



PORTABLE
LONG SERVICE
LEAVE

Employer number:

Employer name:

Building and Construction Industry (Portable Long Service Leave) Act 1991

The information on this form is collected in accordance with Section 47 of the Act

2023-24 Worker Service Return

employer advice

NIL RETURN OR CEASED TRADING

Do NOT complete this form if you intend to submit Worker Service Returns either:

- > online at www.qleave.qld.gov.au or
- > by completing the enclosed paper Worker Service Return forms.

Do complete this form if you:

- > did not engage eligible workers in the 2023-24 financial year or
- > have ceased to engage eligible workers and/or have ceased trading.

Employers have a legal requirement under Section 47 of the *Building and Construction Industry (Portable Long Service Leave) Act 1991* to lodge a Worker Service Return each financial year for every eligible worker engaged. Failure to comply with this requirement may result in a breach and penalties may apply.

Please mark ONE box only:

NO ELIGIBLE WORKERS 2023-24

I did not engage any eligible workers during 2023-24 therefore I will not be lodging any Worker Service Returns.

CEASED ENGAGING WORKERS / CANCELLATION REQUEST

I have ceased to engage eligible workers.
Please cancel my QLeave employer registration.
(Note: QLeave will contact you to confirm details.)

Date ceased trading: _____ Date workers terminated: _____

I have submitted Worker Service Returns for all terminated workers up to and including their last day of work. (Note: This must be done before QLeave will cancel an employer's registration.)

Signature of authorised person: _____ Date: _____

Require Assistance? Call QLeave on 1300 QLEAVE