

CONTRACTOR CLAIM FORM**Personal
Details**

Registration No. _____

_____/_____/_____
Date of Birth

Employee Surname _____

Given Names _____

This is the address
your payment
will be posted to

Street _____

Suburb _____

State _____

Post Code _____

Trade (eg. plumber, bricklayer, carpenter, etc) _____

Contact Phone No. _____

**Interstate
Service**

If you are registered and have service in an interstate long service leave scheme you may add this service to your ACT payment.

State _____ Registration No. (if known) _____

State _____ Registration No. (if known) _____

**Tax File
Number**

Your Tax File Number _____

The Board is required to deduct tax from the employee portion of your payment (ie. service declared by an employer). If you do not provide the Board with your tax file number tax will be deducted from the employee portion of your payment at the highest rate.

You will only receive a group certificate for the employee portion of your payment.

**More than 10 yrs
service**Do you wish to claim **all** your long service leave?☐

Yes

☐

No I wish to take _____ weeks (minimum 2 weeks)

Period of your long service leave: ____/____/____ to ____/____/____
date leave starts date leave ends

Do you want to continue contributing in the long service leave scheme?

☐

Yes

☐

No - please suspend registration until further notice

**Less than 10 yrs
service****Important Note:** Contractors with less than **1100 days** (5 years) service are only be entitled to a refund of contributions made on their own behalf as a contractor.☐

Yes - I wish to claim my pro-rata entitlement because;

(a) I no longer wish to contribute into the scheme as a contractor;
and

(b) I wish to have my name removed from the long service leave register.

Please complete the statutory declaration on the reverse side of form**Contractor
Signature**

Signature _____

_____/_____/_____
Date**Street Address:**National Associations Centre
Unit 8
71 Constitution Ave, Campbell**Postal Address:**Reply Paid 9
PO Box 234
CIVIC SQUARE ACT 2608**Office Hours** Mon - Fri 8am to 5pm

Freecall 1800 655 060

Phone (02) 6247 3900

Fax (02) 6257 5058

COMMONWEALTH OF AUSTRALIA

STATUTORY DECLARATION

(1) Here insert name, address and occupation of person making the declaration.

I, ⁽¹⁾

(2) Here insert matter declared to. Where the matter is long, add the words "as follows:-" and then set the matter out in numbered paragraphs

do solemnly and sincerely declare ⁽²⁾ that I;

(a) do not intend to return to work in the construction industry as an employee; and

(b) no longer wish to contribute in the long service leave scheme as a contractor.

I make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, as amended and subject to the penalties provided by the Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this

(3) Signature of person making the declaration.

(3)

Declared at

the

day of

, 20

Before me,

(4) Signature of person before whom the declaration is made.

(4)

(5) Here insert title of person before whom the declaration is made.

(5)

NOTE 1.—A person who wilfully makes a false statement in a statutory declaration under the *Statutory Declarations Act 1959* as amended is guilty of an offence against that Act, the punishment for which is a fine not exceeding \$200 or imprisonment for a term not exceeding six months or both if the offence is prosecuted summarily, or imprisonment for a term not exceeding four years if the offence is prosecuted upon indictment.

NOTE 2.—A statutory declaration under the *Statutory Declarations Act 1959* as amended may be made only before a Chief, Police, Resident or Special Magistrate; Stipendiary Magistrate or any Magistrate in respect of whose office an annual salary is payable; a Justice of the Peace; a person authorised under any law in force in Australia or its Territories to take affidavits; a person appointed under the *Statutory Declarations Act 1959* as amended or under a State Act to be a Commissioner of Declarations; a person appointed as a Commissioner for Declarations under the *Statutory Declarations Act 1911*, or under that Act as amended and holding office immediately before the commencement of the *Statutory Declarations Act 1959*; a Notary Public; a person before whom a statutory declaration may be made under the law of the State in which a declaration is made; or a person appointed to hold, or act in, the office in a country or place outside Australia of Australian Consul-General, Consul, Vice-Consul, Trade Commissioner, Consular Agent, Ambassador, High Commissioner, Minister, Head of Mission, Commissioner, Charge d' Affaires, or Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation, or other post.