

Attachment 2–F52–Example of completed draft order to produce documents



ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Applicant(s): Robert Example

[Insert the name of the Applicant from the main matter.]

v

Respondent(s): Everyday Business Pty Ltd

[Insert the name of the Respondent from the main matter.]

Commission Matter No: **U2013/12345**

[Insert the Commission matter number.]

COMMISSION MEMBER

TO: The Proper Officer
Everyday Business Pty Ltd

27 Business Road
Sydney NSW 2000

The request is made to the 'Proper Officer' so that any authorised person from the company can respond. It doesn't have to be addressed to a named individual.

DATE

Pursuant to s.590(2) of the Fair Work Act 2009 you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 10:00am

Date: 30 March 2013

Place: Fair Work Commission
Level 8, Terrace Tower
80 William Street
East Sydney

[Signature of member and seal of the Commission will be inserted, if the order is granted]

Member

Note:

- This order has been made at the request of Mr Robert Example.
- You can request to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time, date and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the date specified above.
- If you have any queries in relation to this order please contact the associate to [member] at [chamber's email].

SCHEDULE

[List the documents, records and/or information sought.]

1. Copy of ATO Tax declaration form completed by Robert Example
2. Copy of employment contract signed by Robert Example
3. Copy of any formal warnings given to Robert Example
4. Copy of relevant emails sent to Robert Example regarding his work performance
5. Copy of Termination letter sent to Robert Example
6. Copy of Termination of employment notice given to Robert Example