

## When to use this form

Use this form to request approval to participate in voluntary work to count towards your mutual obligation requirements.

Voluntary work cannot count towards your mutual obligation requirements until approved.

## What you need to do now

Complete questions 1 to 9.

The **voluntary work organisation** must complete page 2.

### Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, or you can print it.

For help on how to fill in our forms, go to [servicesaustralia.gov.au/formhelp](https://servicesaustralia.gov.au/formhelp)

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

### Returning this form

Return this form and any supporting documents:

- **online** using your Centrelink online account. For more information, go to [servicesaustralia.gov.au/centrelinkuploaddocs](https://servicesaustralia.gov.au/centrelinkuploaddocs)
- by post to  
Employment Services, Services Australia Employment Services, PO BOX 7817, CANBERRA BC ACT 2610
- in person at one of our local service centres

### Customer (volunteer) to complete

1 Your Customer Reference Number (if known)

--	--	--	--

2 Your name

--

3 Voluntary work organisation name

--

4 Voluntary work organisation address (where you are doing your voluntary work)

Postcode

5 Description of voluntary work position


6 For the period

From (DD MM YYYY)

--	--	--

To (DD MM YYYY)

--	--	--

7 How many hours will you be doing per fortnight?

hours
-------

### Privacy notice

8 You need to read this

#### Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to [servicesaustralia.gov.au/privacypolicy](https://servicesaustralia.gov.au/privacypolicy)

### Declaration

9 I declare that:

- I will advise Services Australia if there are any changes to my voluntary work
- I will advise the voluntary work organisation of the outcome of this application
- the information I have provided in this form is complete and correct.


I understand that:

- I need to report that I am continuing to meet my required hours of volunteering, or advise any change of circumstances to Services Australia
- mutual obligation requirements are requirements under the social security law
- Services Australia can make relevant enquiries to make sure I receive the correct entitlement
- giving false or misleading information is a serious offence.

Name of customer or authorised person

--

Signature of customer or authorised person


---

Date (DD MM YYYY)

--	--	--



CLK0SU462 2504

