

## **PROTOCOL FOR AMENDMENT OF INFORMATION IN THE NATIONAL REGISTER**

### ***Title***

- 1 The Protocol may be cited as the “Protocol for amendment of Information in the National Register 2007”.

### ***Application for amendment of Information in the National Register***

- 2 A person making an application for the amendment of the Information in the National Register relating to himself or herself shall complete the form issued by the General Secretary, in which is specified:
  - (a) the Information which is sought to be amended, and
  - (b) the ground on which the amendment is sought, and
  - (c) any evidence in support of the amendment, and
  - (d) the corrected or additional Information that would be entered in the National Register, and the deleted Information that would be removed from the National Register, if the amendment were made, andsend the completed form to the General Secretary.

### ***Provision of the application to the Director of Professional Standards***

- 3 As soon as practical after receiving the application referred to in clause 2, the General Secretary shall provide a copy of the application to the Director of Professional Standards who notified the General Secretary of the Information for inclusion in the National Register.

### ***Review of the application by the Director of Professional Standards***

- 4 As soon as practical, and no later than one month, after receiving a copy of the application referred to in clause 3 unless an extension of time is granted by the General Secretary, the Director of Professional Standards shall review the application and notify the General Secretary as to whether he or she agrees, disagrees or has insufficient information to be able to agree or disagree, with the proposed amendment.

### ***Amendment of Information or inclusion of statement in the National Register***

- 5 As soon as practical after receiving the notification of the Director of Professional Standards referred to in clause 4, the General Secretary, subject to the exclusion of irrelevant or scandalous matter, shall:
  - (a) where the Director of Professional Standards agrees with the proposed amendment, make the amendment;
  - (b) where the Director of Professional Standards disagrees with the proposed amendment, include a statement containing the proposed amendment in the National Register with a notation that the Director of Professional Standards, who notified the General Secretary of the Information for inclusion in the National Register, disagrees with the proposed amendment;
  - (c) where the Director of Professional Standards has insufficient information to be able to agree or disagree with the proposed amendment, include a statement containing the proposed amendment in the National Register with a notation that the Director of Professional Standards, who notified the General Secretary of the Information for inclusion in the National Register, has insufficient information to be able to agree or disagree with the proposed amendment, and notify the person making the application of its outcome.