



## Information note: applications to vary modern awards

### Submissions regarding applications to vary modern awards

The following administrative arrangements have been established for submissions regarding applications to vary modern awards.

#### Case (matter) numbers

The case number allocated to each application to vary should be included in all communications.

#### Sending documents

The preferred method for sending documents to us (submissions, correspondence, etc) is by email to: [amod@fwc.gov.au](mailto:amod@fwc.gov.au).

Alternatively, hardcopy documents may be sent to the Fair Work Commission by post. Addresses are available from the [Contact us](#) page on our website. Documents should be addressed to the General Manager.

#### Format of documents

The preferred formats for documents are Word, RTF or Excel. PDF documents created from Word, RTF or Excel are also acceptable (provided they are created with text searching activated).

Documents should not be password protected.

#### Webpages for applications to vary modern awards

Individual webpages are created for each application to vary a modern award. These pages will provide links to submissions and other material relevant to the application.

The pages are accessible from the [Applications to change an award](#) page on our website.

If you wish to be notified of the details of any applications to vary modern awards, you can [subscribe](#) to the relevant modern award and select the 'All matters' option.

If you select 'Updates' for an award we will also notify you when the award is updated.

You can unsubscribe at any time.