(1) the registrant reasonably believes the representation of each client will not be materially affected;

(2) not later than the second business day after the date the registrant becomes aware of a conflict described by Subsection (b), the registrant provides written notice, in the manner required by the commission, to each affected client; and

(3) not later than the 10th day after the date the registrant becomes aware of a conflict described by Subsection (b), the registrant files with the commission a statement that:

(A) indicates that there is a conflict;

(B) states that the registrant has notified each affected client as required by Subdivision (2); and

(C) states the name and address of each affected client.

(c-1) A registrant may represent a client in the circumstances described in Subsection (b) without regard to whether the registrant reasonably believes the representation of each client will be materially affected if:

(1) the registrant provides the written notice to each affected client as described by Subsection (c)(2) and files the statement described by Subsection (c)(3); and

(2) after the registrant has provided the written notice described by Subsection (c)(2), each affected client of the registrant consents to the conflict and grants the registrant permission to continue the representation.

(d) If a registrant has accepted representation in conflict with the restrictions of this section, or if multiple representation properly accepted becomes improper under this section, the registrant shall promptly withdraw from one or more representations to the extent necessary for any remaining representation not to be in conflict with this section.

(e) If a registrant would be prohibited by this section from engaging in particular conduct, an employer or concern employing the registrant or a partner or other person associated with the registrant may not engage in that conduct.

(f) In each report filed with the commission, a registrant shall, under oath, affirm that the registrant has, to the best of the registrant’s knowledge, complied with this section.

(g) The commission may receive complaints regarding a violation of this section. If the commission determines a violation of this section has occurred, the commission, after notice and hearing:

(1) shall impose a civil penalty in an amount not to exceed $2,000; and

(2) may rescind the person's registration and may prohibit the person from registering with the commission for a period not to exceed two years from the date of the rescission of the person's registration.

(h) A penalty under this section is in addition to any other enforcement, criminal, or civil action that the commission or another person may take under this chapter or other law.

Subsection (i) repealed by Acts 2005, 79th Leg., R.S., H.B. 2202, § 3, eff. Sept. 1, 2005.

(j) A statement filed under Subsection (c) is not public information.

(k) The commission may adopt rules to implement this section consistent with this chapter, the Texas Disciplinary Rules of Professional Conduct, and the common law of agency.

If you are using the paper form, fill this section out by hand after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Registrant (Declarant)" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Registrant (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

# SCHEDULE A: SUBJECT MATTER

*Use Schedule A to report the subject matter of your communications with officers and employees of the executive or legislative branch of state government during the reporting period. You must report the subject matter of such communications by you, by anyone you retain or employ to communicate on your behalf, or by anyone appearing on your behalf. Do not include subject matters you have already reported on your Lobby Registration (FORM REG) or on a Lobby Registration Amendment (FORM AREG).*

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule A as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID**. Provide your Filer ID.

4. **Subject Matter Categories**. Check all boxes that describe the general subjects about which you, anyone you retain or employ to appear on your behalf, or anyone who appears on your behalf communicated with an officer or employee of the executive or legislative branch of state government during the reporting period. Do not check categories included on your lobby registration or on an amended registration.

5. **Docket Numbers or Other Designation**. List the docket number and the name of the state agency at which any administrative matter is pending about which you, anyone you retain or employ to appear on your behalf, or anyone who appears on your behalf communicated with an officer or employee of the executive or legislative branch of state government during the reporting period. Attach additional pages as necessary.

# SCHEDULE B: TRANSPORTATION & LODGING

*You must complete a separate entry on Schedule B for each officer or employee of the executive or legislative branch of state government for whom you spent more than 60 percent of the amount of the legislative per diem in a day for transportation or lodging. Beginning on January 6, 2019, the threshold is $132.60. For an expenditure made before that date, the threshold is $114.00.*

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule B as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government for whom the expenditure was made.

5. **Transportation Information**. Report the type of transportation, if any; identify the departure and arrival cities; and list the dates on which transportation was provided.

6. **Lodging Information**. Report the name and location of the hotel, motel, or other place where lodging was provided, and the date or dates that lodging was provided to the member.

7. **Credit Card Expenditure.** Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

8. **Transportation/Lodging Purpose**. Describe the purpose of the transportation or lodging, including the name of the conference, seminar, or other event, if applicable.

    **Note:** Beginning on June 22, 2016, an expenditure for transportation or lodging provided to a member of the legislative or executive branch is considered to be for a "fact-finding trip" only if the expenditure is necessary for the member to obtain information that directly relates to the member's official duties, the member cannot reasonably obtain the information without the expenditure, and the expenditure is not for the member's attendance at a merely ceremonial event or pleasure trip.

    The purpose of such an expenditure must include a description of the information that the expenditure was necessary to obtain.

    For additional information, please see the Commission's website at https://www.ethics.state.tx.us/rules/adopted/2016-2020/adopted_Jun_2016.php.

## SCHEDULE C: FOOD & BEVERAGES

*You must complete a separate entry on Schedule C for each officer or employee of the executive or legislative branch of state government for whom you spent more than 60 percent of the amount of the legislative per diem in a day for food and/or beverages. Beginning on January 6, 2019, the threshold is $132.60. For an expenditure made before that date, the threshold is $114.00. Report expenditures for food or beverages as "gifts" in Schedule E if the food or beverages have a value of more than $100, are intended as a gift for the state officer or employee, and are delivered by first-class United States mail or by common or contract carrier outside the Capitol Complex.*

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule C as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government for whom the food or beverage expenditure was made.

5. **Place of Expenditure.** Report the name of the restaurant or other place of the expenditure and the city where it is located.

6. **Expenditure Date**. Report the date on which the expenditure for food and beverages was made.

   **Credit Card Expenditure.** Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

7. **Expenditure Amount.** Report the amount spent on the food and beverages, either as an exact amount or in one of the ranges listed. You do not have to report any sales tax or tip paid in connection with the expenditure.

# SCHEDULE D: ENTERTAINMENT

*You must complete a separate entry on Schedule D for each officer or employee of the executive or legislative branch of state government, or for the spouse or dependent child of such a state officer or employee, for whom you spent more than 60 percent of the amount of the legislative per diem in a day for entertainment. Beginning on January 6, 2019, the threshold is $132.60. For an expenditure made before that date, the threshold is $114.00.*

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule D as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government, or the name of the officer's or employee's spouse or dependent child, for whom the expenditure was made.

5. **Place of Expenditure**. Report the name and location of the place where the entertainment was provided and the city where it is located.

6. **Expenditure Date.** Report the date on which the expenditure for entertainment was made.

   **Credit Card Expenditure.** Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

7. **Expenditure Amount.** Report the amount spent on the entertainment, either as an exact amount or in one of the ranges listed. You do not have to report any sales tax or tip paid in connection with the expenditure.

# SCHEDULE E: GIFTS

*You must complete a separate entry on Schedule E for each officer or employee of the executive or legislative branch of state government to whom you give a gift the value of which exceeds $100.*

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule E as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government to whom the gift was given.

5. **Gift Description.** Provide a general description of the gift.

6. **Credit Card Expenditure.** Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

7. **Expenditure Amount.** Report the amount spent on the gift, either as an exact amount or in one of the ranges listed. You do not have to report any sales tax or tip paid in connection with the expenditure.

# SCHEDULE F: AWARDS & MEMENTOS

*You must complete a separate entry on Schedule F for each officer or employee of the executive or legislative branch of state government to whom you give an award and/or memento the value of which exceeds $100.*

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule F as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government to whom the award or memento was given.

5. **Award/Memento Description.** Provide a general description of the award or memento.

6. **Credit Card Expenditure.** Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

7. **Expenditure Amount.** Report the amount spent on the award or memento, either as an exact amount or in one of the ranges listed. You do not have to report any sales tax or tip paid in connection with the expenditure.

# SCHEDULE G:  POLITICAL FUNDRAISERS & CHARITY EVENTS

*You must complete a separate entry on Schedule G for each officer or employee of the executive or legislative branch of state government for whom you made expenditures to attend a political fundraiser or charity event.*

***Note:*** *You must file a Schedule G for any expenditure in this category.*

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule G as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government for whom the expenditure was made.

5. **Beneficiary.** Check either the **"CHARITY"** box or the **"POLITICAL FUNDRAISER"** box to report whether the event is to benefit a charity or is a political fundraiser to benefit a candidate or officeholder.

   **Charity/Event Name**: If the event is to benefit a charity, please report the name of that charity. If the event is a political fundraiser, please list the name of the event.

   **Name of Candidate(s)/Officeholder(s) Benefited**: If the event is to benefit a charity, mark **"N/A"** in this space. If the event is a political fundraiser, please report the name of the candidate(s)/officeholder(s) for whom the fundraiser was held.

6. **Event Date.** Report the date the event was or is to be held.