**Notice of Amendment**

*This form guides you through the key information required in submitting your Notice of Amendment. However, you may choose to submit the same details in an email.*

1. Please email your “Notice of Amendment” to synodbusiness@sydney.anglican.asn.au
including the details outlined below (particularly your full name and parish/part), **OR**
2. Complete the below information & return it to SDS staff.

Mover: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*title*) (*name*) (*parish / part*)

Seconder: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*title*) (*name*) (*parish / part*)

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| --- | --- | --- |
| *Clearly indicate either the Motion or Bill number* | Which item do you want to amend? |  |
| *Indicate the location of your amendment* | Page or paragraph reference for your amendment (paragraph number, or for Bills, the page and line number) |  |
| Location of your amendment (e.g., ‘prior to “…”’ or ‘following “...”’) |
| *Identify any text to be omitted* | Omit the matter… |
| *Include any text you wish to be inserted* | Insert the matter… |

If you need any assistance, don’t hesitate to ask the Diocesan Secretary or SDS staff