

Guide to applying for interest group registration

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Guidelines for filling in the form

General information on the registration procedure and amendments

The procedure for registering an interest group in the Register of Interest Groups of the Administration in Catalonia can only be processed electronically by completing the form available on the transparency portal, duly signed using the applicant's electronic signature certificate.

Any digital certificates issued by certification bodies approved by the Catalan Open Government (AOC) Consortium are deemed valid to confirm the identity of citizens and companies to Catalan public authorities, such as:

- idCAT Mòbil
- Cl@ve
- Electronic DNI
- idCAT Certificate
- FNMT
- T-CAT
- Camerfirma, etc.

To obtain a digital certificate accepted by the Generalitat de Catalunya's corporate processing services, follow the procedure explained on the website of the issuing certifying body. Generally, certificates issued by public certification authorities are free of charge and those issued by private certification authorities have a fee.

Except for personal data, the information declared in the form is public and can be consulted by any citizen through the Register application on the transparency portal.

Information common to all Register categories

The digital certificate that you are using to access the application enables you to choose different types of accreditation.

- Natural person
- Associated person to a company

If you choose the person associated with a company option, you will see all the actions allowed to you as a person associated with the company and those you have done on a personal basis. The actions carried out using a person associated with a company profile can only be viewed through that profile.

☐ Natural person

☐ Associated person to a company

Send

Once you have selected your digital identification profile (individual or person linked to a company, organisation or public entity), there are three fields on the first page of the form:

- Option to set a personal code for the procedure, which makes it easier to search for it in the private area.
- Information about the access code to proceed with updating and cancelling the interest group.

The form provides an access code that will allow you to retrieve the data you provide in the registration form when you need to update your data or cancel your registration in the Register. This information will also be provided in the registration decision.

Access code that will be required to complete updating and strike-off of an interest group. We recommend that you keep this code somewhere safe.



- Details of the applicant (natural or associated person to a company) to be reported.

Natural person or without legal personality

Where the interest group consists of a **natural person** or is a **platform, network or other organised sources of influence without legal personality**, this data corresponds to the natural person designated by the organisation to assume the responsibilities. In this case, the platform or network must have documentation accrediting the designation of this person.

- ❖ **Address of the natural person:** Data relating to the home address of the person identified as the applicant (person in charge of the organisation), which is different from the data requested in relation to the address of the interest group.
- ❖ **Position held in the organisation:** Report as a “natural person” if registering as an individual, or, in the case of legal entities, this must match the entry in the relevant register for the legal entity in question.

① Requestor ② General and basic information ③ Data protection

Details of the person submitting the application on their own behalf or on behalf of a group or organisation

Identification details of the natural person

Identification details of the natural person applying on behalf of the interest group (person responsible for the organisation)

Name *

First surname *

Second surname

Type of identification document * Identification number

ID (National Identity Document)

Position the person holds in the organisation *

Contact details of the natural person

Address details of the natural person

① Requestor ② General and basic information ③ Data protection

Details of the person submitting the application on their own behalf or on behalf of a group or organisation

Identification data of the legal person

Name of corporation *

Type of identification document * Identification number

NIF (Company Tax Identification Code)

Identification details of the individual applying on behalf of the interest group

Name *

First surname *

Second surname

Type of identification document * Identification number

ID (National Identity Document)

Email address Mobile phone no. Fix phone no.

Company

Identification data of the natural person applying for registration or submitting the required amendments on behalf of the interest group (person in charge of the organisation).

This is the data corresponding to the **person legally responsible for the organisation**, who, according to the organisation's operating rules, is authorised to sign documents on behalf of the interest group and to represent it as such in contacts with public servants. It is also this person who signs the self-declaration and the Register's Code of Conduct and who assumes all responsibilities before the Register on behalf of the interest group.

General and basic information

Interest group details

- ❖ **Name of the person or organisation:** Name of the natural or legal person (as registered in the relevant register) or organised source of influence without legal personality. In the case of natural persons or networks and platforms without legal personality, this corresponds to the name by which it is known.
- ❖ **The official and full name of the organisation or natural person must be given.** Therefore, abbreviations may not be used for registration, and the use of acronyms and abbreviations that prevent access to the information in the register should be avoided.
- ❖ If the interest group is a **natural person**, the details provided must match those of the applicant (person in charge).
- ❖ **Type of person:** They can be natural persons, organised sources of influence without legal personality (networks, platforms, etc.) or legal persons (association, economic interest grouping, community of property, individual entrepreneur, foundation, mutual society, agricultural company, public limited company, civil law partnership, limited partnership, cooperative society, limited liability company, labour company, professional company, temporary joint venture, etc.). The appropriate option must be selected from the drop-down menu.
- ❖ **Register into which it is entered:** This refers to the constituent or declaratory register in which the legal person is registered (register of companies, cooperatives, associations, etc.). To be completed only if the interest group to be registered is of this legal nature.
- ❖ **Address of the group:** In the case of a legal entity, the address in the relevant register must be provided. If it is a natural person, a network or other organised sources of influence, the address where the organisation's general activities are carried out should be provided.

Interest group details

Name of person or organisation *

Field is required.

NIF

Type of person
(natural person or
entity) *

Field is required.

Originating record

Registration number of the originating
record

Registration date

dd/mm/yyyy



Email address *

Field is required.

Mobile phone no.

Fix phone no.

Website URL

Interest group address

☐ Address outside of Spain

Type of road *

Field is required.

Road name *

Field is required.

Number *

Field is required.

Block

Scale

Floor no.

Door number

Mail code *

Field is required.

Region (provincia) *

Field is required.

Town *

Field is required.

Description of the organisation's aims and objectives

Refers to the object or purposes of the natural or legal person. If it is a legal person, the information in this field corresponds to the information in its statutes to the same effect. It is a free field to be filled in a clear and structured way and can be completed with information on mission, structure or other data considered relevant for purposes of public information.

Purpose and objective of the interest group

Description of the purpose and objectives of the organisation (maximum 50.000 characters) *

Field is required.

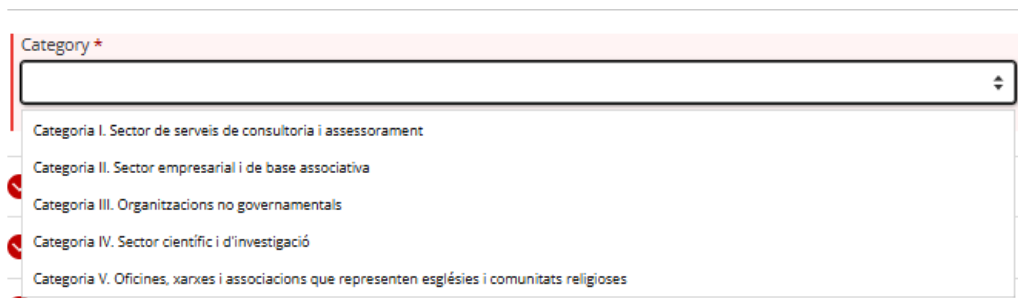
Register categories

The category and sub-category that best suits the organisation applying for registration as an interest group will be selected on the basis of the following aspects:

- 1) Interests defended by the interest group: own, third-party or general.
- 2) Performance of its structures: for-profit or not-for-profit.
- 3) General aims pursued.
- 4) The way in which influence is expected to be exerted: directly with public servants, or through consultancies and professional firms, or through the media.

There are 5 categories:

- Category I. Consultancy and advisory services sector.
- Category II. Business and associative sector.
- Category III. Non-governmental organisations.
- Category IV. Scientific and research sector.
- Category V. Offices, networks and entities representing churches and religious communities.



Category *

Categoria I. Sector de serveis de consultoria i assessorament

Categoria II. Sector empresarial i de base associativa

Categoria III. Organitzacions no governamentals

Categoria IV. Sector científic i d'investigació

Categoria V. Oficines, xarxes i associacions que representen esglésies i comunitats religioses

Once the category is selected, the subcategories open.

Factors to be taken into consideration in order to determine in which category and subcategory registration is to be requested are as follows:

Category I. Consultancy and advisory services sector

They advocate in defence of the interests of third parties in the field of organised professional services.

Please note that clients of consultancies and category I firms are also required to register.

subcategories	Description
Professional consultancies	Companies that carry out technological, business, communication or other consultancy activities. Advocacy activities: 1. On behalf of third parties and on behalf of their interests in the field of consultancy services. 2. For the benefit of the consultancy and as its own activity, either exclusively or in addition to advocating on behalf of and for the benefit of third parties.
Collective offices	Firms in which different freelancers who are self-employed and work in an organised manner carry out activities with the aim of advocating on behalf of their clients. Firms of more than one freelancer who act on behalf of third parties and represent their interests in the field of professional advisory and representation services. Advocacy activities: 1. On behalf of third parties and on behalf of their interests in the field of consultancy services. 2. For the benefit of the firm and as its own activity, either exclusively or in addition to advocating on behalf of and for the benefit of third parties.
Sole proprietorships	These are those in which a self-employed freelancer with no more than two employees carries out activities on behalf of their clients with the intention of advocating for their interests. Sole proprietorships of freelancers who advocate on behalf of third parties and represent their interests in the field of professional advisory and representation services. Advocacy activities: 1) On behalf of third parties and on behalf of their interests in the field of consultancy services. 2) For the benefit of the firm and as its own activity, either exclusively or in addition to advocating on behalf of and for the benefit of third parties.

Category II. Business and associative sector

They advocate in defence of their own, corporate and collective interests from a business and corporate perspective.

subcategories	Description
Corporations under public law	Professional associations, chambers, academies and sports federations that carry out activities with the purpose of advocating on behalf of the interests of the corporation and/or the members they represent in relation to activities other than those included in the public functions legally entrusted to them. They advocate in defence of the interests of the sectors they represent.
Professional associations, business and trade unions	Professional, employers' and trade union associations that carry out activities with the aim of advocating on behalf of the interests of the corporation and/or the members they represent in relation to activities other than those included in the institutional functions of representation and defence of interests legally entrusted to the agents of social and economic dialogue. They advocate in defence of the interests of the sectors they represent.
Other organisations	Profit-making entities organising events: conferences, workshops, symposia, social events, informative events related to the purposes of the company, aimed at public servants or with their participation at the express invitation of the organisation. Media linked to companies and private for-profit entities that report or publish research work. They advocate in defence of the interests of organising and communication companies and organisations.

Category III. Non-governmental organisations

They advocate in defence of general interests from organised non-profit structures, with or without legal personality.

subcategories	Description
Foundations Associations	Non-profit organisations, with or without legal personality. This includes foundations, associations, social initiative cooperatives, labour market insertion companies, development cooperation organisations and platforms or networks of the third sector of the social economy that pursue general interest purposes.
Platforms and networks Ad hoc coalitions Temporary structures Other forms of non-profit collective activity	<i>Note:</i> Organisations carrying out their activities for profit must be registered in category II.

Category IV. Science and research sector

They advocate in defence of general interests linked to science or research and through structures, with or without legal personality, but not for profit.

subcategories	Description
Think tanks and academic/research institutions in general	Think tanks and academic or research institutions in general whose main purpose is teaching, with or without legal personality, which seek to advocate in defence of general interests linked to general science and research from non-profit structures.
Think tanks and research institutions linked to political parties, trade unions or business organisations	Think tanks and research institutions linked to political parties, trade unions or business organisations, with or without legal personality, which advocate in defence of general interests linked to research activities and political science.

subcategories	Description
	They advocate in defence of general interests linked to political actors and social and economic dialogue from non-profit structures.

Category V. Offices, networks and entities representing churches and religious communities

subcategories	Description
Natural persons, legal entities, offices, networks and other non-profit entities, with or without legal personality, representing interests linked to churches and religious communities	They advocate in defence of general interests related to the religion and worship of the legal entities with which they are linked or associated.

When you select the category in which you would like to register, the sections corresponding to the specific information of the selected category will open.

Areas of interest

This refers to the material areas in which the group wishes to advocate.

You can choose one or more areas of interest to the group in relation to the Register's activities. They can be expanded or modified over time, as the interests change.

 Areas of interest

Please select the records where you want to be registered:

- | | |
|---|---|
| ☐ Agricultura, ramaderia, pesca i gestió dels boscos | ☐ Cooperació i ajut humanitari |
| ☐ Empresa i competència | ☐ Cultura |
| ☐ Educació i formació | ☐ Habitatge |
| ☐ Justícia | ☐ Llengua i identitat |
| ☐ Relacions exteriors | ☐ Emergències i seguretat |
| ☐ Participació i ciutadania | ☐ Territori, urbanisme i paisatge |
| ☐ Treball o ocupació | ☐ Administració i serveis públics |
| ☐ Inclusió i benestar social | ☐ Comerç i consum |
| ☐ Informació i comunicació | ☐ Economia i sector financer |
| ☐ Esports i lleure | ☐ Indústria i energia |
| ☐ Joventut | ☐ Medi Ambient, gestió de residus i sostenibilitat |
| ☐ Salut | ☐ Infància, família i gent gran |
| ☐ Tecnologia, universitat, recerca i innovació | ☐ Mobilitat i transport |
| ☐ Turisme | |

- Agriculture, livestock, fisheries and forestry management.
- Cooperation and humanitarian aid.
- Business and competition.
- Culture.
- Education and training.
- Housing.
- Justice.
- Language and identity.
- External relations.
- Emergencies and security.
- Participation and citizenship.
- Territory, urban planning and landscape.

- Work or occupation.
- Public administration and services.
- Inclusion and social welfare.
- Trade and consumption.
- Information and communication.
- Economy and financial sector.
- Sports and leisure.
- Industry and energy.
- Youth.
- Environment, waste management and sustainability.
- Health.
- Children, family and the elderly.
- Technology, university, research and innovation.
- Mobility and transport.
- Tourism.

Registration areas

In this section, you should indicate in which register(s) you want the interest group to be registered.

Type of area: Generalitat de Catalunya, including its public sector, local government (city councils, county councils, provincial councils, etc.) or other institutions.

Scope of registration: once the type of registration area has been selected, different possibilities open up depending on what has been chosen previously.

Registration areas

Please select the records where you want to be registered:

☐ All registration areas

Add scope type

Note: We recommend selecting the sections "all types of registration" and "all areas of selected registration" as this allows the interest group to register in all areas.

The chosen options must be ticked "add" to ensure that they are properly selected.

Specific information

This refers to financial information on the activities carried out before the entry into force of the regulation, as well as forecasts up to the end of the current financial year, once registration in the register has been obtained.

Registration activities

Activities included within the scope of the Registry

Please describe the main regulatory and policy proposals that are the goal of the group's activities: (maximum 10.000 characters) *

*

Field is required.

Do you plan to have oral or written communication, meetings, contributions and hearings with public authorities and employees, as part of the development of regulatory projects and the preparation and implementation of public policies? *

☐ Yes ☐ No

Field is required.

Do you plan to make voluntary contributions and/or participate in consultations on proposed regulations, legal actions or other consultations? *

☐ Yes ☐ No

Field is required.

Activities included in the scope of application of the Register

Principal regulatory or policy proposals targeted by the interest group's activities:

This is a mandatory free text field which must be completed in a clear and structured manner.

- **Principal regulatory proposals:** main preliminary and draft bills, decree-laws and legislative decrees, decrees, orders and other general provisions that are drawn up within the scope of the Government of the Generalitat de Catalunya. In this section, the main proposals, whether at the design, planning and processing, or implementation stage, should be highlighted. If none exist, indicate "Not applicable".
- **Principal public policies:** main initiatives, plans, programmes, projects and public actions within the scope of the Register of Interest Groups of the Administration of the Generalitat de Catalunya and its public sector, other than the regulatory proposals in which it has an interest in influencing through the group's activities. If none exist, indicate "Not applicable".

Communications, meetings, contributions and hearings

If the answer is yes, please indicate whether it is:

1. Strategic and tactical advice, magazine publications, meetings, hearings, reports, preparation and dissemination of letters, information material, debate material, organisation of events, meetings and promotional activities, conferences, etc.
2. Form in which it has been produced: oral or written.
3. Medium through which it is expressed: post or electronic mail, face-to-face, telephone, videoconference...
4. Method of implementation: direct or indirect.

Objects of communications, meetings, contributions and hearings

If the answer is yes, please indicate the subject matter of the communications, meetings, contributions and hearings listed in the previous section.

Contributions and voluntary participation in consultations on policy proposals, legal acts or other consultations.

Contributions and participations made with the intention of directly or indirectly influencing policy proposals, legal acts or other public policy consultations other than the formalities of a procedure should also be reported.

Category-specific information

Financial reporting:

- **Newly created entity/body/group with no closed financial year:** This box should be ticked only if:
 - The organisation is newly established and has not yet completed a financial year.
 - The organisation has no legal personality and does not keep official accounts.
- **If the group has received public funds from the Administration of the Generalitat and the entities of its public sector,** "yes" must be selected and a drop-down menu opens where the sources of origin and the amounts must be specified, broken down by the different monetary provisions (grants and subsidies, contracts).

For category I reporters only

Specific financial information for categorie I

Turnover attributable to activities.

Annual turnover from registration activities, in euros: *

- ☐ <100.000 €
- ☐ ≥ 100.000 € i < 499.999 €
- ☐ ≥ 500.000 € i < 999.999 €
- ☐ >1.000.000 €

List of clients on whose behalf registration activities are carried out.

Activities *

☐ Own

Activities *

☐ With clients

- **Annual turnover attributable to the registered activities:** income earned during the preceding financial year from the performance of registration (advocacy) activities, whether derived from activities carried out on behalf of clients or from advocacy activities carried out in the interest of the firm or consultancy itself. It is necessary to mark the tranche that most closely matches the estimated revenue projections.
- **Client list:**
 - **Own activities: registration activities carried out by firms and consultancies** on their own behalf and for their own benefit, not on behalf of a

client

- **Further information:** indicate the object of own activities. This field is free text and should be filled in clearly and as accurately as possible.
 - **Clients on whose behalf the activities are carried out (if any):** name or company name of the clients on whose behalf the activities have been carried out and a description of the objectives set by the client in respect of the activities to be carried out on their behalf. This declaration is without prejudice to the application for registration to be made by the clients on whose behalf the firms and consultancies advocate.
-
- **Overall income from clients for representation activities: total amount of the organisation's annual income from activities carried out on behalf of and for the benefit of the clients of the consultancy or professional firm.** Includes revenues from clients for advocacy activities and otherwise. Data for the most recently closed financial year.

For category II reporters only

Specific financial information for categories II

Turnover attributable to registration activities.

Turnover attributable to registration activities.

Turnover attributable to the registered activities: This refers to the organisation's anticipated income and expenditure for the current financial year from advocacy activities, net of any public and institutional representation functions for collective offices and sole proprietorships.

For category III, IV and V reporters only

Specific financial information for categories III, IV and V

Total organisation budget

Annual budget of income and expenditures of the organisation, broken down according to the main sources of funding

Total budget -- €

Sources of funding

Public sources

☐ Generalitat sources ☐ Other sources

Private sources

☐ Has private sources

Amount (total) -- €

- **Total budget of the organisation:** approved budget of the organisation for the current financial period.
- **Sources of funding:** source of revenue entered in the budget for the current financial year as declared in the preceding paragraph. This can be public (from the Generalitat or other national or international government authority) or private (own funds, public fund-raising campaigns...).

The consultation of the Register through the transparency portal publicises the activities in the terms in which they have been declared and the dates corresponding to the information updates that have been declared in the Register.

Address for notifications

Notifications related to this procedure will only be made through the Generalitat's corporate electronic notification module, by means of the email address indicated in this section. This email address may be different from the email address given in the applicant's section or in the interest group details section. In addition, an SMS message can be sent to the mobile phone indicated.

Self-declaration

Codes of conduct and responsible declaration

I declare and assume responsibility for:

1. Affirming that information stated herein is true and acquiring the commitment to update it.
2. Having the documentation confirming the information provided.
3. Accepting the Common [code of conduct](#) referred to in Article 51 of Act 19/2014, of 29 December, on transparency, access to public information and good governance and Article 18 of Decree 171/2015, of 28 July, which creates and regulates the Register of interest groups of the administration of the Generalitat and its public sector, and also accepting, where applicable, the strictest obligations that are voluntarily assumed.
4. Accepting the obligations associated with inclusion in the Registry.

☐ I accept the common code of conduct. *

Field is required.

It empowers the body responsible for the Register to carry out random or specific verification procedures on the declared information and accompanying supporting documentation, as well as to audit and monitor interest groups.

Code of Conduct

Acceptance of the [common Code of Conduct](#) is an essential requirement for registration in the Register of Interest Groups in Catalonia, which is formalised by means of the self-declaration.

If interest groups have their own codes of conduct that add more stringent commitments to those of the common code, this should be stated in the relevant section of the form.