

Steps for Completing the Data Collection Form

In order to complete the Data Collection Form please use the following three steps.


Step 1 - Guidance Booklet

The Guidance Booklet assists KMP in completing the Data Collection Form (Step 2). The material in this booklet provides general guidance about related party disclosure requirements.

- AAGP 202 - ACT Accounting Guidance Paper on KMP - Data Collection Form Guidance Booklet for Staff Designated as KMP [ XXX KB] [ XXX KB]

Step 2 - Data Collection Form

Directors-General, Chief Executive Officers and other staff occupying positions designated as KMP complete the Form for the relevant period. KMP are requested to complete the Form with details of related party transactions undertaken with ACT Government controlled entities in which they are designated KMP.

KMP Data Collection Period	Instructions	Data Collection Form
Period 1 1 July to 30 April 20YY	KMP are requested to complete the Data Collection Form for each financial year.	TF 502 - Data Collection Template Form for Staff Designated KMP [ XXX KB]
Period 2 1 May 20YY to 30 June 20YY	For any changes in disclosures KMP are requested to submit an updated Data Collection Form.	

Step 3 - Notification requirement

The Notification to Close Family Members accompanies the Data Collection Form and informs Close Family Members of KMP the requirement to disclose related party transactions

- AAGP 203 - ACT Accounting Guidance Paper on KMP - Notification to Close Family Members of KMPs [ XXX KB] Word version [ XXX KB]