**APPENDIX A3 – TABLING MINUTE – MINISTERIAL STATEMENT**

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

Highlighted fields are mandatory for completion

[date]

PM&C Tabling Officer

HoR Parliamentary Liaison Office

Suite RG98

Parliament House

CANBERRA ACT 2600

[TITLE OF THE MINISTERIAL STATEMENT]

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

The Ministerial Statement was:

approved for tabling by the [Minister’s name and title] on: [ date ], and

approved for tabling by the Prime 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]

[Title]

[Branch]

[Telephone]

[Email] ***Please note; notification of tabling will be sent to this email address.***