

**REGISTERING AS AN EMPLOYER**

You are considered to be an employer in the contract cleaning industry and must register with the Long Service Corporation if you:

- Employed one (1) or more cleaning employees on or after 1 July 2011, and
- The employee/s are engaged to perform cleaning work to a third party's premises in NSW.

**PART 1 - EMPLOYER DETAILS**

Legal Entity Name <input type="text"/>	Trading Name <input type="text"/>
Company/Business ABN <b>ABN</b> <input type="text"/>	Company/Business ACN <b>ACN</b> <input type="text"/>
Contact Person <input type="text"/>	Position <input type="text"/>
Number and Street or PO Box <input type="text"/>	
Suburb/Town <input type="text"/>	State <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Phone <input type="text"/>	Mobile <input type="text"/>
Postcode <input type="text"/>	
Email <input type="text"/>	

**PART 2 - PRINCIPAL PLACE OF BUSINESS** (if different to your contact details)

Number and Street <input type="text"/>			
Suburb/Town <input type="text"/>	State <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Postcode <input type="text"/>	

**PART 3 - REGISTERED OFFICE ADDRESS** (if company)

Number and Street <input type="text"/>			
Suburb/Town <input type="text"/>	State <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Postcode <input type="text"/>	

**PART 4 - EMPLOYMENT DETAILS**

Date started employing cleaning workers in NSW after 1 July 2011:

Number of cleaning workers in NSW employed after 1 July 2011:

*(Includes casual, part time and full time. Do not include contractors in this number.)*

Cleaning work is performed on:

Domestic    Industrial    Commercial    Events    Other \_\_\_\_\_

*Describe site/s*

Description of cleaning work performed by employees: \_\_\_\_\_



**INTERPRETER SERVICES**

If you need an interpreter, call **TIS National on 13 14 50** and ask them to call **Long Service Corporation on 13 14 41** or for more information visit [www.tisnational.gov.au](http://www.tisnational.gov.au)



**PART 5 - DECLARATION**

I declare that the information I have given in this declaration is true and correct. I make this declaration with the knowledge that a false or misleading statement may result in penalty of up to \$5,500 under the provisions of Section 101(a) of the *Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010*:

Name of Authorised Person	Position of Authorised Person								
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>								
Signature of Authorised Person	Date								
<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			
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**RETURN**

Please complete and return 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

**WHAT HAPPENS AFTER THE CORPORATION RECEIVES YOUR APPLICATION?**

Your application will be processed by the Corporation and you will be advised if your application is approved or refused.

- If your application is approved you will be advised in writing, and receive a welcome pack consisting of your certificate of registration and details of your obligations eg. instructions on how to lodge your quarterly returns.
- If your application is refused you will be advised in writing, and given the right to appeal to the independent Contract Cleaning Industry Long Service Leave Committee.

<b>LSC USE ONLY</b>	<input style="width: 100%;" type="text"/>
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