



## BUSINESS CARDS CERTIFICATION

*Parliamentary Entitlements Act 1990*  
*Members of Parliament (Staff) Act 1984 (MOP(S) Act)*

Options for returning your completed form are provided on page 2.

The entitlement covers the printing of business cards for personal and electorate MOP(S) Act staff.

**Note:** Personal employees of Ministers and Parliamentary Secretaries should continue to direct requests for business cards to their respective portfolio department.

<b>SENATOR/MEMBER</b>	▶ Name <input style="width: 80%; border: none;" type="text"/>
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<b>CERTIFICATION</b>	▶ I certify that: <ul style="list-style-type: none"> <li>• the attached tax invoice from (supplier) <input style="width: 80%; border: none;" type="text"/></li> <li style="padding-left: 20px;">for the amount of \$ <input style="width: 15%; border: none;" type="text"/> (GST inclusive) and dated <input style="width: 10%; border: none;" type="text"/> / <input style="width: 10%; border: none;" type="text"/> / <input style="width: 10%; border: none;" type="text"/></li> <li style="padding-left: 20px;">is for the printing of business cards as approved by the Minister under the <i>Parliamentary Entitlements Act 1990, Schedule 1, Part I, Item 7</i>;</li> <li>• the charge for the printing is correct;</li> <li>• the printed goods were received on <input style="width: 10%; border: none;" type="text"/> / <input style="width: 10%; border: none;" type="text"/> / <input style="width: 10%; border: none;" type="text"/> ;</li> <li>• the business cards were necessary to operate the office; and</li> <li>• a sample of the business card(s) is attached.</li> </ul>
▶ I agree that any payment for the printing of business cards inconsistent with the entitlement will be my personal responsibility.	

<b>SIGNATURE</b>	▶ By signing this form, I acknowledge that: <ul style="list-style-type: none"> <li>• I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>.</li> <li>• I have read and understood the Privacy Collection Notice (see below).</li> </ul>
<b>Signature of Senator or Member</b>	<input style="width: 100%; height: 40px; border: none;" type="text"/>
<b>Date</b>	<input style="width: 100%; height: 20px; border: none;" type="text"/>

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## Ministerial and Parliamentary Services State and Territory Office Contact Details

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	Options for returning your completed form	Enquiries
<b>AUSTRALIAN CAPITAL TERRITORY</b>	Scan and Email to: <a href="mailto:M&amp;PS-ACT@finance.gov.au">M&amp;PS-ACT@finance.gov.au</a>	<b>Contact:</b> ACT Office <b>Email:</b> <a href="mailto:M&amp;PS-ACT@finance.gov.au">M&amp;PS-ACT@finance.gov.au</a> <b>Phone:</b> (02) 6277 6087
<b>NEW SOUTH WALES</b>	Scan and Email to: <a href="mailto:M&amp;PS-NSW@finance.gov.au">M&amp;PS-NSW@finance.gov.au</a>	<b>Contact:</b> Sydney CPO <b>Email:</b> <a href="mailto:M&amp;PS-NSW@finance.gov.au">M&amp;PS-NSW@finance.gov.au</a> <b>Phone:</b> (02) 8289 9900
<b>NORTHERN TERRITORY</b>	Scan and Email to: <a href="mailto:MaPS-NT@finance.gov.au">MaPS-NT@finance.gov.au</a>	<b>Contact:</b> Darwin CPO <b>Email:</b> <a href="mailto:MaPS-NT@finance.gov.au">MaPS-NT@finance.gov.au</a> <b>Phone:</b> (08) 8941 4133
<b>QUEENSLAND</b>	Scan and Email to: <a href="mailto:M&amp;PSQld@finance.gov.au">M&amp;PSQld@finance.gov.au</a>	<b>Contact:</b> Brisbane CPO <b>Email:</b> <a href="mailto:M&amp;PSQld@finance.gov.au">M&amp;PSQld@finance.gov.au</a> <b>Phone:</b> (07) 3001 8900
<b>SOUTH AUSTRALIA</b>	Scan and Email to: <a href="mailto:M&amp;PSSA@finance.gov.au">M&amp;PSSA@finance.gov.au</a>	<b>Contact:</b> Adelaide CPO <b>Email:</b> <a href="mailto:M&amp;PSSA@finance.gov.au">M&amp;PSSA@finance.gov.au</a> <b>Phone:</b> (08) 8205 1000
<b>TASMANIA</b>	Scan and Email to: <a href="mailto:M&amp;PS-Tas@finance.gov.au">M&amp;PS-Tas@finance.gov.au</a>	<b>Contact:</b> Hobart CPO <b>Email:</b> <a href="mailto:M&amp;PS-Tas@finance.gov.au">M&amp;PS-Tas@finance.gov.au</a> <b>Phone:</b> (03) 6231 0734
<b>VICTORIA</b>	Scan and Email to: <a href="mailto:M&amp;PS-Vic@finance.gov.au">M&amp;PS-Vic@finance.gov.au</a>	<b>Contact:</b> Melbourne CPO <b>Email:</b> <a href="mailto:M&amp;PS-Vic@finance.gov.au">M&amp;PS-Vic@finance.gov.au</a> <b>Phone:</b> (03) 9660 6600
<b>WESTERN AUSTRALIA</b>	Scan and Email to: <a href="mailto:M&amp;PS-WA@finance.gov.au">M&amp;PS-WA@finance.gov.au</a>	<b>Contact:</b> Perth CPO <b>Email:</b> <a href="mailto:M&amp;PS-WA@finance.gov.au">M&amp;PS-WA@finance.gov.au</a> <b>Phone:</b> (08) 9260 5000

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