



The Scottish Parliament  
Pàrlamaid na h-Alba

# Policy on the use of the Scottish Parliament's Corporate Identity on MSP Office Signage

Members are elected to represent all constituents. Parliamentary funded offices are distinct from party political offices and should be impartial and welcoming for all constituents.

This policy is effective from 1 February 2020.

Members elected before this date and returned at the 2021 Scottish Parliament Elections must ensure their office signage is in line with this policy by the start of Session 7 of the Scottish Parliament, currently scheduled for 2026.

We have used images to show how you can use the Corporate Identity on different office set-ups; however, please note that these are examples only.

It is always advisable to contact us for guidance and to approve your specific use of the Corporate Identity.

If you have any questions, or require further clarification, contact [allowancesenquiries@parliament.scot](mailto:allowancesenquiries@parliament.scot) or phone **0131 348 6610**.

# Scottish Parliament | MSP office signage



<b>Do</b>	
	Use an authorised version of the Corporate Identity. To request a copy please email <a href="mailto:CorporateIdentity@parliament.scot">CorporateIdentity@parliament.scot</a> .
	Use either the portrait or the landscape version of the Corporate Identity. Purple (Pantone 2607), black or reversed out options are available. In all instances, the saltire must always appear white.
	Make the Corporate Identity an appropriate size to the item it is used on. Please note that if used on office buzzers or name plates, the Corporate Identity should be no smaller than 21mm across the text on the portrait version and 27mm across the full identity on the landscape version.
	Make sure that there is clear space around the Corporate Identity.
	Make sure that the Corporate Identity is legible when it is positioned on a background other than white.
<b>Constituency / Regional Office Signage</b>	
	Signage should bear the Corporate Identity. Only specified colours – Pantone purple (2607), black or white – should be used on Members’ office signage. Members are advised to contact their Local Authority to check if other restrictions on colour apply.
	Members should describe themselves as “ <b>[Name], Member of the Scottish Parliament for [x] constituency</b> ” or “ <b>[Name], Member of the Scottish Parliament for [y] region</b> ”
	Where the SPCB approve additional regional offices, the names of all regional MSPs for that party in that region must be detailed on the main signage of each regional office.
	If the office is shared with a MP or MEP then the signage should represent the office space that applies to the MSP.
	There should be no reference to party affiliation on items such as door and window stickers.
	Office space should not be shared or rented from political parties.

# Scottish Parliament | MSP office signage

## MSP Office

Scottish Parliament  
Corporate Identity

MSP, constituency/region  
and contact details



FOR  
ILLUSTRATIVE  
PURPOSES  
ONLY

Surgery opening times

MSP, constituency  
and contact details

Scottish Parliament  
Corporate Identity

# Scottish Parliament | MSP office signage

## MSP Regional Office

Scottish Parliament  
Corporate Identity

Details of all regional MSPs  
for that party in that region

MSP contact  
details



Surgery opening times

MSP, constituency  
and contact details

Scottish Parliament  
Corporate Identity

Where the SPCB approve additional regional offices, the names of all regional MSPs for that party in that region must be detailed on the main signage of each regional office.

# Serviced Office Signage

Examples of how the Corporate Identity can be included on different entry systems are set out below. Systems vary so contact [CorporateIdentity@parliament.scot](mailto:CorporateIdentity@parliament.scot) if you need help incorporating the guidelines with your office requirements.



# Scottish Parliament | MSP office signage

## MSP / Shared Office (MP)

Overall signage split left and right to show the area of the office each member uses.



We understand that Members of other Parliaments will need to comply with their own signage regulations.

# Contact us



**Email**

[allowancesenquiries@parliament.scot](mailto:allowancesenquiries@parliament.scot)



**Telephone**

0131 348 6610



**Website**

[parliament.scot/corporateidentity](http://parliament.scot/corporateidentity)