**Template Form for a Paper Direct to Cabinet Request**

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| *Instructions for using the form:* * *Select the entire form below*
* *Copy the form*
* *Paste the form into the body of an email*
* *Fill in all sections of the pasted form*
* *Copy the email address* *cabpapers@dpmc.govt.nz* *into the “to” line of the email*
* *Write “paper direct to Cabinet request” in the subject line*
* *Send the email*

*Note that there is no need to submit a separate late paper request.* |

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| *Paper direct to Cabinet Request* [SEEMAIL] |
| **Name and portfolio of Minister:** |  |
| **Confirm that this request has been made by the Minister:** | Check box to confirm [ ]  |
| **Title of paper** | Click here to enter text. |
| **Portfolio(s) of paper** | Click here to enter text. |
| **Intended Cabinet meeting date** | Click here to enter a date. |
| **Reason why the paper needs to be submitted direct to Cabinet** | Click here to enter text. |
| **Comments (optional)** | Click here to enter text. |
| **Minister’s office contact name and #** | Click here to enter text. |
| *Note that all Cabinet papers must be lodged by 10 am on the Thursday before the meeting.**Late papers may be accepted if they need to be urgently considered. Fill in the sections below if the paper needs to be lodged after this time. The latest a paper can be lodged for Cabinet is midday Friday so that hard-copies can be distributed in time for Ministers’ bags.*  |
| **Date and time the paper will be lodged by** |  |
| **Reason why the paper needs to be lodged late** |  |
| ***Write ‘Paper direct to Cabinet request’ in the subject line and email this form to:*** cabpapers@dpmc.govt.nz |