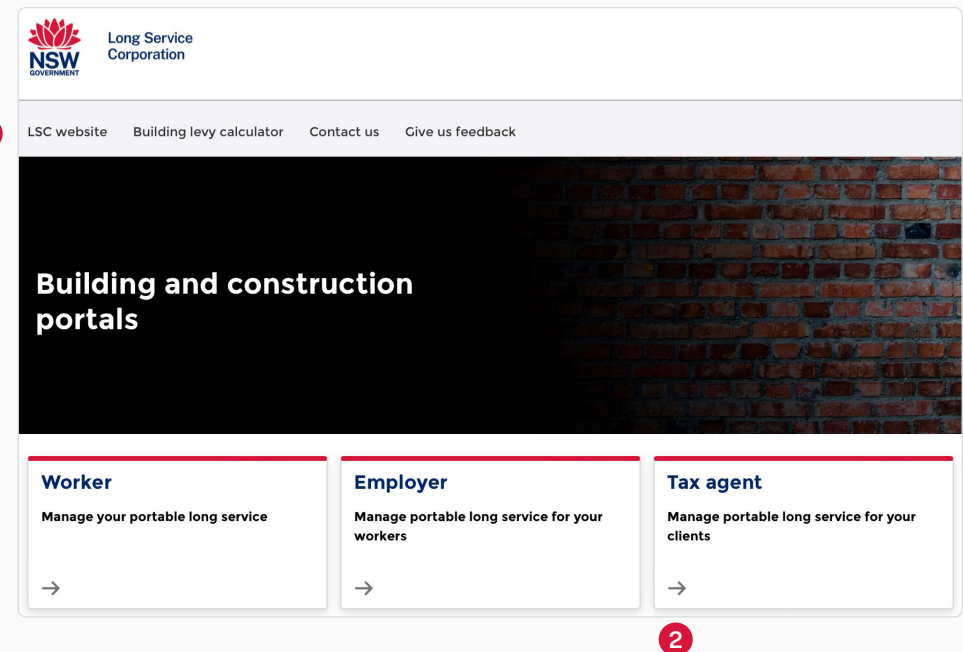


Building and Construction Industry PREVENT REGISTRATION CANCELLATION – TAX AGENT GUIDE

How to create a request on behalf of a worker to prevent the cancellation of their registration

Log in to the tax agent portal

1. Go to the [Building and Construction portal](#)
2. On the Tax agent 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](#)

Log in as the worker

6. Select the Linked Workers tab.



Long Service
Corporation



Tax Agent Name

[Home](#)[Business Details](#)[Linked Employers](#)[Linked Workers](#)[Support Tickets](#)[Feedback](#)

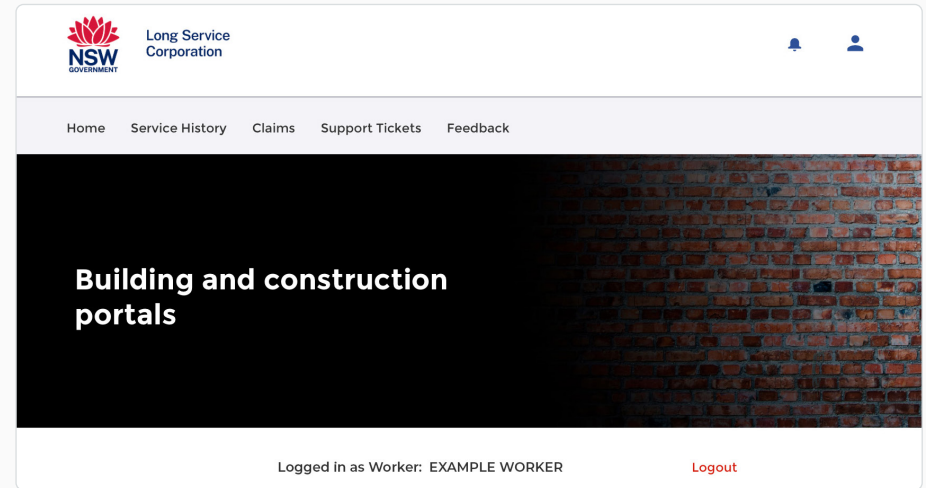
7. Select the Login button next to the relevant worker.

Linked Workers

Name	Number	Linked Date	Worker Star...	
WORKER NAME	W11132051	23/01/2024	23/01/2024	<input type="button" value="Login"/>

The page will refresh and you'll be logged in as the worker.

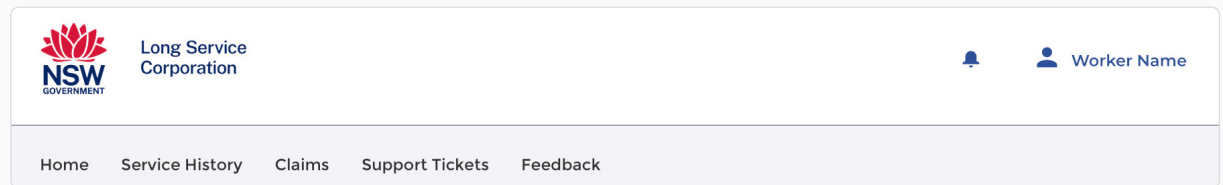
8. Select the **Logout** link when finished.



8

Prevent cancellation

9. Select the **Service History** tab.



9

10. Under the **Is your record up to date** section, select the **Prevent registration from cancellation** link.

Is your record up to date?

What to do next. Please click on links below.

[Missing service](#) ⓘ

[Unable to work](#) ⓘ

[Prevent registration from cancellation](#) ⓘ

10

Note: The following steps are for interstate building and construction work and is an **example only**.

Verify reason

11. Select the reason why the worker wants to prevent their registration from cancellation

12. Select the **Next** button to continue.

Note: Screens displayed will depend on the option selected in this step.

11 I want to prevent my registration from being cancelled.

I have less than five years recorded service and have been unable to work in the NSW Building and construction industry. *

☒ I was credited with service from an interstate building and construction industry long service scheme

☐ I was pregnant and unable to work

☐ I was in receipt of a Commonwealth Carer's payment

☐ I was working for a government authority or local council under an arrangement that did not provide for the making payments of long service benefits to me

☐ I was unable to work due to serious illness/death of immediate family member

☐ I was unable to work due to personal illness/injury

12 **Next**

Step 1 – Submission of documents

13. Read the information on the documentation required

14. Select the **Upload Files** button or **drag and drop** the files

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

16. Select the **Next** button to submit.

Step 1 of 2

13 **i** To qualify for preservation you must have performed eligible building and construction work which is recorded with an interstate building and construction industry long service scheme.

- You need to provide copies of your Annual Statement/s from the relevant state or territory scheme/s showing the service recorded. Where you have recorded service with more than one interstate scheme you should upload the most recent statement.
- Service recorded in each scheme cannot be transferred, however it may be combined when you make a claim.
- A preservation request does NOT add service days to your record but may extend the time that you are allowed to be out of the NSW building and construction industry and may prevent cancellation of your registration.

Supporting Documents *

14 **Upload Files** Or drop files

Declaration By Applicant

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 a penalty of up to \$5,500 under the provisions of Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

15 ☐ I Agree *

16 **Next**

Step 2 – Confirmation

17. After the request is successfully submitted, you'll receive confirmation and a **Case No.** as a reference
18. Select the **Finish** button.

Step 2 of 2

Confirmation

Your application is submitted successfully.

Case No : 00056999

What happens next?


What happens after the Long Service Corporation receives your application?

When your application and all of the supporting documents are received your application will be considered and you will be advised of the outcome. If your application is approved, you will be advised of the period your registration has been preserved.



Finish

Need support

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



Long Service Corporation

 Tax Agent Name

[Home](#) [Business Details](#) [Linked Employers](#) [Linked Workers](#) [Support Tickets](#) [Feedback](#)

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