



<b>Step 5:</b> An <b>exemption</b> would apply to my face-to-face lobbying with an MSP, member of the Scottish Government, Special Advisers or Permanent Secretary because it was...			
✓	about an issue I am raising on my own behalf.		
✓	with an MSP who represents the constituency or region where I live or where my company/ organisation is based or ordinarily operates within.	X	<b>I am aware</b> that if this MSP is a member of the Scottish Government, or I am communicating on behalf of a third party, then this exemption does not apply.
✓	unpaid - directly or indirectly.		
✓	undertaken when my company/organisation had fewer than 10 full-time equivalent employees.	X	<b>I am aware</b> that if I am communicating on behalf of a third party, or in a representative capacity, this exemption does not apply.
✓	during <u>formal</u> parliamentary proceedings of the Scottish Parliament (e.g. a meeting of a parliamentary committee) or as communication required by statute or another rule of law.		
✓	in response to a request from those above (see <b>Key Step 1</b> ) for factual information or views on a topic.		
✓	during a <u>quorate</u> meeting of a Cross-Party Group of the Scottish Parliament.		
✓	for the purposes of journalism.		
✓	discussing negotiations on terms and conditions of employment.		
✓	made by a political party.		
✓	already exempt because my public role or the public role/functions of my organisation are listed in the Act as being exempt.		