



APPLICATION FORM Missing Service Review for employees

MISSING SERVICE

Missing service is any service an eligible employee has worked which is not reflected in their Statement of Service held by Coal LSL. If you believe that your record is missing eligible service, you can apply to have the matter reviewed.

Eligible employee

You must be considered an eligible employee, as prescribed by the *Coal Mining Industry (Long Service Leave) Administration Act 1992*, to accrue a black coal mining industry long service entitlement. Refer to [our website](#) for the definition of eligible employee.

For each period of employment that you would like reviewed, please include information and documents which demonstrate that you are an eligible employee, as well as your work status and the regular hours worked (i.e. full time, part time or casual).

Period of service prior to 1 January 2012

The *Coal Mining Industry (Long Service Leave) Amendment Act 2011* stipulates that you must have at least one day of eligible service recorded in the 2012 calendar year to be able to apply to have your service, prior to 1 January 2012, recognised as eligible under the current definition of eligible employee.

The *Amendment Act 2011* allows the review of missing service retrospectively to 1 January 2000 (inclusive). If we have recorded service for you in 2012 or have recognised your missing service for the 2012 calendar year as eligible, any service prior to 2012 may also be considered.

If the Amendment Act cannot be applied to your record, and you would like your record reviewed for periods of service between 1 January 2000 and 31 December 2011, you must submit proof of employment under a relevant industrial instrument that provided long service leave entitlements for service in the industry, in addition to other evidence requirements.

Before completing this form

You may wish to:

- ▶ request a copy of your Statement of Service by calling 1300 852 625 or emailing query@coallsl.com.au
- ▶ seek legal advice.



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SECTION 1

PERSONAL DETAILS

First name

Surname

Previous name *(if applicable)*

Date of Birth

LSL number *(if known)*

Home or postal address

Suburb

Postcode

State

Email address

Contact phone number

Preferred contact method

Phone

Email

CURRENT EMPLOYMENT DETAILS

Employer

Location *(include mine or site)*

Your job title/classification

Australian Company Number (ACN)

Our records will be updated to reflect the information provided above.
Coal LSL may contact you to verify the information provided.



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SECTION 2

PREVIOUS PERIODS OF LONG SERVICE LEAVE TAKEN OR PAID

To allow the correct calculation of your long service leave entitlement (if any), include:

- ▶ periods of long service leave taken, or paid, which relate to the employment periods you would like considered
- ▶ periods of long service leave taken, or paid, that you think may not have been recorded correctly or at all
- ▶ periods of long service leave taken, or paid, under a state-based long service leave legislation.

If you did not take, or were not paid, long service leave entitlements previously, leave the table below empty.

I have taken, or was paid, the following periods of long service leave.				
Item	Employer	Amount of leave taken or paid (in days or weeks)	Date leave taken or paid	Source of leave (i.e. Award, enterprise agreement, employment contract, state-based long service leave legislation)
1				
2				
3				
4				
5				



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SECTION 3

EVIDENCE OF ELIGIBLE EMPLOYMENT

When reviewing your application and evidence, include documentation relevant to your employment and from the period in which you were employed (i.e. contracts of employment and timesheets). However, if this is not possible, we recommend that you supply as much evidence as you can, and are as precise as possible, to support your claim.

We will review your information, conducting a case-by-case assessment of the evidence provided. We may request additional evidence or seek clarification from you during the review process.

Refer to the checklist for examples of evidence/ types of documents that may support your claim and help establish whether you were an eligible employee under the current definition of the legislation.

Evidence containing Tax File Number information

If your evidence contains Tax File Number (TFN) information, please remove it before sending your application to us. We are not authorised to collect TFN information, except to make a direct payment to an eligible employee. If you are unable to remove the TFN information, we will remove it during processing to protect your privacy.

Statutory Declaration

It is recommended that you also submit a Statutory Declaration providing as much detail as possible regarding the nature of your duties, the purpose of your duties, where you completed them and your employment history. It is also advisable to provide details of employment which are not contained in any other form of evidence.

Your 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.



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DECLARATION

SECTION 4

AUTHORITY TO USE AND DISCLOSE INFORMATION PROVIDED

As part of our process, we are required to verify the information provided and determine whether it is correct. In doing so, we may need to contact your employer(s) and/or other relevant person(s) and disclose your personal and employment details to them.

I authorise the use and disclosure of information provided in this application for the purposes of:

- ▶ Coal LSL investigating my eligibility and long service leave entitlements (if any)
- ▶ Coal LSL performing its ongoing functions under the *Coal Mining Industry (Long Service Leave) Administration Act 1992* and associated legislation.

The information provided in your application may also be used to assist us in undertaking our long service leave functions.

SECTION 5

STATEMENT OF APPLICATION AND DECLARATION

I confirm that I was employed as an eligible employee for the periods set out in Schedule A. These periods or types of service are not recorded in my Statement of Service held by Coal LSL.

I request that Coal LSL reviews my service and calculates my qualifying service and long service leave (if any) under the current legislation, based on the information provided in this application and any information provided by my employer(s) or held by Coal LSL.

To the best of my knowledge, **I declare** that the information and documentation provided in this application are true and correct and are not misleading by way of any inclusion or omission. I am aware that Coal LSL is a Commonwealth entity, and it is an offence, under the *Criminal Code Act 1995*, to knowingly make a false or misleading statement in an application/ statement made to a Commonwealth entity.

PRIVACY STATEMENT

Personal information collected by Coal LSL is protected by the *Privacy Act 1988*. Your personal information will be used for the purposes for which you have provided it. We will not use your personal information for any other purpose or disclose it to another entity or person except where it is necessary for the performance of our functions, where otherwise authorised or required by law, or with your consent.

I understand that all personal information I provide will be collected, used and disclosed in accordance with the *Privacy Act 1988* and Coal LSL's [Privacy Statement](#).

Signed

Date



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SCHEDULE A

PERIODS OF SERVICE TO BE INVESTIGATED BY COAL LSL

Employer 1	
Employer	
Australian Company Number (ACN)	
Employer contact person and email <i>(if known)</i>	
From <i>(dd/mm/yyyy)</i>	
To <i>(dd/mm/yyyy)</i>	
Location of work <i>(include all mine sites)</i>	
Job title or classification	
Type of employment <i>(full time, part time, casual)</i>	

Employer 2	
Employer	
Australian Company Number (ACN)	
Employer contact person and email <i>(if known)</i>	
From <i>(dd/mm/yyyy)</i>	
To <i>(dd/mm/yyyy)</i>	
Location of work <i>(include all mine sites)</i>	
Job title or classification	
Type of employment <i>(full time, part time, casual)</i>	



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Employer 3	
Employer	
Australian Company Number (ACN)	
Employer contact person and email <i>(if known)</i>	
From <i>(dd/mm/yyyy)</i>	
To <i>(dd/mm/yyyy)</i>	
Location of work <i>(include all mine sites)</i>	
Job title or classification	
Type of employment <i>(full time, part time, casual)</i>	

Employer 4	
Employer	
Australian Company Number (ACN)	
Employer contact person and email <i>(if known)</i>	
From <i>(dd/mm/yyyy)</i>	
To <i>(dd/mm/yyyy)</i>	
Location of work <i>(include all mine sites)</i>	
Job title or classification	
Type of employment <i>(full time, part time, casual)</i>	



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SUBMITTING YOUR APPLICATION

Submit your application form, with all your evidence attached as PDF file(s) or zipped folder, by email:

servicereview@coallsl.com.au

Do not send links to cloud-based document platforms. Otherwise, this will delay our review process because we will require you to resend your documents.

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

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

We prefer that you send **copies** of your documents for consideration; we are not responsible for the loss of original documents.

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 sending your information.

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.