QLeave | PORTABLE LONG SERVICE LEAVE

New authorised employer contact

Form v1

In accordance with the *Building and Construction Industry (Portable Long Service Leave) Act 1991, Contract Cleaning Industry (Portable Long Service Leave) Act 2005* and *Community Services Industry (Portable Long Service Leave) Act 2020*

QLeave has a legal obligation to respect the confidentiality of your business and cannot make changes or give out details without written authority.

If you would like to give someone else permission to speak to QLeave on behalf of your business, or to have access to our online services, please complete the form below. This notice will be attached to your business records until you request that it be withdrawn.

I, (Authorised contact or company director) _____

(Please Print)

of (Business name) _____

Contact Number _____ QLeave Registration Number _____

Nominate the following to be an 'Authorised Person' to act on behalf of my business

Name of Authorised Person _____

(Please Print)

Date of Birth (Optional) _____ Contact Number _____

Does this person need portal access to complete returns, lodge employer claims and change business details online? ☐ Yes ☐ No

Email _____

Do you want to make this person the primary contact? ☐ Yes ☐ No

Please note: the primary contact will receive all emails from QLeave. For example, worker service return notifications and reminders.

DECLARATION

☐ I declare that the information provided is true and correct and I am authorised to make this change on behalf of the business

Signature of authorised contact/company director _____ Date ___/___/_____

Signature of new authorised person _____ Date ___/___/_____

WHEN COMPLETE, PLEASE SAVE AND EMAIL TO THE RELEVANT INDUSTRY EMAIL:

→ **Building & construction industry** - members@qleave.qld.gov.au

→ **Contract cleaning industry** - cci@qleave.qld.gov.au

→ **Community services industry** - communityservices@qleave.qld.gov.au

CONTACT QLEAVE

QLeave | PORTABLE LONG SERVICE LEAVE

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