



In accordance with the *Building and Construction Industry (Portable Long Service Leave) Act 1991*, *Contract Cleaning Industry (Portable Long Service Leave) Act 2005* and *Community Services Industry (Portable Long Service Leave) Act 2020*

QLeave has a legal obligation to respect your privacy and confidentiality and cannot make changes to your records, or give out your details, without your written authority.

If you would like someone else to access and adjust your personal records held by QLeave, you are required to send a written request to have that person recognised as an 'Authorised Person'.

Please complete the form below authorising another person to act on your behalf. This notice will be attached to your records until you request that it be withdrawn, or you nominate another person.

I, _____
(Please Print)

of _____

_____ Post Code _____

Phone Number _____ Mobile _____

Email _____

Date of Birth _____ QLeave Membership Number _____

Nominate the following to be an 'Authorised Person' to access and adjust my personal details on QLeave records

Name of Authorised Person _____
(Please Print)

Date of Birth _____

Phone Number _____ Mobile _____

Email _____

Signature of Authorised Person _____ Date _____

Member Signature _____ Date _____

SUPPORTING DOCUMENTATION
Please attach valid photo identification for the authorised person. For example, a copy of their current drivers licence, passport or 18+ card.

WHEN COMPLETE, PLEASE SAVE AND EMAIL TO THE RELEVANT INDUSTRY EMAIL:

- **Building & construction industry** - members@qleave.qld.gov.au
- **Contract cleaning industry** - cci@qleave.qld.gov.au
- **Community services industry** - communityservices@qleave.qld.gov.au

CONTACT QLEAVE

