# NOTICE TO SERVICES AUSTRALIA OF PROPOSED DISMISSALS

## TO: CHIEF EXECUTIVE SERVICES AUSTRALIA

I, INSERT *name of person completing notice*, the INSERT *position held* of INSERT *name of employer of person completing notice*, give notice, under subsection 530(1) of the *Fair Work Act 2009*, that INSERT *name of employer* INSERT *ABN* proposes to dismiss the employment of 15 or more of its employees for the following reasons:

[INSERT *Set out reasons for proposed dismissals. Reasons may be of an economic, technological, structural or similar nature, or for other reasons (please provide the reasons).*]

NB: Please ensure this document remains in Microsoft Word format for Services Australia

| **Details we need from you** | Your details |
| --- | --- |
| **Dated** | Click here to enter a date |
| **Name** | Full name |
| **Signature (Digital Signature accepted)** |  |
| **Position** | Your position |
| **Contact number** | Please provide the best contact number to discuss this notice |
| **Contact email address** | Please provide the best contact email to discuss this notice |
| **Retrenchment Start Date/Proposed future date** | Click here to enter a date |
| **Do you require the services of a Financial Information Services officer?** | **Please select from drop down menu** |

## Use this table to enter the details of employees being dismissed

| **Category - please specify (Full or part time) use a different line for each** | **Employee Workplace address including postcode and State** | **Job title** | **Number of employees** |
| --- | --- | --- | --- |
| Choose full time or part time | Click here to enter text | Click here to enter text | Click here to enter text |
| Choose full time or part time | Click here to enter text | Click here to enter text | Click here to enter text |
| Choose full time or part time | Click here to enter text | Click here to enter text | Click here to enter text |
| Choose full time or part time | Click here to enter text | Click here to enter text | Click here to enter text |
| Choose full time or part time | Click here to enter text | Click here to enter text | Click here to enter text |
| Choose full time or part time | Click here to enter text | Click here to enter text | Click here to enter text |
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| Choose full time or part time | Click here to enter text | Click here to enter text | Click here to enter text |

## Your privacy

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by Services Australia for the assessment and administration of payments and services.

Your information may be used by the agency or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which Services Australia will manage your personal information, including our privacy policy at [**servicesaustralia.gov.au/privacy**](https://www.servicesaustralia.gov.au/individuals/privacy) or by requesting a copy from the department.

For privacy reasons, it is important that you **do not** provide any attachments or information that identifies employees by name.

This is a notice to the Chief Executive Services Australia.

## Submitting this form

Before you submit this form, please save it to your computer. Please name the file: [*name of employer completing notice*]-notice-to-services-australia-of-proposed-dismissals

Ensure all the details in the form are correct before submitting.

Please return this form by email to [national.business.gateway@servicesaustralia.gov.au](mailto:national.business.gateway@humanservices.gov.au?subject=Notice%20to%20DHS%20of%20proposed%20dismissals)

You can also return it by fax to **132 115**.

If you need any assistance in completing the above notification, please contact the National Business Gateway on **131 158**.