



In accordance with Section 43 of the Act application is made to become a registered employer

# EMPLOYER REGISTRATION APPLICATION

## 1. APPLICANT DETAILS

Use capital letters and avoid the edge of the box as shown.

A B C D E F G

Employer ABN

What is your type of business

Please enter a number from the "Business Type" list on the back of this form.

Employer Registered Name

Employer Trading Name

Street Address (number and street)

Suburb/Town

State

Postcode

Postal Address

Suburb/Town

State

Postcode

## 2. WHO CAN QLEAVE CONTACT IF WE NEED MORE INFORMATION?

Contact Name

Contact Position

Contact Telephone Number

(   )

Contact Mobile Number

Contact Fax Number

(   )

Contact Email Address

## 3. DECLARATION

I certify that the information provided is true and correct.

Applicant Name

Applicant Position

D D / M M / Y Y Y Y

Signature:

12380



## EMPLOYER OBLIGATIONS

Employers who engage private sector building and construction workers have statutory obligations under the *Building and Construction Industry (Portable Long Service Leave) Act 1991* (“the Act”).

These include:

- Registering with QLeave on this “Employer Registration Application” form;
- Keeping books and records that support your engagement of each worker; and
- Completing and submitting to QLeave a “Worker Service Return” (Certificate of Service) for each worker, either within one month of the end of the financial year, or within one month of the termination of a worker, whichever comes first.

## PAYMENTS

For all eligible workers registered with QLeave who have met the statutory requirements for long service leave, QLeave will make long service leave payments according to the Act. This can be done either by paying the worker directly under the provisions of the *Building and Construction (Portable Long Service Leave) Act 1991*, or by reimbursing the employer if they have paid the worker under the provisions of the *Industrial Relations Act 1999* (reimbursement should be claimed by the employer within three months of paying the worker).

It is in the employer’s best interest to ensure their workers are registered with QLeave and that Worker Service Returns are completed annually and at the time of cessation of the worker. This will ensure that the employer receives the maximum reimbursement allowable under the legislation.

## BUSINESS TYPE

Air Conditioning	01	Painting	12
Bricklaying	02	Plant Operation	13
Cabinet Maker	25	Plastering	14
Carpentry/Joinery	03	Plumbing/Draining	15
Civil Engineering	04	Pool Installation	16
Concreting	05	Refrigeration	17
Construction	06	Roof Installation	18
Demolition	07	Roof Tiling	19
Electrical Contracting	08	Scaffolding	20
Fire Protection	28	Security Screens, Awnings & Shower Screens	35
Floor Coverings	26	Shop Fitting	21
Formworker	32	Signage	30
Glazing	09	Steel Fixer	31
Labour Hire	24	Stone Masonary	29
Landscaping	34	Telecommunications	33
Lifts	10	Thermal Insulation	22
Metal Fabrications ( Sheet Metal)	27	Wall & Floor Tiling	23
Metal/General Engineering	11		

### ***Need more help?***

Freecall 1800 803 491

Email [members@qleave.qld.gov.au](mailto:members@qleave.qld.gov.au)

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