

# Employer Application

Form CCI 2 v2

In accordance with Section 53 of the Act, application is made to become a registered employer.

## EMPLOYER DETAILS

Legal entity name (see back of form for definitions)

ABN

Other trading names / business name

ACN

Mailing address

Suburb/Town

State

Postcode

Principal place of business (if different to your mailing address)

Suburb/Town

State

Postcode

Cleaning type (cross your primary cleaning type)

Premises  Other (please specify)

Phone

Mobile

Fax

(  )

(  )

Email

## CONTACT

Name of person authorised to speak on behalf of the employer

Name of person for general enquiries (if different)

Email

Address where employment books and records can be inspected (in accordance with Section 66 of the Act)

Suburb/Town

State

Postcode

## WORKER INFORMATION

How many workers do you engage?

Date commenced:

(Date first engaged eligible workers)

## DECLARATION

I declare that the information provided is true and correct.

Sign here

Date

X

Name (please print)

Position

## OFFICE USE ONLY

	Number	Status
Employer	C	
Date processed	<input type="text"/>	<input type="text"/>

FM/CS/10381.1

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## Employer Application

### SHOULD YOU REGISTER AS AN EMPLOYER IN THE CONTRACT CLEANING INDUSTRY?

You must register with the Contract Cleaning Industry (Portable Long Service Leave) Authority if you engage one (1) or more workers to perform work in the contract cleaning industry in Queensland.

#### PLEASE NOTE:

- 1) Registration is not optional. Registration is a legal requirement as per the *Contract Cleaning Industry (Portable Long Service Leave) Act 2005*. Employers must register with the Authority within seven (7) days of becoming an employer in the contract cleaning industry in Queensland. Penalties apply for failing to register.
- 2) In accordance with *s53(3)(b) of the Contract Cleaning Industry (Portable Long Service Leave) Act 2005*, the Authority may require an employer to give other information or produce documents the Authority considers are relevant to the administration of the Act.

### WHAT HAPPENS AFTER YOU COMPLETE AND LODGE THIS APPLICATION?

- Your application will be processed by the Authority and if eligible for registration, you will receive a certificate of registration.
- Prior to the end of each return period you will be sent pre-printed return forms listing all your registered workers. This must be completed and returned to the Authority within 14 days of the end of the period, together with your levy payment.
- Any change to the information provided must be notified to the Authority within 14 days after the change. Penalties apply for failing to do so.

### DEFINITIONS

Contract cleaning industry:	The industry in which individuals are engaged to perform cleaning work for other people.
Cleaning work:	Work that has, as its main or only function, the bringing of premises into, or keeping of premises in a clean condition.
Premises:	<ul style="list-style-type: none"><li>• INCLUDES houses and buildings</li><li>• EXCLUDES planes, trains, boats, vehicles, swimming pools and grounds surrounding a building, house or swimming pool.</li></ul>
Trustee:	A trustee is an individual or corporation that is under an obligation to hold property or income in accordance with the trust deed for a particular purpose/s, or for the benefit of other people or classes of people (beneficiaries). This is the legal entity name for registration purposes.
Trust:	A trust is a relationship recognised by law where a trustee holds property or income for the benefit of others (beneficiaries). This is not the legal entity name for registration purposes.
Company:	A company is a body corporate registered with the Australian Securities and Investments Commission under the <i>Corporation Act 2001</i> .
Partnership:	Partnership is an association which exists between persons carrying on a business in common with a view to profit.

## Require assistance?

Freecall: **1800 675 819**

Fax: (07) 3212 6844

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

Web: [www.qleave.qld.gov.au](http://www.qleave.qld.gov.au)

Contract Cleaning Industry  
(Portable Long Service Leave) Authority

Street: Level 4, Centro Lutwyche  
543 Lutwyche Road  
Lutwyche Qld 4030

Postal: PO Box 512  
Lutwyche Qld 4030

### PRIVACY STATEMENT

The Authority is collecting the information on this form for the purpose of administering the *Contract Cleaning Industry (Portable Long Service Leave) Act 2005*, as required by that Act. The Authority may give some or all of this information to various other Government departments and agencies as required, or permitted by law.