



Missing Service Form

E: info@ntbuild.com.au W: ntbuild.com.au P: 1300 795 855 A: Unit 32-33, 12 Charlton Court, Woolner

For help completing this form email info@ntbuild.com.au

Privacy – Information on this form is collected under the *Information Act 2002 (NT)*. Before completing this form, you must read the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy-access/>

Worker details

Registration number	<input type="text"/>	Date of birth	<input type="text"/>
Surname	<input type="text"/>	Given names	<input type="text"/>
Current postal address	<input type="text"/>		
		State	Postcode
Email	<input type="text"/>	Contact phone number	<input type="text"/>

Details of employer

You must provide the following documentary evidence as set out below in relation to the missing service from each employer that you are claiming in this form. The evidence must relate to the missing service time period only.

As a worker:

- PAYG payment summaries or
- Income statements

As a contractor:

- Income tax returns and
- Sample of at least 4 tax invoices (2 invoices per return period) for work carried out as a contractor in each financial year relating to the missing service your are claiming in this form

Please note: Notice of Assessments **will not** be accepted as valid documentation.
Tax evidence (Tax Returns, PAYG Summaries and Income Statements can be found on MyGov)

Employer 1 - *Please only list employers you have worked for in the Northern Territory.*

Were you an	<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor	Period of employment	Date from	To
Employer Name	<input type="text"/>	ABN	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current postal address	<input type="text"/>				
		State	Postcode		
Contact person for enquiries	<input type="text"/>	Contact phone number	<input type="text"/>	Email	<input type="text"/>
Describe the type of construction work you perform in this company	<input type="text"/>				

Did you spend more than 50% of your time on a construction site and on the tools for the work?

No This employment is not eligible for the Scheme. Please contact NT Build if you have any questions. Yes Proceed to next question

Was your role managerial, clerical, administrative or professional in nature?

No Yes *Individuals working in managerial, administrative, or clerical positions are not eligible for registration under the Scheme. In limited circumstances, some roles may be considered. As you have selected "yes" to this question, NT Build will contact you to request additional information to assess your application.*

Employer 2 - Please only list employers you have worked for in the Northern Territory

Were you an Employee Contractor Period of employment Date from To

Employer Name ABN

Current postal address State Postcode

Contact person for enquiries Contact phone number Email

Describe the type of construction work you perform in this company

Did you spend more than 50% of your time on a construction site and on the tools for the work?

No This employment is not eligible for the Scheme. Please contact NT Build if you have any questions. Yes Proceed to next question

Was your role managerial, clerical, administrative or professional in nature?

No Yes *Individuals working in managerial, administrative, or clerical positions are not eligible for registration under the Scheme. In limited circumstances, some roles may be considered. As you have selected "yes" to this question, NT Build will contact you to request additional information to assess your application.*

Employer 3 - Please only list employers you have worked for in the Northern Territory

Were you an Employee Contractor Period of employment Date from To

Employer Name ABN

Current postal address State Postcode

Contact person for enquiries Contact phone number Email

Describe the type of construction work you perform in this company

Did you spend more than 50% of your time on a construction site and on the tools for the work?

No This employment is not eligible for the Scheme. Please contact NT Build if you have any questions. Yes Proceed to next question

Was your role managerial, clerical, administrative or professional in nature?

No Yes *Individuals working in managerial, administrative, or clerical positions are not eligible for registration under the Scheme. In limited circumstances, some roles may be considered. As you have selected "yes" to this question, NT Build will contact you to request additional information to assess your application.*

Employer 4 - Please only list employers you have worked for in the Northern Territory

Were you an Employee Contractor Period of employment Date from To

Employer Name ABN

Current postal address State Postcode

Contact person for enquiries Contact phone number Email

Describe the type of construction work you perform in this company

Did you spend more than 50% of your time on a construction site and on the tools for the work?

No This employment is not eligible for the Scheme. Please contact NT Build if you have any questions. Yes Proceed to next question

Was your role managerial, clerical, administrative or professional in nature?

No Yes *Individuals working in managerial, administrative, or clerical positions are not eligible for registration under the Scheme. In limited circumstances, some roles may be considered. As you have selected "yes" to this question, NT Build will contact you to request additional information to assess your application.*

Employer 5 - Please only list employers you have worked for in the Northern Territory

Were you an	<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor	Period of employment	Date from	To
Employer Name			ABN		
Current postal address					
				State	Postcode
Contact person for enquiries		Contact phone number		Email	
Describe the type of construction work you perform in this company					

Did you spend more than 50% of your time on a construction site and on the tools for the work?

No This employment is not eligible for the Scheme. Please contact NT Build if you have any questions. Yes Proceed to next question

Was your role managerial, clerical, administrative or professional in nature?

No Yes *Individuals working in managerial, administrative, or clerical positions are not eligible for registration under the Scheme. In limited circumstances, some roles may be considered. As you have selected "yes" to this question, NT Build will contact you to request additional information to assess your application.*

Applicant's declaration

I declare and acknowledge that:

- I have attached the required evidence of employment
- The information provided on this form is true and correct in every detail.
- I will notify NT Build in writing and provide full details if there is a change.
- NT Build may refuse this application if the information provided is incomplete, false or misleading. An authorised officer may request further information to be provided.
- It is an offence to make a declaration that is false in any material particular.
- I have read and agree to the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy-access/>

Applicant's signature

Date

Return this form and all supporting documents:

- by email to: info@ntbuild.com.au, or
- by post to: NT Build PO Box 36644, Winnellie NT 0821
- by office: Unit 32-33, 12 Charlton Court, Woolner
Business Hours
Monday to Friday (excluding Public Holidays)
8:00am - 4:30pm