

DECLARATION

I am an authorised representative of the above business. I authorise the above mentioned persons or positions to receive industrial relations information and advice on behalf of this venue or organisation.

If I have indicated in this form that I am a corporation or a trust, I undertake to seek independent legal advice on whether I am a trading corporation for the purposes of the *Workplace Relations Act 1996* (as amended). I acknowledge that it is my responsibility to inform the Australian Hotels Association or the Restaurant and Catering Association if I have been advised that my corporation or corporate trustee is not a trading corporation.

I declare the above information to be true and correct. I release the Australian Hotels Association and the Restaurant and Catering Association from any legal liability arising from the reliance upon the information I have provided in this form.

I acknowledge that the corporate structure or otherwise of the above business is integral to the delivery of reliable information relating to Industrial Relations matters and therefore I undertake to inform the Australian Hotels Association or the Restaurant and Catering Association in writing if any of the above details change.

Signed: _____

Name: _____

Position: _____

Date: _____



AUSTRALIAN HOTELS ASSOCIATION
RESTAURANT AND CATERING ASSOCIATION
TASMANIAN BRANCH



Industrial Relations Information Form

The following information will assist us to provide you with accurate and relevant Human Resources and Industrial Relations information. Please use block letters.

What is the full legal name of your business?

Trading as:

ABN: _____

Registered Business Address:

Names (or positions) of those you authorise to receive Industrial Relations advice and information on behalf of your organisation/business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Are you a Corporation (Pty Ltd or Ltd)? YES / NO

Do you trade under a trust? YES / NO

We advise all members who indicate above that they have are a corporation, or a trust with a corporate trustee, to receive independent legal advice as to whether they are a 'trading corporation' for the purposes of the recent federal Workplace Relations amendments.

It is your obligation to inform us if you are advised that you are not a 'trading corporation' by your business advisor. We will assume that you are a trading corporation unless you tell us otherwise.

Are you a partnership? YES / NO

Are you a sole trader? YES / NO

WORKPLACE AGREEMENTS

Do you have any existing registered workplace agreements? YES / NO

If so, what type/s? (please tick)

Australian Workplace Agreement (AWA)

Collective Agreement

Enterprise Bargaining Agreement (EBA)

Other _____

TRANSMISSION OF BUSINESS

Was your business purchased after the 27th of March 2006? If so, please provide us with information about the business structure of the previous owner (please tick):

Company (Pty Ltd)

Partnership

Sole Trader

Other _____

EMAIL INFORMATION

Our members have indicated that they would like to receive Industrial Relations updates and wage advice via email. If you would like to receive this additional service please provide us with the email addresses you wish to subscribe to this service:

1. _____

2. _____

3. _____

If this form is incomplete or incorrectly filled out we may not be able to provide you with some industrial relations services until the form is completed and posted to us.

EMPLOYMENT INFORMATION

Approximately how many employees does your business employ (include full-time, part-time and casual employees)?

Fewer than 10 10 - 30

30 - 50 50 or more

As at today's date, how many employees are in the following demographic groups?

Female _____

Non-English speaking background _____

Aboriginal and Torres Strait Islander people _____

Disabled _____

Part-time _____

Casual _____

Under 21 years of age _____

Over 45 years of age (mature age) _____

Are any employees:

Paid a junior rate of pay? YES / NO

Working under a supported wage system? YES / NO

On a recognised apprenticeship or traineeship? YES / NO

If you have difficulties in completing this form please contact the office on (03) 6224 7033 for assistance.