

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

### **Notification**

If a Member wishes to amend their Register of Interests this must be done in writing to the Standards clerks.

The Members Interests Act requires that Members must notify the Clerks of any updates to their register 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 CG07.

Please note that the Members Interests Act also requires any changes to a Member's 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 provided Standards clerks will prepare a draft entry for 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 the Member requesting additional information to assist them in drafting an entry.

### **Approval**

To ensure that clerks meet the requirements in the Members Interest Act to publish an interest within 30 calendar days it is important that it is checked and approved as soon as possible.

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

### **Publication**

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