

CONTRACTOR APPLICATIONPlease complete all the relevant sections of the claim form using **BLACK INK** and write within the boxes with **CAPITAL LETTERS**.**SECTION 1 – CONTRACTOR DETAILS**

Surname		Given names		
Date of Birth (DD/MM/YY)		Email Address		
Street Address		Suburb	State	Postcode
Telephone	Mobile	Fax		
Industry (Construction/Cleaning/Community/Security)		Business Name		

SECTION 2 – TYPE OF WORK PERFORMED

<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Metal Trades	<input type="checkbox"/> Tiler	<input type="checkbox"/> Aged Care
<input type="checkbox"/> Carpenter/Joiner	<input type="checkbox"/> Plumber/Gasfitter	<input type="checkbox"/> Stonemason	<input type="checkbox"/> Childcare
<input type="checkbox"/> Concreter	<input type="checkbox"/> Plasterer	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Disability Support
<input type="checkbox"/> Electrician	<input type="checkbox"/> Plant Operator	<input type="checkbox"/> Security	<input type="checkbox"/> Residential Care
Other (please specify)			

SECTION 3 – PREVIOUS REGISTRATION DETAILS

Have you been registered as an employee with the Long Service Leave Authority?

No Yes – registration number

Is your business currently registered with the Long Service Leave Authority?

No Yes – registration number

SECTION 4 – INTERSTATE SERVICE (CONSTRUCTION AND CLEANING INDUSTRIES ONLY)

Do you have service recorded in an interstate long service leave scheme?

No Yes

State	Registration Number	State	Registration Number
-------	---------------------	-------	---------------------

SECTION 5 – CONTRIBUTION DETAILS

From what date would you like to start making contributions? (DD/MM/YY)

Please attach proof of your work as a contractor in the relevant industry by providing a copy of a recent invoice.
If you are backdating service please provide one invoice for each quarter that you are backdating.

SECTION 6 – DECLARATION I have read the Privacy Information on the back of this form. I have completed the statutory declaration attached to this form. I declare the information provided to be true and correct to the best of my knowledge.

Print Name	Position
Signature	Date (DD/MM/YY)

YOUR PRIVACY

The Long Service Leave Authority (the '**Authority**', 'we', 'our' and 'us') is collecting personal and other information in this form to register you in the applicable portable long service leave scheme in accordance with Part 4 of the *Long Service Leave (Portable Schemes) Act 2009* (ACT) (the '**Act**'). We collect, use, disclose and manage personal information in accordance with the Territory Privacy Principles under the *Information Privacy Act 2014* (ACT).

The Authority may also collect your personal information: if you provide quarterly returns and payments to us; if (after registration) you enter your personal information via your online portal; via public sources of information to verify your business' identity; via enforcement activities; or if you communicate with us including by phone, fax, email, letter, in person or via your authorised representative.

The Authority will use your personal and other information to: enter you on the register; provide you with a certificate of registration, unique identifier, information pack, online portal access and periodic statements; collect and process your quarterly returns and levies; maintain and update the register; otherwise administer the portable long service leave scheme(s) applicable to you; communicate with you; administer the Authority's general business requirements; meet our legal and regulatory obligations, including as a Territory Authority; undertake surveys, monitoring, analysis and evaluation of the portable long service leave schemes and the Authority's performance of its functions and activities; and provide you with information about our activities, events, news and publications.

Without your personal information, we may be unable to: enter you on the register, communicate with you, answer your query, or otherwise administer the applicable portable long service leave scheme(s) as it applies to you.

The Authority may disclose your personal information to: our contracted service providers, (e.g. information communications and technology providers who help us to manage our databases and other information technology needs; auditors; actuaries; and for surveys, monitoring, analysis and evaluation purposes); reciprocal authorities (interstate agencies and bodies that are responsible for administering similar portable long service leave schemes); your authorised representative; our external advisers; and as otherwise authorised or required by law (e.g. when we remit tax on leave payments to the Australian Tax Office). The Authority does not disclose personal information to third parties outside Australia, unless required or permitted by law.

Our privacy policy (available at <http://www.actleave.act.gov.au/privacy-policy.html>) contains further information about how you can access and correct your personal information, how you can complain about a breach of your privacy, as well as further information about how we will manage your personal information.

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 Insert the name, address and occupation of person making the declaration

I, ¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 Set out matter declared to in numbered paragraphs

² that I am a contractor in the _____ industry and wish to commence contributions in the long service leave scheme from ____/____/____.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

³

4 Place
5 Day
6 Month and year

Declared at ⁴ _____ on ⁵ _____ of ⁶ _____

Before me,

7 Signature of person before whom the declaration is made (see over)

⁷

8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

⁸

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution