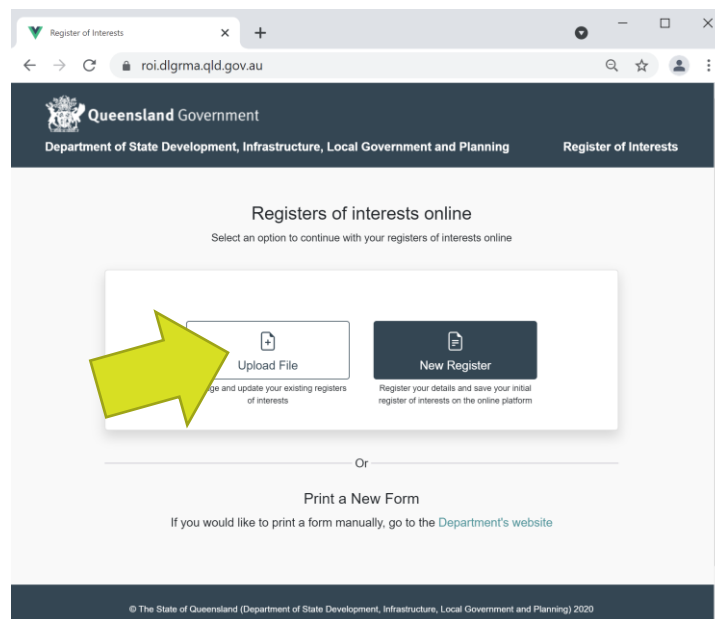


Annual reviews of registers of interests

Councillors and councillor advisors must complete an annual review of their registers of interests by 30 July each year. You can follow the steps below to complete the annual review using the [online form](#).

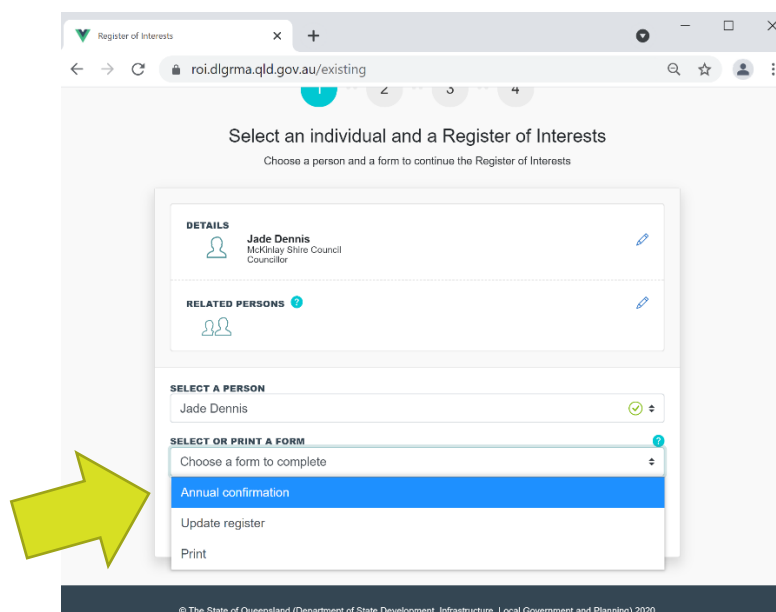
1. Upload your file

Locate your most recent registers of interests file. If you haven't saved your file somewhere specific, look for a .ROI document, titled with your name. It will most likely be saved in the downloads folder of your computer. Select the file and click the 'open' button. Then click 'continue'.



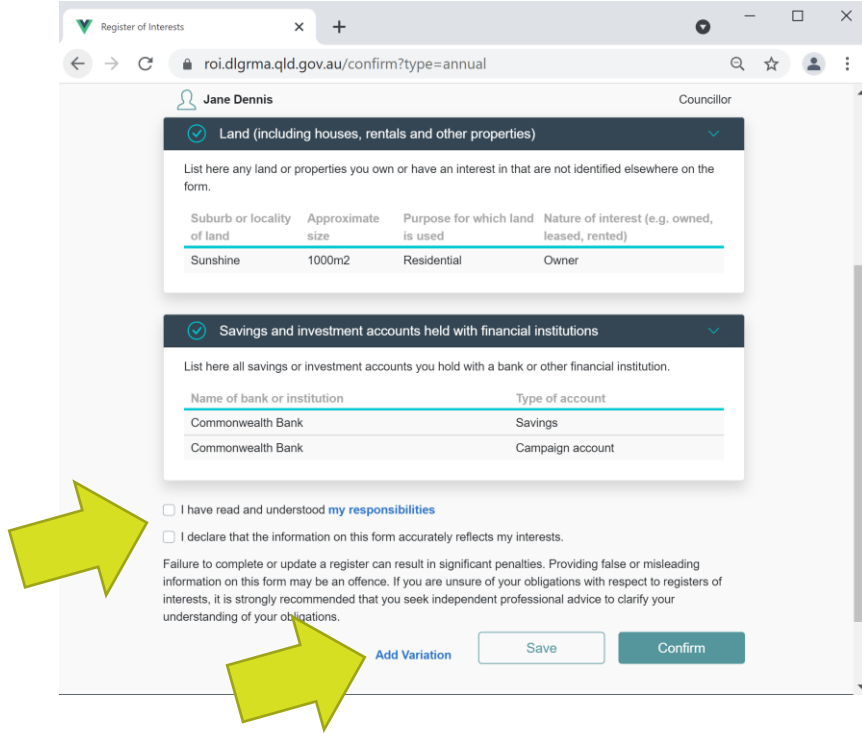
2. Select name and annual confirmation

Select your name from the 'Select a person' drop down menu and 'Annual confirmation' in the 'Select or print form' menu. Then click 'Continue'.



3. Review interests

Review your interests and confirm they are up to date. If you have interests that are not yet recorded, click 'Add Variation' – you will need to update your register before you can complete your annual review. If your form is up to date, select 'I have read and understood my responsibilities' and 'I declare that the information on this form accurately reflects my interests' and then click the 'confirm' button.



4. Print and return to complete related person reviews

Click on 'Print annual review' to print your review. Sign the printed document and submit this to your council's Chief Executive Officer for record keeping. Then select 'Back to register of interests' to complete an annual confirmation for each of your related persons if you have a spouse or any dependent children.

