



Paid agent pre-conciliation disclosure

This pre-conciliation disclosure form must be completed by a paid agent before participating in conciliation of an unfair dismissal case or a conference in a general protections case.

The information a paid agent provides in this form is not shared with the other party and is treated by the Fair Work Commission as being confidential to the paid agent and their client.

A paid agent must complete this form and email the completed form to the Commission and their client before the conciliation or conference. Failure to do so is a breach of the [Paid Agent Code of Conduct](#).

If the form is not provided before the conference the Conciliator or Commission Member can require a paid agent to provide the information at the start of the conciliation or conference.

Case information

Case name:	
Case number:	
Paid agent details:	Name: Business name: Address: Phone: Email:
Acting for:	Client name: <input type="checkbox"/> Applicant <input type="checkbox"/> Respondent



Paid agent pre-conciliation disclosure

Fees

What fees have your client incurred to date?	
What are the total fees payable by your client if the case is settled at conciliation or conference?	
If the case does not settle and is listed for hearing, will you represent your client in the hearing (subject to permission being granted)?	
If yes, what are the estimated fees payable by your client if the case proceeds to a hearing?	

Declaration

- Before entering into any contract or costs arrangement with my client, I gave my client a copy of the Commission's [Representation by a paid agent fact sheet](#)
- I have given my client a written costs agreement
- I have read and will comply with the [Paid Agent Code of Conduct](#).

I declare that the information I have provided in this form is true to the best of my knowledge and belief.

Signature:

Name:

Date