

APPLICANT DETAILS:

(If you are not the original levy payer, please attach authority from the original levy payer approving this refund application.)

Individual/Organisation Name:

Address:

.....

Postal Address (if different to above):

Address:

Suburb: State: Postcode:

Phone No: Mobile No:

Email Address (required remittance advice):

REFUND PAYMENT DETAILS:

BSB : Account No :

Account Name :

PROJECT DETAILS:

Individual/Organisation Name:

Project ID:

Project Description:

Project Address:

Estimated Project Value: Original Levy Paid:

Final Project Value: Completion Date:

(Include all variations & GST. Exclude CITF Levy)

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In accordance with section 27 and 28 of the Act, application is made for a refund.

REFUND SOUGHT:

Refund amount sought: \$

REFUND REASON? (Please select one only)

Work did not commence and will not commence in the future

All of the following documentation must be attached:

- Proof of original payment (Receipt)
- Confirmation from local council confirming withdrawal of building approval (email/letter)
- Cancellation letter between client (if applicable)
- Reason for cancellation

Final value of project is less than the original estimate by \$25,000 or more

The following documentation must be attached:

- Documentation confirming value of works for example, final progress certificate, contract, invoices, certificate of completion, statement of works.

The project was partially completed

The following documentation must be attached:

- Documentation confirming value of works for example, final progress certificate, contract, invoices, certificate of completion, statement of works, transfer of ownership.

Duplicate payment

The following documentation must be attached:

- Proof of original payments

Other

- Please describe the nature of the claim and attach any relevant documentation

DECLARATION

I (Applicant) do solemnly and sincerely declare that the information listed above is true and correct and I am duly authorised to apply for a refund. I make this solemn declaration conscientiously believing the same to be true. I therefore apply for a refund in accordance with section 27 and 28 of the Construction Industry Training Fund Act 1993.

Signature of Applicant Date

PRIVACY NOTIFICATION

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