

If you download the Services Industry Scheme Employer Registration form from our website, you will need to complete the pdf form electronically using software such as Adobe Acrobat Reader, which you can download for free. We recommend using a desktop computer instead of a mobile phone to complete the form.

If you are unable to fill out the form electronically, you can print it, complete it by hand and return it to us using one of the methods provided at the end of the form.

If you need assistance, please contact us on 02 6247 3900.



ACT Leave Services Industry Scheme Employer Registration

This form is to be completed only by Services Industry employers, registering for the Services Industry Scheme.

If you are a working director, sole trader or a partner in a partnership with no employees, [contact us](#) to discuss your options.

For help completing this form call 02 6247 3900.

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/>

Services Industry details

Type of work performed

A brief description of the services your business provides

Employer details

Business name

Trading name(s)

Street address

State

Postcode

Postal address (if different to above)

State

Postcode

Email

Contact phone number

The official name your business operates under and is registered with ASIC.

The name your business trades as

The address for receiving mail from ACT Leave

Where your business is physically located

Contact person's details

This person will be contacted regarding returns

Full name

Position in the organisation

Email

Contact phone number

Business details

Type of business:

Company ☐

Working Director with employees ☐

Partnership ☐

Sole trader ☐

Charity / Other ☐

Trust ☐

ABN

ACN

Registered office address

State

Postcode

Only provide ACN if you are registered with ASIC as a 'company'

The official address where legal and official documents are sent. It must be a physical street address, not a post office box.

Full name / Names of all partners

ABN

 For a Trust, a scanned copy of the Trust Deed must be provided with this completed form.

A copy of the Trust Deed is required to register a business set up as a Trust. If you are unable to locate a copy of your deed, other trustees, your accountant or your solicitor may be able to assist you.

Please contact us if you require further assistance.

Employer's 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/>

This section to be completed by the person filling out this form

Employer's
signature

Date

Position

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: services@actleave.act.gov.au, or
- by post to: ACT Leave PO Box 264 Jamison Centre ACT 2614

Clear

Save

Print

Select this button to clear the form and begin again

Select this button to save the form to your device

Select this button to print the form