

Contract Cleaning Industry RECORD UPDATE FORM

Information

The contract cleaning scheme started on 1 July 2011, and missing service in the industry can only be advised for periods after this date.

Work on Commonwealth places

As Commonwealth places fall under the jurisdiction of the Commonwealth Government, work conducted on Commonwealth places cannot be credited under the NSW [Contract Cleaning Industry \(Portable Long Service Leave Scheme\) Act 2010](#), administered by LSC, and we are working with the Commonwealth Government to resolve this. For further information see [Commonwealth places](#).

Part 1 - Worker details

Given name

Family/surname

Date of birth

Worker registration number

Part 2 - Contact details have changed

Address

Suburb

State

Postcode

Mobile

Phone

Email

Part 3 - Employer details are incorrect or missing

Note: If you're missing service from more than one employer, complete Part 3, 4, 5 and 6 for each employer.

Business/Company name

ABN number

Employer's address

Suburb

State

Postcode

Employer's phone

Employer's mobile

Employer's email

Contact person

Is the employer still in business? ☐ Yes ☐ No - ceased trading date (if known): ☐ Not sure

Part 4 - Employment details are incorrect or missing

*Period employed from: *to:

*Gross ordinary wages¹:

¹The amount of wages paid/payable to a person during the period (including the shift penalties but excluding overtime, meal allowances, protective clothing, materials or equipment).

Site address where you performed your work

Did you work outside NSW or on Commonwealth land for the requested period? ☐ Yes - provide details below

Dates

Location

*I authorise LSC to provide my name to my employer during investigation into my missing service.

☐ Yes ☐ No

Part 5 - Type of cleaning work performed

Was this work in NSW? ☐ Yes ☐ No - If no, which state:

Part 6 - Proof of employment (without proof of employment no further action will be taken)

The only acceptable proof of employment for a working director and family members is individual tax returns from the Australian Tax Office.

Have you attached proof of employment? ☐ Yes ☐ No - don't return this form

Proof of your employment may include:

- ☐ Individual tax returns (check your myGov account)
- ☐ Letter from the employer (confirming the employers ABN, exact dates of employment, type of cleaning work you did and the wages you were paid for each financial year)
- ☐ Payslip (showing each month and includes the employers ABN, wages paid and dates of employment)
- ☐ Employment Separation Certificate (issued by the employer for the current financial year)

Note: Cross out your tax file number when providing proof of employment.

Part 7 - Unable to work and/or record service

Select the reason you were unable to work and/or record service from the list below.

- ☐ Working interstate in the cleaning industry (For work performed in ACT, QLD or VIC, your latest annual statement is required. For other states or territory a letter from your employer confirming your interstate work is required).
- ☐ Injured or ill
- ☐ Performing voluntary cleaning work in NSW due to a declared emergency
- ☐ Performing light duties (not cleaning work) as part of a rehabilitation program
- ☐ Training course recognised by LSC to improve employment prospects in the cleaning industry
- ☐ Impacted by employer being insolvent, under administration (bankrupt) or had an external administrator appointed due to voluntary administration, liquidation or receivership
- ☐ Pregnant
- ☐ Not able to work due to a family member suffering from a serious injury or illness or died
- ☐ Receiving a carer's payment from Centrelink
- ☐ Performing cleaning work for a government or council under an arrangement that did not provide for long service benefits

Dates unable to record service from:

to:

Part 8 - Multiple registration numbers in NSW

Provide any additional NSW worker registration numbers (not including the number provided in Part 1).

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Part 9 - Declaration

I declare the information I have given in this application and accompanying documents is true and correct and that 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 101(a) of the Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010.

Given name

Family/surname

Signature of authorised person

Date

Return

Scan and email to info@longservice.nsw.gov.au or post to Locked Bag 3000, Central Coast MC NSW 2252