

FOREIGN INFLUENCE REGISTRATION SCHEME (FIRS) PROCEDURE AND INTERNAL PRE-REGISTRATION FORM

1. INTRODUCTION

1.1 Background

The Foreign Influence Registration Scheme (FIRS) is a statutory requirement under UK law, effective from 1 July 2025. It mandates that individuals and organisations engaged in certain activities on behalf of a foreign power must register with the Home Office. Keele University is committed to ensuring compliance with this legislation and maintaining transparency in all external engagements. Further information about FIRS can be found here: <https://www.gov.uk/government/collections/foreign-influence-registration-scheme> or on the University's intranet: [INSERT LINK].

1.2 Purpose and Scope

This form is intended for internal use at Keele University to support the pre-registration process under the FIRS. It provides a structured mechanism for capturing relevant information about foreign influence activities and ensures that all necessary details are reviewed before submission to the Home Office. The form applies to all staff and departments involved in activities that may fall within the scope of the FIRS.

1.3 Procedure

University staff members who believe their activities may require registration under the FIRS should notify their line manager and, if deemed applicable, complete this form and submit it to the Governance team. The information will be reviewed internally to determine whether registration is required and to support accurate and timely submission to the Home Office.

2. ROLES AND RESPONSIBILITIES

It is the responsibility of the individual staff member or project lead to complete this form accurately. The Governance team will provide support as part of the submission process. Final approval for registration will rest with the Secretary to Council or their nominee.

3. RELATED POLICIES AND PROCEDURES

This form should be used in conjunction with Keele University's policies on external engagement, research governance, and compliance. Staff should also refer to [guidance](#) issued by the Home Office on the FIRS.

4. REVIEW, APPROVAL AND PUBLICATION

This procedure and form will be reviewed annually by the Governance team to ensure alignment with legislative requirements and institutional policy. Updates will be approved by the University Executive Committee and published on the University's intranet.

5. DOCUMENT CONTROL INFORMATION

Document Name	Foreign Influence Registration Scheme (FIRS) Procedure and Internal Pre-Registration Form
Owner	Director of Legal, Governance & Compliance, Legal, Governance & Compliance
Version Number	1.0
Equality Analysis Form Submission Date	N/A
Approval Date	12 August 2025
Approved By	University Executive Committee
Date of Commencement	12 August 2025
Date of Last Review	12 August 2025
Date for Next Review	12 August 2028
Related University Policy Documents	See Section 3.
<i>For Office Use – Keywords for search function</i>	

FOREIGN INFLUENCE REGISTRATION SCHEME (FIRS)

INTERNAL PRE-REGISTRATION FORM

Foreign Influence Registration Scheme (FIRS) - Pre-Registration Form	
Background	
<p><i>This form is for internal use by Keele University to support compliance with the UK Foreign Influence Registration Scheme (FIRS), which launches on 1 July 2025. It is intended to help staff gather and record the necessary information prior to submission via the official FIRS online portal.</i></p> <p><i>The form should be completed by the individual staff member or project lead where they believe their activities may require registration under the FIRS and, once completed, should be emailed to the Governance team at governance@keele.ac.uk.</i></p> <p><i>If registration is required, this will be done internally by the Governance team with oversight of the Secretary to Council.</i></p>	
Registrant information	
Full name:	
Organisation Name (if applicable):	
Contact Details (email, phone):	
Role/Title:	
Foreign Power or Entity	
Name of Foreign Power or Entity:	
Country of Origin:	
Nature of Relationship (e.g. contractual, informal, advisory):	
Type of Registration	
<input type="checkbox"/> Political Influence Tier <input type="checkbox"/> Enhanced Tier (for specified foreign powers/entities)	
Activities to be Registered	
Description of Activity:	
Details of the individuals or entities who will carry out the activities:	
Purpose (e.g. influencing UK political processes) and intended outcomes:	
Dates and Duration:	

Location(s) of Activity:	
Arrangements	
Description of Arrangements:	
Start Date:	
End Date:	
Terms of Arrangement:	

Declarations

☐ I confirm that the information provided in this form is accurate and complete.

Signature:

Date: