

## EMPLOYEE REGISTRATION FORM – CONSTRUCTION

Please complete all the relevant sections of the claim form using **BLACK INK** and write within the boxes with **CAPITAL LETTERS**.

### SECTION 1 – EMPLOYER'S DETAILS

Business Name	Registration Number
<input type="text"/>	<input type="text"/>

### SECTION 2 – EMPLOYEE DETAILS

Registration No. (If known)	Type of work performed (please note if the employee is an apprentice and attach a training contract)
<input type="text"/>	<input type="text"/>

Given Names	Surname
<input type="text"/>	<input type="text"/>

Date of Birth	Email Address
<input type="text"/>	<input type="text"/>

Postal Address
<input type="text"/>

Suburb	State	Postcode	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RETURNS ARE COMPLETED QUARTERLY (**JAN - MAR, APR - JUN, JUL - SEP, OCT - DEC**). FOR BACKDATING SERVICE PLEASE PROVIDE THE EMPLOYEES TOTAL DAYS WORKED AND GROSS ORDINARY WAGES FROM THEIR START DATE TO EITHER 31 MARCH, 30 JUNE, 30 SEP OR 31 DEC (WHICHEVER DATE IS CLOSEST TO TODAY'S DATE).

Start Date	Cease Date (If applicable)	Number of days worked	Gross Ordinary Wages (or 5 day week gross wage)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Registration No. (If known)	Type of work performed (please note if the employee is an apprentice and attach a training contract)
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Given Names	Surname
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Date of Birth	Email Address
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Postal Address
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**YOUR PRIVACY**

The Long Service Leave Authority (the '**Authority**', 'we', 'our' and 'us') is collecting personal and other information in this form to register your business 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 employer 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 your business on the employers register; provide to your business a certificate of registration, unique identifier, information pack, online portal access and periodic statements; collect and process your business' quarterly returns and levies; maintain and update the employers and workers registers; otherwise administer the portable long service leave scheme(s) applicable to your business; 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 your business with information about our activities, events, news and publications.

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

**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.