

Form 4
(section 51) Service and Execution of Process Act 1992 (Cth)

Notice to respondent

You should read this notice and the attached document very carefully.
If you have any trouble understanding them you should get legal advice as soon as possible

Attached to this notice is

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.....

(description eg a claim of unfair dismissal / a claim of an entitlement under a contract of employment / a notice of appeal, or other description) ('the attached process')

issued out of the Western Australian Industrial Relations Commission ('the WAIRC').

Service of the attached process outside Western Australia is authorised by the *Service and Execution of Process Act 1992* if the claim made against you concerns:

- (a) real property within Western Australia; or
- (b) a contract, wherever made, for the supply of goods or the provision of services of any kind (including financial services) within Western Australia; or
- (c) an act or omission within Western Australia; or
- (d) the carrying on of a profession, trade or occupation within Western Australia; or
- (e) a pension or benefit under a law of Western Australia; or
- (f) the validity of an act or transaction under a law of Western Australia.

The attached process is served in reliance on item(s)
[letter(s) corresponding to ground(s) relied on]..

Your rights

If you think that none of the above items applies in this case, you should get legal advice as soon as possible on what to do to stop the WAIRC dealing with this claim against you.

Contesting this claim

If you want to contest this claim, you must file a Form 5 Notice of Answer in the WAIRC. You have only 21 days¹ after receiving the attached process to do so.

¹ If the WAIRC has allowed a shorter period, substitute that period.

The Form 5 must contain your address and telephone number. A copy of the Form 5 may be downloaded from the WAIRC website at www.wairc.wa.go.au