



# Workers Compensation Act 1951, s 199 Infringement Notice

Australian Capital Territory

No

**It is alleged that on: Date**

**Time**

  

**Surname/Company Name**

**Given Name/s**

**Address**

**At:**

**Place of offence**

**Committed the following offence:**

Employer not maintaining Compulsory Insurance with an approved insurer (penalty \$2000.00)

**This Notice was issued by:**

**Name – please print**

**Signature**

**Date**

**This Notice was issued to:**

**Name – please print**

**Signature**

**Date**

**YOU HAVE 28 DAYS ONLY FROM THE DATE OF SERVICE TO:**

- A. PAY THE INFRINGEMENT NOTICE**  
Failure to pay the Fine may result in the offence being prosecuted in court. If you pay the penalty no further action will be taken and no conviction will be recorded against you.
- B. REQUEST AN EXTENSION OF TIME TO PAY PENALTY**  
If you wish to apply for longer time to pay the penalty, you must write to the Commissioner. The Commissioner will write to you about the outcome of your request and if your request is refused, the reasons for that decision. If your request is refused, the penalty must be paid within 7 days after that day you are told of the refusal, or 28 days after the date of service, whichever is later.
- C. DISPUTE THE LIABILITY**  
You can apply in writing to the Commissioner to have the notice withdrawn, if you believe that you did not commit the offence, or present a reasonable case for committing the act or it is unreasonable in the circumstance to prosecute.

**FURTHER INFORMATION ABOUT INFRINGEMENT NOTICES**

1. The infringement notice may be withdrawn before or after the penalty is paid.
2. If you pay the infringement penalty within 28 days (or any further time allowed) then, unless the infringement notice is withdrawn and the penalty refunded;
  - i. Your liability for the offence is discharged;
  - ii. You will not be prosecuted in court for the offence; and
  - iii. You will not be taken to have been convicted of the offence.
3. If you do not pay the infringement notice penalty, or dispute liability for the offence within 28 days (or any further time allowed), a reminder notice may be served on you, or you may be prosecuted in court for the offence. If a reminder notice is issued, the penalty is increased by the cost of serving the reminder notice. The maximum penalty for this offence under the Act is:
  - \$5,000 (for an individual),
  - \$25,000 (for a corporation).

**Payments in cash, cheque or money order may be made in person at:**

ACT WorkCover  
4<sup>th</sup> Floor, Eclipse House  
197 London Circuit  
CANBERRA CITY ACT 2601

Payments by post can be made by cheque or money order and made payable to the Occupational Health and Safety Commissioner, and sent with the yellow Copy of the infringement notice to the following address:

ACT WorkCover

PO Box 224

CIVIC SQUARE ACT 2608