



## EMPLOYEE / CONTRACTOR DETAILS FORM

All employees / contractors are requested to complete this form. Please note all information will remain totally confidential in accordance with our privacy statement made at the end of this form.

### PERSONAL DETAILS

(See Privacy Notice below)

Employee/Contractor Name			
Date of Birth			
Tax File Number	ABN		
Phone Contacts	Phone:	Mobile:	
Residential Address	Street		
	Suburb	Post Code	
Mailing Address	Street		
(if different from the above)	Suburb	Post Code	
Email Address			
Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract		

### EMERGENCY CONTACTS

Point of contact in emergency circumstances

Next of Kin	
Contact Number	

### BANKING DETAILS

Bank Account Information – for direct payment

Bank Name	
Account Name	
Account Number	
BSB Number	

### SUPERANNUATION DETAILS

Preference of Super fund - for direct payment

Nominated Institution	
Member Number	
Contact Details or Web	

Staff Member's Signature		Date:
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#### Information Privacy Notice

Empire Trade Exchange Pty Ltd ABN: 51 123 948 630 is collecting the information on this form to provide adequate resources for new employees to carry out their work tasks. Empire Trade may disclose some, or all of this information, to appropriate agencies if required including to the Australian Taxation Office. For more information, Empire Trade's Privacy Policy is available on the corporate website, [www.empireexchange.com](http://www.empireexchange.com)