

## **How to update your Register of Interests—**

### **Notification**

If you wish to amend your Register of Interests this must be done in writing to the Standards clerks.

The Members Interests Act requires that any updates to your register must be made within 30 calendar days of acquiring the new interest.

This can be done by email to [standards.clerks@scottish.parliament.uk](mailto:standards.clerks@scottish.parliament.uk)

Or in hard copy to room TG01.

Please note that the Members Interests Act also requires any changes to a Members register of interests must be notified to Standards clerks directly from the Member.

If making any changes by email Members should email any changes directly from their Parliament email account, we cannot accept “on behalf of” emails.

If making changes in writing the hard copy must be signed and dated by the Member.

### **Amending the Register**

Based on the information you provide Standards clerks will prepare a draft entry for your approval.

The Members Interests Act also requires that the amended Register is published within 30 calendar days of the Standards clerks receiving it.

Standards clerks may contact you requesting additional information to assist them in drafting an entry.

### **Approval**

Once Standards clerks have drafted an amended Register for you it will be sent to you for approval. An amended Register cannot be published until clerks have received that approval so it is important that you check and approve it as soon as possible to ensure that it is published by the required date.

Again the Members Interests Act requires that this approval comes directly from the Members parliament email account and we cannot accept “on behalf of emails”.

### **Publication**

Once Standards clerks have received your approval the amended Register will be published so the Scottish Parliament website.