**APPENDIX A1 – TABLING MINUTE - Government Document**

(for the PM&C Tabling Officer, together with 3 copies of the document)

Highlighted fields are mandatory for completion

[date]

PM&C Tabling Officer
HoR Parliamentary Liaison Office
Suite RG98
Parliament House
CANBERRA ACT 2600

[TITLE OF DOCUMENT TO BE TABLED]

Enclosed are three copies of the above document. It would be appreciated if you would make arrangements to have the document tabled in [both Houses of Parliament, or the Senate or the House of Representatives, as applicable], as soon as possible.

The document is to be tabled in accordance with [provide section, title of the Act and year]
**OR** state if there is no legislative requirement to table the document].

The document has to be tabled by XX date [statutory deadline] or [other reason] or [delete if not applicable].

The document was:

submitted to the [Minister’s name and title] on: [date ]

received by the Minister on: [date ]

approved for tabling by the Minister on: [date ],

If you have any queries please contact [name of contact person in your department] on
[contact person’s telephone number] [contact person’s email].

[Name]
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