.....

C. Notification of Time Involved in Registrable Activities (in accordance with Standing Order 4)

N.B. Any notification made under Standing Order 4 relates only to the Member (rather than to a partner or dependent child of the Member).

1. Into which Band does the average number of hours you devote (or expect to devote) each week, to each registrable activity, fall.

Band 1: Less than 5 hours Band 2: Between 5 hours and 20 hours

Band 3: More than 20 hours

D. Additional Information

Please set out below any further information which you consider to be relevant to this entry, including any relevant dates:

.....

I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Category 2. – Remunerated Employment, Office, Profession etc.

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

Please include all remunerated employment outside the Senedd and any sources of remuneration that do not fall clearly within any other category. If the post is as a consultant or adviser, please indicate the nature of the consultancy. Details of agreements for paid provision of services as a Member should be registered under this category. Interests registered under Category 2 are considered to be 'registrable activities'. Therefore Members must also make a notification under Standing Order 4 (Section C below refers)

B. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Is this entry in respect of yourself, your spouse or partner or a dependent child?

Myself Spouse or Partner Dependent Child (i.e. aged under 16 or under 19 if in full time education)

Employer/Company:

Nature of Employer's Business:

Nature of the Post:

Nature and source of Public Funds received (if any):

C. Notification of Time Involved in Registrable Activities (in accordance with Standing Order 4)

N.B. Any notification made under Standing Order 4 relates only to the Member (rather than to a partner of the Member).

1. Into which Band does the average number of hours you devote (or expect to devote) each week to each registrable activity fall.

Band 1: Less than 5 hours Band 2: Between 5 hours and 20 hours Band 3: More than 20 hours

D. Additional Information

Please set out below any further information which you consider to be relevant to this entry, including details of any agreements involving paid provision of services as a Member and any relevant dates:

.....

I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Category 3. - Names of clients (Services)

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

In respect of any paid employment registered under Category 1 (Directorships) and Category 2 (Employment etc), you should register the names of all clients to whom services are provided arising out of your position as a Member. You do not need to register clients who are clearly in a non-Senedd professional capacity (for example as a doctor, solicitor or accountant).

B. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Is this entry in respect of yourself, your spouse or partner or a dependent child?

Myself Spouse or Partner Dependent Child (i.e. aged under 16 or under 19 if in full time education)

Name of Client(s):

.....

Name of Client's Business(es):

.....

C. Additional Information

Please set out below any further information which you consider to be relevant to this entry, including details of any agreements involving paid provision of services as a Member and any relevant dates:

.....

I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Category 4. - Gifts, hospitality, etc.

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

You should register gifts, hospitality, material benefits or advantage which you, your partner or any dependent child has received relating to or arising out of your membership of the Senedd. You must register all tangible gifts (e.g. money, jewellery, glassware etc) and any other benefits (e.g. hospitality, tickets to sporting and cultural events, relief from indebtedness, concessionary loans, provision of services etc) worth more than 0.5 per cent of your basic gross annual salary as a Member (currently £338).

B. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Is this entry in respect of yourself, your spouse or partner or a dependent child?

Myself Spouse or Partner Dependent Child (i.e. aged under 16 or under 19 if in full time education)

Description of Gift etc:

.....
 Person or organisation making the Gift:

3. Is the value of the gift etc. known, or believed by you, to be, in excess of the threshold of 0.5 per cent of a Member's annual gross salary (currently £338)?

Yes No

C. Additional Information

Please set out below any further information, which you consider to be relevant to this entry, including any relevant dates:

.....

I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Category 5. - Remuneration or other material benefit

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

You should register any remuneration that you, your partner or any dependent child receives from any public or private company or body which has a contract with the Senedd or which is tendering for any contract with the Senedd.

B. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Is this entry in respect of yourself, your spouse or partner or a dependent child?

Myself Spouse or Partner Dependent Child (i.e. aged under 16 or under 19 if in full time education)

Remuneration or Benefit:

.....

Company or other body involved:

.....

C. Additional Information

Please set out below any further information, which you consider to be relevant to this entry, including any relevant dates:

.....

I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Category 6. – Financial Sponsorship

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

You should register:

- I. financial sponsorship you have received as a candidate for election to the Senedd where this is more than 25 per cent of the candidate’s election expenses (For list candidates, the 25 per cent threshold relates to the expenses of all party list candidates for the region concerned.)
- II. ongoing financial sponsorship as a Member of the Senedd by any person or organisation.

B. Effective Dates

- Sponsorship of Constituency Candidates - the date of taking the oath/affirmation of office.
- List candidates - the date of an election expenses return was made.
- Sponsorship as a Member - the date any sponsorship or substantial donation was first received.

C. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Amount of Sponsorship as a candidate:.....

3. Amount or Nature of Sponsorship as a:

Member:.....

Sponsor:

If the sponsor is a company, please indicate the nature of its business.....

Does the sponsorship include any payment or any material benefit to you? Yes
No

D. Additional Information

Please set out below any further information, which you consider to be relevant to this entry:

.....

I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Category 7. - Overseas visits

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

You should register any overseas visit which you, your partner or any dependent child have made which relates to or arises out of your membership of the Senedd if the cost of the visit was not wholly met by yourself, your partner or dependent children or by public funds.

B. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Is this entry in respect of yourself, your spouse or partner or a dependent child?

Myself Spouse or Partner Dependent Child (i.e. aged under 16 or under 19 if in full time education)

Date(s) of Visit:

Destination:

Purpose of the Visit:

.....

Name of government, organisation, company or individual meeting the cost (or part of the costs):

.....

C. Additional Information

Please set out below any further information, which you consider to be relevant to this entry:

.....

I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Category 8. – Land and Property

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

You should register any land which you, your partner or any dependent child owns (whether solely or jointly with others) which has either:

- I. a substantial value – more than the basic gross annual salary of a Member (currently £67,649); or
- II. from which you derive a substantial income - more than 10 per cent of the basic gross annual salary of a Member (currently £6,764.90).

However, any homes used for personal residential purposes by you, your partner or any dependent child do not need to be registered..

B. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Is this entry in respect of yourself, your spouse or partner or a dependent child?

Myself Spouse or Partner Dependent Child (i.e. aged under 16 or under 19 if in full time education)

Nature of the Property (e.g. Woodland/Dairy Farm/3 Residential Rented Properties etc):

.....

General Location:

C. Additional Information

Please set out below any further information, which you consider to be relevant to this entry:

.....

I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Category 9. – Shareholdings

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

You should register the names of any companies or other bodies in which you, your partner or any dependent child has any beneficial interest in shares which either:
have a market value greater than one per cent of the issued share capital; or

- i. have a value exceeding 50 per cent of your basic gross annual salary as a Member (currently £33,824.50)

B. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Is this entry in respect of yourself, your spouse or partner or a dependent child?

Myself Spouse or Partner Dependent Child (i.e. aged under 16 or under 19 if in full time education)

Name of the company or body:

.....

Nature of the company or body's business:

.....

Do these shares have a value:

Greater than one percent of the of the issued share capital - yes no or

Less than one percent of the issued share capital but greater than 50 per cent of your basic gross annual salary as a Member (currently £33,824.50) - yes no (If your entry relates to Share Options, their value is deemed to be the value of the share at the time the option is given)

C. Additional Information

Please set out below any further information, which you consider to be relevant to this entry, including any relevant dates:

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I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Category 10. - Membership/ Chairmanship of bodies in receipt of Senedd Commission or Welsh Government funds

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

You should register whether you, your partner or any dependent child are members or chairs (whether paid or unpaid) of any body funded wholly or in part by the Welsh Government or the Senedd Commission.

B. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Is this entry in respect of yourself, your spouse or partner or a dependent child?

Myself Spouse or Partner Dependent Child (i.e. aged under 16 or under 19 if in full time education)

Name of Organisation:

Unpaid Director:

Are you a Member or the Chair of the Body? Chair Member

C. Additional Information

Please set out below any further information, which you consider to be relevant to this entry, including any relevant dates.

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I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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Record of Membership of Societies

A. Guidance

(N.B. This is an extract of guidance; you are strongly advised to refer to the full Guidance or seek advice from staff in the Table Office before completing the form.

You should record whether you are a member or in a position of general control or management of any private club or society which has entry requirements for membership. NB An “entry requirement” does not include the requirement to pay a subscription or the agreement to any term and condition of membership other than a term or condition relating to selection for membership.

B. Required Information

1. Is this a new registration or an addition or change to an existing entry?

New Addition Change

2. Club or Society:

.....

C. Additional Information

Please set out below any further information, which you consider to be relevant to this entry

.....

I confirm that I have familiarised myself with the Guidance on Registration of Interests.

Signed		Date	
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