

# EMPLOYER REGISTRATION APPLICATION

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General Enquires 1300 795 855

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## EMPLOYER DETAILS

EMPLOYER'S TRADING NAME		<input type="text"/>	
COMPANY NAME	<input type="text"/>	ABN	<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"/> <input type="text"/>
NAMES OF PARTNERS (If in a partnership)		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
DESCRIBE THE TYPE OF WORK PERFORMED BY THE EMPLOYER (e.g. Electrical, Civil)			
<input type="text"/>			

## EMPLOYER'S CONTACT DETAILS

CONTACT PERSON FOR ENQUIRIES	<input type="text"/>		
EMPLOYER MAILING ADDRESS	SUBURB		POSTCODE
<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
EMPLOYER BUSINESS ADDRESS	SUBURB		POSTCODE
<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
TELEPHONE	FACSIMILE	MOBILE	
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EMAIL ADDRESS			
<input type="text"/>			

## LODGEMENT OF EMPLOYER RETURNS

EMPLOYER RETURNS ARE COMPLETED TWICE YEARLY, ONCE FOR THE PERIOD BETWEEN JANUARY TO JUNE AND ONCE FOR THE PERIOD BETWEEN JULY TO DECEMBER. PLEASE CHOOSE ONE OF THE 3 FOLLOWING OPTIONS FOR LODGEMENT OF RETURNS:

**PAPER RETURN** - A PAPER RETURN WILL BE SENT TO YOUR NOMINATED POSTAL ADDRESS

**INTERNET RETURN** - AN EMAIL WILL BE SENT TO THE NOMINATED EMAIL ADDRESS AND THE RETURN WILL BE COMPLETED ONLINE

**SPREADSHEET RETURN** - AN NT BUILD GENERATED SPREADSHEET WILL BE SENT TO THE NOMINATED EMAIL ADDRESS  
(Please **only** select this Return type if you have 20 or more employees)

## 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](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.

## DECLARATION

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

SIGNATURE	DATE (DD/MM/YYYY)
<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"/>

## OFFICE USE ONLY

APPROVED	<input type="checkbox"/>	REFUSED	<input type="checkbox"/>	BY	DATE	SCANNED	<input type="text"/>
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## EMPLOYEE REGISTRATION - BACKDATING INFORMATION

Employee service can only be backdated up to 12 months prior to the day an employee registers with the scheme. E.g. If your employee commenced employment on the 01/01/2010 but registers with the scheme on the 01/01/2012. The worker can only be backdated to the 01/01/2011. (I.e. 12 Months).

For backdated service please provide service days broken up into our 6 monthly Return periods. E.g. 01/01/YY to 30/06/YY and 01/07/YY to 31/12/YY.

Employees 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. Service days include public holidays or any day of paid absence for the employee other than a day that is part of long service leave granted to the employee.

In circumstances where workers are employed on a **Fly in Fly out / Rotating roster basis**. An average number of days worked over the Return period should be used to calculate the workers service days. An average number of working days can be calculated using the following formula below:

$$\text{Total number of hours worked in Return period} \div 8 \text{ (standard working day)} = \text{Service days for Return period}$$

## OTHER DAYS vs INPEX DAYS - WHAT'S THE DIFFERENCE?

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.

## EMPLOYEE REGISTRATION - HOW TO BACKDATE SERVICE DAYS FOR EMPLOYEES

Nominate the workers start date. Remembering that a worker can only be backdated 12 months prior to registration with the scheme.

If the worker has ceased employment in this period please indicate by marking a "Y".

Nominate the end of the Return period or the workers cease date (if the worker has ceased employment).

START OF RETURN PERIOD / START DATE DD/MM/YYYY						END OF RETURN PERIOD / CEASE DATE DD/MM/YYYY						OTHER DAYS COMBINED DAYS CANNOT EXCEED 156			INPEX DAYS			CEASED Y/N							
2	0	0	6	2	0	1	2	3	0	0	6	2	0	1	2	3	0	0							
0	1	0	7	2	0	1	2	3	1	1	2	2	0	1	2	1	0	0		3	0				Y
OFFICE USE ONLY      APPROVED <input type="checkbox"/> REFUSED <input type="checkbox"/> BY _____      DATE _____																									

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

Nominate the end of the Return period or the workers cease date (if the worker has ceased employment).

In this example the worker has ceased on the last day of the Return period as indicated with the "Y".

Provide the amount of days the worker has worked in between the Return period.

In this example the worker 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?**" above for further details.

Please also take into consideration the calculation used for workers on a FIFO/Rotating roster.

**EMPLOYEE DETAILS - DO NOT INCLUDE LABOUR ONLY CONTRACTORS**

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TYPE OF WORK PERFORMED BY EMPLOYEE (e.g. Labourer, Electrician)						
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SCANNED

**EMPLOYEE DETAILS - DO NOT INCLUDE LABOUR ONLY CONTRACTORS**

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START OF RETURN PERIOD / START DATE DD/MM/YYYY		END OF RETURN PERIOD / CEASE DATE DD/MM/YYYY		OTHER DAYS COMBINED DAYS CANNOT EXCEED 156	INPEX DAYS	
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OFFICE USE ONLY			APPROVED <input type="checkbox"/>	REFUSED <input type="checkbox"/>	BY _____ DATE _____	

SURNAME			GIVEN & MIDDLE NAME			
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>			
MAILING ADDRESS			SUBURB		POSTCODE	
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DATE OF BIRTH (DD/MM/YYYY)		TELEPHONE		MOBILE		
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TYPE OF WORK PERFORMED BY EMPLOYEE (e.g. Labourer, Electrician)						
<input style="width:100%;" type="text"/>						
START OF RETURN PERIOD / START DATE DD/MM/YYYY		END OF RETURN PERIOD / CEASE DATE DD/MM/YYYY		OTHER DAYS COMBINED DAYS CANNOT EXCEED 156	INPEX DAYS	
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OFFICE USE ONLY			APPROVED <input type="checkbox"/>	REFUSED <input type="checkbox"/>	BY _____ DATE _____	

SCANNED