



## About the Form F54 notice

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### Notice that lawyer or paid agent has ceased to act for a person

#### Notices about a lawyer or paid agent

A party who wants to inform the Fair Work Commission (the Commission) that a lawyer or paid agent is acting for them in relation to a matter before the Commission, must give notice to the Commission either by:

- lodging a Form F53–Notice that lawyer or paid agent acts for a person, or
- identifying the lawyer or paid agent as their representative in another Commission form lodged in the matter (such as an application form or response form).

If a party has previously informed the Commission that a lawyer or paid agent is acting for them in relation to a matter before the Commission and the lawyer or paid agent has ceased to act for them, the party must give notice to the Commission by lodging this form.

For more information about representation by lawyers and paid agents, see section 596 of the [Fair Work Act 2009](#), rules 11, 12, 13 and 14 of the [Fair Work Commission Rules 2024](#) and the Commission's [practice note on representation by lawyers and paid agents](#).

#### Who can use this form

Use this form if you want to inform the Commission that a lawyer or paid agent has ceased to act for a party in relation to a matter that remains before the Commission.

#### Lodging and serving your completed form

1. **Lodge this form** with the Commission.

You can lodge:

- by email to [lodge@fwc.gov.au](mailto:lodge@fwc.gov.au), or
- by post or in person at the [Commission's office](#) in your state or territory.

2. **As soon as practicable** after lodging this form, **serve** a copy on all other parties to the matter.

You can serve documents several ways, including by email, express post or registered post. An easy way to serve documents is to copy the other parties into the email to the Commission lodging this form.

## Where to get help

### Commission staff & resources

Commission staff cannot provide legal advice. However, staff can give you information on:

- Commission processes
- how to make an application to the Commission
- how to fill out forms
- where to find useful documents such as legislation and decisions
- other organisations that may be able to assist you.

The Commission's website [www.fwc.gov.au](http://www.fwc.gov.au) also contains a range of information that may assist.

### Throughout this form



This icon appears throughout the form. It indicates information to help you complete the form.

### Glossary of common terms

**Applicant** – This is the person or organisation that is making an application.

**Lawyer** – This is a person who is admitted to the legal profession by a Supreme Court of a State or Territory.

**Paid agent** – In relation to a matter before the Commission, is an agent (other than a bargaining representative) who charges or receives a fee to represent a person in the matter.

**Party** – A party is an Applicant, Respondent or another person or organisation involved in a matter or case that is brought to the Commission.

**Respondent** – The person or business responding to an application made by an Applicant.

**Service** – Serving a document means giving a copy of the document to a person or organisation, usually to the other party to the matter. You can serve a document in a number of ways, including by email, express or registered post, or in person. Part 5 of Chapter 1 and Schedule 1 of the [Fair Work Commission Rules 2024](#) deal with service.

### Privacy

The Commission collects the information (including personal information) provided to it in this form in order to deal with the matter before it. The information will be included on the case file, and the Commission may disclose this information to the other parties to this matter and to other persons. For more details of the Commission's collection, use and disclosure of this information, please see the [Privacy notice](#) for this form, or ask for a hard copy to be provided to you.



**Remove this cover sheet** and keep it for future reference – it contains useful information.

# Form F54 – Notice that lawyer or paid agent has ceased to act for a person

Fair Work Commission Rules 2024, subrule 12(2) and Schedule 1

This is a notice to the Fair Work Commission (Commission) that a lawyer or paid agent has ceased to act for a party in a matter before the Commission.

## 1. The matter before the Commission

What is the name and matter number of the matter before the Commission?

Matter name	
Matter number	

## 2. The party the lawyer or paid agent has ceased to act for



These are the details of the party the lawyer or paid agent has ceased to act for.

If the party is an individual, provide the following details:

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address			
Suburb			
State or territory		Postcode	
Phone number			
Email address			

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If the party is not an individual, provide the following details:

Legal name of party			
Party's ACN (if a company)			
Party's ABN (if applicable)			
Party's trading name or registered business name (if applicable)			
Contact person			
Postal address			
Suburb			
State or territory		Postcode	
Phone number			
Email address			

Which party is the party giving notice?

- Applicant
- Respondent
- Other

If you answered **other**—Provide details.

### 3. The lawyer or paid agent



These are the details of the lawyer or paid agent that has ceased to act for the party.

Name of lawyer or paid agent			
Firm, organisation or company			
Representative’s ABN (if applicable)			
Postal address			
Suburb			
State or territory		Postcode	
Phone number			
Email address			

### Authority to sign and signature



For ‘Authority to sign’:

- If you are the party giving notice—insert ‘Applicant’, ‘Respondent’ or explain your role
- If you are an employee of a company or organisation that is giving notice—insert your position title and the company or organisation’s role (eg. Director of the Respondent)
- If you are the representative of the party giving notice and have provided your details in this, or another, form—insert ‘Representative’ and the role of the party you represent (eg. ‘Representative of the Applicant’).

<b>Authority to sign</b>	
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Insert your signature, name and date. If you are completing this form electronically and do not have an electronic signature, type your name in the signature field.

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS**