



About this form

You should use this form to advise your NEIS provider of changes to your circumstances. Alternatively, you may write to your NEIS provider.

When to complete the form

In accordance with your NEIS Participant Agreement, you are required to notify your NEIS provider in writing immediately of a relevant change in your circumstances.

Who completes the form

Each NEIS participant in the NEIS business receiving NEIS Assistance must notify their NEIS provider in writing if there is a relevant change in their circumstances. This means that NEIS business partners and/or a partner* receiving NEIS Assistance must separately advise their NEIS provider if they are also affected by these or other circumstances. Failure to do so may result in a suspension of NEIS Assistance.

Your information and privacy

The *Privacy Act 1988* protects personal information held by Commonwealth Government Agencies. The Act allows us to give your personal information to another person or agency only in certain circumstances. Some or all of the information provided to DEEWR on this form is usually provided by DEEWR to State Government departments that have involvement with the activity, NEIS providers, employees and sub-contractors of NEIS providers, Job Services Australia providers, the Australian Taxation Office, Centrelink, the Department of Families, Housing, Community Services and Indigenous Affairs, Child Support Agency Australia and other Government departments or entities where required or authorised by law. DEEWR collects the information on this form to help administer NEIS Assistance to you.

Where to send this form

Once completed and signed you must return this form to your NEIS provider.

***Definition of partner:**

For Centrelink purposes a person is considered to be your partner if you and the person are living together, or usually live together, and are married; or in a registered relationship (opposite or same-sex); or in a de facto relationship (opposite or same-sex).

Centrelink considers a person to be in a de facto relationship from the time they commence living with another person as a member of a couple.

From 1 July 2009, Centrelink recognises all couples, opposite-sex and same-sex.

Your current details

1 Your Job Seeker ID No.

Your NEIS Participant Agreement No.

Your full name

Changes to your circumstances

2 Your previous name (if applicable otherwise leave blank)

Change of address/phone number/email (indicate with a X)

- Home Business
 Both home and business

3 Previous address

 Postcode

Telephone Number (STD)

Mobile Number

Facsimile Number (STD)

Email address

4 New address

 Postcode

Telephone Number (STD)

Mobile Number

Facsimile Number (STD)

Email address



