

## EMPLOYER REGISTRATION FORM

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

Industry (Construction/Cleaning/Community/Security)		Type of work performed	
<input type="text"/>		<input type="text"/>	
Business Name			
<input type="text"/>			
Trading Name/s		Email Address	
<input type="text"/>		<input type="text"/>	
Street Address			
<input type="text"/>			
Suburb		State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>
Postal Address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### SECTION 2 – EMPLOYER CONTACT DETAILS – THIS PERSON WILL BE CONTACTED REGARDING RETURNS

Name	Position
<input type="text"/>	<input type="text"/>
Contact Number	Email Address
<input type="text"/>	<input type="text"/>

### SECTION 3 – TYPE OF BUSINESS

<input type="checkbox"/> Company <input type="checkbox"/> Working Director with employees <input type="checkbox"/> Working Director with no employees	ACN	ABN
	<input type="text"/>	<input type="text"/>
	Registered Office Address	
	Suburb	State Postcode
	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Partnership <input type="checkbox"/> Sole trader <input type="checkbox"/> Non-profit/charity/other <input type="checkbox"/> Trust – a copy of the Trust Deed must be provided	Full Name/Names of all Partners	
	<input type="text"/>	
	ABN	<input type="text"/>

### SECTION 4 – PREVIOUS REGISTRATION DETAILS

Have you previously been registered in the ACT Long Service Leave Scheme?

No  Yes  - If yes, Registration Number  Date you resumed work in the ACT?

Have your employees commenced work in the ACT?

No  Yes  - Date the work commenced/expected start date in the ACT?

Please tick if you have not yet commenced work and you require an Interim Card

### SECTION 5 – DECLARATION

I have read the Privacy Information on the back of this form

I declare the information provided to be true and correct to the best of my knowledge

Print Name	Position
<input type="text"/>	<input type="text"/>
Signature	Date (DD/MM/YY)
<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; undertake compliance and enforcement 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, compliance 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. data provided to ACT Revenue Office under section 82 of the *Taxation Administration Act 1999*, or when we remit tax on leave payments to the Australian Tax Office). We may also disclose on our website limited information about your business. This information is restricted to business name and /or trading name, ABN and/or ACN (if applicable), your registration number under the ACT portable long service leave scheme, the number of employees in your last return; and non-sensitive information of your business if you are issued with an outstanding infringement notice for failing to submit quarterly returns 3 months after the end of the quarter. 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.