



Paid agent declaration

You must fill out this declaration and submit it to the Fair Work Commission.
You must also provide a copy of this declaration to your client.

This declaration is provided on a strictly confidential and without prejudice basis. It will not be provided to the other party to the proceeding.

If you do not submit this form to the Commission, the conciliator or Member may:

- refuse permission for you to represent your client.
- require you to answer these questions at the commencement of your conciliation/conference.

Please complete the following fields:

▶ Matter No/Case No:	
▶ Paid Agents Details:	
<i>Include</i> Name: Company: Address: Phone: Email:	
▶ Acting on behalf of:	
<i>Include</i> Respondent or Applicant Client's full name	

Declaration

I declare that:

I have lodged a notice [Form FXX] seeking permission to represent my client.

I have provided my client a written costs agreement, outlining:

- my fee structures
- estimated costs for representing them at conciliation
- likely future costs should the matter not settle at conciliation
- fees charged should the Commission deny my representation in the matter
- the scope of my engagement, including whether I will continue to represent them should the matter not settle at conciliation

I have provided a copy of this costs agreement to the Commission

I have provided my client a copy of the Commission's **Representation by paid agents** factsheet and discussed its content with them

I acknowledge that I must advise my client of all terms of settlement offered and/or agreed during conciliation

▶ Signature:	
▶ Name:	
▶ Position:	
▶ Date:	