

**BEFORE THE INDUSTRIAL RELATIONS COMMISSION** *or as required by Schedule 1*  
**OF NEW SOUTH WALES**

**No. IRC**                      **of 20**

*If you have already commenced other proceedings, this number and title is the same as the number of those proceedings*

*(Add Title as required by Schedule 1)*

**PARTICULARS OF  
SMALL CLAIM**

**Filed by** *(Name of person, corporation, organisation or other body filing the document)*

**Contact name** *(Name of person conducting the matter)*

**Address**  
**Telephone**  
**Facsimile**  
**DX**

*(and if solicitors or agents are acting, add)  
by their agents*

**Name**  
**Address**  
**Telephone**  
**Facsimile**  
**DX**

- A.** The applicant  
*Full name, and, if not already given, address*
- B.** claims that  
*(Name of party alleged to be liable to pay)*
- C.** is liable to pay to  
*(the applicant, or if not the applicant, the name of the person or persons on whose behalf the claim is made. If necessary, attach a schedule of names.)*
- D.** the amount of \$  
*(State full amount claimed. If more than one individual, set out a schedule showing total amount claimed for each person)*
- E.** under the following industrial instruments:  
*(State the Acts, awards, agreements or determinations or contracts under which it is claimed the money is due. Include section or clause numbers where relevant.)*
- F.** the amount claimed is calculated as follows:  
*(Set out how the amount claimed was calculated. If more than one individual, set out a schedule showing those details for each person.  
Include, where relevant, the dates between which underpayment is alleged to have occurred and any relevant award classification for the employees covered by the claim.)*

*(signature)*  
*(Capacity in which signed, eg. applicant).*

Filed (dated, if not filed): (date) 20\_\_