

For help completing this form email enquiry@actleave.act.gov.au

Privacy – Information on this form is collected under the *Information Privacy Act 2014*. Before completing this form, you must read the ACT Leave privacy statement available at <https://actleave.act.gov.au/privacy-policy/>

Scheme / Industry Building and construction ☐ Community sector ☐ Services ☐ Security ☐

Contractor / Working Director details

Registration number (if registered)		Type of work performed	
Surname			
Given names			
Trading name(s)			
Postal address			
	State		Postcode
Date of birth		Contact phone number	
Email			

Business Registration Details

Is your business currently registered with ACT Leave?

No ☐ Yes ☐ Provide your employer registration number

Interstate service

Building and construction and contract cleaning industries only

Are you currently registered with an interstate long service leave scheme?

No ☐ Yes ☐ Give details

State or territory	Registration number (if known)	Date of last service (if known)



Attach the most recent annual statement from each relevant state or territory.

Contribution details

Date you would like to start making contributions from



Contractors only – You must provide proof of your work as a contractor in the relevant industry by providing a scanned copy of a recent invoice.

If you are backdating service, please provide one invoice for each quarter that you are backdating. You can only backdate a maximum 12 months of service.

Contractor / Working Director declaration

I declare that:

- the information provided on this form is true and correct in every detail.
- I will notify ACT Leave in writing and provide full details if there is a change.

I acknowledge that:

- ACT Leave may refuse this application if the information provided is incomplete, false or misleading. An authorised officer may request further information to be provided.
- giving false or misleading information is a serious offence under section 338 of the *Criminal Code 2002*.
- I have read and agree to the ACT Leave privacy statement available at <https://actleave.act.gov.au/privacy-policy/>

Signature

Date

Return this form and all supporting documents:

- online** – save the form and upload to the website following the instructions at <https://actleave.act.gov.au/forms>, or
- by email to: enquiry@actleave.act.gov.au, or
- by post to: ACT Leave PO Box 264 Jamison Centre ACT 2614