

CHECKLIST

COALLSL

SERVICE REVIEW APPLICATION CHECKLIST

APPLICATION FORM

All pages of my Application for Recognition of Eligible Service are accurately completed, including:

- PERSONAL DETAILS.
- DETAILS OF EMPLOYMENT AND EMPLOYER CONTACT INFORMATION.
- ANY PERIODS OF LONG SERVICE LEAVE TAKEN UNDER OTHER SCHEMES.
- SIGNED.
- DATED.

SUPPORTING EVIDENCE

It is essential to provide as much evidence as possible to support your application. Without sufficient supporting documentation, Coal LSL will not recognise service as eligible.

Refer to **Types of Evidence** in the application form for examples of acceptable evidence.

Coal LSL cannot rely solely on the information provided through Statutory Declarations. While these documents can be accepted as supporting evidence, if no other documentation is provided it is unlikely that service will be recognised.

Note: more weight is given to direct evidence.

EVIDENCE CHECKLIST

My evidence includes:

- COPY OF DRIVER LICENCE OR OTHER PHOTO ID.
- PROOF OF EMPLOYMENT WITH EMPLOYER FOR THE WHOLE CLAIM PERIOD.
- PROOF OF TYPE OF EMPLOYMENT DURING THE CLAIM PERIOD E.G. FULL/PART TIME.
- PROOF OF MY HOURS WORKED EACH WEEK FOR THE CLAIM PERIOD.
- DETAILED PROOF OF MY TYPICAL DAILY DUTIES AND HOW THEY WERE DIRECTLY CONNECTED TO THE DAY-TO-DAY OPERATION OF THE MINE.
- PROOF OF THE LOCATION(S) I WORKED AT DURING THE CLAIM PERIOD.

NOTE: Coal LSL is not authorised to collect client Tax File Number (TFN) information under privacy legislation, specifically section 8 of the *Privacy (Tax File Number) Rule 2015* (TFN Rule), except where expressly authorised. Under Section 48 of the *Coal Mining Industry (Long Service Leave) Administration Act 1992*, Coal LSL may be required to collect a TFN for the purpose of making a direct payment to an eligible employee.

To protect your privacy, and ensure our compliance with the legislation, please aim to remove any TFN information in your documents before sending to us. If you supply a document displaying TFN information, we can remove that information before processing your application or ensure adequate security of that information in our systems to protect your privacy.

ENQUIRIES AND SUBMITTING APPLICATIONS

Email your completed application and evidence to servicereview@coallsl.com.au

For questions, please call 1300 852 625 between 8.30am to 5pm (AEST) Monday to Friday.