

**PART 1 - PERSONAL DETAILS**

Worker Registration Number

W										
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Date of Birth

D			M			Y				
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Given Name

Family Name

**PART 2 - MY CONTACT DETAILS HAVE CHANGED**

Number and Street or PO Box

Suburb/Town

State

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Postcode

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Phone

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Mobile

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Email

**PART 3 - I HAVE BEEN UNABLE TO WORK AND/OR RECORD SERVICE DURING THE 2019-2020 FINANCIAL YEAR FOR THE FOLLOWING REASONS:**

- Suffering from an illness or injury  
 Attending a training course relevant to the building and construction industry  
 Performing voluntary building work following a declared emergency in NSW  
 Undertaking light duties as part of a rehabilitation program  
 Performing speculative building work on a residential building for the purpose of sale  
 Pregnant  
 Receiving a Carers pension  
 Performing building and construction work for a government agency and not eligible to accrue long service leave

Dates unable to record service:

From

D			M			Y				
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To

D			M			Y				
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If the period is prior to 01/07/2018, please explain what prevented you from following it up earlier.

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**PART 4 - I HAVE BEEN WORKING INTERSTATE**

- Attach a copy of your latest Annual Statement from the interstate scheme/s to preserve your record and prevent possible cancellation. See [www.ausleave.com.au](http://www.ausleave.com.au)

**PART 5 - I HAVE MORE THAN ONE REGISTRATION NUMBER IN NSW**

As well as the number you have provided in PART 1, please provide any additional NSW worker registration numbers:

W										
W										
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To combine your multiple registrations into one, you need to provide us with proof of your identity:

- Passport                       Birth Certificate                       Change of name certificate/deed poll documents  
 (only required if you have legally changed your name)

**PART 6 - I HAVE SERVICE MISSING FROM WORKING AS AN EMPLOYEE IN NSW**

**Do not complete this section if:**

- **You're a contractor:** You must lodge a *Self Employed Worker Certificate of Service* to record service. Please see your Tax Agent or call **13 14 41** for details.
- **You're an employee for your own Pty Ltd company:** Please call **13 14 41** for your legal obligations.

*(To determine whether you are an employee or contractor, contact the ATO or FairWork for more information.)*

**MISSING WORK MORE THAN TWO YEARS AGO:**

If the period of employment missing from your record is more than two years ago, please explain what prevented you from following it up earlier.

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**EMPLOYER'S DETAILS:**

Company/Business Name

Contact Person

Position

Number and Street or PO Box

Suburb/Town

State

Postcode

Phone

ABN/ACN Number

Is the employer still in business?

Still trading

Ceased trading

Ceased trading date (if known):

**DATES OF EMPLOYMENT MISSING FROM YOUR RECORD:**

Dates you were employed: **From**       **To**

Full-time

Part-time - write total number of days worked during employed period:

Are you still employed by this employer?  **Yes**  **No**

Hours worked in an ordinary work day?

**DESCRIBE IN DETAIL THE WORK YOU PERFORMED ON AN ORDINARY WORK DAY AND THE NUMBER OF NORMAL WORKING HOURS SPENT ON EACH OF THE TASKS:**

Tasks	Hours Per Day
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**PART 6 (continued) - WHERE DID YOU PERFORM YOUR WORK?**

If you worked in more than one location, provide an estimate of time in each. The total needs to equal 100%, eg. onsite - 30%, workshop - 30%, office - 40%.

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**WHAT WERE YOU BUILDING? WHAT TYPE OF CONSTRUCTION SITES DID YOU WORK ON?**

Provide examples.

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**PROOF OF EMPLOYMENT:** (without proof of employment no further action will be taken)

**Have you attached proof of employment?**       Yes       No

Proof of your employment may include:

- Taxation group certificate or payment summary (a Notice of Assessment is not acceptable)
- Certificate of service or Centrelink Employment Separation Certificate
- Letter of offer of employment or service reference by the employer concerned, confirming employment, the type of building and construction work performed and specifying employment details (not applicable for Working Directors and their kin)
- Apprenticeship indenture papers
- Documentation from a superannuation scheme showing records of contributions
- Workers compensation papers
- Payslips
- Bank statement with entries of pay
- MyGov Income Statement (for employers using Single Touch Payroll)
- Contract of employment

**NOTE:** Please cross out your **tax file number** when providing proof of employment.

**PART 7 - DECLARATION**

I declare the information I have given in this form and accompanying documents is true and correct and all copies of supporting documents supplied are true copies. I make this declaration with the knowledge that a false or misleading statement may result in a penalty of up to \$5,500 under the provisions of Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

Name	Signature	Date								
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">D</td> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	D		M		Y			
D		M		Y						

**RETURN**

**Please complete and return before 31 May 2021 to:**

 **Scan and email** to [info@longservice.nsw.gov.au](mailto:info@longservice.nsw.gov.au) **or**  **Post** to Locked Bag 3000, Central Coast MC NSW 2252