

CONTRACTOR REGISTRATION APPLICATION

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CONTRACTORS DETAILS

SURNAME		GIVEN NAME	
<input type="text"/>		<input type="text"/>	
MAILING ADDRESS			
<input type="text"/>			
SUBURB			POSTCODE
<input type="text"/>			<input type="text"/>
DATE OF BIRTH (DD/MM/YYYY)	TELEPHONE	MOBILE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
EMAIL ADDRESS (CASE SENSITIVE)			
<input type="text"/>			
TYPE OF WORK YOU PERFORM (e.g. Labourer, Electrician, Carpenter etc)			
<input type="text"/>			

BACKDATED SERVICE INFORMATION

CONTRACTOR SERVICE CAN ONLY BE BACKDATED UP TO 12 MONTHS PRIOR TO THE LODGEMENT OF THIS REGISTRATION FORM. E.G. IF YOU REGISTER ON 01/12/2012, YOU CAN ONLY BACKDATE YOUR SERVICE TO 01/12/2011. (I.E. 12 MONTHS).

CONTRACTORS ARE ENTITLED TO BE CREDITED WITH ONE DAY OF QUALIFYING SERVICE IF THEY HAVE CARRIED OUT AT LEAST 6 HOURS OF CONSTRUCTION WORK DURING ANY WORK SHIFT.

BACKDATED SERVICE DETAILS

FOR BACKDATED SERVICE PLEASE PROVIDE SERVICE DAYS BROKEN UP INTO 6 MONTHLY RETURN PERIODS E.G. 1/1/YY TO 30/6/YY AND 1/7/YY TO 31/12/YY. DO NOT SHOW SERVICE DAYS WITHIN THE CURRENT RETURN PERIOD.

START OF RETURN PERIOD / START DATE DD/MM/YYYY	END OF RETURN PERIOD DD/MM/YYYY	OTHER DAYS COMBINED DAYS CANNOT EXCEED 156 DAYS	INPEX DAYS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PLEASE SEE THE BACK OF THIS FORM FOR FURTHER DETAILS ON COMPLETING YOUR BACKDATING SERVICE.

INTERSTATE SERVICE

PLEASE [X] AND PROVIDE REGISTRATION NUMBER IF YOU ARE REGISTERED IN ANOTHER STATE OR TERRITORY FOR PORTABLE LONG SERVICE LEAVE

ACT REGISTRATION NUMBER	NSW REGISTRATION NUMBER	QLD REGISTRATION NUMBER	SA REGISTRATION NUMBER	TAS REGISTRATION NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIC REGISTRATION NUMBER	WA REGISTRATION NUMBER			
<input type="text"/>	<input type="text"/>			

DECLARATION

I declare the details on this form are true and correct to the best of my knowledge.

SIGNATURE

DATE (DD/MM/YYYY)

OFFICE USE ONLY

APPROVED	<input type="checkbox"/>	REFUSED	<input type="checkbox"/>	BY		DATE		SCANNED	<input type="text"/>
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OTHER DAYS vs INPEX DAYS - WHAT'S THE DIFFERENCE?

RECENT CHANGES MADE TO THE *CONSTRUCTION INDUSTRY LONG SERVICE LEAVE AND BENEFITS ACT* AFFECTING MAJOR CONSTRUCTION PROJECTS (VALUED AT MORE THAN \$1 BILLION) HAS MADE IT NECESSARY FOR EMPLOYERS TO INDICATE ACTUAL NUMBER OF DAYS WORKED ON EACH MAJOR PROJECT.

SO HOW DO I REPORT THE DAYS?

IF YOU HAVE OR HAVE HAD ANY EMPLOYED WORKERS ON AN **INPEX** SITE, PLEASE ALLOCATE THOSE SERVICE DAYS IN THE "INPEX DAYS" COLUMN. ALL OTHER DAYS ON ANY OTHER SITE SHOULD BE REPORTED IN THE "OTHER DAYS" COLUMN. MAXIMUM COMBINED DAYS CANNOT EXCEED 156 SERVICE DAYS.

WHAT IF I DO NOT HAVE ANY WORKERS ON THE INPEX SITE?

IF THIS IS THE CASE, PLEASE ALLOCATE ALL DAYS IN THE "OTHER DAYS" COLUMN FOR YOUR WORKERS.

HOW TO COMPLETE YOUR BACKDATED SERVICE DETAILS

Nominate your start date. Remembering that you can only backdate your service 12 months prior to registration with the Scheme.

Nominate the end of the Return period. This will always be either 30/06/YY or 31/12/YY.

Return periods run for 6 months from January to June and July to December of each year.

START OF RETURN PERIOD / START DATE DD/MM/YYYY	END OF RETURN PERIOD DD/MM/YYYY	OTHER DAYS COMBINED DAYS CANNOT EXCEED 156 DAYS	INPEX DAYS
2 0 0 6 2 0 1 2	3 0 0 6 2 0 1 2	9	
0 1 0 7 2 0 1 2	3 1 1 2 2 0 1 2	1 0 0	3 0

Nominate the start of the next Return period. This will always be either 01/01/YY or 01/07/YY.

Provide the amount of days you have worked in between the Return period.

In this example the Contractor has worked 100 "Others days" and 30 "Inpex days". Combined days cannot exceed 156 service days.

Please read "**OTHER DAYS vs INPEX DAYS - WHAT'S THE DIFFERENCE?**" below for further details.

PRIVACY

NT Build is collecting the information on this form for the purpose of administering the *Construction Industry Long Service Leave and Benefits Act*. In appropriate cases, the information may be accessed by government agencies, private organisations and members of the public as required or permitted by law, or where that information is required to be provided to another state authority for the purpose of making a Long Service leave payment to the beneficiary.

For more information please refer to the Privacy and Access policies (available at http://www.ntbuild.com.au/ntbuild/info_privacy_foi.shtml) issued in accordance with the *Information Act (NT)* or contact the Registrar, NT Build on 1300 795 855.