

GUIDANCE FOR COMPLETION OF YOUR CONTRIBUTION ADVICE

1. MEMBERSHIP DETAILS

Listed are employees for whom contributions were made in your last payment processed.

If you have any new employees, list their CIPQ membership number, full name, address and date of birth together with payment details on this advice.

If the employee does not have a CIPQ membership number, list their full name, address and date of birth to enable a CIPQ account to be established.

Please complete any missing details, or correct any details which are shown incorrectly.

2. TERMINATING MEMBERS/LAST PAYMENT FOR MEMBERS

If any of the employees listed did not work for you in the payment period please cross out any contribution details shown. If the employee is receiving their last payment, advise the date of termination.

A Termination Form needs to be completed to confirm the terminated employee's unused sick leave entitlement (number of sick leave days in credit).

3. PAYMENT DETAILS

"Weeks" relate to the number of weeks (or part weeks) the employee worked for you during the payment period. Weeks are calculated by the number of Fridays or your designated payday in the week. The weeks shown on this advice are indicative and should be changed to show actual weeks the employee worked.

4. PAYMENT OF CONTRIBUTIONS

1. Payments are due on the last day of the payment month, and payable by the 14th day of the following month.
2. Please make your cheque payable to Construction Income Protection Queensland and post your cheque together with this Advice to CIPQ Administration. (If required, please take a photocopy for your records).

5. NO CONTRIBUTIONS PAYABLE

If no contributions are payable for any employees, please write "NIL" in the Grand Total section and forward the Advice to CIPQ Administration. This process helps CIPQ pursue only genuine contribution arrears.

6. WORKER EMPLOYED LESS THAN A 4 OR 5 WEEK PERIOD

If your employees work less than the full week period listed on your Contribution Advice, you **MUST** record the specific worked in the correct column. This will ensure the worker is covered for the weeks worked.

Complete the enclosed termination form advising employment start and end date, and number of sick days taken during employment.