

Form 1

NOTICE TO INDUSTRIAL REGISTRAR

(Employment Protection Act 1982, sections 7 and 8
Employment Protection Regulation 2001, clause 13)

To be lodged at: The Office of the Industrial Registrar, Sydney

Important notes concerning this form

- (1) This form is to be used in giving the notice required under either section 7 or section 8 of the Employment Protection Act 1982.
- (2) All required information must be provided and all questions answered.
- (3) Time for serving notices:
 - (a) **Notices under section 7**—the Notice (together with the requisite number of copies) should be served on the Industrial Registrar at least 7 days **before** notice of termination of employment is given to the employee concerned, or (if notice of termination is not being given to the employee) at least 7 days before the termination of employment.
 - (b) **Notices under section 8**—the Notice should be served on the Industrial Registrar **not later than** 7 days after the employee is given notice of termination (where notice is given), or not later than 7 days after the date of termination (if employment was terminated without notice).
- (4) Number of copies required:
 - (a) **Notices under section 7**—the Notice should be served IN DUPLICATE or such other number of copies as the Industrial Registrar directs.
 - (b) **Notices under section 8**—only one copy need be served.
- (5) This form should be typewritten or block letters used.

Notice

Information required and questions to be answered

- 1 This Notice is given under *section 7/section 8 of the Employment Protection Act 1982.
* Delete whichever is inapplicable

Details of employer

- 2 Employer's full name and address:

Name (for sole employer or partnership give family name(s) and other name(s), for registered company give full registered title):

Trading name (if any):

Full address:

Postcode:

Telephone:

- 3 Nature of employer's business or industry:
- 4 Are there particulars of the employer's financial and other resources which the employer desires the Commission to have regard to before making an order under the Act?
YES [] NO []

Note. If the answer is "yes", note that under section 14 (5) of the Act the Commission will take into account such financial or other resources of an employer as the employer discloses to it, either in this Notice or otherwise. Particulars may be disclosed by attaching the details as part of this Notice (see section 7 (2A) of the Act) or they may be disclosed to the Commission later, either in writing or in proceedings before the Commission. Where an employer claims that such details should be treated as confidential, the particulars should be disclosed later and, if in writing, forwarded to the Industrial Registrar in a sealed envelope marked "CONFIDENTIAL" with a covering letter, referring to this Notice, and setting out briefly why confidentiality is sought.

- 5 Is the employer a member of an industrial union of employers?
YES NO

If the answer is "yes", name of union:

Details of employee

- 6 Employee's full name and address:

Postcode:

Telephone:

- 7 Age of employee:
Under 45 45 or over

Date of birth:

- 8 Employee is employed as:
Adult Junior Apprentice
t

- 9 Employee is employed:
Full time Part time Casual Other (*specify*):

- 10 Is the employee a member of a relevant union?
YES NO NOT KNOWN

If the answer is "yes", name of union:

Employment details

- 11 Date on which employee last entered employment:
12 Date on or after which termination of employment effective:
13 Period of service:

years: months:

- 14 Work location (address):
15 Is the employee covered by a State Award/Formal Industrial Agreement/Enterprise Agreement:
YES NO

IF COVERED BY STATE AWARD/FORMAL INDUSTRIAL AGREEMENT/ENTERPRISE AGREEMENT:

- (a) Name or Number:
(b) Award/Formal Industrial Agreement/Enterprise Agreement classification:
(c) Position occupied or duties performed:
(d) Ordinary time weekly Award/Formal Industrial Agreement/Enterprise Agreement rate of pay:
\$

IF NO AWARD OR AGREEMENT APPLICABLE:

- (a) Position occupied or duties performed:
(b) Ordinary rate of pay:
\$ per week
16 Particulars of reason or reasons for termination of employment (if space insufficient attach separate sheet):
17 Period of any notice given to employee:
weeks:

Payments made in consequence of termination

18 Give particulars of all payments *made/to be made to the employee in consequence of the termination of his or her employment. (Where known, give amount to the nearest dollar. If not known, give the basis for calculation of the amount.)

* Delete whichever is inapplicable

Wages (including allowances etc):

\$

Holiday pay:

\$

Long service leave:

\$

Pay in lieu of notice:

\$

Severance/termination pay:

\$

calculated according to the following formula:

Superannuation—per Trust Deed:

\$

Superannuation—supplement by employer:

\$

Other (give details):

\$

19 Is an order for payment of severance pay contested on any grounds?

YES [] NO []

If the answer is “yes”, briefly set out the grounds relied on (if space insufficient attach separate sheet):

Signed:

for/on behalf of Employer

Date:

Lodged by: