



Notification by Employer of Benefits Taken Under the NT Long Service Leave (LSL) Act by an Employee

E: info@ntbuild.com.au W: ntbuild.com.au P: 1300 795 855 A: Unit 32-33, 12 Charlton Court, Woolner

For help completing this form email info@ntbuild.com.au

Privacy – Information on this form is collected under the *Information Act 2002 (NT)*. Before completing this form, you must read the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy>

Worker's details

Registration number (if known)	<input type="text"/>	Surname	<input type="text"/>
Date of birth	<input type="text"/>	Given names	<input type="text"/>
Current residential address	<input type="text"/>		
		State	Postcode
Email	<input type="text"/>	Contact phone number	<input type="text"/>

Employers details

Employer Registration (if known)	<input type="text"/>	Employer Name	<input type="text"/>
Contact person for enquiries	<input type="text"/>	Contact phone number	<input type="text"/>
Email	<input type="text"/>		
Worker commenced date	<input type="text"/>	How much long service has this worker accrued under your business?	<input type="text"/>

Is this worker still employed with your business?

Yes Provide the following:

Date worker commenced long service leave Number of LSL days taken by worker days

No Provide the following:

Employment cease date

Amount of LSL days paid to the worker on ceasing employment days

How many LSL days have been paid overall since the worker commenced employment days

Employees declaration

I declare and acknowledge that:

- The information provided on this form is true and correct in every detail.
- I will notify NT Build in writing and provide full details if there is a change.
- NT Build may refuse this application if the information provided is incomplete, false or misleading. An authorised officer may request further information to be provided.
- It is an offence to make a declaration that is false in any material particular.
- I have read and agree to the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy-access/>

Applicant's
signature

Date

Return this form and all supporting documents:

- by email to: info@ntbuild.com.au, or
- by post to: NT Build PO Box 36644, Winnellie NT 0821
- by office: Unit 32-33, 12 Charlton Court, Woolner
Business Hours
Monday to Friday (excluding Public Holidays)
8:00am - 4:30pm