

## How to submit a Nil Return

Please log into your account at [www.lobbying.scot](http://www.lobbying.scot).

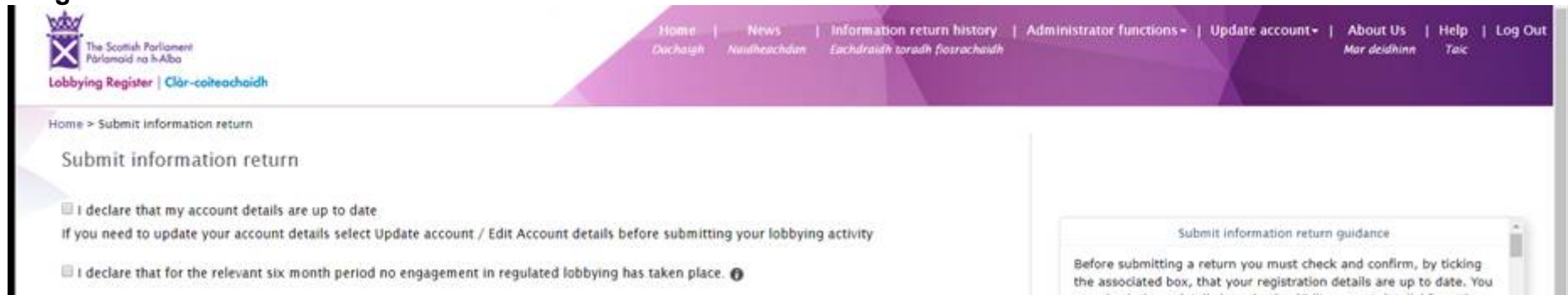
Nil Returns can be submitted after clicking on the Submit Information Return button, which is found at the right-hand side of the website's Home page (Image 1).

Image 1



Once you have accessed this page you can then submit your Nil Return by ticking **both** boxes at the top of the screen (Image 2) and then click the **Submit** button at the foot of the page.

Image 2



Please ensure that you click on the **Submit** button at the bottom of the screen to send Nil Returns through for verification. You will see a notification as per the following screenshot (Image 3) to confirm that this has been actioned.

### Image 3

## Information Return Submitted

Your lobbying activity has been submitted. This will be now be verified before being published to the register.