



UNIT OF SECURITY

Dear Madam, dear Sir,

You will find herewith the requested form.

PLEASE :

- read and fill in the form carefully in capital letters,
- send it back together with the following documents :
 - a short letter of introduction (signed by you) on headed notepaper,
 - a copy of your valid passport or identity card,
 - a certificate of good conduct,
 - an employers' certificate
- return the complete request by post only.

Do not hesitate to contact us for any further information.

Thank you.

Phone number : + 32 2 283 14 87

Address : European parliament
rue Wiertz 60
B-1047 Brussels

BELGIUM



UNIT OF SECURITY

Application for general access to the European Parliament for Lobbyists accredited to the European Parliament (Annex I)

(Only the original application form can be accepted)

General information

(Details of this part of the declaration will be set down in a register, made available to the public in the form laid down by the College of Quaestors)

Details about the interest group you are working for:

Name of the organisation:

Home address:

Street:

No:

Town:

Postcode:

Country:

Tel:

Fax:

E-mail:

Website:

If appropriate please provide the address of your organisation at one of the working places of the European Parliament if this is different from the home address

Street:

No:

Town:

Postcode:

Country:

Tel:

Fax:

Nature of organisation's business (Policy area):

Is the interest group already listed in the register of the European Parliament ?

Yes No

(If not, please attach documents needed for registration)

Is the interest group listed in the register of the European Commission ?

Yes No

General information about you

Surname:

Given names:

Nationality:

Language to be used for further correspondence

EN FR DE NL

Home address:

Street:

No:

Town:

Postcode:

Country:

Tel:

GSM:

E-mail:

(Please attach a **copy of ID card or passport** showing place of residence and a copy of a **Certificate of good conduct** of the country of residence)

Personal position/ function in the interest group

Please attach a document showing your relationship with the interest group. If the relationship is a temporary relationship please clarify the period

Period of access requested (maximum one year)

3 months 6 months 9 months 1 year

Have you ever had long-term access to the European Parliament before?

Yes No

Expiry date of the previous access card:

Additional information

(Will not be made public, only to be used for the European Parliament's internal administrative purposes)

Purpose of requesting general access to the European Parliament

Visiting European Parliament premises in:

BRU	<input type="checkbox"/>	Regularly	<input type="checkbox"/>	sometimes	<input type="checkbox"/>	no	<input type="checkbox"/>
STR	<input type="checkbox"/>	Regularly	<input type="checkbox"/>	sometimes	<input type="checkbox"/>	no	<input type="checkbox"/>
LUX	<input type="checkbox"/>	Regularly	<input type="checkbox"/>	sometimes	<input type="checkbox"/>	no	<input type="checkbox"/>

Following European Parliament sessions in:

BRU	<input type="checkbox"/>	Regularly	<input type="checkbox"/>	sometimes	<input type="checkbox"/>	no	<input type="checkbox"/>
STR	<input type="checkbox"/>	Regularly	<input type="checkbox"/>	sometimes	<input type="checkbox"/>	no	<input type="checkbox"/>

Following meetings of parliamentary committees

Regularly sometimes no

Parliamentary committees most frequently attended:

1. _____
2. _____
3. _____

Using other facilities of the European Parliament

Visiting library of the European Parliament

Regularly sometimes no

Visiting the Infocentre of the European Parliament

Regularly sometimes no

Using other infrastructure available in the European Parliament

Regularly sometimes no

If yes, please clarify which

Information about the nature of the work

Direct involvement in legislative preparatory work

Yes

No

If yes, please explain:

Relations within the European Parliament:

MEPs:

If yes, are there MEPs you can name as references?

1.

2.

3.

Committee and delegation secretariats:

If yes, please indicate which ones:

1.

2.

3.

Others

If yes, please clarify:

Relations outside the European Parliament, linked to the work as lobbyist:

National parliament/ government:

NGOs:

Trade associations/ companies:

Others (please clarify):

Request for a permanent access card (possible in case of more than 50 visits a year)

Yes No

This declaration is made under personal responsibility of the applicant and must be renewed every year.

The follow up of your application for a visitor's access pass requires the recording of your personal data [date, time, place of entries] in a file.
Should you require further information or exercise your rights (e.g. to access or rectify data), please contact the Accreditation Centre of the Security Unit, ASP 01 F 035, European Parliament, rue Wiertz, B-1047 Brussels.

I undertake to adhere to the code of conduct drawn up by the European Parliament and to other relevant provisions.

Signature : _____

Place and Date : _____

Space reserved for use by the Administration	
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Extract from the Rules of Procedure - Rule 9(2)

The Quaestors shall be responsible for issuing nominative passes valid for a maximum of one year to persons who wish to enter Parliament's premises frequently with a view to supplying information to Members within the framework of their parliamentary mandate on their own interests or on behalf of third parties.

In return, these persons shall be required to:

- respect the code of conduct published as an annex to the Rules of Procedure
- sign a register kept by the Quaestors.

This register shall be made available to the public on request in all of Parliament's places of work and, in the form laid down by the Quaestors, in its information offices in the Member States.

The provisions governing the application of this paragraph shall be laid down in an annex to the Rules of Procedure.

ANNEX IX Provisions governing the application of Rule 9(2) - Lobbying in Parliament

Article 1 Passes

1. The pass shall consist of a plastic card, bearing a photograph of the holder, indicating the holder's surname and forenames and the name of the firm, organization or person for whom the holder works.

Pass-holders shall at all times wear their pass visibly on all Parliament premises. Failure to do so may lead to its withdrawal.

Passes shall be distinguished by their shape and colour from the passes issued to occasional visitors.

2. Passes shall only be renewed if the holders have fulfilled the obligations referred to in Rule 9(2).

Any dispute by a Member as to the activity of a representative or lobby shall be referred to the Quaestors, who shall look into the matter and may decide whether to maintain or withdraw the pass concerned.

3. Passes shall not, under any circumstances, entitle holders to attend meetings of Parliament or its bodies other than those declared open to the public and shall not, in this case, entitle the holder to derogations from access rules applicable to all other Union citizens.

Article 2 Assistants

1. At the beginning of each parliamentary term the Quaestors shall determine the maximum number of assistants who may be registered by each Member.

Upon taking up their duties, registered assistants shall make a written declaration of their professional activities and any other remunerated functions or activities.

2. They shall have access to Parliament under the same conditions as staff of the Secretariat or the political groups.

3. All other persons, including those working directly with Members, shall only have access to Parliament under the conditions laid down in Rule 9(2).

Article 3 Code of Conduct

In the context of their relations with Parliament, the persons whose names appear in the register provided for in Rule 9(2) shall:

- a) comply with the provisions of Rule 9 and this Annex;
- b) state the interest or interests they represent in contacts with Members of Parliament, their staff or officials of Parliament;
- c) refrain from any action designed to obtain information dishonestly;
- d) not claim any formal relationship with Parliament in any dealings with third parties;
- e) not circulate for a profit to third parties copies of documents obtained from Parliament;
- f) comply strictly with the provisions of Annex I, Article 2, second paragraph*;
- g) satisfy themselves that any assistance provided in accordance with the provisions of Annex I, Article 2* is declared in the appropriate register;
- h) comply, when recruiting former officials of the institutions, with the provisions of the Staff Regulations;
- i) observe any rules laid down by Parliament on the rights and responsibilities of former Members;
- j) in order to avoid possible conflicts of interest, obtain the prior consent of the Member or Members concerned as regards any contractual relationship with or employment of a Member's assistant, and subsequently satisfy themselves that this is declared in the register provided for in Rule 9(2).

Any breach of this Code of Conduct may lead to the withdrawal of the pass issued to the persons concerned and, if appropriate, their firms.

* Rules on the declaration of Members' financial interests