



Australian Government

Fair Work

OMBUDSMAN

ENFORCEABLE UNDERTAKING

Between

The Commonwealth of Australia

(as represented by the Office of the Fair Work Ombudsman)

and

Sean & Eddy Pty Ltd (ABN 97 160 908 369)

and

Ji Hae Hong



ENFORCEABLE UNDERTAKING

PARTIES

1. This enforceable undertaking (**Undertaking**) is given to the Fair Work Ombudsman (**FWO**) pursuant to section 715 of the *Fair Work Act 2009* (Cth) (**FW Act**) by:
 - a) Sean & Eddy Pty Ltd trading as Coffee Club Blacktown, ABN 97 160 908 369 (**CC Blacktown**), Unit 16, 31-35 Burwood Road, Belfield NSW 2191; and
 - b) Ji Hae Hong (**Ms Hong**), sole Director of CC Blacktown.

BACKGROUND:

2. The CC Blacktown operates a Coffee Club franchise in Westfield Shopping Centre Blacktown, NSW.
3. Ms Hong has been the sole director of CC Blacktown since registration on 23 October 2012.
4. On 29 November 2018, an employee (named in Attachment A) (the **Employee**) lodged a request for assistance via My Account with the FWO relating to underpayment of minimum wage entitlements.
5. The terms and conditions of the CC Blacktown employees' employment are governed by the FW Act, the *Fair Work Regulations 2009* (**FW Regulations**) and the Restaurant Industry Award 2010 (**Restaurant Award**).
6. The Employee worked in the cafe performing duties commensurate with the classification Restaurant Employee Level 2 (**Food and Beverage Attendant**) in accordance with classifications set out in Schedule B of the Restaurant Award, during the period 3 September 2016 to 28 October 2018.
7. The FWO has determined, and CC Blacktown and Ms Hong admit, that CC Blacktown contravened:
 - a) Section 45 of the FW Act, by failing to comply with the following terms of the Restaurant Award:
 - i. Clause 20 by failing to pay the Employee the applicable minimum rate for ordinary hours;
 - ii. Clause 13.1 by failing to pay the Employee the applicable minimum casual loadings; and
 - iii. Clause 34.1 by failing to pay the Employee the applicable penalty rate for all hours worked on weekends and public holidays;
 - b) Section 535 of the FW Act, by failing to make and keep employment records for 7 years, in a form prescribed by the FW Regulations;
 - c) Section 536 of the FW Act, by failing to provide employees with a pay slip within one working day of payment;



- d) Section 125 of the FW Act, by failing to provide a Fair Work Information statement to the Employee; and
 - e) The underpayment arising as a result of these contraventions totals \$36,745.17 gross to the Employee.
8. The Employee held a working holiday visa at the start of her employment and later was a student visa holder.
9. Ms Hong admits and agrees that:
- a) as a result of her office as Director, she was ultimately responsible for the overall direction, management and supervision of the operations at CC Blacktown in relation to engaging staff, setting and adjusting pay rates and determining wages and conditions of employment;
 - b) she was responsible in a practical sense for ensuring CC Blacktown complied with its obligations under the FW Act.

COMMENCEMENT OF ENFORCEABLE UNDERTAKING

10. This Undertaking comes into effect when:
- a) the Undertaking is executed by CC Blacktown and Ms Hong; and
 - b) the FWO accepts the Undertaking so executed.

ENFORCEABLE UNDERTAKING

11. Upon the execution of this Undertaking and for the purposes of section 715 of the FW Act, CC Blacktown and Ms Hong undertake the following:

Rectify underpayments

12. Within 30 days of the execution of this Undertaking, rectify the contraventions as identified in paragraph 7 by paying the Employee the amount as listed in Attachment A and provide evidence to the FWO that the payment was made by the same date.
13. If the Employee cannot be located, within 90 days of the execution of this Undertaking, make application to the Commonwealth of Australia (through the FWO) in accordance with section 559 of the FW Act to pay money into the Commonwealth Revenue Fund. CC Blacktown will complete the required documents supplied by the FWO within any specified timeframe.

FWO My account registration

14. Within 21 days of the execution of this Undertaking:
- a) register with the FWO My account portal at www.fairwork.gov.au/register and fully complete the My Account profile, including information about the business and award/agreement coverage, through this portal;
 - b) using the FWO Pay Calculator, calculate relevant minimum pay rates (and penalty rates where necessary) and save these calculations to your My Account;

and

- c) provide to the FWO the 'My Account' Customer Registration Number (CRN);
15. Within 28 days of the execution of the Undertaking, at a mutually agreed time and location, demonstrate to an officer of the FWO, knowledge of the use of My Account, including saving information within My Account from the website and relevant FWO online tools. You must also demonstrate how your use of this saved information will contribute toward your compliance with workplace obligations including payment to employees of the correct minimum pay rates and public holiday penalty rates.
 16. Within 21 days of the execution of the Undertaking, subscribe to the FWO's subscription service and provide evidence to the FWO of the subscription:
 - a) Subscribe to the FWO's 'Subscribe to email updates' function available at <http://www.fairwork.gov.au/website-information/staying-up-to-date/subscribe-to-email-updates>;
 - b) Choose the relevant State/s and industry, selecting information updates on the following options:
 - i. pay rates and entitlements;
 - ii. new products and resources;
 - iii. about us and our work;
 - iv. updates in my industry; and
 - v. tailored information that's relevant to me.

Workplace relations systems and processes

17. Ensure that CC Blacktown and Ms Hong complies at all times and in all respects with the FW Act, the FW Regulations, and the Restaurant Award.
18. Provide the FWO, within 60 days of the date of execution of this Undertaking, details of systems and processes already in place or to be implemented to comply with paragraph 17 above. Without limitation, such systems and processes relating to:
 - a) Ensuring employees receive the correct minimum rates of pay and entitlements, such as penalty rates and casual loading;
 - b) Issuing payslips to employees within one (1) working day of payment;
 - c) Keeping accurate and complete records to ensure employees receive their correct wages and entitlements;
 - d) Ensuring compliance with Single Touch Payroll obligations; and
 - e) Providing employees with Fair Work Information Statements and 'Starting a New Job' factsheets in their preferred language in addition to employee contracts, which confirm the status of the employee (full-time, part-time, casual), the definition of each status, and their corresponding obligations and entitlements.

Workplace relations training

19. Within 90 days of the execution of this Undertaking, organise and ensure training is

provided to Ms Hong and all persons who have responsibility for human resource, recruitment or payroll functions (**Training**);

- a) Ensure the Training relates to compliance with applicable Commonwealth of Australia workplace laws and instruments, including but not limited to the rights and responsibilities of employers under the FW Act and the Restaurant Award;
- b) Ensure the Training is conducted by a workplace trainer, such person or organisation to be approved by the FWO and paid for by CC Blacktown;
- c) Provide the training materials to be used in the Training to the FWO no later than 14 days before the Training is to be conducted; and
- d) Provide evidence of attendance at the Training to the FWO within 7 days of the Training being provided (including the name and position of all attendees and the date on which the training was attended).

FWO Online Training

20. Within 60 days of the execution of this Undertaking ensure that Ms Hong and all persons responsible for management, payroll and human resources functions complete all education courses designed for employers available on the FWO online learning centre via <http://www.fairwork.gov.au/how-we-will-help/online-training> and provide certificates of completion to the FWO:

- a) For each person required to complete the education activities, enter all of the required information in Attachment B and provide copies of the completed attachment to the FWO within 90 days of the execution of this Undertaking; and
- b) For any persons taking on any of these functions during the term of this Undertaking, complete Attachment B and submit to the FWO within 28 days of taking responsibility for these functions.

Apology

21. Send a letter of apology (**Apology Letter**) to the Employee listed in Attachment A in the form of Attachment C to this Undertaking, and provide a copy to the FWO within 14 days of the execution of this Undertaking.

Audit Activity

22. Cause to have performed by an accounting professional (for example a Certified Practising Accountant) or an employment law specialist, at CC Blacktown's expense, audits of CC Blacktown's compliance with all Commonwealth workplace laws and instruments (**Audits**), including but not limited to:

- a) the following clauses of the Restaurant Award:
 - i. Clause 20 – base rate of pay, in accordance with the classification structure at Schedule B;
 - ii. Clause 13.1 – casual loadings;



- iii. Clause 12.3 – part time agreements; and
 - iv. Clause 34.1 – penalty rates of pay.
- b) the following sections of the FW Act:
- i. Section 45 – Contravening a Modern Award;
 - ii. Section 44(1) – National Employment Standards;
 - iii. Section 535 – record keeping; and
 - iv. Section 536 – payslips.
- c) The Audits will include the pay and conditions of all employees;
- d) The Audits will include providing evidence of VEVO checks conducted by the Employer to ensure visa holders are working within their visa requirements. Specifically, students are limited to working a maximum 40 hours per fortnight during study periods, and the Employer is to obtain appropriate documentation that determines when the visa holder is in a non-study period.
23. 21 days prior to the Audit due dates, as specified below, CC Blacktown will provide for the FWO's approval, details of the methodology to be used to conduct the Audit.
24. The Audits will include the pay and conditions of all employees and be conducted for all full pay periods where any part of the period falls within the relevant audit periods:
- a) The first audit is to be finalised and a report on the outcome of the audit is to be provided to the FWO by 2 January 2020 regarding all pay periods from 1 July 2017 to 30 September 2019; and
 - b) The second audit is to be finalised and a report on the outcome of the audit is to be provided to the FWO by 30 January 2020 regarding all pay periods between 1 October 2019 and 1 November 2019; and
 - c) The third audit is to be finalised and a report on the outcome of the audit is to be provided to the FWO by 30 June 2020 regarding all pay periods between 1 April 2020 and 1 May 2020.
25. In the event an Audit discloses contraventions of any applicable Commonwealth workplace law and/or instruments, CC Blacktown will rectify all such contraventions within 30 days of each of the finalisation dates specified in clause 24 above, including rectification of any and all underpayments to employees, and provide evidence of rectification to the FWO within 7 days of said payments.
26. If requested, provide the FWO with all records and documents used to conduct the audit, including any working documents, within 7 days of such a request.
27. If any employee(s) identified as having underpayments owing to them cannot be located, within 60 days of each of the finalisation dates specified in clause 25 above, make application to the Commonwealth of Australia (through the FWO) in accordance with section 559 of the FW Act to pay money into the Commonwealth Revenue Fund. CC Blacktown will complete the required documents supplied by the FWO.



Matters notified to the FWO

28. Where the FWO receives a request for assistance from a current or former CC Blacktown employee regarding non-compliance with the relevant award or legislative requirement the FWO will, at its discretion and subject to the below clause regarding serious non-compliance, notify CC Blacktown and provide relevant details.
29. Where a matter is notified to CC Blacktown, CC Blacktown will undertake to fully co-operate with the FWO to ensure compliance. This includes:
 - a) CC Blacktown determining an appropriate outcome for the matter within 45 days of notification;
 - b) CC Blacktown advising the FWO of its determination and actions in relation to the matter including:
 - i. the reasons for the determination and any compliance issues identified;
 - ii. the details of any underpayments and amounts rectified;
 - iii. steps taken to address compliance issues identified, including for any similarly affected employees; and
 - iv. if any matter remains unresolved, the steps taken by CC Blacktown to facilitate the resolution of any such matter.
 - c) The FWO reserves the right to investigate any allegations; and
 - d) The FWO may advise CC Blacktown of any active investigations the FWO is undertaking. If this is the case CC Blacktown undertakes to:
 - i. provide all requested employment records and other documentation to the FWO relevant to the investigation;
 - ii. participate fully in any subsequent requests for information relevant to the investigation; and
 - iii. fully co-operate in FWO's investigative processes.

Public Notice

30. Place a public notice (**Public Notice**) in the weekly edition of Blacktown Advocate within 28 days of, but not prior to, the FWO publishing a Media Release on its website in respect of this undertaking. The Public Notice must:
 - a) Bear the trading name and entity name of CC Blacktown;
 - b) Contain the logo (if any) of CC Blacktown;
 - c) Appear within the first 5 pages of the paper;
 - d) Be at least 10 cm x 8 cm; and
 - e) Contain wording in the form of Attachment D.
31. Provide a copy of the Public Notice to the FWO within seven days of the publication of the Public Notice.

Workplace Notice

32. Within 21 days of the execution of this Undertaking, cause to be displayed within the

workplace controlled by CC Blacktown a notice in the form of Attachment D to this Undertaking (**Workplace Notice**) and provide photographic evidence of its display and the location of the notice in the workplace. The Workplace Notice must be:

- a) Printed in at least A3 size and is clearly displayed;
 - b) In a location to which all employees who work at CC Blacktown have access;
 - c) In a manner which is reasonably capable of drawing attention of all employees to the Workplace Notice (for example, by placement on a staff noticeboard; and
 - d) For a period of 28 continuous days.
33. At the end of the period of 28 days, provide confirmation to the FWO that the Workplace Notice has been continuously displayed for the required period.

Record Keeping

34. Within 30 days of the execution of this Undertaking, provide to the FWO a copy of time and wage records and pay slips for one employee for the first full pay period following the execution of this Undertaking. Such records are to comply with Commonwealth workplace laws.

Contribution Payment

35. Within 28 days of the execution of this Undertaking, make a contribution payment of \$3,000 to the Consolidated Revenue Fund and provide evidence of the payment to FWO.

Reporting

36. CC Blacktown and Ms Hong will notify the FWO of any changes of circumstances that could potentially impact on CC Blacktown's ability to comply with the undertakings contained in this Enforceable Undertaking, as soon as it becomes aware of such circumstances. Such circumstances shall include but not be limited to:
- a) Sale or potential sale of the business, or part of the business;
 - b) Change of or change in details of company directors, or other officeholder positions;
 - c) Change in engagement of workers, for example engaging contractors, labour hire or family members in lieu of employees;
 - d) CC Blacktown or its Director opening any new establishments or businesses, or acquiring any existing businesses establishments, whether alone or in partnership with another entity;
 - e) Ceasing or an expectation of ceasing to trade; and
 - f) Business going in to administration or liquidation.
37. In the event that there are any events or circumstances, as described in clause 36(a) to (f) above, that are required to be reported to the FWO, CC Blacktown and Ms Hong will provide any documentation or other evidence requested by the FWO to confirm the event/s that have transpired.

Employee Reporting

38. Every 6 months from the date of execution of this Undertaking, for a period of 1 year, CC Blacktown will report to the FWO on all employees that worked for the CC Blacktown during the previous six months. CC Blacktown will complete the signed declaration at Attachment E that includes the employee names, start dates and finish dates (where relevant), the status of employment and the classification under the Restaurant Award. CC Blacktown will also make a declaration in Attachment E that employees have received their minimum entitlements under the FW Act and the Restaurant Award, and that CC Blacktown has made superannuation payments on behalf of each employee and has submitted PAYG tax withholding to the Australian Taxation Office.
39. You may be liable to a civil remedy for giving false or misleading information or producing false or misleading documents.

No Inconsistent Statements

40. CC Blacktown and Ms Hong:
- a) must not; and
 - b) must ensure that each of their officers, employees or agents, do not, make any statement, orally or in writing or otherwise imply anything that is inconsistent with admission or acknowledgements contained in this agreement.

ACKNOWLEDGEMENTS

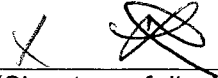
41. CC Blacktown and Ms Hong acknowledge that:
- a) The FWO may:
 - i. make this Undertaking (and any of the Attachments hereto) available for public inspection, including by posting it on the FWO internet site at www.fairwork.gov.au;
 - ii. release a copy of this Undertaking (and any of the Attachments hereto) pursuant to any relevant request under the *Freedom of Information Act 1982* (Cth);
 - iii. issue a media release in relation to this Undertaking; and
 - iv. from time to time, publicly refer to the Undertaking (and any of the Attachments hereto) and its terms; and rely upon the admissions made by CC Blacktown set out in paragraph 9 above in respect of decision making concerning any future non-compliance with CC Blacktown's workplace relations obligations.
 - b) Consistent with the Note to section 715(4) of the FW Act, this Undertaking in no way derogates from the rights and remedies available to any other person arising from the conduct set out herein;
 - c) Consistent with section 715(3) of the FW Act, CC Blacktown and Ms Hong may

withdraw from or vary this Undertaking at any time, but only with the consent of the FWO; and

- d) If CC Blacktown contravenes any of the terms of this Enforceable Undertaking:
- i. The FWO may apply to any of the Courts set out in section 715(6) of the FW Act, for orders under section 715(7) of the FW Act; and
 - ii. This Enforceable Undertaking may be provided to the Court as evidence of the admissions made by CC Blacktown in paragraphs 7 and 9 above, and also in respect of the question of costs.

Executed as an undertaking

EXECUTED by Sean and Eddy Pty Ltd in accordance with section 127(1) of the *Corporations Act 2001*:



(Signature of director)

(Signature of director/company secretary)

JI HAE HONG

(Name of director)

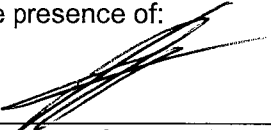
(Name of director/company secretary)

18/10/2019

(Date)

(Date)

in the presence of:



(Signature of witness)


(Signature of witness)

KEITH KWON

(Name of witness)

(Name of witness)

EXECUTED by Ms Ji Hae Hong:

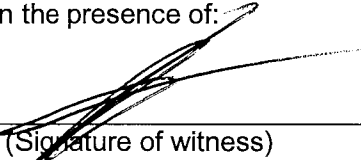


Ji Hae Hong

18/10/2019

(Date)

in the presence of:

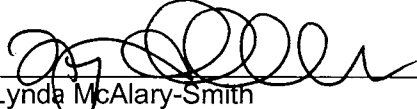


(Signature of witness)

KEITH KWON

(Name of witness)

ACCEPTED by the FAIR WORK OMBUDSMAN pursuant to section 715(2) of the *Fair Work Act 2009* on:




Lynda McAlary-Smith

25/10/19

(Date)

Delegate for the FAIR WORK OMBUDSMAN

in the presence of:



(Signature of witness)

25/10/19 LOUISE CATO

(Name of Witness)



Attachment A – Underpaid Employee

Employee	Gross Underpayment
[REDACTED]	\$36,745.17



Attachment B

TRAINING RESOURCES UTILISED FROM THE FAIR WORK OMBUDSMAN WEBSITE

I, _____ <Enter name and position in the organisation>

have undertaken the following tools:

Completed online courses* including:

- Difficult conversations in the workplace – manager course date _____ completed: _____

- Hiring employees date completed: _____
- Managing employees date completed: _____
- Managing performance date completed: _____
- Diversity and discrimination date completed: _____
- Workplace flexibility date completed: _____
- Record-keeping and pay slips date completed: _____

** Please provide printout of the Statement/Certificate of Attainment for each course completed*

Viewed Videos including:

- Welcome to fairwork.gov.au date completed: _____
- Finding information for your industry date completed: _____
- My account date completed: _____
- Introduction to the Pay and Conditions Tool date completed: _____
- PACT – Award classifications date completed: _____
- PACT – Pay summary date completed: _____
- PACT – Penalty rates date completed: _____
- PACT – Allowances date completed: _____
- PACT – Award Coverage date completed: _____

Read Factsheets including:



- Role of the Fair Work Ombudsman date completed: _____
- Contractors and employees – what’s the difference? date completed: _____

Read information on the following:

- ***Pay Overview***

- Minimum wages Page Ref No. _____ date completed: _____
- Penalty rates & allowances Page Ref No. _____ date completed: _____

- ***Leave Overview***

- Annual leave Page Ref No. _____ date completed: _____
- Sick & carer’s leave Page Ref No. _____ date completed: _____

- ***Ending Employment Overview***

- Notice & final pay Page Ref No. _____ date completed: _____
- Unfair dismissal Page Ref No. _____ date completed: _____

- ***Employee Entitlements Overview***

- Types of employees Page Ref No. _____ date completed: _____
- National Employment Standards Page Ref No. _____ date completed: _____

- ***Awards & Agreements Overview***

- Awards Page Ref No. _____ date completed: _____

- Date and signature: _____



Attachment C – Letter of Apology

FORM OF APOLOGY LETTER TO AFFECTED EMPLOYEE

<Date>

<Employee Name>

<Employee Address>

Dear <Employee Name>

I am writing to apologise on behalf of **Sean & Eddy Pty Ltd** for non-compliance with Commonwealth Workplace relations laws. A recent investigation conducted by the Office of the Fair Work Ombudsman (**FWO**) determined that **Sean & Eddy Pty Ltd** had contravened the *Fair Work Act 2009* (the **FW Act**) and the Restaurant Industry Award 2010 (the **Award**) by:

- Section 45 of the FW Act, by failing to comply with the following terms of the Award:
 - Clause 20 by failing to pay you the applicable minimum rate for ordinary hours;
 - Clause 13.1 by failing to pay you the applicable minimum casual loadings; and
 - Clause 34.1 by failing to pay you the applicable penalty rate for all hours worked on weekends and Public Holidays;
- Section 535 of the FW Act, by failing to make and keep employment records for 7 years, in a form prescribed by the Fair Work Regulations (2009) (**FW Regulations**); and
- Section 536 of the FW Act, by failing to provide you with a payslip within one working day of payment;
- Section 125 of the FW Act, by failing to provide you a copy of the Fair Work Information statement;
- The gross underpayment arising from these contraventions totals \$36,745.17 gross.

Regrettably, the investigation determined that you were affected by the above contraventions.

Sean & Eddy Pty Ltd is taking steps to remedy the contraventions, including by rectifying the amount that you have been underpaid, the total amount \$ **[insert amount]**. You will/have receive/d this payment on **[insert date]** and will be provided with a payment advice regarding the payment.

Sean & Eddy Pty Ltd has formally admitted to the FWO that **Sean & Eddy Pty Ltd** did not comply with its obligations under Commonwealth workplace relations laws and have entered into an Enforceable Undertaking with the FWO, a copy of which will be available from the FWO website at www.fairwork.gov.au. As part of the Enforceable Undertaking, we have committed to a number of measures to ensure future compliance with Commonwealth workplace relations laws.

Sean & Eddy Pty Ltd expresses its sincere regret and apologises to you for failing to comply with our lawful obligations.

Should you have any questions, please contact **[party to include contact details]**.

Yours sincerely

Sean & Eddy Pty Ltd



Attachment D – Form of Public and Workplace Notice

FORM OF PUBLIC AND WORKPLACE NOTICE

Contravention of the *Fair Work Act 2009* by Sean and Eddy Pty Ltd

We refer to the investigation conducted by the Office of the Fair Work Ombudsman (**FWO**) into allegations that Sean and Eddy Pty Ltd trading as Coffee Club Blacktown (**Coffee Club Blacktown**) contravened the *Fair Work Act 2009* (the **FW Act**) and the Restaurant Industry Award 2010 (the **Award**) by:

- Section 45 of the FW Act, by failing to comply with the following terms of the Award:
 - Clause 20 by failing to pay an employee the applicable minimum rate for ordinary hours;
 - Clause 13.1 by failing to pay an employee applicable minimum casual loadings; and
 - Clause 34.1 by failing to pay an employee the applicable penalty rate for all hours worked on weekends and Public Holidays;
- Section 535 of the FW Act, by failing to make and keep employment records for 7 years, in a form prescribed by the Fair Work Regulations (2009) (**FW Regulations**); and
- Section 536 of the FW Act, by failing to provide an employee with a pay slip within one working day of payment;
- Section 125 of the FW Act, by failing to provide a Fair Work Information statement to an employee;
- The gross underpayment arising from these contraventions totals \$36,745.17 gross to an employee.

Coffee Club Blacktown has formally admitted to FWO that these contraventions occurred and has entered into an Enforceable Undertaking with the FWO (available at www.fairwork.gov.au) committing to a number of measures to remedy the contraventions, including by rectifying the underpayments to the employee affected by the contraventions and by making a contrition payment of \$3,000.00.

Coffee Club Blacktown expresses its sincere regret and apologises for the conduct, which resulted in the contraventions. Furthermore, gives a commitment that such conduct will not occur again and that it will comply with all requirements of the Commonwealth workplace relations laws in the future.

Use the following passage in Public Notices

If you worked for Coffee Club Blacktown and have queries or questions relating to your employment, please contact **<insert details of internal contact>**. Alternatively, anyone can contact the FWO via the website at www.fairwork.gov.au or the Infoline on 13 13 94.



Attachment E

Employee Reporting

During the period ____/____/____ to ____/____/____, the following employees were employed by Coffee Club Blacktown:

Name of employee	Date commenced	Date ceased employment (if applicable)	Status of employment (Full time, Part time or Casual)	Award Classification

I, _____ declare that all employees are receiving at least their minimum entitlements under the *Fair Work Act 2009* (the **FW Act**), and the *Restaurant Industry Award 2010* (the **Award**). Superannuation payments have been made on behalf of all employees and PAYG tax withholding has been submitted to the Australian Taxation Office.

In providing this information, I confirm that the information is true and correct.

I am aware that providing false or misleading information is a contravention of section 718A of the FW Act and is a civil remedy with a maximum penalty of \$63,000 for a body corporate or \$12,600 for an individual.

Providing false or misleading information is also a criminal offense under section 137.1 and 137.2 of the *Criminal Code Act 1995*, which could result in imprisonment for 12 months.

Name and position of person providing the information: _____

Signature of person providing information: _____

Date: _____

Name of witness: _____

Signature of Witness: _____

Date: _____

