

## EU Support for Rule of Law - Republic of North Macedonia

### DISCLAIMER

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Pursuant to Article 20 paragraph 3 of the Law on Lobbying (“Official Gazette of the Republic of North Macedonia “No.122/2021), the State Commission for Prevention of Corruption, on the 56<sup>th</sup> Session held on December 10, 2021 adopted the following

### **RULEBOOK ON THE FORM AND CONTENT OF THE FORM OF THE MINUTES OF A LOBBYING CONTACT**

#### **Article 1**

This Rulebook shall regulate the form and content of the form of the minutes of a lobbying contact.

#### **Article 2**

The minutes of a lobbying contact contain the following data:

- name, surname and working position of the lobbied person;
- name and surname of the lobbyist, or name of the lobby organization and name and surname of the representative of the lobby organization;
- number and date of the decision for registration in the Register of lobbyists, lobby organizations and lobbying;
- area of lobbying;
- subject of discussion, that is, the purpose of lobbying, with a short description;
- data on the lobbying client and
- date, place and manner of establishing lobbying contact.

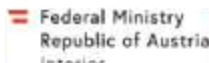
The minutes referred to in paragraph 1 of this Article are in electronic form and the lobbied person shall sign them with an electronic signature.

#### **Article 3**

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This project is funded by  
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The form and the content of the form of the minutes of a lobbying contact is attached to this Rulebook and it is an integral part of it.

#### **Article 4**

This Rulebook shall enter into force on the eighth day of its publication in the “Official Gazette of the Republic of North Macedonia”, and it shall be implemented from the day of the implementation of the Law on Lobbying (“Official Gazette of the Republic of North Macedonia “No. 122/2021).

No. 02-6448/3  
December 10, 2021  
Skopje

STATE COMMISSION FOR  
PREVENTION OF CORRUPTION  
Biljana Ivanovska, President

## MINUTES OF A LOBBYING CONTACT

Lobbying contact was established on \_\_\_\_\_,  
in \_\_\_\_\_ date  
place

### 1. DATA ON THE LOBBIED PERSON

name and surname	
working position	
name of the lobbied body	
address of the lobbied body (street, number, city, postal code)	

### 2. DATA ON THE LOBBYIST /LOBBY ORGANIZATION

name and surname of the lobbyist/ representative of the lobby organization	
name of the lobby organization	
number and date of the decision for registration in the Register	

### 3. DATA ON THE LOBBYING CLIENT

name and surname of natural person / name of legal entity	
address of residence for natural person / address of the registered office for a legal entity (street, number, city, postal code)	

### 4. AREA OF LOBBYING

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### 5. SUBJECT OF DISCUSSION – PURPOSE OF LOBBYING

List the law, bylaw, other general act, policy, program, submitted documents and other:

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### 6. SHORT DESCRIPTION

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**7. MANNER OF ESTABLISHING LOBBYING CONTACT**

- in person
- by phone
- by e-mail
- by mail
- by fax
- other (specify how)

Note: In the field, with a mark X indicate how the contact was established

**8. IDENTIFICATION OF THE LOBBYIST/REPRESENTATIVE OF THE LOBBY ORGANIZATION**

- It is verified in advance whether the lobbyist/representative of the lobby organization is registered in the Register.....YES/NO
- The lobbyist/representative of the lobby organization identified themselves with identification document.....YES /NO
- The lobbyist/representative of the lobby organization submitted a power of attorney obtained from the lobbying client to represent their interests while lobbying.....YES/NO
- The lobbyist stated the purpose of the specific lobbying..... YES /NO

Note: Answer YES or NO, underline the correct answer

**9. ANNEXES**

List all the documents that the lobbyist/representative of the lobby organization submitted to you

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**10. NOTES**

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**11. CONFLICT OF INTERESTS**

By signing these minutes, I confirm that while establishing lobbying contact, I was not put in a position of conflict of interests.

\* \* \*

By signing these minutes, I confirm that the data I have submitted are true and accurate. A copy of these minutes will be submitted in an electronic form to the State Commission for Prevention of Corruption, within 8 days from the day of the lobbying contact.

\_\_\_\_\_

place and date

name and surname  
of the lobbied person

\_\_\_\_\_

signature