



File Request Form

File Request Form > Home  
Use this form to request a new file, new file part, or modify an existing file.



### File Request Form

[See the step-by-step guidelines on completing a file request](#)

You must complete all fields marked with an \*asterisk. For more information on filling out the form, hover your mouse over a form field, or click . For additional information, advice, guidance, or comments, please email the Information Services Section at [records.manager@aec.gov.au](mailto:records.manager@aec.gov.au).

#### File type/action

- New file
- New part
- Relate to file Please enter related TRIM file number \*  
12/980
- Modify file (e.g. change title, security)
- Lever arch file

#### Urgency

- Routine
- Urgent (two hours National Office, file number emailed to State Offices)

#### File security

For additional information and further advice on file security classifications, please email the Agency Security Advisor at [asa@aec.gov.au](mailto:asa@aec.gov.au).

Please select classification \* Please select value  
For Official Use Only · Sensitive, Funding & Disclosure

#### File title

##### Function \*

FUNDING AND DISCLOSURE

##### Activity \*

Compliance Audit

See the [AEC thesaurus](#) for guidance on selecting the relevant Function and Activity from the drop-down lists above.

#### Free text \* (maximum 254 characters)

Associated Entities - The Sydney Small Business Club

#### Supplementary terms/additional information

Please note that this file is to be noted as being held by: "Associated Entities Cabinet" in the Compliance Unit.  
Please deliver the file to Warren.

#### Requesting officer

##### Name \*

No exact match was found. Click the item(s) that did not resolve for more options.

##### Phone \*

(02) 6271 4651

##### Date

25/02/2013

##### Section \*

Funding & Disclosure Section

##### State \*

NO

##### Mail Drop Point number \*

16

[See a full list of NO Mail Drop Points](#)

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