

# Guide to the migration of existing Lobbying Register entries

## Migrating the entry to bring it into line with the legislation as of 2024

Deutscher Bundestag

**Lobbyregister**  
für die Interessenvertretung gegenüber dem Deutschen Bundestag und der Bundesregierung

Startseite
Informationen/Hilfe
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### Willkommen auf der Seite des Lobbyregisters

für die Interessenvertretung gegenüber dem Deutschen Bundestag und der Bundesregierung

Die Vertretung gesellschaftlicher Interessen gegenüber Politik und Öffentlichkeit gehört zu den Wesensmerkmalen einer Demokratie.

Das Lobbyregister ermöglicht es, Strukturen der Einflussnahme durch Interessenvertreterinnen und Interessenvertreter auf den politischen Willensbildungs- und Entscheidungsprozess transparent nachzuvollziehen. Es soll dazu beitragen, das Vertrauen der Öffentlichkeit in die Politik und die Legitimität der Willensbildungs- und Entscheidungsprozesse von Parlament und Regierung zu stärken. Ziel ist es, mehr Transparenz bezüglich der Beteiligung von Interessenvertreterinnen und Interessenvertretern an diesen Prozessen zu schaffen.

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#### Anpassung des Lobbyregisters an die neue Gesetzeslage 2024 (GL2024)

Das Lobbyregistergesetz ist **mit Wirkung zum 1. März 2024** geändert worden ([Einzelheiten zur Reform](#)).

Mit der Gesetzesreform werden **viele zusätzliche Angaben** von Interessenvertreterinnen und Interessenvertretern in ihren Einträgen im Lobbyregister verlangt. Insbesondere ist auch **eine Verweigerung von Angaben nicht mehr zulässig**.

Alle bestehenden Einträge im Lobbyregister müssen gemäß § 8 Absatz 2 Lobbyregistergesetz **bis spätestens zum 30. Juni 2024** um die zusätzlich erforderlichen Angaben ergänzt und an die neue Gesetzeslage angepasst werden (**Migration**).

Alle Einträge, für die dieser Migrationsprozess nicht bis zum 30. Juni 2024 durchgeführt worden ist, werden **automatisch und ausnahmslos unmittelbar nach Ablauf der Übergangszeit in die Liste früherer Interessenvertreterinnen und Interessenvertreter übertragen**. Bei Bestehen einer Registrierungspflicht kann dann durch diese Interessenvertreter/-innen keine Interessenvertretung mehr ausgeübt werden, ohne gleichzeitig **ordnungswidrig** zu handeln.

Nach Ende der Übergangszeit wird ein schlüssiges und aktuelles Register auf Grundlage der neuen gesetzlichen Vorgaben vorliegen.

Die Grafik rechts verdeutlicht, wie viele Einträge noch nach der alten Gesetzeslage bestehen, wie viele Einträge inzwischen bereits an die neue Gesetzeslage angepasst wurden, und wie viele Interessenvertreter/-innen sich seit dem 1. März 2024 neu registriert haben.

- Aktuelle Einträge nach Gesetzeslage 2022: **6.166** (99,92%)
- Bereits an die neue Gesetzeslage 2024 angepasste Einträge: **0** (0,00%)
- Neu-Einträge ab dem 13.02.2024: **0** (0,00%)

6.166

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1 March 2024

## 1. Introduction

On **1 March 2024**, the **Act Amending the Lobbying Register Act** (*Lobbyregistergesetz*, LobbyRG) entered into force. General information on the reform of the Lobbying Register can be found here:

[Information and guidance on the Lobbying Register of the German Bundestag \(in German\)](#)

This guide is intended for **the administrators (admins) of entries that have already been published in line with the previous legislation**.

It sets out how, in technical terms, **the register entries** can be **revised** and **published** to meet **the new statutory requirements** (legislation as of 2024).

During the transition phase from 1 March 2024 **to 30 June 2024 at the latest**, all register entries must be brought into line with the new legislation via the admin account, by adding the necessary additional information and publishing the entries in the register (**migration**).

Register entries for which this migration has not been **completed by 30 June 2024** will – after reminder emails have been sent – **automatically be transferred to the list of former representatives of special interests**, as set out in section 8 (2), third sentence, of the Lobbying Register Act. If these representatives of special interests are subject to an obligation to register, they would then no longer be able to engage in the representation of special interests without committing a **regulatory offence**. To avoid this, it is essential to ensure that the migration process (including publication by releasing the migrated entry) is **completed by 30 June 2024**.

**Comprehensive support** for the migration process is provided in the register application. For the most part, the data from the existing register entry is **carried over** and only has to be **supplemented** with the particulars required by the new legislation. The particulars contained in the revised entry must be **confirmed** and **released** for publication in the register.

Information about the particulars to be provided in the Lobbying Register can be found in the

[Handbook for representatives of special interests on making entries in the Lobbying Register](#)  
(in German).

The handbook has been **completely revised** and is available on the Lobbying Register website.

In certain circumstances, the migration of the register entry can take some time. During the transition phase, it is therefore possible, if necessary, to make **changes in parallel to the existing published entry** based on the previous legal situation (legislation as of 2022) while preparing the register entry for publication in line with the new legislation (legislation as of 2024).

## 2. Revising an existing register entry to bring it into line with the new legislation (migration)

From a technical perspective, the migration process is based on the existing process for annual updates. It must be carried out via the **admin account** used to manage the register entry. The **login details** for the admin account and the **existing release code remain valid and unchanged**.

## 3. Starting the migration process

The migration process can be started in the **admin account** used to manage the register entry, on the **account overview page**, by clicking the button **“Migration des Registerintrags auf die neue Gesetzeslage (GL2024) starten”** (start migration of the register entry in line with the new legislation as of 2024).

Kontoübersicht: Mustermann AG

Registernummer: R123456 | Admin-Konto-Nr.: K1234567 | Erstregistrierung: 20.04.2023 | Letzte Veröffentlichung: 20.04.2023 / 08:30  
Letzter Arbeitsstand: 20.04.2023 / 08:30

### § Änderung der Gesetzeslage für das Lobbyregister

Entsprechend der zum **1. März 2024** in Kraft getretenen Änderungen des Lobbyregistergesetzes werden **zusätzliche Angaben** von Interessenvertreterinnen und Interessenvertretern in den Einträgen im Lobbyregister verlangt. Insbesondere ist auch eine **Verweigerung von Angaben nicht mehr zulässig**.

Alle bestehenden Einträge im Lobbyregister müssen gemäß § 8 Absatz 2 Lobbyregistergesetz **bis spätestens zum 30. Juni 2024** um die zusätzlich erforderlichen Angaben ergänzt und an die neue Gesetzeslage (GL2024) angepasst werden (**Migration**). Informationen zur neuen Gesetzeslage und den sich daraus ergebenden Verpflichtungen hat die registerführende Stelle [auf dieser Informationsseite](#) zusammengestellt.

Die übernahmefähigen Angaben aus dem aktuellen Eintrag stehen bei einer Anpassung und Ergänzung des Eintrags an die neue Gesetzeslage unmittelbar in den neuen Eingabemasken zur weiteren Bearbeitung zur Verfügung.

Bis zum Ende der Übergangszeit können bei Bedarf auch noch Änderungen am aktuellen Eintrag nach der alten Gesetzeslage vorgenommen und veröffentlicht werden.

**Wichtiger Hinweis:**  
Alle Einträge, für die dieser Migrationsprozess nicht bis zum 30. Juni 2024 durchgeführt worden ist, werden **automatisch und ausnahmslos nach Ablauf der Übergangszeit in die Liste früherer Interessenvertreterinnen und Interessenvertreter übertragen**. Bei Bestehen einer Registrierungspflicht kann dann durch diese Interessenvertreter/-innen keine Interessenvertretung mehr ausgeübt werden, ohne gleichzeitig **ordnungswidrig** zu handeln.

[Migration des Registerintrags auf die neue Gesetzeslage \(GL2024\) starten](#)

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<h4>Veröffentlichter Registereintrag</h4> <p><a href="#">Registereintrag anzeigen</a></p> <p><a href="#">_Registereintrag herunterladen (PDF)</a></p> <p><a href="#">_Visitenkarte herunterladen (PDF)</a></p>	<h4>Migration des Registerintrags auf die neue Gesetzeslage (GL2024)</h4> <p>Um den Registereintrag entsprechend der neuen gesetzlichen Anforderungen zu überarbeiten, klicken Sie bitte auf die folgende Schaltfläche:</p> <p><a href="#">Migration des Registerintrags auf die neue Gesetzeslage (GL2024) starten</a></p> <h4>Registereintrag übergangsweise nach der alten Gesetzeslage (GL2022) bearbeiten</h4> <p><a href="#">Aktuellen Stand anzeigen</a></p> <p><a href="#">Aktuellen Stand herunterladen (PDF)</a></p> <p><a href="#">Änderungen am Registereintrag vornehmen (GL2022)</a></p>	<h4>Erika Mustermann</h4> <p>Administrator/-in   Letzter Login: 20.04.2023 08:30</p> <p><a href="#">Meine E-Mail-Adresse ändern</a></p> <p><a href="#">Mein Passwort ändern</a></p> <p><a href="#">Meine Daten ändern</a></p> <p><a href="#">Ausloggen</a></p>
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### 3.1 Selecting the data on which the new entry will be based

If changes to the existing register entry have been saved but not yet published in the register, the next step is to select which set of data should be used in the migration process **as the basis for the new register entry**. The options available are:

- the most recently published version of the register entry, and (if applicable)
- the changed (and saved) but not yet published version.

The screenshot shows a web interface for the German Lobbying Register (Lobbyregister). At the top, it displays the account number 'Konto-Nr. K1234567' and navigation links for 'Startseite', 'Konto', and 'Registereintrag überführen'. A purple header bar contains a paragraph symbol (§) and 'GL2024'. The main content area is titled 'Registereintrag in GL2024 überführen: Mustermann AG'. Below the title, it shows the registration details: 'Registernummer: R123456 | Admin-Konto-Nr.: K1234567 | Erstregistrierung: 20.04.2023 | Letzte Veröffentlichung: 20.04.2023 / 08:30' and 'Letzter Arbeitsstand: 04.03.2024 / 08:30'. A text block explains that due to changes in the Lobbyregister Act effective March 1, 2024, expanded information is required, and users can migrate their existing entries. Below this, there is a section titled 'Registereintrag überführen' with a sub-section 'Felder-Markierungen' indicating that certain fields are mandatory. A question asks which version of the entry should be used as the basis for migration: 'die letzte veröffentlichte Version des Registereintrags' (selected with a radio button) or 'die geänderte, aber noch unveröffentlichte Version des Registereintrags'. At the bottom of the form, there are two buttons: 'Abbrechen' (grey) and 'Registereintrag überführen' (dark blue). The footer includes navigation links for 'Hilfe', 'Kontakt', and 'Newsletter', and copyright information for the German Bundestag, along with links for 'Barrierefreiheit', 'Datenschutz', and 'Impressum'.

No matter which option is selected, all particulars can still be changed and revised if necessary during the rest of the process.

If no further changes to the particulars have been saved in the admin account since the latest version of the register entry was published, you will not need to select the data to be used. In this case, the particulars provided in the most recently published entry are always used as the basis for the migration.

### 3.2 Revising and supplementing all particulars

The application then takes you through the **Eintragsübersicht** (entry overview), which sets out the individual **entry categories**. As a result of the legal changes, the Lobbying Register requires **expanded and, in some cases, entirely new particulars**. **All entry categories must therefore be edited during the migration process.**

Eintrag nach neuer Gesetzeslage (GL2024) in Bearbeitung

Sie haben 7 % abgeschlossen

Bitte beachten Sie, dass der Registerbeitrag bis zum 30.06.2024 den neuen gesetzlichen Anforderungen entsprechen muss. Dafür sind alle Eintragskategorien auszufüllen und der Eintrag muss durch die Freigabe eines Admins im Lobbyregister veröffentlicht werden.

Dafür haben Sie noch 121 Tage Zeit. Andernfalls wird dieser Registerbeitrag automatisch auf die Liste früherer Interessenvertreter/-innen übertragen.

Kategorie	Letzte Bearbeitung	Bearbeiter/-in	Status	Aktion
Identität der Interessenvertreterin/des Interessenvertreters <a href="#">Inhalt</a>	04.03.2024 / 08:30	E. Mustermann	✓ Abgeschlossen	<a href="#">Bearbeiten</a>
Allgemeine Beschreibung der Interessenvertretungstätigkeit <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Angaben zu den Geschäftsjahren <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Vollzeitaquivalent der im Bereich der Interessenvertretung beschäftigten Personen <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Jährliche finanzielle Aufwendungen <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Hauptfinanzierungsquellen <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Zuwendungen/Zuschüsse der öffentlichen Hand <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Schenkungen und sonstige lebzeitige Zuwendungen <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Mitgliedsbeiträge <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Jahresabschluss/Rechenschaftsbericht <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Konkrete Regelungsvorhaben <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Stellungnahmen/Gutachten <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Angaben zu Aufträgen <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>
Verhaltenskodex <a href="#">Inhalt</a>	-	-	● Offen	<a href="#">Ausfüllen</a>

(Please note: the entry overview page shown in this example is for a legal person. There may be differences in the register application depending on the legal form of the representative of special interests.)

On the entry overview page, select the **individual categories** for editing by clicking the action “**Ausfüllen**” (fill in). The “Status” column shows the current status of the individual categories. **At the start of the process, all categories will have the status “Offen” (incomplete).** Once all necessary particulars have been entered and saved in a category, this is shown by the status “Abgeschlossen” (complete). Above the categories, a percentage figure is displayed, showing your progress in the editing process. Once the particulars are 100% complete, a button marked “**Zur Freigabe des Eintrags**” (go to the release process for the entry) appears above the overview. After the migrated entry is published in the Lobbying Register by releasing it, the status of all entry categories will appear as “Veröffentlicht” (published).

Within the individual categories, certain fields are **prepopulated** where information could be **drawn directly from the version of the existing entry that was selected as the basis for the migration process.**

If **particulars still need to be added**, the relevant fields will be empty, or **the register application will indicate that information is needed.**

**Explanations about the required particulars** can be found in the completely revised [handbook for representatives of special interests](#) (in German).

### Transitional provision on particulars for specific financial years

During the **transition phase** from 1 March 2024 to 30 June 2024, if **data from the last financial year is not yet available**, section 8 (2), fourth sentence, of the Lobbying Register Act allows data from the **financial year before last** to be provided initially.

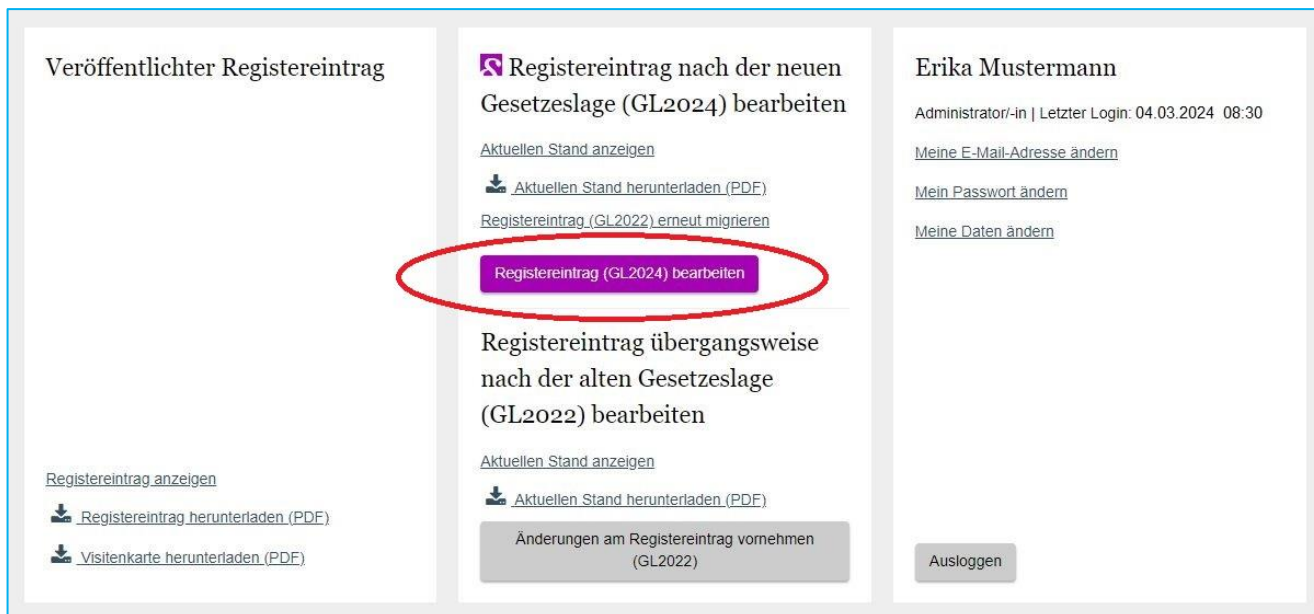
After the transition period, however, if the last financial year for a migrated entry ended **at least six months previously** and the particulars for specific financial years have not been updated to reflect the last financial year, the entry will – after reminder emails have been sent – be **publicly labelled as “nicht aktualisiert” (not up to date)**, in line with section 8 (2), fifth sentence, in conjunction with section 3 (3), second sentence, and section 4 (5) of the Lobbying Register Act.

If the entry is subsequently still not updated, 150 days later the entry will be transferred from the active Lobbying Register to the list of former representatives of special interests.

During the migration process, you can select the preferred financial year after specifying the start and end of the current and last financial years, and of the financial year before last.

### 3.3 Pausing the migration process

If necessary, you can **pause** the migration process at any time. Particulars which have already been **saved** can be edited or supplemented later and are not lost if the migration process is paused.



The screenshot displays the admin account overview page. It is divided into three main sections. The left section, titled 'Veröffentlichter Registereintrag', contains links for 'Registereintrag anzeigen', 'Registereintrag herunterladen (PDF)', and 'Visitenkarte herunterladen (PDF)'. The middle section, titled 'Registereintrag nach der neuen Gesetzeslage (GL2024) bearbeiten', features a red circle around a purple button labeled 'Registereintrag (GL2024) bearbeiten'. Above this button are links for 'Aktuellen Stand anzeigen', 'Aktuellen Stand herunterladen (PDF)', and 'Registereintrag (GL2022) erneut migrieren'. Below the button is the text 'Registereintrag übergangsweise nach der alten Gesetzeslage (GL2022) bearbeiten' and a grey button 'Änderungen am Registereintrag vornehmen (GL2022)'. The right section, titled 'Erika Mustermann', shows the user's name, role 'Administrator/-in', and last login '04.03.2024 08:30'. It includes links for 'Meine E-Mail-Adresse ändern', 'Mein Passwort ändern', and 'Meine Daten ändern', along with an 'Ausloggen' button.

The migration process can be **resumed** at any time by clicking the button “**Registereintrag (GL2024) bearbeiten**” (edit register entry (legislation as of 2024)) on the account overview page of the admin account.

Again, please note that all particulars are only published in the Lobbying Register when the **entry is released**. The migration process is only **complete** and takes effect when the new register entry is **published** in the Lobbying Register. If particulars are only saved in the admin account, but the revised register entry is not published on or before **30 June 2024**, the entry will automatically be removed from the active Lobbying Register and **transferred to the list of former representatives of special interests**.

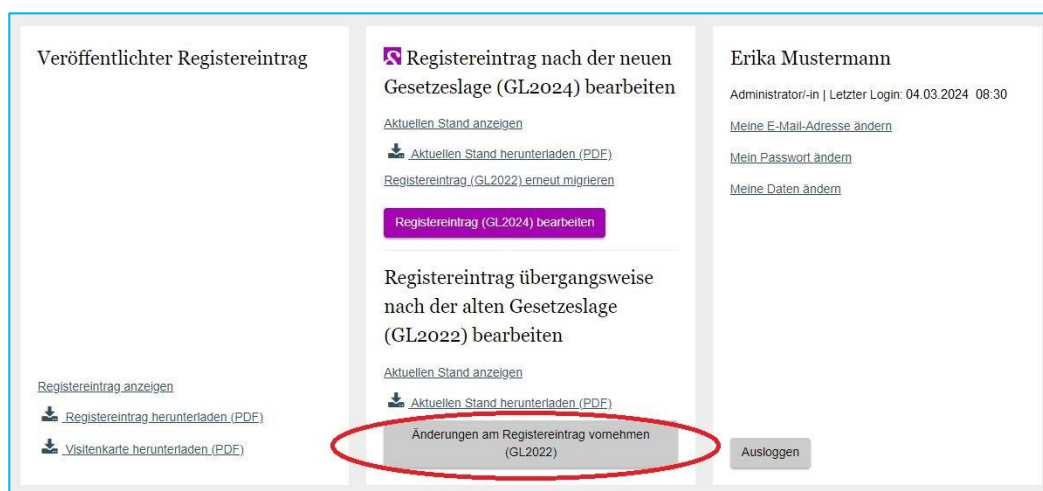
### 4. Parallel editing of two entry versions

If a **migration process has already been started**, but **some changes are to be made to the existing register entry** based on the previous legislation (legislation as of 2022) **prior to the publication** of the completely revised register entry, the migration process can be **paused**. This does not result in the loss of any particulars which have been saved.

Changes to the existing register entry based on the previous legislation (legislation as of 2022) **are only possible during the transition phase, until 30 June 2024**. After the transition phase, all register entries must comply with the new statutory requirements.

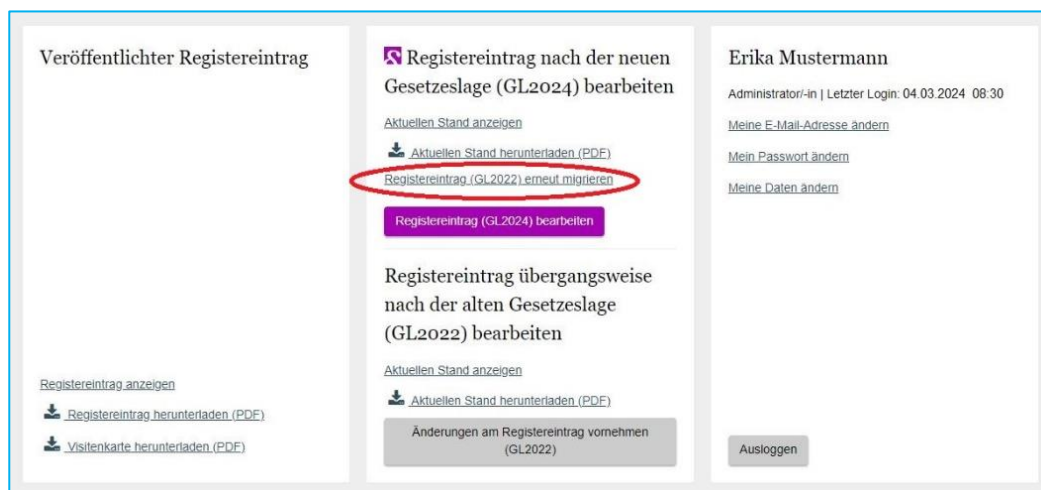
If a migration process has already been started, **changes to the existing register entry** which are saved in the admin account or published in the Lobbying Register **after the start of the migration process** are **not automatically** applied to the particulars in the version of the entry which is in the process of being migrated and may have been paused and saved.

To make minor changes to the **existing register entry** based on the previous legislation (legislation as of 2022), click the grey button “**Änderungen am Registerbeitrag vornehmen (GL2022)**” (make changes to the register entry (legislation as of 2022)) on the account overview page of the admin account.



Changes to the register entry based on the legislation as of 2022 can then be made **using the existing process** and published in the Lobbying Register by entering the release code. Information about making changes to the register entry based on the previous legislation (legislation as of 2022) can be found in the [original version of the handbook](#) for representatives of special interests. However, it is also possible to **start again from scratch** with the process of migrating the entry to bring it into line with the 2024 legislation, by clicking the link “**Registerbeitrag (GL2022) erneut migrieren**” (migrate register entry (legislation as of 2022) again).





If the process is started again from scratch by clicking this link, the option will now be available to use any recently published version of the register entry based on the legislation as of 2022 as the basis for the entry's migration. **However**, any **particulars** entered and saved as part of a previous migration process will be **lost**.

To **resume the migration process which has already been started**, click the button “**Registerbeitrag (GL2024) bearbeiten**” (edit register entry (legislation as of 2024)) on the account overview page.

## 5. Releasing the new register entry

The migration process must be completed by **publishing** the revised register entry in the Lobbying Register. As part of the **release process** for the revised register entry, the **correctness** of the particulars provided in the revision of the register entry must be **confirmed to the registry**, in accordance with section 8 (2), second sentence, of the Lobbying Register Act. Confirmation requires the **signature** of an authorised signatory on the automatically generated **confirmation document**.

### 5.1 Selecting the signatory

If the representative of special interests is a **natural person**, the confirmation document must be signed by the representative personally.

If the representative of special interests is a **legal person, partnership or other organisation**, the first step under the new legislation is to **designate the person who will sign the confirmation document**.

In the case of **legal persons** and **associations** (*Personenvereinigungen*) within the meaning of section 30 (1) of the Act on Regulatory Offences (*Gesetz über Ordnungswidrigkeiten, OWiG*), the confirmation document must be signed by a **person in a managerial position** within the meaning of section 30 (1) nos. 1 to 4 of the Act on Regulatory Offences. In this context, **people in managerial positions** who can serve as the signatory are:

- an **entity authorised to represent** a legal person or a **member** of such an entity (section 30 (1) no. 1 of the Act on Regulatory Offences),
- the **executive committee (*Vorstand*)** of an association without legal capacity or a **member** of such a committee (section 30 (1) no. 2 of the Act on Regulatory Offences),
- a **partner authorised to represent a partnership** with legal capacity (section 30 (1) no. 3 of the Act on Regulatory Offences), and
- an **authorised representative with full power of attorney (*Generalbevollmächtigte/-r*)**, or an **authorised legal officer (*Prokurist/-in*) in a managerial position**, or an **authorised representative with a commercial power of attorney (*Handelsbevollmächtigte/-r*)** of a legal person, an association without legal capacity, or a partnership with legal capacity (section 30 (1) no. 4 of the Act on Regulatory Offences).

In the case of “**other organisations**” under section 1 (4) of the Lobbying Register Act, the confirmation document must be signed by an **authorised representative** to be determined and designated by the organisation.

Konto-Nr. K1234567

Startseite | Konto | Eintragsübersicht | Freigabe

§ GL2024

## Änderungen freigeben: Mustermann AG

Registernummer: R123456 | Admin-Konto-Nr.: K1234567 | Erstregistrierung: 20.04.2023 | Letzte Veröffentlichung: 20.04.2023 / 08:30  
Letzter Arbeitsstand: 04.03.2024 / 08:30

Vielen Dank. Es wurden alle notwendigen Eintragungen vorgenommen.

Für den Abschluss der Veröffentlichung im Lobbyregister ist nun noch die Bestätigung der Richtigkeit und Vollständigkeit der Angaben durch eine Unterschrift der Interessenvertreterin/des Interessenvertreters (falls diese/-r eine natürliche Person ist) bzw. durch die vertretungsberechtigte Person erforderlich. Die Hinweise im [Handbuch](#) zur Zeichnungsbefugnis sind zu beachten!

Die mit einem \* gekennzeichneten Felder sind Pflichtfelder.

### 1 Prüfen der Eingaben

Prüfen Sie die eingegebenen Informationen gründlich auf Richtigkeit und Vollständigkeit. Sie haben die Möglichkeit, diese Angaben noch einmal zu bearbeiten.

[Alle Angaben des Registereintrages anzeigen, um die Daten zu prüfen](#)

### Bestätigungsdokument herunterladen

Wenn alle Angaben richtig und vollständig sind, wählen Sie bitte die/den Unterzeichner/-in aus, laden das Bestätigungsdokument herunter, das alle vorgenommenen Eintragungen enthält, speichern es ab und drucken es aus. Hinweise dazu, wer das Bestätigungsdokument unterzeichnen darf, finden Sie im [Handbuch](#).

Unterzeichner/-in \*

Bitte wählen

**Hinweis**

Bitte beachten Sie: Indem Sie das Bestätigungsdokument herunterladen, sperren Sie den Registereintrag für die weitere Bearbeitung, weil das zu unterschreibende Bestätigungsdokument mit dem Eintrag übereinstimmen muss.

[Freigabe abbrechen](#) [Freigabe später fortführen](#) [Bestätigungsdokument herunterladen \(PDF\)](#)

In the IT application, the **authorised representatives** of the representative of special interests who are **specified in the entry** are available for selection as potential signatories. However, it is also possible to choose and designate **another person** not listed personally in the register entry as the signatory, provided that this person meets the requirements set out above to qualify as an authorised signatory for the representative of special interests.

The information relating to the signatory is **not** published in the register entry. This information is only visible on the confirmation document, in the admin account of the representative of special interests, and to the registry.

For subsequent updates, it is possible to designate a new person to sign the confirmation document on behalf of the representative of special interests as part of the release process for the updated entry.

## 5.2 Downloading the confirmation document

Once the person who will sign the confirmation document has been designated, the confirmation document can be downloaded. The necessary document is generated and made available for download when you click the button “**Bestätigungsdokument als PDF herunterladen**” (download confirmation document as a PDF file).

*The confirmation document contains all of the information provided for the representative of special interests, and has space at the end for the required signature. The document includes a date and time stamp, which is the time that it was downloaded. The confirmation document which is subsequently signed and uploaded must be identical to the last confirmation document to be generated.*

## 5.3 Signing and uploading the confirmation document

The confirmation document must then be **signed** by the representative of special interests or by the designated person who is specified on the confirmation document.

It can be signed **by hand or electronically**.

The signed confirmation document must subsequently be uploaded again, in its entirety and as a **single PDF file**, in the admin account of the representative of special interests. Clicking the button “**Unterschiedenes Bestätigungsdokument hochladen**” (upload signed confirmation document) allows you to navigate to the signed confirmation document on your device and upload it.

Please note that only **one PDF file** can be uploaded and that the maximum file size for this is 10 MB.

It is **essential to upload the confirmation document in the admin account** of the representative of special interests. Sending the signed confirmation document to the registry by post will not result in the release and publication of the migrated register entry in the Lobbying Register, and thus it will not stop the entry from being transferred to the list of former representatives of special interests after 30 June 2024.

## 5.4 Entering the release code

Once the signed confirmation document has been uploaded, the **permanently valid** five-digit **release code** can be entered in the input field. As part of the initial publication of the register entry or in response to a subsequent request, the release code was sent by the registry **by post** to the admin who requested a new release code.

If you no longer have access to a valid release code, you can **request a new release code** directly from this page in the admin account. The code will be sent to the postal address displayed for the admin making the request. If necessary, this can be changed in the admin profile.

5-stelliger Freigabecode \*

5-stelliger Freigabecode

Freigabecode angefordert: 04.03.2024 / 08:30 / E. Mustermann

Sie haben den Freigabecode verloren?

Wenn Sie einen neuen Freigabecode anfordern, wird Ihnen dieser per Briefpost an die folgende Adresse gesendet. Falls dies nicht die richtige Adresse ist, können Sie diese in der Kontoübersicht ändern.

Erika Mustermann  
Deutscher Bundestag  
Referat ZR 4 - Lobbyregister  
Platz der Republik 1  
11011 Berlin  
Deutschland

**Neuen Freigabecode anfordern**

X Freigabe abbrechen    Freigabe später fortführen    **Registereintrag veröffentlichen**

Requesting a new release code **immediately invalidates** the release code used in the past. The newly requested release code will be sent by post to the **postal address** stored in the admin profile of the admin making the request.

Please ensure that the postal address stored in the admin profile matches the label on the letter-box so the release code can be delivered correctly.

By clicking the button “**Freigabe später fortführen**” (continue release process later), you can pause the release process and resume it at a later date.

## 5.5 Completing the migration process

Once the release code has been entered, the migrated register entry can be released for publication in the Lobbying Register by clicking “**Registereintrag veröffentlichen**” (publish register entry). When the migrated register entry has been published, a success notification will appear.

Until the entry is published, the release can be aborted at any time by clicking the button “**Freigabe abbrechen**”, for example to make necessary corrections. In this case, the release process will subsequently have to be carried out again.

Once the register entry has been successfully published after being supplemented and revised to bring it into line with the new statutory requirements, a **confirmation** will be displayed on the **account overview page** for the remainder of the transition phase.

### Important note

If, as part of this **migration** process, the register entry which has been revised and supplemented to bring it into line with the new statutory requirements has not been released and published in the Lobbying Register **by 30 June 2024 at the latest**, it will – after reminder emails have been sent – be **automatically transferred**, immediately and without exception, to the **list of former representatives of special interests**, as set out in section 8 (2), second sentence, of the Lobbying Register Act.

When the entry is transferred to the list of former representatives of special interests, an **annotation** to this effect will be added to the register entry. Under section 7 (1) no. 1 of the Lobbying Register Act, it is a regulatory offence for anyone who is subject to an obligation to register to engage in the representation of special interests within the meaning of the Act despite his/her entry being transferred to the **list of former representatives of special interests**. The regulatory offence can result in a **fine of up to 50,000 euros**.

**Additional consequences** of the transfer to the list of former representatives of special interests include:

- The designation “registered representative of special interests” (“*registrierte Interessenvertreterin*” or “*registrierter Interessenvertreter*”) may not be publicly used (section 5 (10) of the Lobbying Register Act).
- The representative is not to participate in public hearings of German Bundestag committees (section 6 (2) of the Lobbying Register Act).
- Involvement of the representative under Rule 47 of the Joint Rules of Procedure of the Federal Ministries (*Gemeinsame Geschäftsordnung der Bundesministerien*, GGO) is not to be permitted (section 6 (3) of the Lobbying Register Act).
- Access to the German Bundestag may be denied on the grounds that the register entry bears a corresponding annotation (section 6 (1) of the Lobbying Register Act).