



How do I apply for FEG assistance?

This fact sheet provides information about how to lodge a claim for assistance under the Fair Entitlements Guarantee (FEG). Decisions about eligibility for FEG assistance are made in accordance with the *Fair Entitlements Guarantee Act 2012* (FEG Act). For information about eligibility requirements and what assistance is available please refer to the [Eligibility for FEG assistance](#) and the [What assistance can FEG provide?](#) fact sheets available on the [FEG website](http://www.employment.gov.au/FEG) (www.employment.gov.au/FEG).

Making a claim

Making a claim is easy. Just go to [FEG Online Services](http://www.employment.gov.au/FEGonline) (www.employment.gov.au/FEGonline) to register and complete your claim. For more information about making your claim please refer to the [How do I access FEG Online Services](#) fact sheet available on the [FEG website](http://www.employment.gov.au/FEG) (www.employment.gov.au/FEG).

If you are unable to lodge a claim online, you can submit a paper based form available from the [FEG website](http://www.employment.gov.au/FEG) (www.employment.gov.au/FEG).

How long do I have to make a claim?

You must make an effective claim to be eligible for FEG assistance. It is important that you submit your claim as soon as possible because FEG has strict time limits.

To make an effective claim, you must:

- lodge a FEG claim form
- include all mandatory information and documentation requested on the form
- lodge your claim no more than 12 months after the end of your employment or the date your employer entered liquidation or bankruptcy (whichever is later) and
- lodge your claim before the discharge of your former employer's bankruptcy (if your employer was a bankrupt).

If your claim is not made within this timeframe, or does not include all required information and documentation, it will not be effective and you will not be eligible for FEG assistance.

Mandatory and Supporting documentation

It is in your interest to provide us with any supporting documentation that may assist us in deciding your claim. The provision of some documents is mandatory.

Mandatory documents

It is mandatory that you provide documentary evidence of your residency or citizenship status at the time your employment ended to assist us in assessing your eligibility for FEG assistance (see s. 10 of the FEG Act).

Acceptable evidence of your citizenship or residency status includes a copy of at least one of the following categories of documents:

- Australian passport current at, or expired within two years of the end of your employment
- Full Australian birth certificate. **Extracts of birth certificates are insufficient**
- Australian citizenship certificate issued prior to the end of your employment **including both sides of there is anything on the reverse side**
- Immicard issued prior to the end of your employment
- Certificate of evidence of residency status
- Registration by descent document
- Where appropriate, for the purpose of proving you hold a permanent visa, a copy of the passport you used to apply for that visa
- Where appropriate, for the purpose of proving you held a special category visa at the end of your employment, the New Zealand passport that was current at the end of your employment or, if your passport had expired, the most recent expired New Zealand passport that you held at the time you entered Australia prior to working for the employer

- a *Confirmation of Identity or Citizenship for Aboriginal and Torres Strait Islander people* form if you are an Aboriginal or Torres Strait Islander person and you have never been issued with any of the above documents.

Please note that your driver's licence is not acceptable evidence of your citizenship or residency status.

Where the name on the document does not match the name that you are claiming under you will also need to provide proof of the change of name by providing one of the following:

- Change of name certificate
- Marriage certificate.

Other supporting documents

We will usually rely on information provided by the insolvency practitioner using the company books and records to tell us what you were owed. If this is not possible we may request further information from you. Examples of the other types of documents that may help us to assess your claim include:

- signed employment contract or letter of appointment
- payslips
- PAYG payment summaries
- bank statements for the 13 weeks prior to the initial appointment of the insolvency

practitioner (or if your employment ended before the appointment of the insolvency practitioner, bank statements for the 13 week period prior to the end of your employment)

- bank statements for the 30 days immediately after your employment ended
- evidence of weekly or annual wage rate
- separation certificate
- letter of termination.

For information about how the department may use and disclose your personal information please refer to the Information Management provisions of the FEG Act (see ss. 42–45).

Want more information?

You can contact the FEG Hotline if you would like more information about how to make your claim or you are unsure about the types of supporting documentation to include.

To contact the FEG Hotline:

- phone 1300 135 040 or
- email FEG@employment.gov.au.

If you speak a language other than English, call the Translating and Interpreting Service (TIS) on 13 14 50 for free help anytime.

Further information about FEG is also available on the [FEG website](http://www.employment.gov.au/FEG) (www.employment.gov.au/FEG).

The information contained in this fact sheet is of a general nature and explains, in summary form, the intended operation of the *Fair Entitlements Guarantee Act 2012* - it is not legal advice. Where necessary, you should seek your own independent legal advice relevant to your particular circumstances. The Commonwealth does not make any representation or warranty about the accuracy, reliability, currency or completeness of the information contained in this fact sheet and is not liable for any loss resulting from any action taken or reliance made by you on the information contained in this factsheet

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