

5.5 Example Cabinet submission coversheet

CABINET-IN-CONFIDENCE	
<u>SECURITY CLASSIFICATION “...”</u> (A/B/C)	
<u>TYPE OF SUBMISSION</u> (all submissions except Significant Appointments)	
	COVERSHEET <hr/>
	TITLE
	MINISTER/S
	OBJECTIVE/S
	SUMMARY
	CONSISTENCY WITH AUTHORITY TO PREPARE (Authority to Introduce submissions only) Is there consistency? YES/NO. If NO, see paragraph/s ... of body of submission and table below/attached. (Provide or attach a table showing any changes, by clause, between Authority to Prepare and Authority to Introduce)
	OPTIONS (where necessary on a Policy Submission; mandatory on a Policy Memorandum)
	RESULTS OF CONSULTATION Is there agreement? YES/NO. See paragraph/s of body of submission.
	RECOMMENDATION/S (excluding Policy Memorandum) That Cabinet: 1.
 Signature/s of Minister/s Minister/s name Minister/s title date
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