

EMPLOYER REGISTRATION APPLICATION

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General Enquires 1300 795 855

Email info@ntbuild.com.au
Facsimile (08) 8936 4080

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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) 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)

OFFICE USE ONLY

APPROVED REFUSED BY DATE SCANNED

EMPLOYEE DETAILS - DO NOT INCLUDE LABOUR ONLY CONTRACTORS

Note that workers can be backdated a maximum of 12 months from their registration date if they are not already a registered member.

SURNAME		GIVEN & MIDDLE NAME	
<input type="text"/>		<input type="text"/>	
MAILING ADDRESS		SUBURB	POSTCODE
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EMAIL ADDRESS			
<input type="text"/>			
TYPE OF WORK PERFORMED BY EMPLOYEE (e.g. Labourer, Electrician)			
<input type="text"/>			
START DATE (DD/MM/YYYY)	CEASE DATE (IF ANY) (DD/MM/YYYY)		
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