



# Form 19 – Affidavit of service

Industrial Relations Act 2016, section 989

Industrial Relations (Tribunals) Rules 2011, rule 37

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## Information

- Please read this form carefully. Please complete all relevant sections. Information that is missing or non-compliant with the relevant section of an Act or the Rules may result in the rejection of your form.
- Practice Note 1 of 2018 - ELECTRONIC FILING AND HARD COPIES OF DOCUMENTS. Documents which are longer than 30 pages in length must be supplied to the Industrial Registry in hard copy before it will be accepted for filing.

For further information please contact the Industrial Registry on 1300 592 987 or via email at [girc.registry@girc.qld.gov.au](mailto:girc.registry@girc.qld.gov.au)

<b>Applicant:</b>	

v

<b>Respondent:</b>	

**PLEASE NOTE:** If there are more than two parties to this application, please complete a **Form 1 – Parties list** and file it with this form.

<b>Affidavit of</b> <i>(name of person making affidavit)</i>	
<b>I</b> <i>(name):</i>	
<b>of</b> <i>(address):</i>	
<b>Position:</b>	
make oath and say      or solemnly and sincerely affirm and declare    as follows –	

<b>Party on whose behalf this document is filed</b>			
<b>Family name:</b>		<b>Given name:</b>	
<b>or</b>			
<b>Organisation or company:</b>			

Signed:  
*(deponent/s to sign)*

Taken by:  
*(person taking the affidavit to sign)*

<b>Name, address and occupation of person serving the documents</b>			
<b>Family name:</b>		<b>Given name:</b>	
<b>Address:</b>			
<b>Occupation:</b>			

<b>Person/Organisation/Company served</b>			
<b>Family name:</b>		<b>Given name:</b>	
<b>or</b>			
<b>Organisation or Company:</b>			
<b>at</b> <i>(give address at which documents were served)</i>			
<b>Address:</b>			

<b>Time and date documents were served</b>			
<b>Time:</b>		<b>Date:</b>	/ /
<b>What documents were served?</b> <i>(attach copies marked with the letter A)</i>			
<b>How were the documents served?</b> <i>(tick box and complete details)</i>			
<p><input type="checkbox"/> I handed them to the person at the above address</p> <p><input type="checkbox"/> I attempted to hand them to the person at the above address</p> <p><input type="checkbox"/> The person refused to accept them. I put them down and left them in the presence of the person and said:</p>			

Signed:  
*(deponent/s to sign)*

Taken by:  
*(person taking the affidavit to sign)*

**If you handed the documents to the person to be served or put them down in their presence, indicate how you identified the person** *(tick box and complete details)*

I know the person

I saw the person sign an acknowledgment that they were the person to be served or authorized to accept service

I had the following conversation relating to the person's identity:

I left them with a person apparently living at the address and who appeared to be 18 years or over.

Name of person:

At address:

I left them in a position where they were reasonably likely to come to the attention of the person to be served because:

there was no one in attendance at the address      The address is within a building or area to which I have been denied access

I sent them by    pre-paid ordinary post    registered post    in an envelope addressed to:

Name:

Address:

I faxed them to

Fax number:

Other *(give details)*:

Signed:  
*(deponent/s to sign)*

Taken by:  
*(person taking the affidavit to sign)*

Further, I        make oath and say        solemnly and sincerely affirm and declare

All the facts and circumstances deposed to in this my affidavit are within my own knowledge and belief, except for the facts and circumstances deposed to from information only, and my means of knowledge and sources of information appear on the face of this my affidavit.

Signature of person making affidavit	
Signature:	
Name:	
Date:	/ /

Taken by:	
Sworn/Affirmed by the deponent at:	
Date:	/ /
Signature:	
Name:	
Justice of the peace/commissioner for declarations/lawyer/other qualified person	

Certificate:

Pursuant to section 55 of the *Industrial (Tribunals) Rules 2011*

I certify that the affidavit was read in the presence of the deponent who seemed to understand it, and signified that that person made the affidavit.

I certify that the affidavit was read in the presence of the deponent who seemed to understand it, and signified that that person made the affidavit, but was physically incapable of signing it.