



APPLICATION CHECKLIST Missing Service Review for employees

This checklist outlines the information needed to ensure your application form is accurately completed and all evidence is included as part of your submission.

Please provide as much evidence as possible to support your application. Our review may be delayed if we receive an incomplete application form or insufficient evidence/ supporting documentation. Some common reasons for delays:

- ▶ Not all sections of the application form were answered.
- ▶ The application form was not signed and dated.
- ▶ Schedule A was incomplete.
- ▶ Lack of adequate evidence to demonstrate that you are an eligible employee.

Application form (Please complete all required sections)

Complete

Section 1: Personal details completed.

Section 1: Copy of current driver licence or photo ID included.

Section 1: Evidence included of previous name used when employed in the black coal mining industry (e.g. marriage certificate or change of name certificate).

Section 2: Table completed for previous periods of long service leave taken or paid (if applicable).

Declaration (Section 4 and Section 5).

Schedule A completed.

HELPFUL TIPS

Evidence containing Tax File Number information

If your evidence contains Tax File Number (TFN) information, please remove it before sending your evidence to us. If you are unable to remove the TFN information, we will remove it during processing to protect your privacy.

Statutory Declaration

Your Statutory Declaration should:

- ▶ be made using the [Commonwealth Statutory Declaration form](#)
- ▶ include reference to the declaration being made under the appropriate legislation
- ▶ be witnessed by an authorised person (usually a Justice of the Peace).

If a Statutory Declaration is the only type of evidence you can provide, or the supporting documentation is insufficient, it may not be enough to support your claim.

Documentation

We prefer that you send **copies** of your documents for consideration; we are not responsible for the loss of original documents. Attach all documentation to your email as PDF files or zipped folder.



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Evidence

WHO – Who were you employed by? **WHAT** – What were your duties while employed?
WHEN – When were you employed? **WHERE** – Where did you work while doing your duties?
WHY/HOW – Why were you doing the work? How did it contribute to the mining operation?

Included

Below are some examples of evidence/types of supporting documentation in relation to the periods, or details, of employment to support your claim.

Provide detailed proof of your typical daily duties and how those duties were directly connected to the day-to-day operation of the mine (to cover the whole claim period). This can include:

- detailed timesheets or logbooks
- work orders
- position descriptions
- employment contracts
- letters (signed and on letterhead) from the mine site(s)
- Statutory Declarations from your colleagues or supervisor(s).

If your employment changed over time, provide evidence to support your role changes (including dates of change if applicable). If you completed various duties, provide evidence supporting the different duties and how much time you spent on each.

Provide proof of where your work was performed (to cover the whole claim period). This can include:

- detailed timesheets or logbooks
- payslips (if they list your location of work)
- employment contracts
- mine site induction records
- site log-on reports (i.e. Pegasus, Damstra or TAMS)
- letters (signed and on letterhead) from the mine site(s)
- Statutory Declarations from your colleagues or supervisor(s).

If you worked at various locations, provide evidence that supports how much time you spent at each location.

Provide proof of employment with the employer(s) (to cover the whole claim period), such as:

- employment confirmation letters from employers
- letters of appointment and/or termination
- employment contracts
- payslips
- taxation records (refer to Helpful Tips regarding Tax File Number information)
- separation certificates
- group certificate (refer to Helpful Tips regarding Tax File Number information).

Provide a Commonwealth Statutory Declaration, including as much detail as possible about:

- the nature and purpose of your duties
- where you completed your work
- your employment history.

Provide proof of employment under a relevant industrial instrument, such as a black coal mining award that provided long service leave entitlements for service in the industry (if you do not have at least one day of service in the 2012 calendar year recorded in our system and would like us to review your record for missing service between 1 January 2000 and 1 January 2012).



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SUBMITTING YOUR APPLICATION

Submit your application form, with all your evidence, by email: servicereview@coallsl.com.au

Attach all documentation to your email as PDF files or zipped folder.

If you are unable to email your application, you can submit it by mail to:

Coal Mining Industry (Long Service Leave Funding) Corporation
Locked Bag 2021 Newcastle NSW 2300

If you must send original documents, we can return them to you if you include a stamped, self-addressed A4 envelope with your application.

We will send you an email confirmation when we receive your application form and evidence. Please contact us if you do not receive a confirmation email within 7 business days of submitting your application.

More information

- ▶ visit our website coallsl.com.au to read our frequently asked questions
- ▶ email servicereview@coallsl.com.au
- ▶ call **1300 852 625** from Monday to Friday between 8:30am and 5:00pm AEST/AEDT.