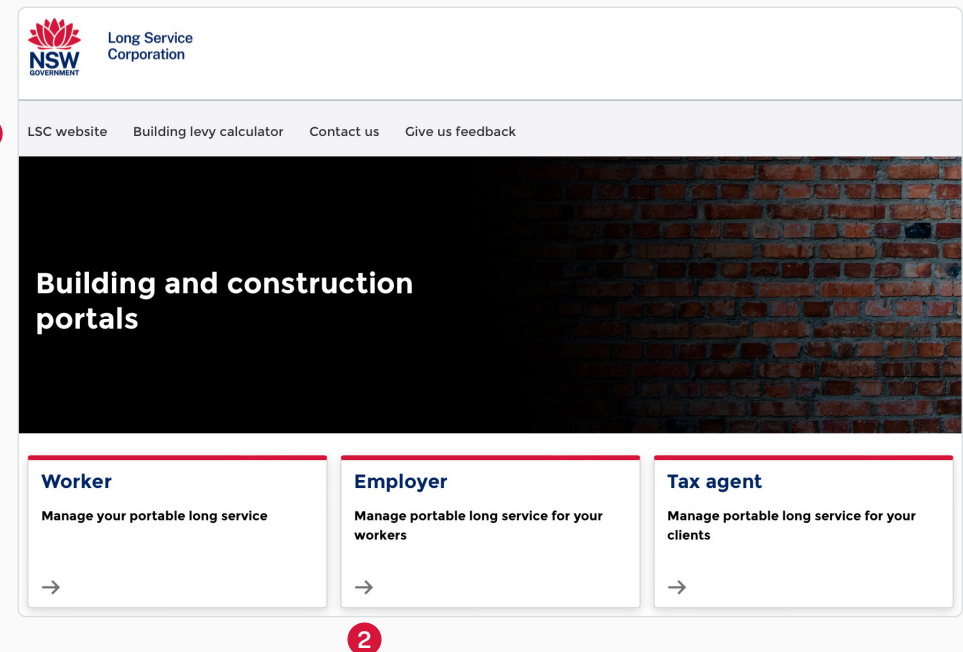


Building and Construction Industry CEASE TRADING OR EMPLOYING – EMPLOYER GUIDE

How to advise you've ceased trading or employing workers

Log in to the employer portal

1. Go to the [Building and Construction portal](#)
2. On the Employer tile, select the grey arrow.



3. Enter the registered **email address**
4. Enter the **password** of the account
5. Select the **Log in** button.

Log in / Register


Log in with LSC account



Email

Password

☐ Show password[Forgot password](#)

6. Select the **Business Details** tab.

 Long Service Corporation

  Employer Name

Home Workers **Business Details** Service Returns Claims Support Tickets Feedback

7. Scroll to the **Business Details** section
8. Select the **Edit** button.

Business Details

Please keep your details upto date.

ABN:	01234567891
Business Name:	Example Constructions
Business Address:	123 Example Street Town NSW 2000
Email:	name@exampleemail.com
Phone:	02 0123 4567
Mobile:	0123 456 789

[see all](#) →

9. Scroll to the **Ceased Trading or Employing** section

10. Select the relevant option.

This screenshot shows the 'Cease Trading or Employing' form. At the top right are 'Save' and 'Cancel' buttons. Below the title, there are two radio button options: 'I want to cease trading and employing workers under this entity' and 'I want to cease employing workers'. Below these is a date input field labeled 'Ceased Employment Date' with a placeholder 'DD/MM/YYYY' and a calendar icon. Under the 'Declaration' section, there is an orange warning box with an information icon and text: 'Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under the Building and Construction Industry Long service Payments Act 1986.' Below the warning box is a checkbox with the text: 'I hereby declare that I am authorised to act on behalf of the business and the information I have provided is true and correct to the best of my knowledge.'

Option 1 – Cease trading and employing workers

11. If moving to a new entity, confirm if you've transferred your workers by selecting **Yes** or **No**

12. Enter the date you ceased trading

13. Enter the date you ceased employing workers

14. Verify you've read and understood the declaration by checking the box

15. Select the **Save** button.

This screenshot shows the 'Cease Trading or Employing' form with steps 11 through 15 highlighted. At the top right are 'Save' and 'Cancel' buttons. Below the title, there are three radio button options: 'I want to cease trading and employing workers under this entity' (selected), 'I want to cease employing workers', and 'Have you ceased trading due to moving to a new entity?'. Below these is a question 'Have you transferred the workers to the new entity?' with 'Yes' and 'No' radio button options. Below that are two date input fields: 'Ceased Trading Date' and 'Ceased Employment Date', both with a placeholder 'DD/MM/YYYY' and a calendar icon. Under the 'Declaration' section, there is an orange warning box with an information icon and text: 'Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under the Building and Construction Industry Long service Payments Act 1986.' Below the warning box is a checkbox with the text: 'I hereby declare that I am authorised to act on behalf of the business and the information I have provided is true and correct to the best of my knowledge.'

Option 2 – Cease employing workers

16. Enter the date you ceased employing workers
17. Verify you've read and understood the declaration by checking the box
18. Select the **Save** button.

18

Cease Trading or Employing

☐ I want to cease trading and employing workers under this entity
☒ I want to cease employing workers

Ceased Employment Date

16

Declaration

17

1

Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under the Building and Construction Industry Long service Payments Act 1986.


☐ I hereby declare that I am authorised to act on behalf of the business and the information I have provided is true and correct to the best of my knowledge.



Save

Cancel

Need support

19. Raise a **Support Ticket** on the portal or call Service NSW on 13 14 41.

 Long Service Corporation

  Employer Name

Home

Workers

Business Details

Service Returns

Claims

Support Tickets

Feedback

longservice.nsw.gov.au | 13 14 41 | info@longservice.nsw.gov.au | ABN 93 646 090 808 | V200524

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