



*Inquiry into certain Australian companies in relation to the
UN Oil-for-Food Programme*

COMMONWEALTH OF AUSTRALIA

Royal Commissions Act 1902

PRACTICE NOTE NO. 2

Protocol for Written Submissions

Accessing Counsel Assisting's Submissions

1. Submissions of Counsel Assisting will be made available to persons who might be adversely affected ('affected persons') or persons who have been granted authorisation to appear ('authorised persons') through a secure FTP (File Transfer Protocol) website ('the FTP website'). Submissions may be downloaded from the FTP website.
2. Affected persons or authorised persons will be assigned a specific user name and password so that they can access Counsel Assisting's submissions on the FTP website.
3. On Tuesday 3 October 2006 or thereafter affected persons or authorised persons or their representatives should telephone Ms Kristy Alexander on 02 9321 4608 in order to obtain:
 - (a) a user name;
 - (b) a password; and
 - (c) the URL for the FTP website.
4. Affected persons or authorised persons should put the necessary technical arrangements in place to enable their access to the FTP website.
5. If special circumstances apply arrangements may be made for Counsel Assisting's submissions to be made available in a different format. Please advise Ms Alexander if this assistance is required.

Filing Submissions in Reply to Counsel Assisting's Submissions

6. Submissions in reply to Counsel Assisting's submissions are to be prepared in Word format and uploaded to the FTP website.

T. R. H. Bobb

30th September 2006



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Referencing

7. All references, in submissions in reply, to material before the Inquiry are to be in the following format:

(a) Witness Statements

Example	Ex 335,	WST.0009.0001	at 0003,	para. 6(a).
Element	Exhibit Number	Barcode Identifier	Specific Page Reference	Paragraph

(b) Exhibits (other than witness statements)

Example	Ex 841,	DFT.0036.0029_R	at 0030_R.
Element	Exhibit Number	Barcode Identifier	Specific Page Reference

(c) Transcript

(i) Where the reference is to a single page of the transcript

Example	T 2565.	06-10.
Element	Transcript Page	Line Reference

(ii) Where the reference is to range of pages

Example	T 2565.06-	T 2567.10.
Element	Transcript Page and Line Reference	Transcript Page and Line Reference

*T. R. H. Cole
30th September 2006.*