**Lobbying (Scotland) Act 2016 – regulated activity response form**

The College will register centrally any regulated lobbying activity under the Lobbying (Scotland) Act 2016. Following any face to face communication with an individual covered by the Lobbying Act, the below form should be completed. Further information on the Lobbying Act can be found in the guidance document produced by the College.

Once completed, please email this form to scotlandlobbyingact@rcgp.org.uk. Please complete and return this form as quickly as possible to allow us to process your response in a timely manner.

If you have any questions, please do not hesitate to contact RCGP Scotland’s Communications and Public Affairs Manager by email at scotlandlobbyingact@rcgp.org.uk or by phone on 0203 188 7730.

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| --- | --- |
| Your name  |  |
| Your role  |  |
| Met with  |  |
| Date of meeting  |  |
| Location of meeting  |  |
| Who was present |  |
| Description of discussion (150 words)  |  |
| Actions requested  |  |
| Your contact details  |  |