

BUSINESS PROCESS DESCRIPTION

Using the Transparency Register

of the National Agency on Corruption Prevention

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1. Terms and Abbreviations

1.1. Abbreviations

DB	Database
TR BP	Business Process for Using the Transparency Register
USR	Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organizations
USRCD	Unified State Register of Court Decisions
Law	The Law of Ukraine “On Lobbying”
CI	Classified information
ICS	Information and Communication System
QES	Qualified electronic signature
NACP	National Agency on Corruption Prevention of Ukraine (National Agency)
LO	Lobbying Object
TR	Transparency Register (Register)
LE	Lobbying Entity
EDMS	Electronic Document Management System
SPZD SW	Specialized software
AES	Advanced Electronic Signature
BPMN	Business Process Model and Notation

1.2. Terms

Beneficiary shall mean a foreign state, individual, legal entity or group of such persons, whose commercial interests are lobbied.

Business Process shall mean a set of interrelated activities or works invested in the creation of a certain consumer product or service. BPMN 2.0 (Business Process Model and Notation) is the system of conventions (notations) to model business processes. The BPM (Business Process Model) management concept considers business processes to be important enterprise resources and provides for their management as one of the key organizational systems.

Lobbying Services Agreement (Lobbying Agreement) shall mean a transaction made in writing, under which a Lobbying Entity lobbies at a Client’s request in the Beneficiary’s Commercial Interests.

Client shall mean a foreign state, individual, legal entity or group of such persons that has entered into a Lobbying Agreement with a Lobbying Entity in its Commercial Interests or the Commercial Interests of another Beneficiary.

Commercial Interest shall mean money or other property, personal advantages, privileges, or other benefits of a tangible or intangible nature that a person will or may receive in the course of business activities after influencing (attempting to influence) the

Object of Lobbying as a result of the adoption (publication) of a regulatory act, amendments thereto, invalidation (repeal) of a regulatory act that is the Subject Matter of Lobbying, or as a result of refraining from such actions.

Conflict of Interest in Lobbying shall mean a contradiction between the Commercial Interests of the Lobbying Entity's Beneficiaries, the interests or rights of the Lobbying Entity and its obligations, which may affect the objectivity or impartiality of the Lobbying Entity while Lobbying.

Lobbying shall mean an activity carried out with the aim of influencing (attempting to influence) the Object of Lobbying in the Commercial Interests of the Beneficiary (for remuneration received directly or indirectly and/or with payment of actual expenses necessary for its implementation) or in the person's own Commercial Interests and relating to the Subject Matter of Lobbying.

Object of Lobbying shall mean a lawmaker (other than the Ukrainian people at an all-Ukrainian referendum / a territorial community at a local referendum) and/or a subject of law-making initiative.

Personal Electronic Account shall mean an individual personalized web page of the Lobbying Entity in the Register, which is used to submit electronic documents, generate an extract, etc.

Subject Matter of Lobbying shall mean a regulatory act in relation to which development planning, drafting and/or adoption (publication), amendment, invalidation (repeal) (or refraining from such actions) the Lobbying Entity influences (attempts to influence) the Object of Lobbying.

Public Part of the Register shall mean a share of the Register data, which consists of information on Lobbying Entities and their reports, except for Classified Information.

Transparency Register Information and Communication System (Register) shall mean an organizational and technical system that implements information exchange and processing technology (the procedure for collecting, analyzing and storing information, reports and notifications) provided by Lobbying Entities in the classified part of the Register, as well as information (notifications) provided by an individual or legal entity that has free access to the public part of the Register via the Internet, using technical and software means by transmitting and receiving information.

Transparency Register Specialized Software (TR SPZD SW) shall mean software consisting of public and classified parts to ensure the collection, accumulation, protection, accounting, display, processing and provision of information on lobbying entities, their reporting, etc.

Lobbying Entity shall mean an individual or legal entity that lobbies on the grounds and in the manner prescribed by the Law of Ukraine "On Lobbying."

Sphere of Lobbying shall mean a sphere of public relations where the Lobbying Entity plans to lobby or lobbies.

Authorized Person(s) of the National Agency shall mean an official (officer) or another person being an employee of the National Agency on Corruption Prevention and

responsible for organizing and monitoring the maintenance of the Transparency Register under the Law of Ukraine “On Lobbying” based on stipulated functional responsibilities and powers.

Authorized Body shall mean a central executive authority that ensures the development and implementation of state policy in the field of lobbying.

2. Legal and Regulatory Framework

The legal and regulatory framework to regulate lobbying issues within the business process of using the Transparency Register by the National Agency on Corruption Prevention of Ukraine shall include the following legislative acts:

- The Law of Ukraine “On Lobbying” of February 23, 2024, No. 3606-IX (hereinafter the Law) (effective, not enacted);
- The Law of Ukraine “On Amendments to the Code of Ukraine on Administrative Offences on Establishing Liability for Violation of Legislation in the Field of Lobbying” of March 21, 2024, No. 3620-IX (not effective);
- The Law of Ukraine “On Public Electronic Registers” of November 18, 2021, No. 1907-IX;
- The Law of Ukraine “On Access to Public Information” of January 13, 2011, No. 2939-VI (as amended);
- The Law of Ukraine “On Information” of October 2, 1992, No. 2657-XII (as amended);
- The Law of Ukraine “On Personal Data Protection” of June 1, 2010, No. 2297-VI (as amended);
- The Law of Ukraine “On Electronic Identification and Electronic Trust Services” of October 5, 2017, No. 2155-VIII (as amended);
- The Law of Ukraine “On Electronic Documents and Electronic Document Management” of May 22, 2003, No. 851-IV (as amended);
- The Law of Ukraine “On Prevention of Corruption” of October 14, 2014, No. 1700-VII (as amended).

This business process also uses:

- Draft Resolution of the Cabinet of Ministers of Ukraine of _____, 2024, No. __ “On Certain Issues of Establishment and Operation of the Transparency Register.”

Moreover, additional legal and regulatory documents may be drafted and used in the course of the relevant business process, from among the resolutions of the Cabinet of Ministers of Ukraine and orders, procedures, and job descriptions of the National Agency, to regulate the lobbying procedure.

The relations arising in the field of lobbying within the relevant business process shall be additionally regulated by the Constitution of Ukraine and other regulatory acts and related procedures for administrative offenses and appeals:

- Code of Ukraine on Administrative Offenses (as amended);
- Code of Administrative Procedure of Ukraine;
- The Law of Ukraine “On Administrative Procedure”;
- The Law of Ukraine “On the Judicial System and Status of Judges” (as amended).

3. Subjects of the Business Process

3.1. The List of Business Process Subjects

The main subjects of the Business Process of Using the Transparency Register are individuals and legal entities listed in the Law of Ukraine “On Lobbying,” as well as authorized persons and units of the organizational structure of the National Agency on Corruption Prevention of Ukraine:

- National Agency on Corruption Prevention of Ukraine (National Agency/NACP)
- Individuals and legal entities (Lobbying Entity) shall mean an entity defined under Article 10 (Parts 1 and 3) of the Law of Ukraine "On Lobbying," which carries out lobbying on the grounds and in the manner prescribed by the relevant Law;
- Any individual or legal entity with free Internet access to the public part of the Transparency Register to view public information (data) on Lobbying Entities, as well as able to send a notice of violation to the National Agency in case of detecting information on possible signs of violation of lobbying legislation by Lobbying Entities;
- The Object of Lobbying shall mean a lawmaker under the Law (other than the Ukrainian people at an all-Ukrainian referendum / a territorial community at a local referendum) and/or a subject of law-making initiative;
- Client shall mean a foreign state, individual, legal entity or group of such persons under the Law that has entered into a Lobbying Agreement with a Lobbying Entity in its Commercial Interests or the Commercial Interests of another Beneficiary;
- The beneficiary shall mean a foreign state, individual, legal entity or group of such persons under the Law whose commercial interests are lobbied;
- The court shall mean an entity that establishes the facts regarding the Lobbying Entity under clauses 2 and 3, Part 2 of Article 13 of the Law, and decides on an administrative penalty against the Lobbying Entity.

The National Agency on Corruption Prevention of Ukraine shall be the owner of the Business Process and its direct performer, as the National Agency is the responsible executive authority regulating the state policy in the field of lobbying.

The main task of the National Agency in terms of the Business Process for Using the Transparency Register shall be regulating state policy in the field of lobbying and exercising state supervision over compliance with lobbying legislation.

Pursuant to Article 18 of the Law of Ukraine “On Lobbying,” compliance with lobbying legislation is controlled through monitoring on the grounds and in accordance with the procedure/rules/guidelines for monitoring to be developed by the National Agency.

Individuals and legal entities (Lobbying Entities) and any other individuals and legal entities of the public part of the Transparency Register (including Objects of Lobbying) shall be entities involved in the Business Process performance (business process participants). However, the description and diagrams of this Business Process indicate their actions only within the Transparency Register that directly affect the performance of the relevant Business Process.

Additional participants in the Business Process for Using the Transparency Register from the above list shall be the following entities:

- Responsible persons of Clients and Beneficiaries with whom Lobbying Entities communicate and who may also receive information letters/notifications from Lobbying Entities regarding changes in their status (suspended/terminated) under the Lobbying Services Agreement (implemented beyond the relevant Business Process);
- Officials (officers) of the court that establishes facts under clauses 2 and 3, Part 2 of Article 13 of the Law in respect of the Lobbying Entity and, if necessary, makes a decision on an administrative penalty against the Lobbying Entity with a fixed term to prohibit Lobbying.

The actions of additional participants shall not be described and shown in the diagrams of this Business Process. The description and diagrams of this Business Process shall include only the results of actions of court officials (officers) that directly affect the performance of the relevant Business Process.

The Business Process direct performers shall be officials from among the full-time authorized persons of the structural departments/units/divisions responsible for the operation of the Transparency Register and state supervision over compliance with the legislation on lobbying on behalf of the National Agency. An authorized person shall be a person authorized to perform actions within the framework of the Transparency Register, monitor them, and be responsible for their consequences in accordance with the law.

3.2.Powers of the Business Process Owner

The legal grounds for the National Agency's activities are stipulated by the Constitution of Ukraine, international treaties ratified by the Verkhovna Rada of Ukraine, the Law of Ukraine "On Lobbying," the Law of Ukraine "On Prevention of Corruption," and other laws of Ukraine, as well as regulations adopted in accordance with them.

As part of the Business Process for Using the Transparency Register, the main functions of the National Agency are to monitor the operation of the Transparency Register and state supervision over compliance with the legislation on lobbying by monitoring Lobbying Entities in the manner prescribed by the Law, as well as the monitoring procedure/rules/guidelines to be developed by the National Agency.

The National Agency shall monitor compliance with the legislation on lobbying based on information received from Objects of Lobbying, individuals and legal entities, as well

as from the media and other open sources, which contain data on the non-compliance of the Lobbying Entity's activities with the Law of Ukraine "On Lobbying."

The National Agency shall monitor compliance with the legislation on lobbying in compliance with the legislation on personal data protection without excessive interference in the activities of Lobbying Entities.

The National Agency shall be obliged to notify the Lobbying Entity of the following:

- the beginning of monitoring of the Lobbying Entity's compliance with the legislation on lobbying;
- the results of the monitoring of the Lobbying Entity's compliance with the legislation on lobbying;
- discrepancies in the information on the respective Lobbying Entity contained in the Transparency Register.

The National Agency shall be authorized to take measures to bring the following persons/entities to liability provided for by the Law:

- the Lobbying Entity, in case it fails to eliminate the discrepancies found in respect thereto;
- guilty persons, in case of finding signs of violation of other requirements of the legislation on lobbying, including lobbying by a person who has not acquired the status of a Lobbying Entity and whose details are not entered in the Transparency Register in the manner prescribed by the Law.

The above-mentioned powers of the National Agency shall be provided for in the Laws of Ukraine "On Lobbying" and "On Amendments to the Code of Ukraine on Administrative Offenses on Establishing Liability for Violation of Legislation in the Field of Lobbying." All other powers of the National Agency shall be provided for by the Law of Ukraine "On Prevention of Corruption."

3.3. Powers and Rights of Other Business Process Participants

3.3.1. Rights and Obligations of the Lobbying Entity

Within the relevant Business Process, an individual or legal entity shall provide its information in the field of Lobbying, shall acquire the status of a Lobbying Entity, shall suspend/terminate/renew or re-acquire the relevant status, and shall submit reports within the period specified by the Law.

After acquiring the status of a Lobbying Entity, the respective person/entity shall be entitled to:

- lobby;
- represent its Commercial Interests and/or the Beneficiary's Commercial Interests;
- use lobbying methods provided for in Article 7 of the Law;

- receive information and documents from the Client required for Lobbying and provide the Client with any information and documents related to the Subject Matter of Lobbying or Lobbying;
- contact the Objects of Lobbying to obtain information related to the field of lobbying and/or Lobbying Entity and receive such information upon request, except for Classified Information;
- freely disseminate information on Lobbying and issues related to the field of lobbying and/or the Subject Matter of Lobbying through the media or the Internet (except for Classified Information under the law);
- receive information about planned events related to the Subject Matter of Lobbying;
- exercise other rights provided for by law;
- etc.

After acquiring the status of a Lobbying Entity, the respective person/entity shall be obliged to:

- strictly comply with the Constitution of Ukraine and the laws of Ukraine, as well as the Rules of Ethical Conduct;
- inform the Object of Lobbying of the fact of Lobbying, the scope of lobbying, the Subject Matter of Lobbying, a Client or another Beneficiary;
- provide the Object of Lobbying with reliable information and not mislead about the scope of Lobbying, Subject Matter of Lobbying, a Client or another Beneficiary;
- timely and fully submit reliable information to the Transparency Register in the manner prescribed by law;
- in the event of circumstances provided for by Part 4 of Article 10 of the Law and within the term specified by the relevant Law, submit to the National Agency an application (by sending a written or electronic request) for suspension or termination of the respective status of the Lobbying Entity and notify the client of such circumstances;
- in case of receiving the information on the occurrence of circumstances provided for in Article 12 of the Law, immediately stop lobbying at the request of the respective Client and/or in the Commercial Interests of the Beneficiary and take all necessary measures to terminate the Lobbying Agreement;
- perform other duties stipulated by the Law.

The rights and obligations of the Lobbying Entity are separately defined in Article 14 of the Law of Ukraine “On Lobbying.”

3.3.2. Rights and Obligations of the Object of Lobbying

Within the relevant Business Process, the Object of Lobbying shall be entitled to:

- receive complete, accurate and reliable information about lobbying from the Lobbying Entity, in particular about the purpose, scope of lobbying, Subject Matter of Lobbying, a Client or another Beneficiary;
- inform the National Agency about the influence (attempts to influence) on it by persons who do not have the status of Lobbying Entities if, in the opinion of the Object of Lobbying, such activity contains signs of lobbying;
- exercise other rights provided for by law.

The Object of Lobbying shall be obliged to:

- create appropriate conditions for lobbying, assist Lobbying Entities in exercising their rights under the Law and other laws of Ukraine, and avoid unlawful interference in lobbying;
- inform the National Agency of the Lobbying Entity's actions in the course of lobbying in relation to it, which, based on the belief of the Object of Lobbying, violate the Law;
- comply with lobbying principles defined by the Law;
- and others.

The rights and obligations of the Object of Lobbying are separately defined in Article 15 of the Law of Ukraine "On Lobbying."

3.3.3. Client's Rights and Obligations

Within the relevant Business Process, the Client shall be entitled to:

- review any analytical materials of the Lobbying Entity related to the performance of the Lobbying Agreement, unless otherwise stipulated by the relevant agreement;
- enter into a Lobbying Agreement with two or more Lobbying Entities simultaneously unless otherwise stipulated by the relevant Lobbying Agreement;
- exercise other rights provided for by law.

The Client shall be obliged to:

- timely and fully provide reliable information and documents to the Lobbying Entity required for submission of reports required by the Lobbying Entity under the Law;
- notify the Lobbying Entity of circumstances provided for in Article 12 of the Law;
- provide the Lobbying Entity with complete, accurate and reliable information confirming the Beneficiary's consent to enter into a Lobbying Agreement in its Commercial Interests if the Client orders lobbying in the Commercial Interests of such a Beneficiary;
- and others.

The rights and obligations of the Client are separately defined in Article 16 of the Law of Ukraine “On Lobbying.”

3.3.4. Powers and Rights of the Court

The court, administering justice based on the rule of law, shall ensure everyone’s right to a fair trial and respect for other rights and freedoms guaranteed by the Constitution and laws of Ukraine and international treaties ratified by the Verkhovna Rada of Ukraine.

As part of the relevant Business Process of establishing facts in relation to the Lobbying Entity under clauses 2 and 3, Part 2 of Article 13 of the Law, a decision on an administrative penalty against the Lobbying Entity may be made in court.

A court decision imposing an administrative penalty in the form of a ban on lobbying shall be sent to the National Agency on Corruption Prevention within three days of its entry into force to record the suspension of the Lobbying Entity’s lobbying status in the Transparency Register (Part 11 of Article 285 of the Code of Administrative Offenses of Ukraine).

4. Objects of the Business Process

4.1. List of Information Objects Created and Used in the Business Process

Various types and formats of information objects (messages/documents, etc.) shall be created and processed (received, analyzed, reviewed, signed, transmitted and stored) in the course of the Business Process for Using the Transparency Register.” See Table 1 for the list of all information objects.

Table 1. List of Information Objects of a Business Process

No.	Information Object's Name	Information Object's Type/Format	Way of Receiving/Transferring the Information Object	Owner of the Information Object	Reference to the sub-process of the Business Process containing the Information Object
1	Electronic card of an individual – Lobbying Entity (Ukrainian/English)	Information card (registration data) / Electronic	Transparency Register (hereinafter the TR) Specialized Software (hereinafter the SPZD SW) (LE's electronic account)	Lobbying Entity	Sub-process 1.1 of the TO BE Business Process
2	Electronic card of a legal entity – Lobbying Entity (Ukrainian/English)	Information card (registration data) / Electronic	TR SPZD SW (LE's electronic account)	Lobbying Entity	Sub-process 1.1 of the TO BE Business Process
3	Public electronic card of an individual – Lobbying Entity (Ukrainian/English)	Information card (public registration data) / Electronic	TR SPZD SW (public part)	Lobbying Entity	Sub-process 1.1 of the TO BE Business Process
4	Public electronic card of a legal entity	Information card (public	TR SPZD SW (public part)	Lobbying Entity	Sub-process 1.1 of the TO

No.	Information Object's Name	Information Object's Type/Format	Way of Receiving/Transferring the Information Object	Owner of the Information Object	Reference to the sub-process of the Business Process containing the Information Object
	– Lobbying Entity (Ukrainian/English)	registration data) / Electronic			BE Business Process
5	Documents with changed (updated) data on LE	Any documents regarding the LE identity / Electronic and/or hard copy	Beyond TR SPZD SW	Lobbying Entity	Sub-process 1.2 of the TO BE Business Process
6	Electronic card of an individual – Lobbying Entity (Ukrainian/English) (updated)	Information card (updated registration data) / Electronic	TR SPZD SW (LE's electronic account)	Lobbying Entity	Sub-processes 1.2, 1.3, 1.4, 1.5, 1.6, and 1.8 of the TO BE Business Process
7	Electronic card of a legal entity – Lobbying Entity (Ukrainian/English) (updated)	Information card (updated registration data) / Electronic	TR SPZD SW (LE's electronic account)	Lobbying Entity	Sub-processes 1.2, 1.3, 1.4, 1.5, 1.6, and 1.8 of the TO BE Business Process
8	Public electronic card of an individual – Lobbying Entity (Ukrainian/English) (updated)	Information card (updated public registration data) / Electronic	TR SPZD SW (public part)	Lobbying Entity	Sub-processes 1.2, 1.3, 1.4, 1.5, 1.6, and 1.8 of the TO BE Business Process
9	Public electronic card of a legal entity – Lobbying Entity	Information card (updated	TR SPZD SW (public part)	Lobbying Entity	Sub-processes 1.2, 1.3, 1.4, 1.5, 1.6, and

No.	Information Object's Name	Information Object's Type/Format	Way of Receiving/Transferring the Information Object	Owner of the Information Object	Reference to the sub-process of the Business Process containing the Information Object
	(Ukrainian/English) (updated)	public registration data) / Electronic			1.8 of the TO BE Business Process
10	Application for terminating the LE's status	Document (application) / Hard copy	Beyond TR SPZD SW	Lobbying Entity	Sub-process 1.3 of the TO BE Business Process
11	A scanned copy of the paper-based application for terminating the LE's status	Document (application scanned copy) / Electronic	TR SPZD SW (LE's and NACP's electronic accounts)	Lobbying Entity	Sub-process 1.3 of the TO BE Business Process
12	Electronic application for terminating the LE's status	Document (application) / Electronic	TR SPZD SW (LE's and NACP's electronic accounts)	Lobbying Entity	Sub-process 1.3 of the TO BE Business Process
13	Informational letter to the LE on the termination of the LE's status	Letter (information) / Electronic	TR SPZD SW / LE's email (NACP's and LE's electronic accounts)	National Agency	Sub-process 1.3 of the TO BE Business Process
14	Notification (information) that may indicate the existence of grounds for terminating the LE's status	Notification, document, information in the general network / Electronic	Beyond TR SPZD SW / TR SPZD SW (the public part and NACP's electronic account)	National Agency/Lobbying Entity	Sub-process 1.3 of the TO BE Business Process

No.	Information Object's Name	Information Object's Type/Format	Way of Receiving/Transferring the Information Object	Owner of the Information Object	Reference to the sub-process of the Business Process containing the Information Object
		and/or hard copy			
15	Notification (letter) to the LE with a request for explanations (indicating the deadline)	Notification (letter) / Electronic	TR SPZD SW (NACP's and LE's electronic accounts) / LE's email	National Agency	Sub-process 1.3 of the TO BE Business Process
16	Notification (letter) with LE's explanations	Notification (letter) / Electronic	TR SPZD SW (LE's and NACP's electronic accounts)	Lobbying Entity	Sub-process 1.3 of the TO BE Business Process
17	A decision to make an entry on terminating the LE's status	Document (decision) / Electronic and/or hard copy	Beyond TR SPZD SW / Electronic Document Management System (hereinafter EDMS)	National Agency	Sub-process 1.3 of the TO BE Business Process
18	Application for suspending the LE's status	Document (application) / Hard copy	Beyond TR SPZD SW	Lobbying Entity	Sub-process 1.4 of the TO BE Business Process
19	A scanned copy of the paper-based application for suspending the LE's status	Document (application scanned copy) / Electronic	TR SPZD SW (LE's and NACP's electronic accounts)	Lobbying Entity	Sub-process 1.4 of the TO BE Business Process

No.	Information Object's Name	Information Object's Type/Format	Way of Receiving/Transferring the Information Object	Owner of the Information Object	Reference to the sub-process of the Business Process containing the Information Object
20	Electronic application for suspending the LE's status	Document (application) / Electronic	TR SPZD SW (LE's and NACP's electronic accounts)	Lobbying Entity	Sub-process 1.4 of the TO BE Business Process
21	Informational letter to the LE on the suspension of the LE's status	Letter (information) / Electronic	TR SPZD SW (NACP's and LE's electronic accounts) / LE's email (duplication)	National Agency/Lobbying Entity	Sub-process 1.4 of the TO BE Business Process
22	Court decision on an administrative penalty (indicating the deadline)	Document (decision) / Electronic and/or hard copy	Beyond TR SPZD SW / NACP's EDMS	Court / National Agency	Sub-processes 1.4 and 1.5 of the TO BE Business Process
23	Application for re-acquiring the LE's status	Document (application) / Hard copy	Beyond TR SPZD SW	Lobbying Entity	Sub-process 1.5 of the TO BE Business Process
24	Application for renewing the LE's status	Document (application) / Hard copy	Beyond TR SPZD SW	Lobbying Entity	Sub-process 1.5 of the TO BE Business Process
25	A scanned copy of the paper-based application for re-acquiring the LE's status	Document (application scanned copy) / Electronic	TR SPZD SW (LE's and NACP's electronic accounts)	Lobbying Entity	Sub-process 1.5 of the TO BE Business Process
26	A scanned copy of the paper-based	Document (application	TR SPZD SW (LE's and	Lobbying Entity	Sub-process 1.5 of the TO

No.	Information Object's Name	Information Object's Type/Format	Way of Receiving/Transferring the Information Object	Owner of the Information Object	Reference to the sub-process of the Business Process containing the Information Object
	application for renewing the LE's status	scanned copy) / Electronic	NACP's electronic accounts)		BE Business Process
27	Electronic application for re-acquiring the LE's status	Document (application) / Electronic	TR SPZD SW (LE's and NACP's electronic accounts)	Lobbying Entity	Sub-process 1.5 of the TO BE Business Process
28	Electronic application for renewing the LE's status	Document (application) / Electronic	TR SPZD SW (LE's and NACP's electronic accounts)	Lobbying Entity	Sub-process 1.5 of the TO BE Business Process
29	Informational letter to the LE on the renewal of the LE's status	Letter (information) / Electronic	TR SPZD SW (NACP's and LE's electronic accounts) / LE's email (duplication)	National Agency/Lobbying Entity	Sub-process 1.5 of the TO BE Business Process
30	Informational letter to the LE on the re-acquisition of the LE's status	Letter (information) / Electronic	TR SPZD SW (NACP's and LE's electronic accounts) / LE's email (duplication)	National Agency/Lobbying Entity	Sub-process 1.5 of the TO BE Business Process
31	System message about the expiration of the administrative penalty	System notification (informing) / Electronic	TR SPZD SW (NACP's electronic account)	National Agency	Sub-process 1.5 of the TO BE Business Process

No.	Information Object's Name	Information Object's Type/Format	Way of Receiving/Transferring the Information Object	Owner of the Information Object	Reference to the sub-process of the Business Process containing the Information Object
32	Informational letter/notification/collection of information on the grounds for starting LE monitoring	Letter or message (informing) / information from the media and the general network	TR SPZD SW (the public part and NACP's electronic accounts) / NACP EDMS	National Agency/Lobbying Entity	Sub-process 1.6 of the TO BE Business Process
33	Informational letter to LE on the start of monitoring	Letter or message (informing) / Electronic	TR SPZD SW (NACP's and LE's electronic accounts) / LE's email (duplication)	National Agency	Sub-process 1.6 of the TO BE Business Process
34	Informational letter to LE on discrepancies in the information	Letter or message (informing) / Electronic	TR SPZD SW (NACP's and LE's electronic accounts) / LE's email (duplication)	National Agency	Sub-process 1.6 of the TO BE Business Process
35	Protocol on administrative offense	Document (protocol) / Electronic and/or hard copy	NACP's EDMS	National Agency	Sub-process 1.6 of the TO BE Business Process
36	Informational letter to LE on monitoring results	Letter or message (informing) / Electronic	TR SPZD SW (NACP's and LE's electronic accounts) /	National Agency	Sub-process 1.6 of the TO BE Business Process

No.	Information Object's Name	Information Object's Type/Format	Way of Receiving/Transferring the Information Object	Owner of the Information Object	Reference to the sub-process of the Business Process containing the Information Object
			LE's email (duplication)		
37	Information on the LE (with public information)	Registration data (public information) / Electronic	TR SPZD SW (public part)	Any person (external user) / Lobbying Entity	Sub-process 1.7 of the TO BE Business Process
38	Notification (information) that may indicate the existence of grounds for terminating the LE's status	Letter or message (informing) / Electronic	TR SPZD SW (the public part and NACP's electronic accounts)	Any person (external user) / Lobbying Entity	Sub-process 1.7 of the TO BE Business Process
39	Notification, which may contain grounds for starting the monitoring of the LE	Letter or message (informing) / Electronic	TR SPZD SW (the public part and NACP's electronic accounts)	Any person (external user) / Lobbying Entity	Sub-process 1.7 of the TO BE Business Process
40	Information on the LE (with complete information)	Registration data (including the CI) / Electronic	TR SPZD SW (NACP's electronic account)	National Agency/Lobbying Entity	Sub-process 1.7 of the TO BE Business Process
41	LE's electronic report for the first six months	Document (report) / Electronic	TR SPZD SW (LE's electronic account)	Lobbying Entity	Sub-process 1.8 of the TO BE Business Process
42	LE's electronic report for the second six months	Document (report) / Electronic	TR SPZD SW (LE's electronic account)	Lobbying Entity	Sub-process 1.8 of the TO BE Business Process

No.	Information Object's Name	Information Object's Type/Format	Way of Receiving/Transferring the Information Object	Owner of the Information Object	Reference to the sub-process of the Business Process containing the Information Object
43	LE's electronic extract (with complete information)	Document (extract) / Electronic	TR SPZD SW (LE's electronic account)	Lobbying Entity	Sub-process 1.8 of the TO BE Business Process

4.2. A list of Software and Information and Communication Systems Used Within the Business Process

Various objects from Information and Communication Systems and Software are used during the Business Process for Using the Transparency Register. See Table 2 for the list of all objects.

Table 2. List of Objects of a Business Process

No.	Object Name	Object Type	Object Owner	Reference to the sub-process of the Business Process where the object is created and/or used
1	NACP Electronic Document Management System (hereinafter EDMS)	Software	National Agency on Corruption Prevention	Sub-processes 1.3 and 1.6 of the TO BE Business Process
2	Information and Communication System and Transparency Register Specialized Software (ICS and TR SPZD SW)	Information and Communication System and Specialized Software	National Agency on Corruption Prevention	All diagrams of sub-processes of the TO BE Business Process

No.	Object Name	Object Type	Object Owner	Reference to the sub-process of the Business Process where the object is created and/or used
3	Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organizations (USR, public part)	Information and Communication System	State Enterprise “National Information Systems”	Sub-process 1.1 of the TO BE Business Process
4	Qualified Electronic Signature (QES) of an individual (official of the National Agency) to login into the TR SPZD SW electronic account and sign documents.	Software and hardware	An official of the National Agency on Corruption Prevention	Sub-processes 1.3, 1.4, 1.5, 1.6, and 1.7 of the TO BE Business Process
5	The National Agency’s electronic seal to sign an extract in the TR SPZD SW	Software	National Agency on Corruption Prevention	Sub-process 1.8 of the TO BE Business Process
6	Qualified Electronic Signature (QES) or an Advanced Electronic Signature (AES) of an individual or legal entity (Lobbying Entity) to sign up in the TR SPZD SW, log in to the TR SPZD SW electronic account, and to sign documents	Software and hardware	An individual (Lobbying Entity) or a responsible person on behalf of a legal entity – Lobbying Entity	Sub-processes 1.1, 1.2, 1.3, 1.4, 1.5, and 1.8 of the TO BE Business Process
7	Lobbying Entity’s email indicated by the relevant person when signing up in the TR SPZD SW	Software	An individual (Lobbying Entity) or a responsible person on behalf of a legal entity – Lobbying Entity	Sub-processes 1.3, 1.4, 1.5, and 1.6 of the TO BE Business Process

No.	Object Name	Object Type	Object Owner	Reference to the sub-process of the Business Process where the object is created and/or used
8	External Information and Communication Systems and databases of state registers (as needed)	Information and Communication System and/or database	State bodies of Ukraine	Sub-processes 1.3 and 1.6 of the TO BE Business Process
9	Unified State Register of Court Decisions (USRCD)	Information and Communication System	State Judicial Administration of Ukraine	Sub-process 1.6 of the TO BE Business Process

5. Business process description

The Business Process of using the Transparency Register (hereinafter referred to as the TR BP) shall be a logical and regulated sequence of actions of the TR BP entities and automated processes (a set of software and hardware) in the course of the Transparency Register maintenance and operation, which is presented in graphical and textual form for the purpose of analyzing such actions and optimizing (reengineering) their sequence.

In this section, the TR BP is presented as TR TO BE BP graphical diagrams (aggregated and detailed) with the corresponding formal descriptions.

Detailed diagrams of the TR AS IS BP shall not be displayed, as the respective process is created based on the Law of Ukraine “On Lobbying,” which comes into force only from January 1, 2025.

The generalized diagram of the TR TO BE BP shall reflect and represent an aggregated analysis of the sequence of actions in the TR BP based on the relevant Law, the draft Resolution of the Cabinet of Ministers of Ukraine “Regulation on the Transparency Register” (pending approval by the CMU), the document “Concept of the Transparency Register (draft)” and interviews with authorized persons of the National Agency on Corruption Prevention.

The TR TO BE BP model was formed and presented as a re-engineered version of the TR BP, which was developed to arrange the implementation of the TR BP and the operation of the Specialized Software and Information and Communication System of the Transparency Register (SPZ SW and ICS), which will ensure the collection, accumulation, protection, accounting, display, processing and provision of relevant and reliable information on Lobbying Entities and their reporting. The National Agency shall be the holder, administrator, and responsible entity for maintaining the SPZ SW and TR ICS.

In the respective TR TO BE BP, only the following actions shall be described:

- organization of Lobbying Entities’ registration;
- amendments to the Lobbying Entity’s information;
- changing the Lobbying Entities’ status (suspended/terminated/renewed or re-acquired);
- creating, storing, submitting and reviewing electronic documents of Lobbying Entities;
- searching for information and obtaining extracts on Lobbying Entities;
- submitting a report on the Lobbying Entity’s violations;
- submitting reports by a Lobbying Entity;
- state supervision over compliance with lobbying requirements (monitoring by the National Agency).

Actions related to the interaction of Lobbying Entities with Clients/Beneficiaries/Objects of Lobbying, requirements to eliminate violations of the Law (in cases determined by law), taking measures to bring perpetrators to justice in accordance with the law and sending a protocol on administrative offense to the court, interaction with

judicial authorities, organization of electronic document flow (using the NACP's EDMS), consideration of applications from the LE and notifications from persons, decision-making, etc. shall be the subject of separate business processes that are not considered in detail within this business process.

The respective business process model in terms of the SPZD SW and TR ICS shall allow systematizing the necessary actions of the entities, as well as information objects that are created during such actions by individuals and legal entities specified in the Law and are used and processed by authorized persons (officials) of the National Agency responsible for state supervision over compliance with the legislation in the field of lobbying.

Only those processes (events and tasks) that comply with the Law of Ukraine "On Lobbying," the draft Resolution of the Cabinet of Ministers of Ukraine "Regulation on the Transparency Register" (pending approval by the CMU) and information recorded during the interview of the authorized persons of the National Agency shall be considered within this TR BP.

5.1. Business Process Purpose and Objectives

The general purpose of the TR BP shall be to ensure the registration of Lobbying Entities, keep their records, enable them to submit reports and provide public access to up-to-date and reliable information on Lobbying Entities and their reports.

The main objectives of the TR BP are to ensure:

- registration of Lobbying Entities operating in Ukraine and their submission of reports on their lobbying activities;
- amendments to the information and statuses of Lobbying Entities (suspended/terminated/renewed or re-acquired) to ensure up-to-date and reliable information on Lobbying Entities;
- creation, storage, submission and review of electronic documents of Lobbying Entities;
- searching for information and obtaining extracts on Lobbying Entities;
- submission of reports on possible violations by Lobbying Entities;
- state supervision over compliance with lobbying requirements (monitoring by the National Agency).

The relevant business process shall also be designed to organize the sequence of actions and responsibilities of the entities in the operation of the Transparency Register (SPZD SW and ICS), which will ensure the creation of an effective system of relevant, reliable, open and publicly available data on Lobbying Entities, except as provided for by the Law. The Transparency Register shall be maintained and accessed according to the requirements outlined in the Law and the Law of Ukraine "On Public Electronic Registers." It is also envisaged that the TR SPZD SW should ensure compatibility and

interaction with state electronic information resources that constitute the state's information resource during the business process.

5.2. Description of the TO BE Business Process for Using the Transparency Register

5.2.1. The summary Description of the TO BE Business Process

The summary description of the TR TO BE BP (Fig. 1.5) shall be based on the Law of Ukraine "On Lobbying" and the draft Resolution of the Cabinet of Ministers of Ukraine "Regulation on the Transparency Register."

The initial event of the TR TO BE BP shall be the need to conduct lobbying activities, after which an individual and/or legal entity wishing to acquire the status of a Lobbying Entity should register in the Transparency Register (TR SPZD SW). After the information is saved, the person shall be entitled to lobby.

If information about the Lobbying Entity (hereinafter referred to as the LE) needs to be updated, the person should change/update the relevant information in the TR SPZD SW. After saving the changes/updates, the person shall be entitled to continue lobbying activities.

Similarly, if the Lobbying Entity has the initiative to terminate the LE's status or circumstances that oblige the person to terminate the LE's status, in accordance with the Law, based on an application for termination of a Lobbying Entity's status submitted to the TR SPZD SW, the person stops lobbying activities.

The LE's status in the TR SPZD SW may be terminated by the National Agency's authorized person after making a relevant decision based on the information received, which constituted the grounds for the termination of the LE's status.

Similarly, if the entity has the initiative to suspend the LE's status or circumstances that oblige the person to suspend the LE's status, under the Law, based on an application for suspension of a Lobbying Entity's status submitted to the TR SPZD SW, the person stops lobbying activities.

The LE's status in the TR SPZD SW may also be suspended by the National Agency's authorized person after an administrative penalty in the form of a ban on lobbying based on a court decision imposed on the Lobbying Entity.

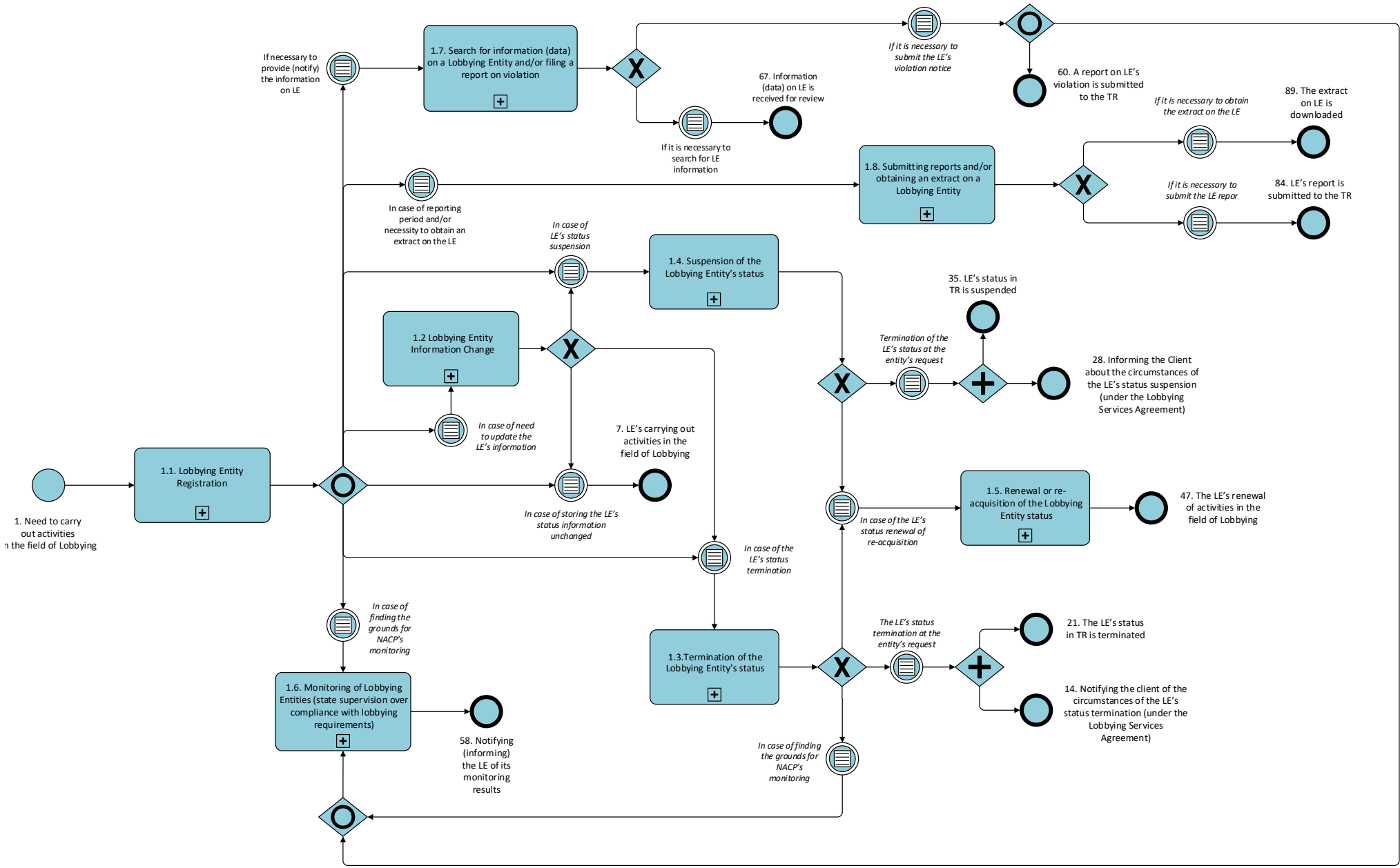


Fig. 5.1. Generalized Diagram of the TR TO BE BP

An individual or a legal entity wishing to renew or re-acquire the status of a Lobbying Entity on his/her/its own initiative may submit a relevant application to the TR SPZD SW after eliminating the circumstances that were the grounds for submitting an application for suspending/terminating the LE's status or eliminating the circumstances established by the National Agency or the court.

If an administrative penalty in the form of a ban on lobbying based on a court decision (indicating the deadline) is imposed on a Lobbying Entity, the person shall automatically renew the LE's status in the TR SPZD SW after the expiration of the relevant administrative penalty.

The National Agency shall be obliged to monitor Lobbying Entities (provide state supervision over compliance with lobbying requirements) in case of identifying grounds for monitoring by the National Agency based on information that indicates an LE's deliberate violation of the restrictions or according to which a person/entity cannot be considered a Lobbying Entity. Following the monitoring, the National Agency shall notify (inform) the Lobbying Entity of the relevant monitoring results.

If it is necessary to search for information (data) on a Lobbying Entity, any person can obtain relevant public/open information on the Lobbying Entity through the public part of the TR SPZD SW, while Classified Information shall be available for search and review only to authorized persons of the National Agency.

Moreover, if necessary, any person may submit a report on a violation of the law by a Lobbying Entity through the public part of the TR SPZD SW, under the Law, after which the authorized person of the National Agency shall be obliged to start monitoring the Lobbying Entity, in respect of which the relevant report was submitted.

Each Lobbying Entity must submit lobbying reports to the TR SPZD SW upon expiration of a six-month period (for the first half of the year — by July 31 (inclusive) of the reporting year, and for another half of the year — by January 31 (inclusive) of the year following the reporting year).

In case of the need to obtain a Lobbying Entity's extract from the relevant person, it is possible to form and automatically generate an electronic extract of the LE's own information with a unique identifier of this extract in the TR SPZD SW and full information, including Classified Information, to download and/or print the relevant extract.

See clause 5.2.4 of this Section for the TO BE Business Process model and detailed sub-processes for using the Transparency Register.

5.2.2. Outcomes of the TO BE Business Process

The expected outcome of the TR TO BE BP shall be the successful registration of the Lobbying Entity to implement lobbying activities, submit reports, obtain an extract thereon, search and review the information (data) on the Lobbying Entity, etc.

Following the Lobbying Entity's registration, the completion of one or more final events from the following list shall be deemed to be the outcomes of the TR TO BE BP:

- Implementation of the Lobbying Entity's lobbying activities;
- Information (data) on the Lobbying Entity has been received for consideration;
- The Lobbying Entity's reports have been submitted to the Transparency Register;
- The extract on the Lobbying Entity has been uploaded;
- Informing the Client about the circumstances of the Legal Entity's status suspension (under the Lobbying Services Agreement);
- The status of the Lobbying Entity is suspended in the Transparency Register;
- Informing the Client about the circumstances of the Legal Entity's status termination (under the Lobbying Services Agreement);
- The status of the Lobbying Entity is terminated in the Transparency Register;
- The status of the Lobbying Entity is renewed/re-acquired in the Transparency Register;
- Report on the Lobbying Entity's violation is submitted to the Transparency Register;
- Notifying (informing) the Lobbying Entity of its monitoring results.

5.2.3. Duration of the TO BE Business Process

The Lobbying Entity shall be obliged to update its information in the Transparency Register *no later than 10 (ten) days after changing the relevant information* beyond the Transparency Register.

In the event of circumstances that oblige a person to terminate/suspend the status of a Lobbying Entity, then, under the Law, the relevant person must submit an application for termination/suspension of the status of a Lobbying Entity *within 15*

(fifteen) days upon the date when the Lobbying Entity became aware or should have become aware of such circumstances.

Consideration of relevant applications by authorized persons of the National Agency and entry into the Transparency Register on the termination/suspension of the Lobbying Entity's status shall be made *within five (5) days of receiving such an application.*

In case the authorized person of the National Agency receives information that may indicate the existence of grounds for terminating the Lobbying Entity's status, the relevant information shall be reviewed and verified *within thirty (30) days of its receipt.* After that, the National Agency shall decide to make an entry in the Transparency Register on the termination of the Lobbying Entity's status no later than *five (5) days after the verification of the relevant information is completed* and in the absence of any need for additional monitoring.

Re-acquisition of the status at the request of the Lobbying Entity shall be possible upon the application of the Lobbying Entity for re-acquiring the status *not earlier than 2 (two) years after the termination of the status* if the status was terminated under circumstances where the person could not be considered a Lobbying Entity and/or where the intentional violation of restrictions by the Lobbying Entity was found.

The National Agency's authorized person shall consider the application for re-acquiring the lobbying entity's status *within thirty (30) days after its receipt* before making an entry in the Transparency Register on the re-acquisition of the Lobbying Entity's status and informing the relevant Lobbying Entity thereof.

If an administrative penalty in the form of a ban on lobbying is imposed on a Lobbying Entity (by a court decision), the Lobbying Entity may renew its status *within five (5) days after the expiration of the ban on lobbying* (administrative penalty). The term of the ban on lobbying shall be determined separately by a court decision. The Lobbying Entity's status shall be renewed *within five (5) days after the expiration of the relevant ban.* After that, the authorized person of the National Agency shall make an entry in the Transparency Register on renewing the Lobbying Entity's status and inform the Lobbying Entity thereof.

If the status was suspended on the Lobbying Entity's own initiative, the status shall be renewed at the request of the Lobbying Entity upon application for the status renewal submitted to the Transparency Register.

The authorized person of the National Agency shall consider the application for renewing the Lobbying Entity's status *within five (5) days of receiving such an application.* After that, the authorized person of the National Agency shall make an

entry in the Transparency Register on renewing the Lobbying Entity's status and inform the Lobbying Entity thereof.

If, based on information received from the Object of Lobbying, individuals and legal entities, as well as from the media and other open sources containing information on the Lobbying Entity's non-compliance with the Law, grounds are identified for the start of monitoring by the authorized person of the National Agency, the term of such monitoring will be determined by a separate procedure to be developed by the National Agency later, or by an order to start monitoring.

Measures to bring perpetrators to justice as prescribed by law and to send a protocol on administrative offense to the court shall be taken *within ten (10) business days from the date of receipt of the notification* with information containing the grounds for monitoring by the National Agency.

Within five (5) days upon completion of the monitoring, the authorized person of the National Agency shall enter the Lobbying Entity's monitoring results in the Transparency Register and inform the Lobbying Entity thereof.

The Lobbying Entity shall submit reports after the expiration of the six-month period:

- For the first six months — *by July 31 (inclusive) of the reporting year;*
- For the second six months — *by January 31 (inclusive) of the year following the reporting year.*

5.2.4. TO BE Business Process Model










The graphical and formal description of the TR TO BE BP model shall show the composition and sequence of the most important actions for the main groups of its performers presented under the Law of Ukraine "On Lobbying," the draft Resolution of the Cabinet of Ministers of Ukraine "Regulation on the Transparency Register," the draft concept of the Transparency Register, and interviews of the National Agency's authorized persons.






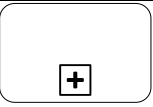

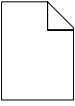


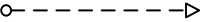
The general TR TO BE BP model shall reflect the sequence of actions of the Business Process owner and participants and shall include a list of collapsed sub-processes with branched final events for a general understanding of the TR TO BE BP implementation sequence.

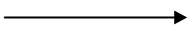
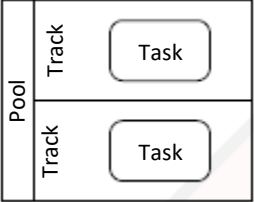
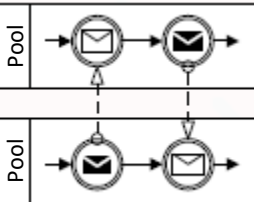
For the model and descriptions of the expanded sub-processes, see clauses 5.2.4.1-5.2.4.8 and Figures 5.3-5.10 hereof.

BPMN 2.0 (Business Process Model and Notation) is the system of conventions (notations) to the TR TO BE'BP model. See Table 3 for symbols and designations used in modeling the TR TO BE BP.

Table 3. List of TR TO BE BP Model Symbols and Designations

No.	Symbol	Category	Designation
1		Events	Initial event. An untyped event that marks the beginning of a process.
2		Events	End event. An untyped event that indicates the end of a process.
3		Events	An intermediate generating event that indicates a process affecting the sequence of actions of the Business Process but is performed beyond the modeling of this BP.
4		Events	Condition (intermediate event). Reaction to a change in business conditions or integration of business rules.
5		Events	A message (intermediate initial event) with a condition trigger. A typed event that indicates an initial event with a response to a change in a business condition or integration of a business rule.
6		Events	An initial event with a notification trigger. A typed event that denotes an initial event with a notification receipt.
7		Events/Data	Notification (intermediate event, boundary continuous). Denotes the receipt of a notification.
8		Events/Data	Notification (intermediate event, boundary continuous). Denotes the notification sending.
9		Events	An initial event with a timer trigger. A typed event that indicates the beginning of a cyclic process event, a moment in time.

No.	Symbol	Category	Designation
10		Events	Timer (intermediate event, boundary continuous). Denotes the moment of time, time period or timeout.
11		Logical operators	Gateway type, which denotes a data-driven exclusive 'OR' operator. When branching, it directs the flow along only one of the outgoing branches.
12		Logical operators	The type of gateway that denotes an 'OR' operator. When branching, one or more branches are activated.
13		Logical operators	The type of gateway that denotes an 'AND' operator. When divided into parallel threads, all branches are activated simultaneously.
14		Actions	A task is a unit of work of a Business Process participant/performer.
15		Actions	A task marked with  a symbol is a collapsed sub-process detailed separately. The relevant marker shall reflect the behavior of the action during execution.
16		Data	Data object, which represents information that is processed during a process, for example, a document or a letter.
17		Data	A data store is an object, such as a database, that a process can use to record and retrieve data. A data store allows for storing data after the life cycle of a process instance is complete.
18		Roles	An association line that represents an association with data (a data object, a collection of data objects, and a data store). The association line is drawn from events and tasks.
19		Roles	Message flow. The corresponding flow describes the information flow between participants and performers of the business process. The message flow is connected to pools, actions, or message events.

No.	Symbol	Category	Designation
20		Actions	Control flow. The corresponding flow determines the order of actions and manages the sequence of actions from events, tasks, gateways, and subprocesses to other events, tasks, gateways, and subprocesses.
21	 A rectangular box labeled 'Pool' on the left side is divided into two horizontal sections, each labeled 'Track' on the left side. Each track contains a rounded rectangle labeled 'Task'.	Roles	Pools (participants/performers) and tracks. They reflect the distribution of responsibilities of relevant participants and performers of the business process. A pool or a track denotes an organization, role, or system. Tracks allow to hierarchically divide pools and other tracks.
22	 Two rectangular boxes labeled 'Pool' on the left side are shown. The top pool contains two circular icons with envelopes, connected by a horizontal arrow pointing right. The bottom pool also contains two circular icons with envelopes, connected by a horizontal arrow pointing right. Vertical dashed lines connect the two pools, and a vertical dashed line extends from the top pool to the right.	Roles	The order in which messages are exchanged is defined by a message flow and a control flow.

General Model of the TR TO BE BP.

See Fig. 5.2 hereof for the General Model of TR TO BE BP.

1. The initial event for the general model of the TR TO BE BP shall be the need for lobbying events from an individual or legal entity wishing to lobby.

1.1. Lobbying Entity registration (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- Information and Communication System (ICS) and Specialized Software (SPZ SW) of the Transparency register (TR);
- Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organizations (USR).

If the information and status of the Lobbying Entity (LE) remain unchanged, the following process for the event shall be completed:

7. Performing lobbying activities by LE.

The following actions shall be performed in case the updating of the LE's information is needed:

1.2. Changing the information of the Lobbying Entity (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If the information and status of the Lobbying Entity (LE) remain unchanged, the following process for the event shall be completed:

7. Performing lobbying activities by LE.

In case of termination of the status of the Lobbying Entity, the following process shall be completed:

1.3. Termination of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- SW of the NACP's Electronic Document Management System (EDMS)

- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

In case of the LE's status termination based on the person's request, the process shall be completed by the following parallel events:

14. Notifying the client of the circumstances of the LE's status termination (under the Lobbying Services Agreement);

21. The LE's status in the TR is terminated

In case of suspending the status of the Lobbying Entity, the following process shall be completed:

1.4. Suspension of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

1. TO BE general business process for using the Transparency Register

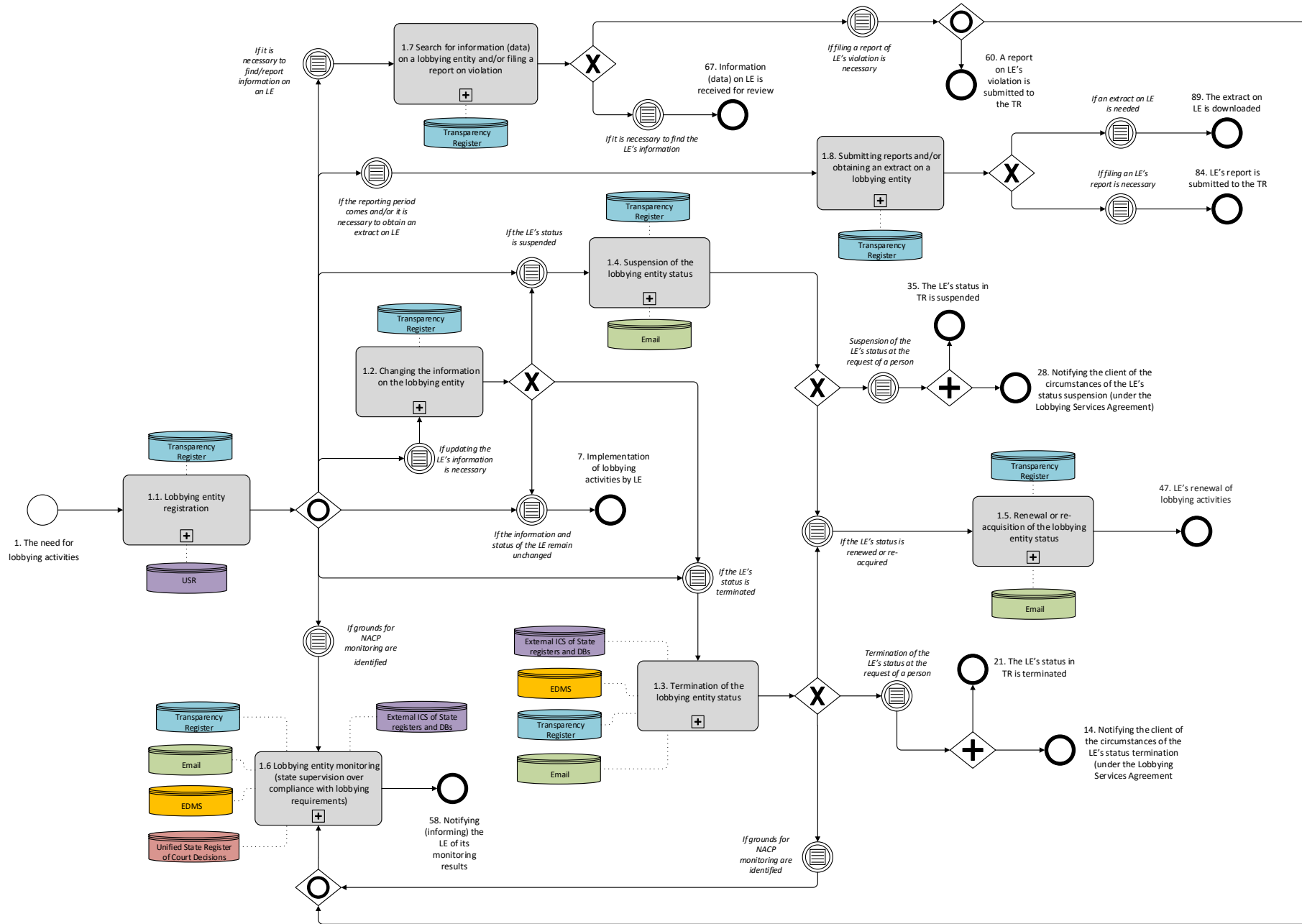


Fig. 5.2. General Model of the TR TO BE BP

In case of the LE's status suspension at the person's request, the process shall be completed by the following parallel events:

28. Notifying the client of the circumstances of the LE's status suspension (under the Lobbying Services Agreement);

35. LE's status in the TR is suspended

In case of the renewal or re-acquisition of the LE's status, the following process shall be performed:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

The outcomes of the renewal or re-acquisition of the LE's status shall be followed by an end event:

47. The LE's status is re-acquired in the TR (LE's renewal of lobbying activities).

If the National Agency finds any grounds for monitoring after the LE's registration, the following actions shall be performed in the course of termination of the LE's status sub-process or notification of the LE's violation:

1.6. Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements) (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- NACP's EDMS SW;

- Unified State Register of Court Decisions (USRCD);

- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

The end process shall follow the outcomes of LE monitoring:

58. Notifying (informing) the LE of its monitoring results.

If it is necessary to find/report LE information, the following actions shall be performed:

1.7. Searching for information (data) on a Lobbying Entity and/or filing a report on a violation (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to search for LE information, the following event shall be completed:

67. Information (data) on LE is received for review.

If it is necessary to submit the LE's violation notice, the following event shall be completed:

60. A report on LE's violation is submitted to the TR.

After that, authorized persons of the National Agency shall start monitoring the Lobbying Entity according to sub-process 1.6 described above.

If the reporting period starts and/or an LE extract is needed, the following actions shall be performed:

1.8. Submitting reports and/or obtaining an extract on a Lobbying Entity (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to submit the LE report, the following event shall be completed:

84. The LE's report is submitted to the TR.

If it is necessary to obtain the extract on the LE, the following event shall be completed:

89. The extract on LE is downloaded.

5.2.4.1.Sub-process 1.1 “Lobbying Entity Registration” of the TO BE BP model

Sub-process “Lobbying Entity Registration” (sub-process 1.1 of the general model of the TR TO BE BP) is shown in Fig. 5.3 (Annex 1, Section 6 hereof) and shall be performed as follows:

1. The need to conduct lobbying activities on behalf of an individual or legal entity wishing to lobby with the mandatory use of the object (under the Law):

- ICS and TR SPZD SW.

1.1. Creating a TR electronic account (sign up).

The following actions shall be performed under the following conditions:

Registration as an individual

or

Registration as a legal entity registered in Ukraine

or

Registration as a foreign legal entity that has a representative office in Ukraine.

1.2. Authentication with QES/AES and login to the TR electronic account.

2. Submission of information to the Transparency Register (in Ukrainian and English) (under Article 11 of the Law)

In case of registration as an individual, the following sequence of actions shall be performed:

- 2.1. Specifying the last name, first name, patronymic (if any)
- 2.2. Specifying the date of birth (day, month, year).
- 2.3. Specifying the registration number of the taxpayer's record card (if any) or series (if any) and number of the identification document, and the unique record number.
- 2.4. Specifying the address of the declared and/or registered place of residence (stay).
- 2.5. Specifying the phone number or other technical means of electronic communication, email.

The following actions shall be performed if additional information is available:

- 2.6. Specifying the website (if any).
- 2.7. Specifying the source of funding (if any).

If there is no additional information or additional information has already been entered, the following actions shall be performed:

- 2.8. Specifying the unique record number in the Register (if any).
- 2.9. Specifying the field of lobbying
3. Confirming the absence of circumstances under which an individual or legal entity cannot be an LE.
4. Confirming data relevance and reliability.
 - 4.1. Confirming the review of the Rules of Conduct for Lobbying Entities (under Article 6 of the Law).
5. Submitting (storing) specified information:
 - Electronic card of an individual – Lobbying Entity
(Ukrainian/English)

Which is followed by the following simultaneous actions:

6. Automatic receipt (acquisition) of the lobbying entity's (LE) status:
 - Electronic card of an individual – Lobbying Entity
(Ukrainian/English)
 - 6.1. *Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).*
 - 6.2. *Obtaining technical information by the public part from the restricted part of the TR SPZD SW (data synchronization);*
 - 6.3. 6.3. Automatic display of public information on LE in the TR (Article 11 of the Law, except for information under clause 13, Article 5 of the Law):
 - Public electronic card of an individual Lobbying Entity (Ukrainian/English)

If the information and status of the Lobbying Entity (LE) remain unchanged, the following process for the event shall be completed:

7. Performing lobbying activities by LE.

Further actions may occur under different conditions and with the participation of different subjects of the Business Process for Using the Transparency Register, as provided for in clauses 5.2.4.2–5.2.4.8 hereof:

The following actions shall be performed in case the updating of the LE's information is needed:

1.2. Changing the information of the Lobbying Entity (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If the information and status of the Lobbying Entity (LE) remain unchanged, the following process for the event shall be completed:

7. Performing lobbying activities by LE.

In case of termination of the status of the Lobbying Entity, the following process shall be completed:

1.3. Termination of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- SW of the NACP's Electronic Document Management System (EDMS)

- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

In case of the LE's status termination based on the person's request, the process shall be completed by the following parallel events:

14. Notifying the client of the circumstances of the LE's status termination (under the Lobbying Services Agreement);

21. The LE's status in the TR is terminated

In case of suspending the status of the Lobbying Entity, the following process shall be completed:

1.4. Suspension of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

In case of the LE's status suspension at the person's request, the process shall be completed by the following parallel events:

28. Notifying the client of the circumstances of the LE's status suspension (under the Lobbying Services Agreement);

35. LE's status in the TR is suspended

In case of the renewal or re-acquisition of the LE's status, the following process shall be performed:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

The outcomes of the renewal or re-acquisition of the LE's status shall be followed by an end event:

47. The LE's status is re-acquired in the TR (LE's renewal of lobbying activities).

If the National Agency finds any grounds for monitoring after the LE's registration, the following actions shall be performed in the course of termination of the LE's status sub-process or notification of the LE's violation:

1.6. Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements) (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- NACP's EDMS SW;

- Unified State Register of Court Decisions (USRCD);

- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

The end process shall follow the outcomes of LE monitoring:

58. Notifying (informing) the LE of its monitoring results.

If it is necessary to find/report LE information, the following actions shall be performed:

1.7. Searching for information (data) on a Lobbying Entity and/or filing a report on a violation (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to search for LE information, the following event shall be completed:

67. Information (data) on LE is received for review.

If it is necessary to submit the LE's violation notice, the following event shall be completed:

60. A report on LE's violation is submitted to the TR.

After that, authorized persons of the National Agency shall start monitoring the Lobbying Entity according to sub-process 1.6 described above.

If the reporting period starts and/or an LE extract is needed, the following actions shall be performed:

1.8. Submitting reports and/or obtaining an extract on a Lobbying Entity (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to submit the LE report, the following event shall be completed:

84. The LE's report is submitted to the TR.

If it is necessary to obtain the extract on the LE, the following event shall be completed:

89. The extract on LE is downloaded.

In case of registration as a legal entity registered in Ukraine, the following sequence of actions shall be performed:

2.10. Specifying the name of the legal entity.

2.11. Specifying the legal form.

2.12. Specifying the location of the legal entity

2.13. Specifying the phone number or other technical means of electronic communication, email.

The following actions shall be performed if additional information is available:

2.14. Specifying the website (if any).

2.15. Specifying the source of funding (if any).

2.16. Specifying last names, first names, patronymics (if any) of the founders (members) and ultimate beneficial owners of the legal entity who are individuals (if any).

If there is no additional information or additional information has already been entered, the following actions shall be performed:

2.17. Automatic reading of the EDRPOU from the QES or specifying the identification code of a legal entity from the EDRPOU.

2.19. Specifying the last name, first name, patronymic (if any) of the head of the legal entity.

2.20. Specifying information on individuals who lobby on behalf of the legal entity (last name, full name, patronymic, date of birth, registration number of the taxpayer's record card (if any) or series (if any) and number of the identification document, address of the declared and/or registered place of residence and phone number).

2.21. Specifying the unique record number in the Register of individuals who lobby on behalf of the legal entity (if any).

2.22. Specifying the field of lobbying

3. Confirming the absence of circumstances under which a legal entity cannot be an LE.

4. Confirming data relevance and reliability.

4.1. Confirming the review of the Rules of Conduct for Lobbying Entities (under Article 6 of the Law).

5. Submitting (storing) specified information:

- Electronic card of a legal entity – Lobbying Entity
(Ukrainian/English)

5.1. Automatic verification of data on the head of the Ukrainian legal entity using the following object:

- Unified State Register of Legal Entities, Individual Entrepreneurs
and Public Organizations (USR)

Which is followed by the following simultaneous actions:

6. Automatic receipt (acquisition) of the lobbying entity's (LE) status:

- Electronic card of a legal entity – Lobbying Entity
(Ukrainian/English)

6.1. *Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).*

6.2. *Obtaining technical information by the public part from the restricted part of the TR SPZD SW (data synchronization);*

6.3. 6.3. Automatic display of public information on LE in the TR (Article 11 of the Law, except for information under clause 13, Article 5 of the Law):

- Public electronic card of
a legal entity – Lobbying Entity (Ukrainian/English)

If the information and status of the Lobbying Entity (LE) remain unchanged, the following process for the event shall be completed:

7. Performing lobbying activities by LE.

Further actions may occur under different conditions and with the participation of different subjects of the Business Process for Using the Transparency Register, as provided for in clauses 5.2.4.2–5.2.4.8 hereof:

The following actions shall be performed in case the updating of the LE's information is needed:

1.2. Changing the information of the Lobbying Entity (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If the information and status of the Lobbying Entity (LE) remain unchanged, the following process for the event shall be completed:

7. Performing lobbying activities by LE.

In case of termination of the status of the Lobbying Entity, the following process shall be completed:

1.3. Termination of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR);
- SW of the NACP's Electronic Document Management System (EDMS)
- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

In case of the LE's status termination based on the person's request, the process shall be completed by the following parallel events:

14. Notifying the client of the circumstances of the LE's status termination (under the Lobbying Services Agreement);

21. The LE's status in the TR is terminated

In case of suspending the status of the Lobbying Entity, the following process shall be completed:

1.4. Suspension of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR).

In case of the LE's status suspension at the person's request, the process shall be completed by the following parallel events:

28. Notifying the client of the circumstances of the LE's status suspension (under the Lobbying Services Agreement);

35. LE's status in the TR is suspended

In case of the renewal or re-acquisition of the LE's status, the following process shall be performed:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR).

The outcomes of the renewal or re-acquisition of the LE's status shall be followed by an end event:

47. The LE's status is re-acquired in the TR (LE's renewal of lobbying activities).

If the National Agency finds any grounds for monitoring after the LE's registration, the following actions shall be performed in the course of termination of the LE's status sub-process or notification of the LE's violation:

1.6. Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements) (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR);
- NACP's EDMS SW;
- Unified State Register of Court Decisions (USRCD);
- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

The end process shall follow the outcomes of LE monitoring:

58. Notifying (informing) the LE of its monitoring results.

If it is necessary to find/report LE information, the following actions shall be performed:

1.7. Searching for information (data) on a Lobbying Entity and/or filing a report on a violation (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to search for LE information, the following event shall be completed:

67. Information (data) on LE is received for review.

If it is necessary to submit the LE's violation notice, the following event shall be completed:

60. A report on LE's violation is submitted to the TR.

After that, authorized persons of the National Agency shall start monitoring the Lobbying Entity according to sub-process 1.6 described above.

If the reporting period starts and/or an LE extract is needed, the following actions shall be performed:

1.8. Submitting reports and/or obtaining an extract on a Lobbying Entity (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to submit the LE report, the following event shall be completed:

84. The LE's report is submitted to the TR.

If it is necessary to obtain the extract on the LE, the following event shall be completed:

89. The extract on LE is downloaded.

In the case of registration as a foreign legal entity that has a representative office in Ukraine, the following sequence of actions shall be used:

2.10. Specifying the name of the legal entity.

2.11. Specifying the legal form.

2.12. Specifying the location of the legal entity

2.13. Specifying the phone number or other technical means of electronic communication, email.

The following actions shall be performed if additional information is available:

2.14. Specifying the website (if any).

2.15. Specifying the source of funding (if any).

2.16. Specifying last names, first names, patronymics (if any) of the founders (members) and ultimate beneficial owners of the legal entity who are individuals (if any).

If there is no additional information or additional information has already been entered, the following actions shall be performed:

2.18. Specifying the information on the registration of a representative office of a foreign business entity.

2.19. Specifying the last name, first name, patronymic (if any) of the head of the legal entity.

2.20. Specifying information on individuals who lobby on behalf of the legal entity (last name, full name, patronymic, date of birth, registration number of the taxpayer's record card (if any) or series (if any) and number of the identification document, address of the declared and/or registered place of residence and phone number).

2.21. Specifying the unique record number in the Register of individuals who lobby on behalf of the legal entity (if any).

2.22. Specifying the field of lobbying

3. Confirming the absence of circumstances under which a legal entity cannot be an LE.

4. Confirming data relevance and reliability.

4.1. Confirming the review of the Rules of Conduct for Lobbying Entities (under Article 6 of the Law).

5. Submitting (storing) specified information:

- Electronic card of a legal entity – Lobbying Entity
(Ukrainian/English)

Which is followed by the following simultaneous actions:

6. Automatic receipt (acquisition) of the lobbying entity's (LE) status:

- Electronic card of a legal entity – Lobbying Entity
(Ukrainian/English)

6.1. *Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).*

6.2. *Obtaining technical information by the public part from the restricted part of the TR SPZD SW (data synchronization);*

6.3. 6.3. Automatic display of public information on LE in the TR (Article 11 of the Law, except for information under clause 13, Article 5 of the Law):

- Public electronic card of
a legal entity – Lobbying Entity (Ukrainian/English)

If the information and status of the Lobbying Entity (LE) remain unchanged, the following process for the event shall be completed:

7. Performing lobbying activities by LE.

Further actions may occur under different conditions and with the participation of different subjects of the Business Process for Using the Transparency Register, as provided for in clauses 5.2.4.2–5.2.4.8 hereof:

The following actions shall be performed in case the updating of the LE's information is needed:

1.2. Changing the information of the Lobbying Entity (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If the information and status of the Lobbying Entity (LE) remain unchanged, the following process for the event shall be completed:

7. Performing lobbying activities by LE.

In case of termination of the status of the Lobbying Entity, the following process shall be completed:

1.3. Termination of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR);
- SW of the NACP's Electronic Document Management System (EDMS)
- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

In case of the LE's status termination based on the person's request, the process shall be completed by the following parallel events:

14. Notifying the client of the circumstances of the LE's status termination (under the Lobbying Services Agreement);

21. The LE's status in the TR is terminated

In case of suspending the status of the Lobbying Entity, the following process shall be completed:

1.4. Suspension of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR).

In case of the LE's status suspension at the person's request, the process shall be completed by the following parallel events:

28. Notifying the client of the circumstances of the LE's status suspension (under the Lobbying Services Agreement);

35. LE's status in the TR is suspended

In case of the renewal or re-acquisition of the LE's status, the following process shall be performed:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR).

The outcomes of the renewal or re-acquisition of the LE's status shall be followed by an end event:

47. The LE's status is re-acquired in the TR (LE's renewal of lobbying activities).

If the National Agency finds any grounds for monitoring after the LE's registration, the following actions shall be performed in the course of termination of the LE's status sub-process or notification of the LE's violation:

1.6. Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements) (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR);
- NACP's EDMS SW;
- Unified State Register of Court Decisions (USRCD);
- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

The end process shall follow the outcomes of LE monitoring:

58. Notifying (informing) the LE of its monitoring results.

If it is necessary to find/report LE information, the following actions shall be performed:

1.7. Searching for information (data) on a Lobbying Entity and/or filing a report on a violation (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to search for LE information, the following event shall be completed:

67. Information (data) on LE is received for review.

If it is necessary to submit the LE's violation notice, the following event shall be completed:

60. A report on LE's violation is submitted to the TR.

After that, authorized persons of the National Agency shall start monitoring the Lobbying Entity according to sub-process 1.6 described above.

If the reporting period starts and/or an LE extract is needed, the following actions shall be performed:

1.8. Submitting reports and/or obtaining an extract on a Lobbying Entity (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to submit the LE report, the following event shall be completed:

84. The LE's report is submitted to the TR.

If it is necessary to obtain the extract on the LE, the following event shall be completed:

89. The extract on LE is downloaded.

5.2.4.2.Sub-process 1.2. “Lobbying Entity Information Change” of the TO BE BP model

“Lobbying Entity Information Change” of the TO BE BP model (under sub-process 1.2 of the general model of the TR TO BE BP) is shown in Fig. 5.4 (Annex 2, Section 6 hereof) and shall be performed as follows:

8. Information on the LE (beyond the Transparency Register) has changed on the part of an individual or legal entity (Lobbying Entity):

- Documents with changed (updated) data

The following action should be performed not later than ten (10) days after the information change:

9. Updating information in the Transparency Register (according to sub-clauses 2.1-2.22 of sub-process 1.1 described in clause 5.2.4.1 hereof and depending on the condition of registration of an individual/legal entity registered in Ukraine / foreign legal entity having a representative office in Ukraine):

- Electronic card of an individual or a legal entity – Lobbying Entity
(Ukrainian/English) (updated)

If the information and status of the LE are saved unchanged, the following actions shall be performed:

10. Confirmation of the absence of circumstances under which an individual or legal entity cannot be an LE (under clause 4, Article 10 of the Law).

11. Confirmation of data relevance and reliability and signing by the LE's QES/AES.

Which is followed by the following end actions:

7. Performing lobbying activities by LE.

11.1. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

11.2. Obtaining technical information by the public part from the restricted part of the TR SPZD SW (data synchronization);

11.3. Automatic display of updated public information on LE in the TR (Article 11 of the Law, except for information under clause 13, Article 5 of the Law):

- Public electronic card of
an individual/legal entity – Lobbying Entity (Ukrainian/English) (updated)

Further actions may occur under different conditions and with the participation of different subjects of the Business Process for Using the Transparency Register, as provided for in clauses 5.2.4.3–5.2.4.8 hereof:

In case of termination of the status of the Lobbying Entity, the following process shall be completed:

1.3. Termination of the Lobbying Entity’s status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE’s email (duplication of messages from the TR);
- SW of the NACP’s Electronic Document Management System (EDMS)
- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

In case of the LE’s status termination based on the person’s request, the process shall be completed by the following parallel events:

14. Notifying the client of the circumstances of the LE’s status termination (under the Lobbying Services Agreement);

21. The LE’s status in the TR is terminated

In case of suspending the status of the Lobbying Entity, the following process shall be completed:

1.4. Suspension of the Lobbying Entity’s status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE’s email (duplication of messages from the TR).

In case of the LE’s status suspension at the person’s request, the process shall be completed by the following parallel events:

28. Notifying the client of the circumstances of the LE's status suspension (under the Lobbying Services Agreement);

35. LE's status in the TR is suspended

In case of the renewal or re-acquisition of the LE's status, the following process shall be performed:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

The outcomes of the renewal or re-acquisition of the LE's status shall be followed by an end event:

47. The LE's status is re-acquired in the TR (LE's renewal of lobbying activities).

If the National Agency finds any grounds for monitoring after the LE's registration, the following actions shall be performed in the course of termination of the LE's status sub-process or notification of the LE's violation:

1.6. Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements) (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- NACP's EDMS SW;

- Unified State Register of Court Decisions (USRCD);

- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

The end process shall follow the outcomes of LE monitoring:

58. Notifying (informing) the LE of its monitoring results.

If it is necessary to find/report LE information, the following actions shall be performed:

1.7. Searching for information (data) on a Lobbying Entity and/or filing a report on a violation (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to search for LE information, the following event shall be completed:

67. Information (data) on LE is received for review.

If it is necessary to submit the LE's violation notice, the following event shall be completed:

60. A report on LE's violation is submitted to the TR.

After that, authorized persons of the National Agency shall start monitoring the Lobbying Entity according to sub-process 1.6 described above.

If the reporting period starts and/or an LE extract is needed, the following actions shall be performed:

1.8. Submitting reports and/or obtaining an extract on a Lobbying Entity (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW.

If it is necessary to submit the LE report, the following event shall be completed:

84. The LE's report is submitted to the TR.

If it is necessary to obtain the extract on the LE, the following event shall be completed:

89. The extract on LE is downloaded.

5.2.4.3. Sub-process 1.3. "Termination of the Lobbying Entity's Status" of the TO BE BP model

Sub-process "Termination of the Lobbying Entity's Status" (sub-process 1.3 of the general model of the TR TO BE BP) is shown in Fig. 5.5 (Annex 3, Section 6 hereof) and may include one or more scenarios and be performed as follows:

At the initiative of the LE regarding the LE's status termination.

12.2. The person's initiative to terminate the LE's status.

Which is followed by the following simultaneous actions:

13. Termination of Lobbying.

14. Informing the Client about the circumstances of the LE's status termination (under the Lobbying Services Agreement).

15. Creating an application for the termination of the LE's status and LE's signing with QES/AES:

- ICS and TR SPZD SW;

- Application for terminating the LE's status;

- Electronic application for terminating the LE's status;

or

- A scanned copy of the paper-based application for terminating the LE's status.

16. Submitting an application to the NACP for terminating the LE's status by electronic appeal (*the Lobbying Entity's status shall be deemed terminated upon the submission of such an application*):

- ICS and TR SPZD SW;

- Application for terminating the LE's status;

- Electronic application for terminating the LE's status;

or

- A scanned copy of the paper-based application for terminating the LE's status.

16.1. Transferring technical information from the LE's electronic account to the electronic account of the National Agency's authorized person in the TR SPZD SW;

16.2. Obtaining technical information in the electronic account of the National Agency's authorized person from the LE's electronic account in the TR SPZD SW;

17. Obtaining an application for terminating the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Application for terminating the LE's status;

- Electronic application for terminating the LE's status;

or

- A scanned copy of the paper-based application for terminating the LE's status.

18. Considering the application for terminating the LE's status.

Within five (5) days of the date of application receipt, the following actions shall be performed simultaneously:

19. Informing the LE of the decision to terminate the LE's status (under Part 5 and clauses 1–3, Part 2 of Article 13 of the Law):

- ICS and TR SPZD SW;

- Information letter to the LE on the termination of the LE's status.

20. Making an entry on terminating the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

20.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.

20.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.

21. LE's status in the TR is suspended:

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

20.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

20.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

20.5. Automatic display of the current LE's status (terminated) in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If necessary, after the termination of the LE's status in the TR, an individual or a legal entity may re-acquire the LE's status at his/her/its own request and as follows:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

The outcomes of the re-acquisition of the LE's status shall be followed by an end event:

47. The LE's status is re-acquired in the TR (LE's renewal of lobbying activities).

Upon the occurrence of circumstances that oblige a person to terminate the LE's status

12.1. Circumstances appeared that oblige the person to suspend the LE's status:

○ *Circumstances under which a person cannot be an LE (clauses 3–9, Part 4 of Article 10 of the Law)*

○ *Circumstances under which a person cannot be an LE (clauses 11–13, Part 4 of Article 10 of the Law)*

Within fifteen (15) days of the date when the LE became aware or should have become aware of such circumstances, the following simultaneous actions shall be performed:

13. Termination of Lobbying.

14. Informing the Client about the circumstances of the LE's status termination (under the Lobbying Services Agreement).

15. Creating an application for the termination of the LE's status and LE's signing with QES/AES:

- ICS and TR SPZD SW;

- Application for terminating the LE's status;

- Electronic application for terminating the LE's status;

or

- A scanned copy of the paper-based application for terminating the LE's status.

16. Submitting an application to the NACP for terminating the LE's status by electronic appeal (*the Lobbying Entity's status shall be deemed terminated upon the submission of such an application*):

- ICS and TR SPZD SW;

- Application for terminating the LE's status;

- Electronic application for terminating the LE's status;

or

- A scanned copy of the paper-based application for terminating the LE's status.

- 16.1. Transferring technical information from the LE's electronic account to the electronic account of the National Agency's authorized person in the TR SPZD SW;*

- 16.2. Obtaining technical information in the electronic account of the National Agency's authorized person from the LE's electronic account in the TR SPZD SW;*

17. Obtaining an application for terminating the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Application for terminating the LE's status;

- Electronic application for terminating the LE's status;

or

- A scanned copy of the paper-based application for terminating the LE's status.

18. Considering the application for terminating the LE's status.

Within five (5) days of the date of application receipt, the following actions shall be performed simultaneously:

19. Informing the LE of the decision to terminate the LE's status (under Part 5 and clauses 1–3, Part 2 of Article 13 of the Law):

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

- Information letter to the LE on the termination of the LE's status.

20. Making an entry on terminating the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

20.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.

20.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.

21. LE's status in the TR is suspended:

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

20.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

20.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

20.5. Automatic display of the LE's status (terminated) in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If necessary, after the termination of the LE's status in the TR, an individual or legal entity may re-acquire the LE's status, at his/her/its request, if the status was terminated under circumstances under which the person cannot be considered an LE and/or an intentional violation of restrictions by the LE is established:

The following actions may be performed not earlier than two (2) years upon the LE's status termination:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

The outcomes of the re-acquisition of the LE's status shall be followed by an end event:

47. The LE's status is re-acquired in the TR (LE's renewal of lobbying activities).

Obtaining information from the National Agency's authorized person that may indicate the existence of grounds for terminating the LE's status

22. Obtaining information that may indicate the existence of grounds for terminating the LE's status:

- Notification (information) that may indicate the existence of grounds for terminating the LE's status.

The following actions shall be performed within thirty (30) days of receipt of the information:

23. Review and verification of the information received:

- Notification (information) that may indicate the existence of grounds for terminating the LE's status.
 - ICS and TR SPZD SW;
- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

In case of confirmation of the death of an individual – LE, its declaration as dead or missing

or

In case of confirmation of the termination of a legal entity – Lobbying Entity

The following actions shall be taken no later than five (5) days following the completion of the information verification:

25. Decision to make an entry in the Transparency Register on the termination of the LE's status (beyond the TR)

- Decision to make an entry on the termination of the LE's status;
 - NACP's EDMS SW.

19. Informing the LE of the decision to terminate the LE's status (under Part 5 and clauses 1–3, Part 2 of Article 13 of the Law):

- ICS and TR SPZD SW;
- Information letter to the LE on the termination of the LE's status.

20. Making an entry on terminating the LE's status in the Transparency Register:

- ICS and TR SPZD SW;
- Electronic card of an individual – Lobbying Entity (Ukrainian/English);
 - or
- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

20.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.

20.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.

21. LE's status in the TR is suspended:

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

20.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

20.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

20.5. Automatic display of the LE's status (terminated) in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If necessary, after the termination of the LE's status in the TR, an individual or legal entity may re-acquire the LE's status, at his/her/its request, if the status was terminated in the circumstances under which a person cannot be considered an LE and/or an intentional violation of restrictions by the LE is established:

The following actions may be performed not earlier than two (2) years upon the LE's status termination (not at its own request):

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

The outcomes of the re-acquisition of the LE's status shall be followed by an end event:

47. The LE's status is re-acquired in the TR (LE's renewal of lobbying activities).

If the NACP or the court finds circumstances that indicate the LE's deliberate violation of restrictions (Article 12 of the Law)

or

If the NACP or the court finds circumstances under which a person cannot be deemed an LE (clause 4, Article 10 of the Law)

the following actions shall be performed:

24. Giving LE the right to provide explanations

- Notification (letter) to the LE with a request for explanations (with a specified deadline);
- Notification (letter) with LE's explanations;
 - ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR).

If the monitoring is not required, the following actions shall be performed:

The following actions shall be taken no later than five (5) days following the completion of the information verification:

25. Decision to make an entry in the Transparency Register on the termination of the LE's status (beyond the TR)

- Decision to make an entry on the termination of the LE's status;
 - NACP's EDMS SW.

19. Informing the LE of the decision to terminate the LE's status (under Part 5 and clauses 1–3, Part 2 of Article 13 of the Law):

- ICS and TR SPZD SW;
- Information letter to the LE on the termination of the LE's status.

20. Making an entry on terminating the LE's status in the Transparency Register:

- ICS and TR SPZD SW;
- Electronic card of an individual – Lobbying Entity (Ukrainian/English);
 - or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

20.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.

20.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.

21. LE's status in the TR is suspended:

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);
 - or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

20.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

20.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

20.5. Automatic display of the LE's status (terminated) in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);
or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If necessary, after the termination of the LE's status in the TR, an individual or legal entity may re-acquire the LE's status, at his/her/its request, if the status was terminated in the circumstances under which a person cannot be considered an LE and/or an intentional violation of restrictions by the LE is established:

The following actions may be performed not earlier than two (2) years upon the LE's status termination (not at its own request):

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

The outcomes of the re-acquisition of the LE's status shall be followed by an end event:

47. The LE's status is re-acquired in the TR (LE's renewal of lobbying activities).

If the monitoring is required, the following actions shall be performed:

1.6. Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements) (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- NACP's EDMS SW;

- Unified State Register of Court Decisions (USRCD);

- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

The end process shall follow the outcomes of LE monitoring:

58. Notifying (informing) the LE of its monitoring results.

5.2.4.4.Sub-process 1.4. “Suspending the Status of a Lobbying Entity” of the TO BE BP model

Sub-process “Suspending the Status of a Lobbying Entity” (under sub-process 1.4 of the general model of the TR TO BE BP) is shown in Fig. 5.6 (Annex 4, Section 6 hereof) and may include one or more scenarios and be performed as follows:

At the initiative of the LE’s person regarding the LE’s status suspension

26.2. The person’s initiative to suspend the LE’s status.

Which is followed by the following simultaneous actions:

27. Suspension of Lobbying.

28. Informing the Client about the circumstances of the LE’s status suspension (under the Lobbying Services Agreement).

29. Creating an application for the suspension of the LE’s status and LE’s signing with QES/AES:

- ICS and TR SPZD SW;

- Application for suspending the LE’s status;

- Electronic application for suspending the LE’s status;

or

- A scanned copy of the paper-based application for suspending the LE’s status.

30. Submitting an application to the NACP for suspending the LE’s status by electronic appeal (*the Lobbying Entity’s status shall be deemed suspended upon the submission of such an application*):

- ICS and TR SPZD SW;

- Application for suspending the LE’s status;

- Electronic application for suspending the LE’s status;

or

- A scanned copy of the paper-based application for suspending the LE’s status.

30.1. Transferring technical information from the LE’s electronic account to the electronic account of the National Agency’s authorized person in the TR SPZD SW;

30.2. Obtaining technical information in the electronic account of the National Agency’s authorized person from the LE’s electronic account in the TR SPZD SW;

31. Obtaining an application for suspending the LE’s status in the Transparency Register:

- ICS and TR SPZD SW;

- Application for suspending the LE's status;
- Electronic application for suspending the LE's status;

or

- A scanned copy of the paper-based application for suspending the LE's status.
32. Considering the application for suspending the LE's status.

Within five (5) days of the date of application receipt, the following actions shall be performed simultaneously:

33. Informing the LE of the decision to suspend the LE's status (under Part 5 and clauses 1-3, Part 2 of Article 13 of the Law):

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- Informational letter to LE on the suspension of the LE's status;

34. Making an entry on suspending the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

34.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.

34.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.

35. LE's status in the TR is suspended:

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

34.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

34.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

34.5. Automatic display of the current LE's status (terminated) in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If necessary, after the suspension of the LE's status in the TR, an individual or a legal entity may renew the LE's status at his/her/its own request and as follows:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR).

The outcomes of the renewal of the LE's status shall be followed by an end event:

47. The LE's status is renewed in the TR (LE's renewal of lobbying activities).

Upon the occurrence of circumstances that oblige a person to terminate the LE's status

26.1. Circumstances have arisen that oblige the person to terminate the LE's status:

- o *Circumstances under which a person cannot be an LE (clauses 1 and 2, Part 4 of Article 10 of the Law)*
- o *Circumstances under which a person cannot be an LE (clauses 10 and 14, Part 4 of Article 10 of the Law)*

Within fifteen (15) days of the date when the LE became aware or should have become aware of such circumstances, the following simultaneous actions shall be performed:

27. Suspension of Lobbying.

28. Informing the Client about the circumstances of the LE's status suspension (under the Lobbying Services Agreement).

29. Creating an application for the suspension of the LE's status and LE's signing with QES/AES:

- ICS and TR SPZD SW;
- Application for suspending the LE's status;
- Electronic application for suspending the LE's status;

or

- A scanned copy of the paper-based application for suspending the LE's status.

30. Submitting an application to the NACP for suspending the LE's status by electronic appeal (*the Lobbying Entity's status shall be deemed suspended upon the submission of such an application*):

- ICS and TR SPZD SW;
- Application for suspending the LE's status;
- Electronic application for suspending the LE's status;

or

- A scanned copy of the paper-based application for suspending the LE's status.

30.1. Transferring technical information from the LE's electronic account to the electronic account of the National Agency's authorized person in the TR SPZD SW;

30.2. Obtaining technical information in the electronic account of the National Agency's authorized person from the LE's electronic account in the TR SPZD SW;

31. Obtaining an application for suspending the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Application for suspending the LE's status;

- Electronic application for suspending the LE's status;

or

- A scanned copy of the paper-based application for suspending the LE's status.

32. Considering the application for suspending the LE's status.

Within five (5) days of the date of application receipt, the following actions shall be performed simultaneously:

33. Informing the LE of the decision to suspend the LE's status (under Part 5 and clauses 1-3, Part 2 of Article 13 of the Law):

- ICS and TR SPZD SW;

- Informational letter to LE on the suspension of the LE's status;

34. Making an entry on suspending the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

34.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.

34.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.

35. LE's status in the TR is suspended:

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

34.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

34.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

34.5. Automatic display of the LE's status (terminated) in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);
or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If necessary, after the suspension of the LE's status in the TR, an individual or a legal entity may renew the LE's status at his/her/its own request and as follows:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

The outcomes of the renewal of the LE's status shall be followed by an end event:

47. The LE's status is renewed in the TR (LE's renewal of lobbying activities).

Imposition of an administrative penalty on LE in the form of a ban on lobbying

36. Imposition of an administrative penalty on LE in the form of a ban on lobbying:

- Court decision on administrative penalty (indicating the deadline)

33. Informing the LE of the decision approved to suspend the LE's status (under Part 5 and clauses 1-3, Part 2 of Article 13 of the Law):

- ICS and TR SPZD SW;

- Informational letter to LE on the suspension of the LE's status;

34. Making an entry on suspending the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

34.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.

34.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.

35. LE's status in the TR is suspended:

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

34.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

34.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

34.5. Automatic display of the LE's status (terminated) in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If necessary, after the suspension of the LE's status in the TR, an individual or a legal entity may renew the LE's status at his/her/its own request and as follows:

1.5. Renewal or re-acquisition of the Lobbying Entity's status (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR).

The outcomes of the renewal of the LE's status shall be followed by an end event:

47. The LE's status is renewed in the TR (LE's renewal of lobbying activities).

5.2.4.5. Sub-process 1.5. “Renewal or Re-acquisition of the Lobbying Entity's Status” of the TO BE BP model

Sub-process “Renewal or Re-acquisition of the Lobbying Entity's Status” (sub-process 1.5 of the general model of the TR TO BE BP) is shown in Fig. 5.7 (Annex 5, Section 6 hereof) and may include one or more scenarios and be performed as follows:

At the initiative of the Lobbying Entity regarding the renewal or re-acquisition of the LE's status

37. Initiative of a person to renew or re-acquire the LE's status.

If the status is re-acquired at the LE's request when the termination of the status was on their own initiative, the following actions shall be performed:

38. Elimination of the grounds based on which the application for terminating the LE's status was submitted.

41. Creating an application for re-acquiring the LE's status and LE's signing with QES/AES:

- Application for re-acquiring the LE's status

or

A scanned copy of the paper-based application for re-acquiring the LE's status
42. Submitting an application to the NACP for re-acquiring the LE's status through an electronic request:

- ICS and TR SPZD SW;

- Electronic application for re-acquiring the LE's status

or

A scanned copy of the paper-based application for re-acquiring the LE's status
42.1. Transferring technical information from the LE's electronic account to the electronic account of the National Agency's authorized person in the TR SPZD SW;

42.2. Obtaining technical information in the electronic account of the National Agency's authorized person from the LE's electronic account in the TR SPZD SW;

43. Obtaining an application for re-acquiring the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Electronic application for re-acquiring the LE's status

or

A scanned copy of the paper-based application for re-acquiring the LE's status
The following actions shall be performed within thirty (30) days of the application receipt:

44. Considering the application for re-acquiring the LE's status:

- Electronic application for re-acquiring the LE's status

or

A scanned copy of the paper-based application for re-acquiring the LE's status

45. Informing the LE on the re-acquisition of the LE's status:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- Information letter to LE on the re-acquisition of the LE's status.

46. Making an entry in the Transparency Register on renewing/re-acquiring the LE's status

- ICS and TR SPZD SW;

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

46.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.

46.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.

47. LE's status in the TR is re-acquired:

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

46.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

46.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

46.5. Automatic display of the current LE's status (re-acquired) in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If the status is renewed at the LE's request when the suspension of the status was on their own initiative, the following actions shall be performed:

39. Elimination of the grounds based on which the application for suspending the LE's status was submitted.

41. Creating an application for updating the LE's status and LE's signing with QES/AES:

- Application for suspending the LE's status

or

A scanned copy of the paper-based application for renewing the LE's status

42. Sending an electronic application for renewing the LE's status to the NACP:

- ICS and TR SPZD SW;

- Electronic application for renewing the LE's status

or

A scanned copy of the paper-based application for renewing the LE's status

42.1. Transferring technical information from the LE's electronic account to the electronic account of the National Agency's authorized person in the TR SPZD SW;

42.2. Obtaining technical information in the electronic account of the National Agency's authorized person from the LE's electronic account in the TR SPZD SW;

43. Obtaining an application for renewing the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Electronic application for renewing the LE's status

or

A scanned copy of the paper-based application for renewing the LE's status

The following actions shall be performed within five (5) days of the application receipt:

45. Informing the LE on the renewal of the LE's status:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- Informational letter to the LE on the renewal of the LE's status.

46. Making an entry on renewing the LE's status into the Transparency Register

- ICS and TR SPZD SW;

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

46.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.

46.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.

47. LE's status in the TR is renewed:

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

46.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

46.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

46.5. Automatic display of the current LE's status (renewed) in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If the status is re-acquired at the LE's request and if the status was terminated under circumstances when a person cannot be considered an LE and/or the deliberate violation of restrictions by the LE is found, the following sequence of actions shall be performed:

40. Elimination of the grounds established by the NACP or a court
Not earlier than 2 (two) years upon the LE's status termination

41. Drafting an application for renewing/re-acquiring the LE's status and signing using the LE's QES/AES

- Application for re-acquiring the LE's status
or

A scanned copy of the paper-based application for re-acquiring the LE's status

42. Submitting an application to the NACP for re-acquiring the LE's status through an electronic request:

- ICS and TR SPZD SW;

- Electronic application for re-acquiring the LE's status
or

A scanned copy of the paper-based application for re-acquiring the LE's status

42.1. Transferring technical information from the LE's electronic account to the electronic account of the National Agency's authorized person in the TR SPZD SW;

42.2. Obtaining technical information in the electronic account of the National Agency's authorized person from the LE's electronic account in the TR SPZD SW;

43. Obtaining an application for re-acquiring the LE's status in the Transparency Register:

- ICS and TR SPZD SW;

- Electronic application for re-acquiring the LE's status
or

A scanned copy of the paper-based application for re-acquiring the LE's status

The following actions shall be performed within thirty (30) days of the application receipt:

44. Considering the application for re-acquiring the LE's status:

- Electronic application for re-acquiring the LE's status
or

A scanned copy of the paper-based application for re-acquiring the LE's status

45. Informing the LE on the re-acquisition of the LE's status:
- ICS and TR SPZD SW;
 - LE's email (duplication of messages from the TR);
 - Information letter to LE on the re-acquisition of the LE's status.
46. Making an entry in the Transparency Register on renewing/re-acquiring the LE's status
- ICS and TR SPZD SW;
 - Electronic card of an individual – Lobbying Entity (Ukrainian/English);
 - or
 - Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);
- 46.1. Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.*
- 46.2. Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.*
47. LE's status in the TR is re-acquired:
- Electronic card of an individual – Lobbying Entity (Ukrainian/English);
 - or
 - Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);
- 46.3. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).*
- 46.4. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);*
- 46.5. Automatic display of the current LE's status (re-acquired) in the TR:
- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);
 - or
 - Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

Upon the expiration of the LE's ban on lobbying

48. Expiration of the ban on lobbying (administrative penalty):
- Court decision on administrative penalty (indicating the deadline);
49. Receiving automatic notification of the expiration of the administrative penalty and renewal of the LE's status by the National Agency's authorized person:
- System message about the expiration of the administrative penalty

The following actions shall be performed within five (5) days following the relevant ban's expiration:

45. Informing the LE on the renewal of the LE's status:
 - ICS and TR SPZD SW;
 - LE's email (duplication of messages from the TR);
 - Informational letter to the LE on the renewal of the LE's status.
46. Making an entry on renewing the LE's status into the Transparency Register
 - ICS and TR SPZD SW;
 - Electronic card of an individual – Lobbying Entity (Ukrainian/English);
or
 - Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);
 - 46.1. *Transferring technical information from the electronic account of the National Agency's authorized person to the LE's electronic account in the TR SPZD SW.*
 - 46.2. *Obtaining technical information in the LE's electronic account from the electronic account of the National Agency's authorized person in the TR SPZD SW.*
47. LE's status in the TR is renewed:
 - Electronic card of an individual – Lobbying Entity (Ukrainian/English);
or
 - Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);
 - 46.3. *Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).*
 - 46.4. *Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);*
- 46.5. Automatic display of the current LE's status (renewed) in the TR:
 - Public electronic card of an individual – Lobbying Entity (Ukrainian/English);
or
 - Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

5.2.4.6.Sub-process 1.6. “Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements)” of the TO BE Business Process model

“Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements)” (sub-process 1.6 of the general model of the TR TO BE BP) is shown in Fig. 5.8 (Annex 6, Section 6 hereof) and shall be performed as follows:

50. The grounds for starting LE monitoring are identified:

Informational letter/notification/collection of information
on the grounds for starting LE monitoring

- ICS and TR SPZD SW;
- NACP's EDMS SW;

The grounds for starting the monitoring by the National Agency's authorized person may include:

- *If inconsistencies are detected during the automated verification in the Transparency Register;*
- *In case of receipt of information from the Object of Lobbying or any individuals and legal entities containing information on non-compliance of the LE's activities;*
- *In case of receipt of information from the media and other open sources containing information about the non-compliance of the LE's activities.*

According to Article 18 of the Law, the National Agency shall be authorized to carry out monitoring based on information received from the Object of Lobbying, individuals and legal entities, as well as from the media and other open sources, which contain information on the Lobbying Entity's non-compliance with the Law.

Relevant information may be submitted both in writing and electronically to the NACP's official email or mailing address.

51. Notifying (informing) the LE on the start of monitoring of compliance with the requirements of the legislation on lobbying:

- Informational letter to LE on the start of monitoring;
- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR);

52. Monitoring by the authorized person of the National Agency:

- ICS and TR SPZD SW;
- Unified State Register of Court Decisions (USRCD);
- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

The procedure for such monitoring will be developed by the National Agency after the TR launch.

If non-compliance is found in the information about the LE, the following actions shall be performed:

53. Notifying the LE about such non-compliance and proposing its elimination:

- Informational letter to LE on discrepancies in the information;

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

Within 10 (ten) business days after the receipt of the notice, the following actions shall be performed:

If the LE does not eliminate the identified non-compliance within the specified period:

54. Taking measures to bring perpetrators to justice under the law and sending a report on administrative offenses to the court (beyond the TR):

- Protocol on the administrative offense;

- NACP's EDMS SW.

If the LE eliminates the identified non-compliance within the specified period:

The following actions shall be performed within five (5) days following the monitoring:

56. Notifying the LE of monitoring results:

- ICS and TR SPZD SW;

- LE's email (duplication of messages from the TR);

- Informational letter to LE on the monitoring results;

57. Making an entry on the results of LE monitoring in the Transparency Register:

- ICS and TR SPZD SW;

- Electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

58. Notifying (informing) the LE of its monitoring results.

57.1. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

57.2. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

57.3. Automatic display of the updated LE's status in the TR following the monitoring:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

5.2.4.7.Sub-process 1.7. “Searching for information (data) on a Lobbying Entity and/or filing a report on violation” of the TO BE Business Process model.

Sub-process “Searching for information (data) on a Lobbying Entity and/or filing a report on violation” (sub-process 1.7 of the general model of the TR TO BE BP) is shown in Fig. 5.9 (Annex 7, Section 6 hereof) and may include one or more scenarios and be performed as follows:

In the presence of information that may contain grounds for an LE’s violation by any person (external user) in the public part of the TR SPZD SW

59. Information is available that may contain grounds to suspect LE’s violation of legislation on lobbying

In case of hard copy notification (letter, appeal), the following end event shall be performed:

60. A report on LE’s violation is submitted to the TR.

If a digital notice (letter, appeal) is executed, the following actions shall be performed:

61. Drafting a digital TR notification

The notification may include the following information:

- *Notification with information that may indicate the existence of grounds for terminating the LE’s status.*
- *Notification with information that may contain grounds for starting LE monitoring.*

62. Submission of a digital notification to the TR:

- Notification (information) that may indicate the existence of grounds for terminating the LE’s status.
- Notification with information that may contain grounds for starting LE monitoring.

60. A report on LE’s violation is submitted to the TR.

62.1. Transferring technical information from the electronic account of the National Agency’s authorized person to the LE’s electronic account in the TR SPZD SW.

62.2. Obtaining technical information in the LE’s electronic account from the electronic account of the National Agency’s authorized person in the TR SPZD SW.

The National Agency’s authorized person shall perform the following actions:

1.6. Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements) (a collapsed sub-process described separately).

The relevant sub-process shall use the following objects:

- ICS and TR SPZD SW;
- LE's email (duplication of messages from the TR);
- NACP's EDMS SW;
- Unified State Register of Court Decisions (USRCD);
- External ICS of State registers and databases available to the NACP (NACP will identify a list of relevant ICS later).

The end process shall follow the outcomes of LE monitoring:

58. Notifying (informing) the LE of its monitoring results.

If any person (external user) needs to search for information on LE in the public part of the TR SPZD SW

63. The need to search for information on LE.

When searching by registration data, the following actions shall be performed:

64. Entering the type of LE register data that is available for viewing (Article 11 of the Law, except for information under clause 13 of Article 5 of the Law)

66. Reviewing the current information on the LE, the LE's status and the status of the LE's reporting (Classified Information is excluded)

- ICS and TR SPZD SW;
- Information on the LE (with public information).

67. Information (data) on LE is received for review.

When searching by a unique extract identifier, the following actions shall be performed:

65. Entering the LE's unique extract identifier (under Section 6 of the TR Regulations).

66. Reviewing the current information on the LE, the LE's status and the status of the LE's reporting (Classified Information is excluded)

- ICS and TR SPZD SW;
- Information on the LE (with public information).

67. Information (data) on LE is received for review.

If the National Agency's authorized person is required to search for information on LE in the restricted part of the SPZD SW

68. The need to search for information on LE.

When searching by registration data, the following actions shall be performed:

69. Entering the type of LE registration data (Article 11 and clause 13 of Article 5 of the Law)

71. Reviewing the current LE information, LE's status, and LE reporting status (including Classified Information):

- ICS and TR SPZD SW;

- Information on the LE (with complete data)

67. Information (data) on LE is received for review.

When searching by a unique extract identifier, the following actions shall be performed:

70. Entering the LE's unique extract identifier (under Section 6 of the TR Regulations).

71. Reviewing the current LE information, LE's status, and LE reporting status (including Classified Information):

- ICS and TR SPZD SW;

- Information on the LE (with complete data)

67. Information (data) on LE is received for review.

5.2.4.8.Sub-process 1.8. “Submitting Reports and/or Obtaining an Extract on the Lobbying Entity” of the TO BE Business Process model

The sub-process of “Submitting Reports and/or Obtaining an Extract on the Lobbying Entity” (under sub-process 1.8 of the general model of the TR TO BE BP) is shown in Fig. 5.10 (Annex 8, Section 6 hereof) and may include one or more scenarios and be performed as follows:

If it is necessary to submit an extract from the LE in the TR SPZD SW

72. The need to submit reports after six months:

- ICS and TR SPZD SW;

The LE's reporting shall be submitted similarly, only the reporting period is changed:

- *For the first six months — by July 31 (inclusive) of the reporting year*
- *For the second six months — by January 31 (inclusive) of the year following the reporting year*

73. Filling out the identifying data of the Lobbying Entity

If an individual Lobbying Entity submits a report, the following actions shall be performed:

73.1. Entering the last name, first name, patronymic (if any)

73.2. Entering date, month and birth year

73.3. Entering the registration number of the taxpayer's record card (if any) or series (if any), and number of the identification document, and the unique record number in the Register

73.4. Entering the address of the declared and/or registered place of residence (stay)

If Lobbying is carried out in the Beneficiary's Commercial Interests without a Lobbying Agreement, the following shall be done:

74. Filling out background information about the Beneficiary

74.2. Entering the Beneficiary's last name, first name, patronymic (if any)

74.3. Entering the registration number of the taxpayer's record card (if any) or series (if any) and the number of the Beneficiary's identity document, and the unique record number in the Register

76. Indication of the Subject Matter of Lobbying/Object of Lobbying by lobbying fields

77. Indication of the date of conclusion, term of validity and price of each lobbying contract (within the scope specified by the Law)

78. Indication of the amount of funds received by the LE during the reporting period from the Client under each lobbying contract (in the scope specified by the Law)

If Lobbying is carried out in the LE's or Beneficiary's Commercial Interests without a Lobbying Agreement, the following shall be done:

79. Indication of the amount of funds spent by the LE during the reporting period in each field of Lobbying, with a list of Lobbying Entities (in the ranges stipulated by the Law)

80. Indication of meetings and communication with the Object of Lobbying when Lobbying was carried out.

It refers to the Object of Lobbying having responsible or particularly responsible status in the meaning of the Law of Ukraine "On Prevention of Corruption".

81. Indication of the amount of contributions made in support of political parties/contributions to election funds

82. Indication of political parties / their local organizations, amount, type of each contribution and date of its payment

83. Saving the information, LE's signing with a QES/AES and submitting an electronic report to the TR:

- ICS and TR SPZD SW;

- LE's electronic report for the first six months of the year;

or

- LE's electronic report for the second six months of the year;

Which is followed by the following simultaneous actions:

84. The LE's report is submitted to the TR.

83.1. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

83.2. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

83.3. Automatic display of updated information on LE in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

If Lobbying is carried out in the Beneficiary's Commercial Interests under a Lobbying Agreement, the following shall be done:

75. Filling in the Client's identifying data or another Beneficiary's data

75.8. Entering the Client's/Beneficiary's last name, first name, patronymic (if any)

75.9. Entering the Client's/Beneficiary's last name, first name, patronymic (if any)

75.10. Entering the registration number of the taxpayer's record card (if any) or series (if any) and the number of the Client's/Beneficiary's identity document and unique record number in the Register

75.11. Entering the Client's/Beneficiary's address of the declared and/or registered place of residence (stay)

76. Indication of the Subject Matter of Lobbying/Object of Lobbying by lobbying fields

77. Indication of the date of conclusion, term of validity and price of each lobbying contract (within the scope specified by the Law)

78. Indication of the amount of funds received by the LE during the reporting period from the Client under each lobbying contract (in the scope specified by the Law)

If Lobbying is carried out in the LE's or Beneficiary's Commercial Interests without a Lobbying Agreement, the following shall be done:

79. Indication of the amount of funds spent by the LE during the reporting period in each field of Lobbying, with a list of Lobbying Entities (in the ranges stipulated by the Law)

80. Indication of meetings and communication with the Object of Lobbying when Lobbying was carried out.

It refers to the Object of Lobbying having responsible or particularly responsible status in the meaning of the Law of Ukraine “On Prevention of Corruption”.

81. Indication of the amount of contributions made in support of political parties/contributions to election funds

82. Indication of political parties / their local organizations, amount, type of each contribution and date of its payment

83. Saving the information, LE’s signing with a QES/AES and submitting an electronic report to the TR:

- ICS and TR SPZD SW;

- LE’s electronic report for the first six months of the year;

or

- LE’s electronic report for the second six months of the year;

Which is followed by the following simultaneous actions:

84. The LE’s report is submitted to the TR.

83.1. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

83.2. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

83.3. Automatic display of updated information on LE in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);

If a legal entity – Lobbying Entity submits a report, the following actions shall be performed:

73.5. Entering the name of the legal entity

73.6. Entering the legal form of a legal entity

73.7. Entering the tax number according to the Unified State Register of Enterprises and Organizations of Ukraine (if any)

73.8. Entering the location of the legal entity

If Lobbying is carried out in the Beneficiary’s Commercial Interests without a Lobbying Agreement in respect of a legal entity, the following shall be done:

74. Filling out background information about the Beneficiary

74.4. Entering the name of the Beneficiary’s legal entity

74.5. Entering the legal form of the Beneficiary’s legal entity

The following actions shall be performed if additional information is available:

74.6. Entering the Beneficiary's tax number according to the Unified State Register of Enterprises and Organizations of Ukraine (if any)

If there is no additional information or additional information has already been entered, the following actions shall be performed:

74.7. Entering the location of the Beneficiary's legal entity

76. Indication of the Subject Matter of Lobbying/Object of Lobbying by lobbying fields

77. Indication of the date of conclusion, term of validity and price of each lobbying contract (within the scope specified by the Law)

78. Indication of the amount of funds received by the LE during the reporting period from the Client under each lobbying contract (in the scope specified by the Law)

If Lobbying is carried out in the LE's or Beneficiary's Commercial Interests without a Lobbying Agreement, the following shall be done:

79. Indication of the amount of funds spent by the LE during the reporting period in each field of Lobbying, with a list of Lobbying Entities (in the ranges stipulated by the Law)

80. Indication of meetings and communication with the Object of Lobbying when Lobbying was carried out.

It refers to the Object of Lobbying having responsible or particularly responsible status in the meaning of the Law of Ukraine "On Prevention of Corruption".

81. Indication of the amount of contributions made in support of political parties/contributions to election funds

82. Indication of political parties / their local organizations, amount, type of each contribution and date of its payment

83. Saving the information, LE's signing with a QES/AES and submitting an electronic report to the TR:

- ICS and TR SPZD SW;

- LE's electronic report for the first six months of the year;

or

- LE's electronic report for the second six months of the year;

Which is followed by the following simultaneous actions:

84. The LE's report is submitted to the TR.

83.1. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

83.2. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

83.3. Automatic display of updated information on LE in the TR:

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If Lobbying is carried out in the Beneficiary's Commercial Interests under a Lobbying Agreement in respect of a legal entity, the following shall be done:

75. Filling in the Client's identifying data or another Beneficiary's data

75.1. Entering the name of the Client's legal entity/legal entity's Beneficiary

75.2. Entering the legal form of the Client's legal entity/legal entity's Beneficiary

75.3. Entering the location of the Client's legal entity/legal entity's Beneficiary

The following actions shall be performed if additional information is available:

75.4. Entering the tax number according to the Unified State Register of Enterprises and Organizations of Ukraine (EDRPOU) (if any) of the legal entity's Client/Beneficiary

75.5. Entering phone number or other technical means of electronic communication, email (if any) of the legal entity's Client/Beneficiary

75.6. Entering the website (if any) of the legal entity's Client/Beneficiary

If there is no additional information or additional information has already been entered, the following actions shall be performed:

75.7. Entering the last name, first name, patronymic (if any) of the manager of the legal entity's Client/Beneficiary

76. Indication of the Subject Matter of Lobbying/Object of Lobbying by lobbying fields

77. Indication of the date of conclusion, term of validity and price of each lobbying contract (within the scope specified by the Law)

78. Indication of the amount of funds received by the LE during the reporting period from the Client under each lobbying contract (in the scope specified by the Law)

If Lobbying is carried out in the LE's or Beneficiary's Commercial Interests without a Lobbying Agreement, the following shall be done:

79. Indication of the amount of funds spent by the LE during the reporting period in each field of Lobbying, with a list of Lobbying Entities (in the ranges stipulated by the Law)

80. Indication of meetings and communication with the Object of Lobbying when Lobbying was carried out.

It refers to the Object of Lobbying having responsible or particularly responsible status in the meaning of the Law of Ukraine "On Prevention of Corruption".

81. Indication of the amount of contributions made in support of political parties/contributions to election funds

82. Indication of political parties / their local organizations, amount, type of each contribution and date of its payment

83. Saving the information, LE's signing with a QES/AES and submitting an electronic report to the TR:

- ICS and TR SPZD SW;

- LE's electronic report for the first six months of the year;

or

- LE's electronic report for the second six months of the year;

Which is followed by the following simultaneous actions:

84. The LE's report is submitted to the TR.

83.1. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

83.2. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

83.3. Automatic display of updated information on LE in the TR:

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If Lobbying is carried out in the Beneficiary's Commercial Interests without a Lobbying Agreement in respect of a foreign state, the following shall be done:

74.1. Entering the name of the Beneficiary/name of the person representing the interests

76. Indication of the Subject Matter of Lobbying/Object of Lobbying by lobbying fields

77. Indication of the date of conclusion, term of validity and price of each lobbying contract (within the scope specified by the Law)

78. Indication of the amount of funds received by the LE during the reporting period from the Client under each lobbying contract (in the scope specified by the Law)

If Lobbying is carried out in the LE's or Beneficiary's Commercial Interests without a Lobbying Agreement, the following shall be done:

79. Indication of the amount of funds spent by the LE during the reporting period in each field of Lobbying, with a list of Lobbying Entities (in the ranges stipulated by the Law)

80. Indication of meetings and communication with the Object of Lobbying when Lobbying was carried out.

It refers to the Object of Lobbying having responsible or particularly responsible status in the meaning of the Law of Ukraine "On Prevention of Corruption".

81. Indication of the amount of contributions made in support of political parties/contributions to election funds

82. Indication of political parties / their local organizations, amount, type of each contribution and date of its payment

83. Saving the information, LE's signing with a QES/AES and submitting an electronic report to the TR:

- ICS and TR SPZD SW;

- LE's electronic report for the first six months of the year;

or

- LE's electronic report for the second six months of the year;

Which is followed by the following simultaneous actions:

84. The LE's report is submitted to the TR.

83.1. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

83.2. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

83.3. Automatic display of updated information on LE in the TR:

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If Lobbying is carried out in the Beneficiary's Commercial Interests under a Lobbying Agreement in respect of a foreign state, the following shall be done:

75. Filling in the Client's identifying data or another Beneficiary's data

75.12. Entering the Client's/Beneficiary's name

76. Indication of the Subject Matter of Lobbying/Object of Lobbying by lobbying fields

77. Indication of the date of conclusion, term of validity and price of each lobbying contract (within the scope specified by the Law)

78. Indication of the amount of funds received by the LE during the reporting period from the Client under each lobbying contract (in the scope specified by the Law)

If Lobbying is carried out in the LE's or Beneficiary's Commercial Interests without a Lobbying Agreement, the following shall be done:

79. Indication of the amount of funds spent by the LE during the reporting period in each field of Lobbying, with a list of Lobbying Entities (in the ranges stipulated by the Law)

80. Indication of meetings and communication with the Object of Lobbying when Lobbying was carried out.

It refers to the Object of Lobbying having responsible or particularly responsible status in the meaning of the Law of Ukraine “On Prevention of Corruption”.

81. Indication of the amount of contributions made in support of political parties/contributions to election funds

82. Indication of political parties / their local organizations, amount, type of each contribution and date of its payment

83. Saving the information, LE’s signing with a QES/AES and submitting an electronic report to the TR:

- ICS and TR SPZD SW;

- LE’s electronic report for the first six months of the year;

or

- LE’s electronic report for the second six months of the year;

Which is followed by the following simultaneous actions:

84. The LE’s report is submitted to the TR.

83.1. *Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).*

83.2. *Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);*

83.3. Automatic display of updated information on LE in the TR:

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If Lobbying is carried out in the Beneficiary’s Commercial Interests without a Lobbying Agreement but in respect of a group of persons (legal entity, individual and/or foreign state), the following shall be done:

74. Filling out background information about the Beneficiary

74.8. Entering the relevant information under clauses 82.1–82.7 of this sub-process.

76. Indication of the Subject Matter of Lobbying/Object of Lobbying by lobbying fields

77. Indication of the date of conclusion, term of validity and price of each lobbying contract (within the scope specified by the Law)

78. Indication of the amount of funds received by the LE during the reporting period from the Client under each lobbying contract (in the scope specified by the Law)

If Lobbying is carried out in the LE’s or Beneficiary’s Commercial Interests without a Lobbying Agreement, the following shall be done:

79. Indication of the amount of funds spent by the LE during the reporting period in each field of Lobbying, with a list of Lobbying Entities (in the ranges stipulated by the Law)

80. Indication of meetings and communication with the Object of Lobbying when Lobbying was carried out.

It refers to the Object of Lobbying having responsible or particularly responsible status in the meaning of the Law of Ukraine “On Prevention of Corruption”.

81. Indication of the amount of contributions made in support of political parties/contributions to election funds

82. Indication of political parties / their local organizations, amount, type of each contribution and date of its payment

83. Saving the information, LE’s signing with a QES/AES and submitting an electronic report to the TR:

- ICS and TR SPZD SW;

- LE’s electronic report for the first six months of the year;

or

- LE’s electronic report for the second six months of the year;

Which is followed by the following simultaneous actions:

84. The LE’s report is submitted to the TR.

83.1. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

83.2. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

83.3. Automatic display of updated information on LE in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);
and/or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If Lobbying is carried out in the Beneficiary’s Commercial Interests under a Lobbying Agreement but in respect of a group of persons (legal entity, individual and/or foreign state), the following shall be done:

75. Filling in the Client’s identifying data or another Beneficiary’s data

75.13. Entering the relevant information under clauses 83.1–83.12 of this sub-process.

76. Indication of the Subject Matter of Lobbying/Object of Lobbying by lobbying fields

77. Indication of the date of conclusion, term of validity and price of each lobbying contract (within the scope specified by the Law)

78. Indication of the amount of funds received by the LE during the reporting period from the Client under each lobbying contract (in the scope specified by the Law)

If Lobbying is carried out in the LE's or Beneficiary's Commercial Interests without a Lobbying Agreement, the following shall be done:

79. Indication of the amount of funds spent by the LE during the reporting period in each field of Lobbying, with a list of Lobbying Entities (in the ranges stipulated by the Law)

80. Indication of meetings and communication with the Object of Lobbying when Lobbying was carried out.

It refers to the Object of Lobbying having responsible or particularly responsible status in the meaning of the Law of Ukraine "On Prevention of Corruption".

81. Indication of the amount of contributions made in support of political parties/contributions to election funds

82. Indication of political parties / their local organizations, amount, type of each contribution and date of its payment

83. Saving the information, LE's signing with a QES/AES and submitting an electronic report to the TR:

- ICS and TR SPZD SW;

- LE's electronic report for the first six months of the year;

or

- LE's electronic report for the second six months of the year;

Which is followed by the following simultaneous actions:

84. The LE's report is submitted to the TR.

83.1. Transferring technical information from the restricted part to the public part of the TR SPZD SW (data synchronization).

83.2. Obtaining technical information in the public part from the restricted part of the TR SPZD SW (data synchronization);

83.3. Automatic display of updated information on LE in the TR:

- Public electronic card of an individual – Lobbying Entity (Ukrainian/English);
and/or

- Public electronic card of a legal entity – Lobbying Entity (Ukrainian/English);

If it is necessary to obtain an extract from the LE in the TR SPZD SW

85. The need to obtain an extract from the LE:

- ICS and TR SPZD SW;

86. Drafting and automatic generation of an electronic extract on the LE's information and the unique identifier of the relevant extract:

- ICS and TR SPZD SW;

- LE's electronic extract (with complete information);

87. Viewing LE's information in the extract (full information, including restricted information, under clause 37, Section 6 of the TR Regulations):

- ICS and TR SPZD SW;

- LE's electronic extract (with complete information);

88. Downloading and/or printing an electronic extract on the LE's own information:

- ICS and TR SPZD SW;

- LE's electronic extract (with complete information);

89. The extract on LE is downloaded:

- ICS and TR SPZD SW;

- LE's electronic extract (with complete information);

5.2.5. Software and Information and Communication Systems Used in the TO BE Business Process

The TR TO BE BP shall envisage the use of the following Information and Communication Systems (ICS) and Software (SW):

- SW of the National Agency's Electronic Document Management System (EDMS) (beyond the Transparency Register operation);
- Qualified Electronic Signature (QES) of an individual (official of the National Agency);
- Electronic seal of the National Agency;
- QES or advanced electronic signature (AES) of an individual or a responsible person on behalf of a legal entity (Lobbying Entity);
- ICS and SW of the Transparency Register;
 - ICS web servers of the public and restricted parts of the TR SPZD SW;
 - ICS database of the public and restricted parts of the TR SPZD SW;
- ICS of state bodies available to the National Agency (Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organizations, Unified State Register of Court Decisions, etc.) (the National Agency will identify the full list of relevant ICS registers/databases later):
 - Web servers and SW of the relevant databases of unified state registers;

- SW of state bodies' ICS databases.

5.2.6. Interagency Cooperation in the TO BE Business Process

The interagency cooperation between the following state bodies and institutions shall be stipulated in the course of the TR TO BE BP:

- The *Court* — sending to the National Agency and/or publishing information on the decision regarding the administrative penalty with a certain period of lobbying prohibition;
- *State bodies that provide access to the information of registers/databases to the National Agency* — providing access to review information from state electronic information resources that constitute the state's information resource, to verify and use information/evidence on violation or non-violation of the legislation on lobbying by a Lobbying Entity, to establish objective truth, to ensure correct application of the current legislation, and to present the results of monitoring based on the relevant analysis on behalf of the National Agency to the Lobbying Entity. The National Agency will identify the detailed list of relevant ICSs that will later provide access to the registers/databases.

6. Annexes to the Business Process Description

6.1.1. Annex 1. Sub-process “Lobbying Entity Registration” (sub-process 1.1 of the general model of the TR TO BE BP)

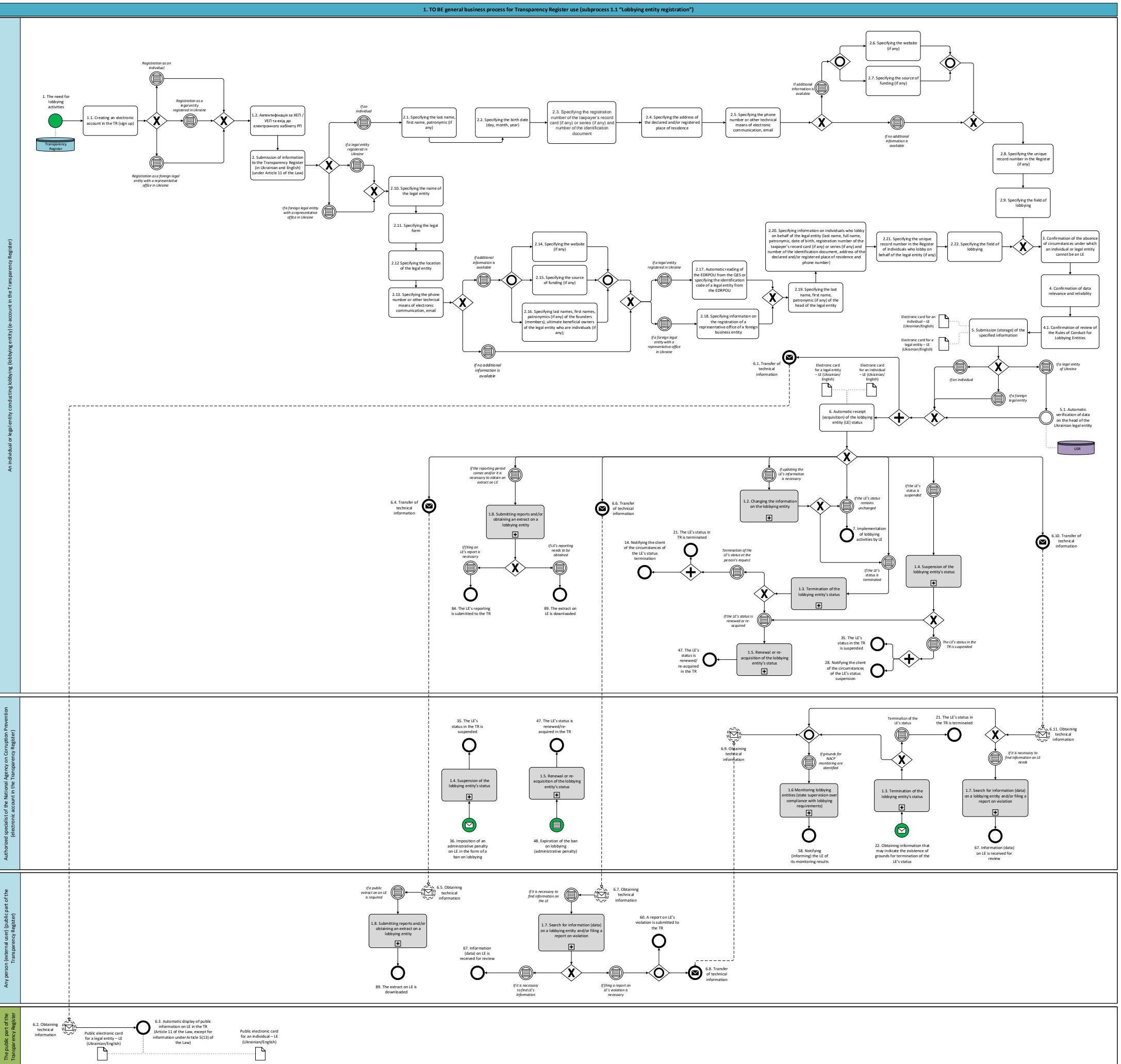


Fig. 5.3. Sub-process “Registration of a Lobbying Entity”
(sub-process 1.1 of the general model of the TR TO BE BP)

6.1.3. Annex 3. Sub-process “Termination of the Status of a Lobbying Entity” (sub-process 1.3 of the general model of the TR TO BE BP)

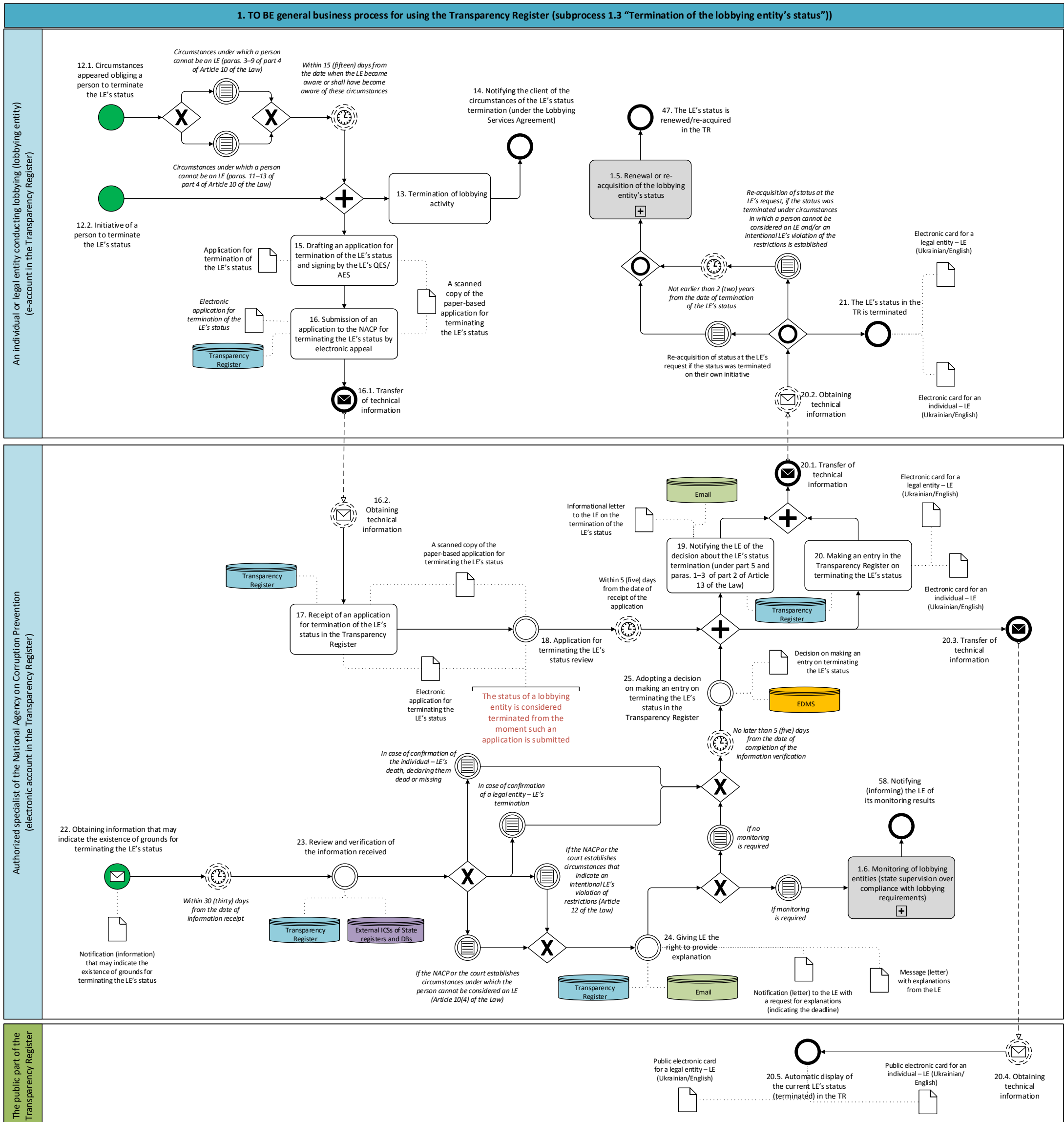


Fig. 5.5. Sub-process “Termination of the Status of a Lobbying Entity” (sub-process 1.3 of the general model of the TR TO BE BP)

6.1.4. Annex 4. Sub-process “Suspension of the Status of a Lobbying Entity” (sub-process 1.4 of the general model of the TR TO BE BP)

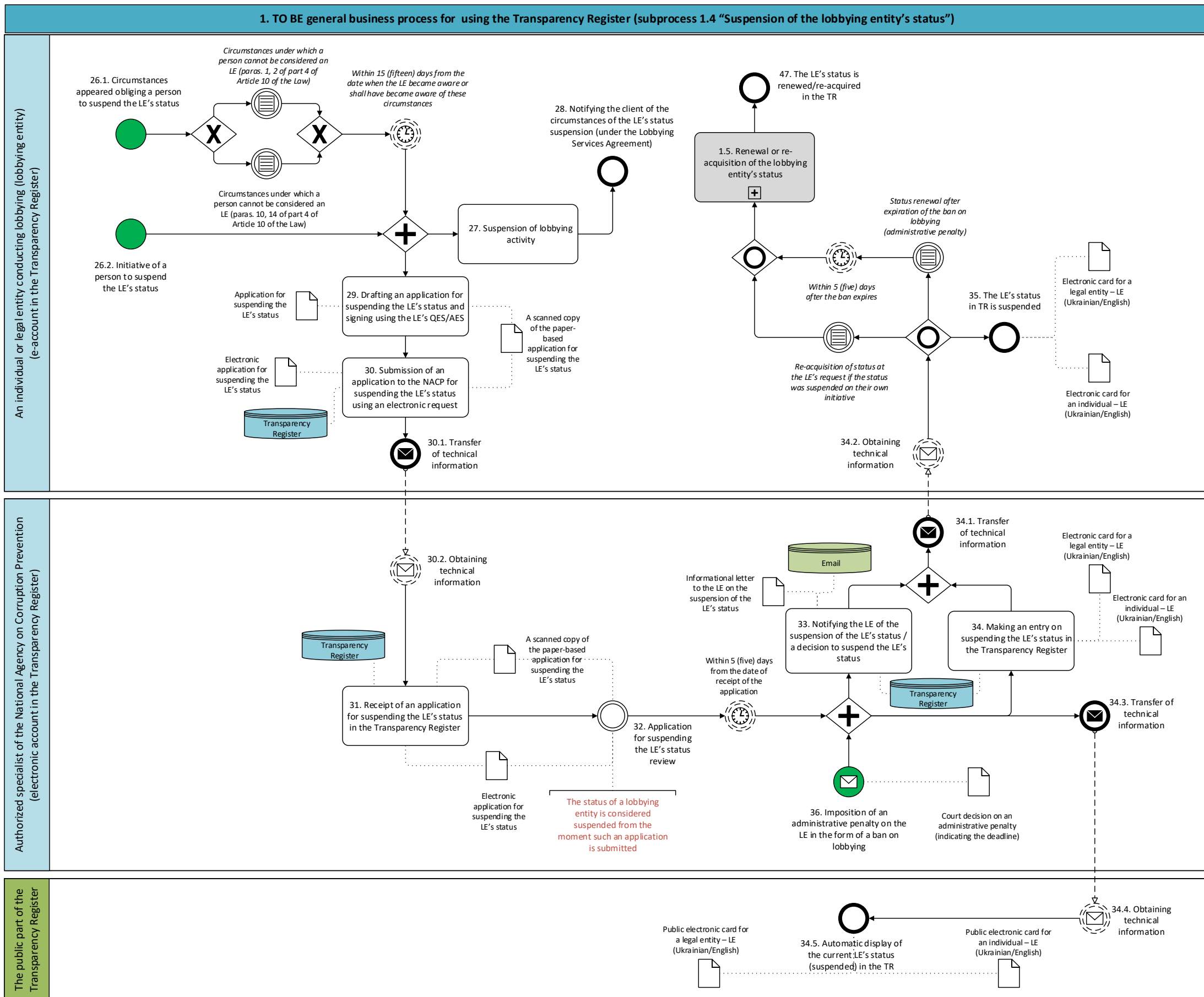


Fig. 5.6. Sub-process “Suspension of the Status of a Lobbying Entity”
(sub-process 1.4 of the general model of the TR TO BE BP)

6.1.5. Annex 5. Sub-process “Renewal or re-acquisition of the Lobbying Entity’s Status” (sub-process 1.5 of the general model of the TR TO BE BP)

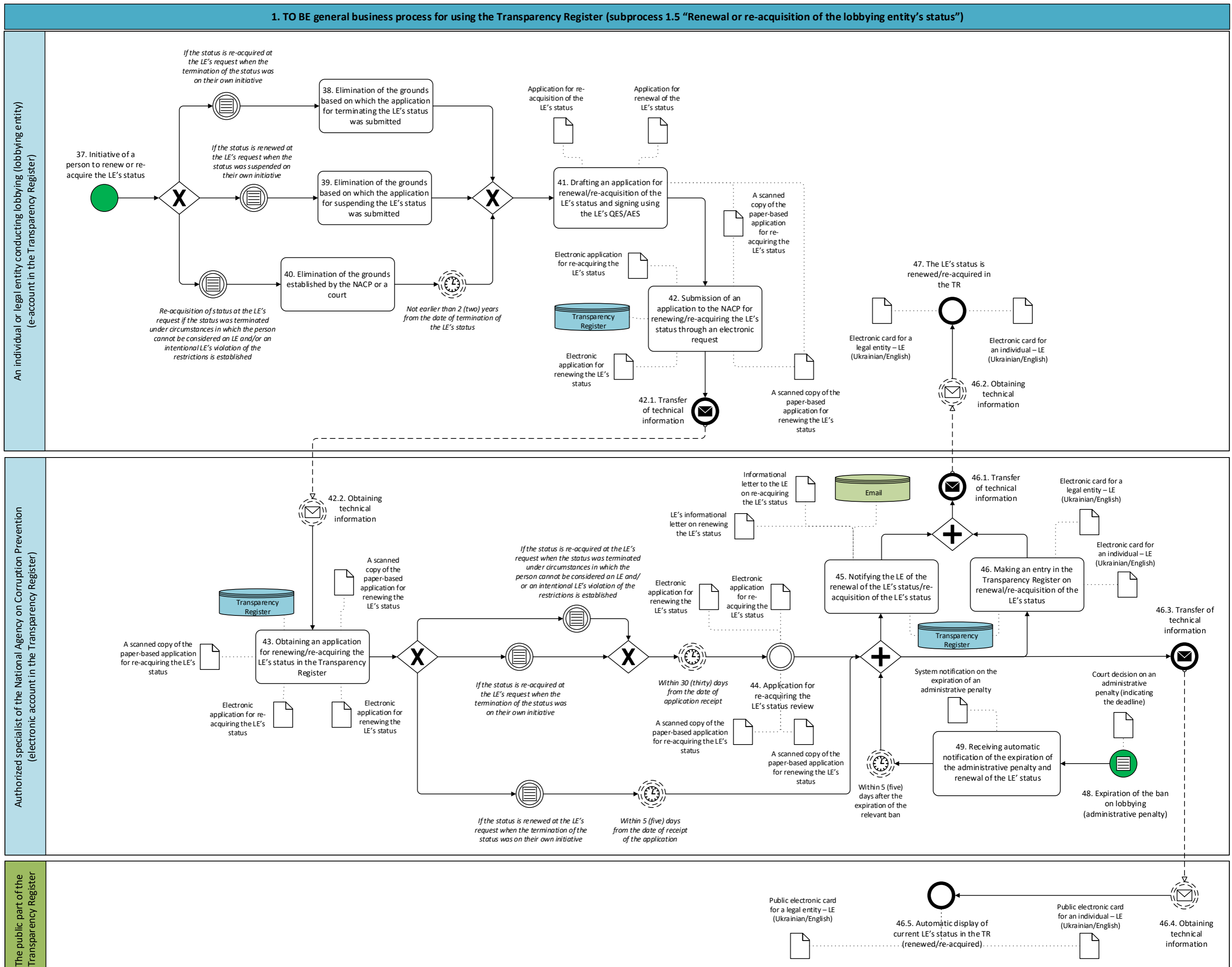


Fig. 5.7. Sub-process “Renewal or re-acquisition of the Lobbying Entity’s Status” (sub-process 1.5 of the general model of the TR TO BE BP)

6.1.6. Annex 6. Sub-process “Monitoring of Lobbying Entities (State Supervision Over Compliance with Lobbying Requirements)” (sub-process 1.6 of the general model of the TR TO BE BP)

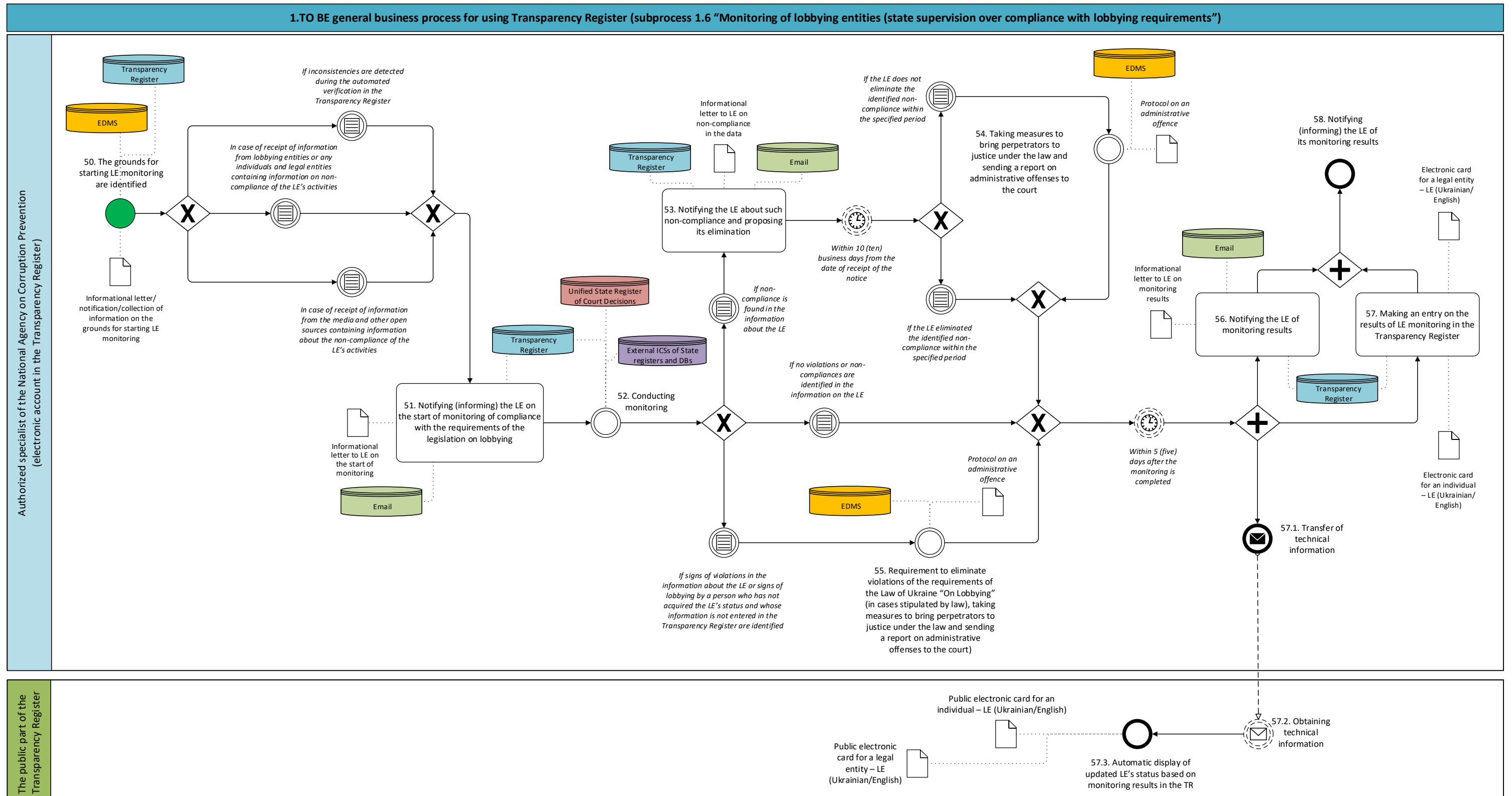


Fig. 5.8. Sub-process “Monitoring of Lobbying Entities (state supervision over compliance with lobbying requirements)” (sub-process 1.6 of the general model of the TR TO BE BP)

6.1.7. Annex 7. Sub-process “Searching for Information (Data) on a Lobbying Entity and/or Filing a Report on Violation” (sub-process 1.7 of the general model of the TR TO BE BP)

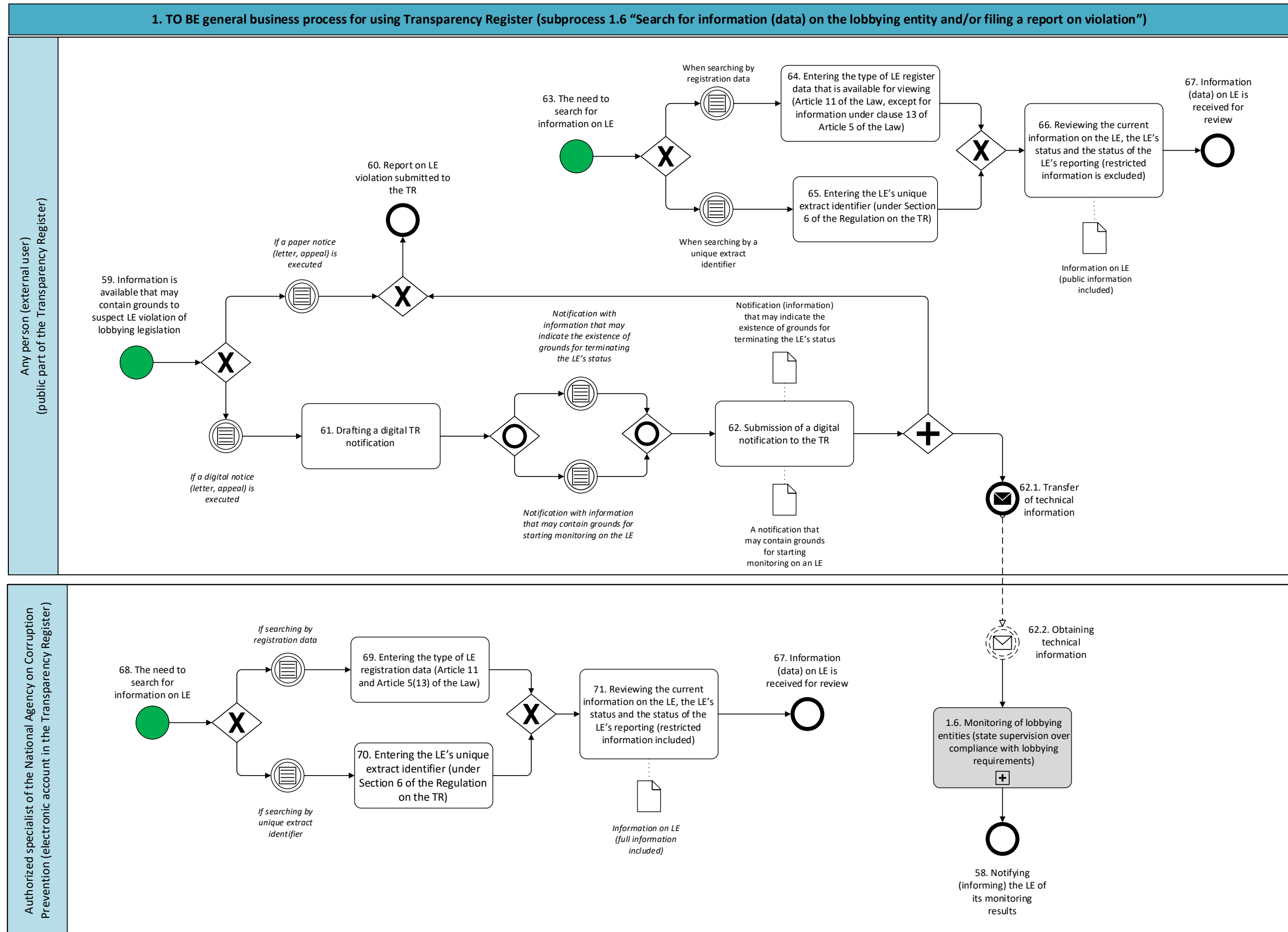


Fig. 5.9. Sub-process “Searching for Information (Data) on a Lobbying Entity and/or Filing a Report on Violation”

(sub-process 1.7 of the general model of the TR TO BE BP)

6.1.8. Annex 8. Sub-process “Submitting Reports and/or Obtaining an Extract on a Lobbying Entity” (sub-process 1.8 of the general model of the TR TO BE BP)

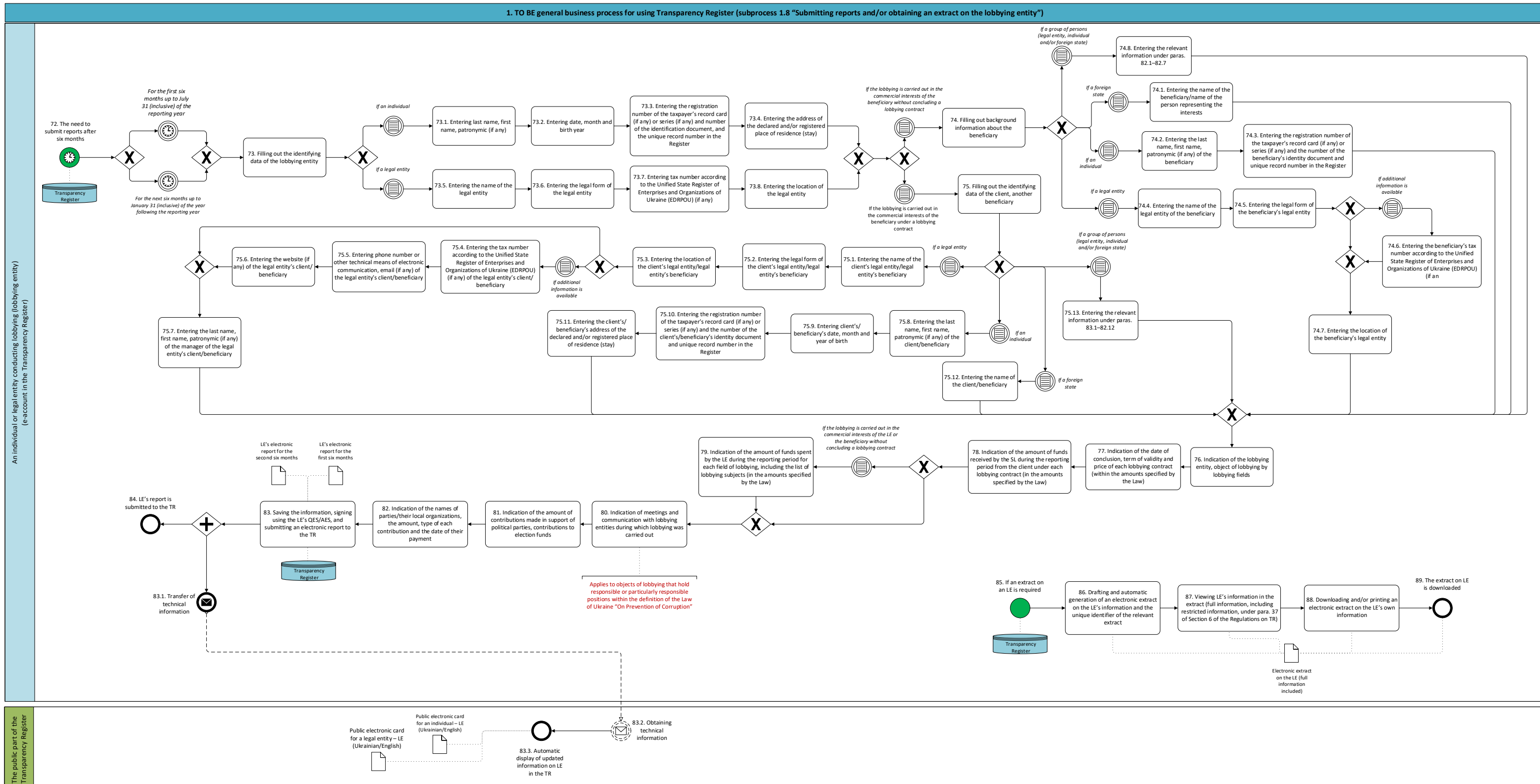


Fig. 5.10. Sub-process “Submitting Reports and/or Obtaining an Extract on a Lobbying Entity” (sub-process 1.8 of the general model of the TR TO BE BP)