



Special Commission of Inquiry into Electricity Transactions

DIRECTIONS FOR WRITTEN SUBMISSIONS

1. All submissions should be in writing and lodged with the Inquiry by 4pm on Friday 17th June 2011.
2. The submissions must:
 - (a) be signed by the person who takes responsibility for the submissions, together with the name of the signatory typed or printed under the signature;
 - (b) identify the person with whom contact can be made to discuss the submissions or from whom additional information about the submissions can be obtained, and provide contact details for that person including, if available, that person's email address; and
 - (c) identify any part of the submissions which the maker wishes to remain confidential and not be tendered publicly to the Inquiry, together with the basis on which it is said that the submissions should remain confidential.
3. Submissions are to be presented in the following manner:
 - (a) The submissions should state the term of reference being addressed, followed by the submissions in respect of that term. This format should be adopted for each term of reference being addressed in the submissions;
 - (b) Subject headings should be used in the submissions where appropriate;
 - (c) The submissions should be divided into numbered paragraphs;
 - (d) Where the submissions refer to documents, a complete reference should be provided together with, if available, reference to a website where a copy of the documents may be obtained; and
 - (e) Wherever possible, submissions should be typed and provided to the Inquiry in both hard copy and in soft copy in Microsoft Word format (compatible to Word 2000, SP3) on a compact disk or flash drive.