



## CBMS Reference Data Set (RDS) Change Form: Create Entity

This form is used to create an entity in CBMS. The creation of an entity will result from a formal creation process, usually involving legislation and/or ministerial approval.

See Appendix A on how to complete this form.

Please submit the completed form to [CBMS@finance.gov.au](mailto:CBMS@finance.gov.au).

If you would like to deactivate an entity in CBMS or modify existing entity details, please complete the [CBMS RDS Workbook](#).

### Section 1: Request Details

Date Required in CBMS: (dd/mm/yyyy)

Enabling Legislation - Act and Section (or other authority for creation/modification):

Effective From:

Current Financial Year (as soon as possible)

Future Financial Year (1st July next Financial Year)

Specific Date (dd/mm/yyyy)

### Section 2: Entity Details

a) CBMS Entity Acronym:

b) CBMS Entity Name:

c) Portfolio:

d) GFS Sector Allocation:	GGS	PNFC	PFC
e) Governance Type:	Non-corporate Commonwealth Entity (FMA)	Corporate Commonwealth Entity/Commonwealth Company (CAC)	Other (non-PGPA)
f) Materiality	Material	Small	



### Section 3: Entity Relationships

All Entities require an Outcome/Program structure in CBMS.

Outcome Statement(s) approved by the Finance Minister?      Yes                      No

Comments:

Outcome Code	Outcome Title	Proposed Outcome Text
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Please complete the [New Program Form](#) to create the new Programs mapping to the Outcomes stated above.

### Section 4: CBMS Support Team to complete

Entity Code:	(New Entity Only)
Extended Portfolio:	(New Entity Only)
Portfolio Acronym:	(New Entity Only)



## Appendix A - How to complete this form

**Entity** - Complete Sections 1 to 3.

Please complete the form in consultation with the relevant Finance Agency Advice Unit (AAU) and submit the form to [CBMS@finance.gov.au](mailto:CBMS@finance.gov.au).

### Section 1: Request Details

Please complete all fields.

### Section 2: Entity Details

- a) CBMS Entity Acronym - consult Budget Estimates & Accounting Branch.
- b) CBMS Entity Name - as stated in Enabling Legislation or on ASIC's Regulatory Index (if applicable) and in consultation with PGPA Governance.
- c) Portfolio - consult AAU and PGPA Governance.
- d) GFS Sector - consult BEAB.
- e) Governance Type - consult PGPA Governance. Most Entities will be either Non-corporate Commonwealth Entity or Corporate Commonwealth Entity / Commonwealth Company. Control Entities are not formal Entities created by legislation but control Entities entered in CBMS to facilitate consolidation or other financial management activities.
- f) Materiality - consult BEAB.

### Section 3: Entity Relationships

CBMS is a Program centric system. All Entities require a default Outcome/Program structure in CBMS. Please complete the [New Program Form](#) to create the new Program to Outcome mappings stated in this section.

All Entities within the General Government Sector (GGS) must have at least one Outcome Statement. Commonwealth Entities classified in Government Financial Statistics as public finance corporations (PFCs) or public non-financial corporations (PNFCs) are not part of the GGS and are not required to have an Outcome Statement.

Proposed Outcome Text - Enter one of the below:

- \* Outcome Statement approved by the Finance Minister
- \* 'TBA' if pending approval by the Finance Minister
- \* 'N/A' if PFC or PNFC