Form P04

notice of change of address

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| --- | --- |
| **Case Number** |  |

### About this form

* This is a notice of change address for service.
* Submitting an incomplete form (including any relevant supporting documents) may result in delays.

# name of case and parties names

This notice is made pursuant to:

|  |  |
| --- | --- |
| Applicant (Employee) |  |
| Respondent (Employer) |  |
| Other Party |  |
| Legislation/Section |  |

# change of details

TAKE NOTICE that *[name of party]*…………………………………………….has changed address for service to:

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Mr  Mrs  Miss  Ms  Other (specify): | | |
| First name |  | Last name |  |
| Email |  | | |
| Telephone |  | Mobile |  |
| Address Street 1 |  | | |
| Street 2 |  | | |
| Suburb |  | State |  |
| Postcode |  | Country |  |

### Representative detail (if required)

TAKE NOTICE that *[name of representative]* …………………………………………………………now represents *[name of party]*…………………………………………………………….

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation |  | | |
| Contact First name |  | Last name |  |
| Email |  | | |
| Telephone |  | Mobile |  |
| Address Street 1 |  | | |
| Street 2 |  | | |
| Suburb |  | State |  |
| Postcode |  | Country |  |

# LODGING YOUR COMPLETED FORM

The person lodging this form must send a copy to all other party/ies.

|  |  |
| --- | --- |
| Name of person lodging |  |
| Signature |  |
| Date |  |

Please lodge this form, together with any accompanying documents, with the South Australian Employment Tribunal:

Email: [saet@sa.gov.au](mailto:saet@sa.gov.au)  
Post: PO Box 3636, Rundle Mall, SA, 5000  
In person: Level 6, Riverside Centre, North Terrace, Adelaide, 5000

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| **PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS** |