



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: AR2003/89-[024N-TAS]

Mr Daniel Leeson
State Director
Australian Hotels Association-Tasmanian Branch
176 New Town Road
NEW TOWN TAS 7008

Dear Mr Leeson

**Re: Australian Hotels Association-Tasmanian Branch
Annual Return of Information for Year 2003**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2003 in respect of the body specified above.

In accordance with subsection 268(3) of the *Workplace Relations Act 1996*, each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept by the organisation under subsection 268(1) and regulation 102 of the *Workplace Relations Regulations*. Such information must be lodged once in each year at any time during the period of three months commencing 1 January.

A summary of the information required to be lodged annually is set out in the accompanying document. Notifications of changes to the annual information required to be lodged under subsection 268(4) are also summarised in the accompanying document.

Please do not hesitate to contact me on (03) 8661 7822 if you wish to discuss the requirements for the Annual Return of Information or notifications of changes to such information.

Yours sincerely

Margaret Williams
E-mail: margaret.williams@air.gov.au

22 January, 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7817
Fax: (03) 9654 6672

Our ref. AR2003/89

Mr Daniel Leesong
State Manager
Australian Hotels Association - Tasmanian Branch
PO Box 60
NEW TOWN TAS 7008

Dear Mr Leesong

**Re: Australian Hotels Association - Tasmanian Branch
Outstanding 2003 Annual Return of Information**

In accordance with subsection 268(3) of the *Workplace Relations Act 1996*, each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept by the organisation under subsection 268(1) of the Act and regulation 102 of the *Workplace Relations Regulations*. Such information must be lodged once in each year at any time during the period of three months commencing 1 January.

From the records held in the Industrial Registry it would seem that the information appearing on Annexure A to this letter is outstanding from the organisation.

As there is a mandatory obligation on organisations to supply this information, you are requested to lodge the outstanding information under cover of a statutory declaration by **13 June 2003**.

Detailed advice as to the information required to be lodged under subsections 268(3) and (4) of the Act is set out in the attachment.

Should you wish to discuss this matter, please do not hesitate to contact me on (03) 8661 7822.

In reply please quote: AR2003/89.

Yours sincerely

Margaret Williams
Statutory Services Branch

4 June 2003