



About the F23H application form

Application for approval of a variation of a multi-enterprise agreement to remove an employer and employees

About a variation of a multi-enterprise agreement to remove an employer and employees

Under section 216E of the [Fair Work Act 2009](#), an employer and its 'affected employees' can jointly vary a multi-enterprise agreement so that an employer and affected employees will cease to be covered by the agreement.

The variation has no effect unless it is approved by the Fair Work Commission (Commission).

The 'affected employees' are the employees who will cease to be covered by the agreement if the variation is approved by the Commission.

Only non-greenfields multi-enterprise agreements made on or after 6 June 2023 can be varied in this way.

When to use this form

Use this form if:

- an employer has made a variation of a multi-enterprise agreement with affected employees, that will have the effect that the employer and affected employees will cease to be covered by the agreement, and
- the employer, an affected employee, or an employee organisation that is covered by the agreement and is entitled to represent the industrial interests of an affected employee, wants to apply for the Commission to approve the variation under section 261EA of the [Fair Work Act 2009](#).

Lodging and serving your completed form

1. **Within 14 days** after the variation is made, the following must be **lodged** with the Commission:

- this **application** form
- a copy of the **variation** signed in accordance with regulation 2.10G of the of the [Fair Work Regulations 2009](#). The variation must be signed by:
 - The employer or a person authorised by the employer to sign the variation on the employer's behalf – include the person's signature, full name, address and an explanation of their authority to sign, and

- At least 1 representative of the affected employees – include the representative’s signature, full name, address and an explanation of their authority to sign.
- a copy of the **agreement** as proposed to be **varied**
- a **declaration in support** of the application. The employer that will cease to be covered by the agreement must lodge a **Form F23HA – Employer’s declaration in support of approval of a variation of a multi-enterprise agreement to remove an employer and employees**.

The Form F23HA declaration must be accompanied by copies of any documents provided to the affected employees to inform them of the time, place and method of voting.

Lodge by post, email or in person at the [Commission office](#) in your state or territory.

2. **As soon as practicable** after lodging, serve a copy of **all documents lodged** with the Commission on:

- each employer covered by the agreement, and
- each employee organisation covered by the agreement.

You can serve documents several ways, including by email, express post, or registered post.

Note: Each employee organisation that is covered by the agreement and is entitled to represent the industrial interests of 1 or more affected employees **must** lodge a declaration **within 14 days of being served** with the Form F23HA declaration by the employer. The employee organisation’s declaration must use *Form F23HB—Declaration of employee organisation in relation to approval of a variation of a multi-enterprise agreement to remove an employer and employees*. The Form F23HB declaration is in relation to:

- the vote on the variation,
- whether the employee organisation agrees to the variation of the agreement, and
- whether the employee organisation disagrees with information in the employer’s Form F23HA declaration.

Where to get help

Commission staff & resources

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

- processes in the Commission
- 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 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.

Legal or other representation

Representation is where another person (such as a lawyer or paid agent, or an employee of a union or employer organisation) speaks or acts on a person's behalf, or assists a person in certain other ways in relation to a matter before the Commission. There is no requirement to be represented at the Commission.

There are some restrictions on representation by a lawyer or paid agent.

Generally, a person must give notice to the Commission (by lodging a Form F53 – Notice that a person: (a) has a lawyer or paid agent; or (b) will seek permission for a lawyer or paid agent to participate in a conference or hearing) and seek permission from the Commission Member dealing with the matter if they wish to have a lawyer or paid agent represent them by participating in a conference or a hearing.

Apart from participating in a conference or hearing, a person's lawyer or paid agent can represent them without permission, unless the Commission decides otherwise. For example, the lawyer or paid agent can prepare and lodge written applications, responses and submissions with the Commission, and communicate in writing with the Commission and other parties to the matter on the person's behalf.

The requirement to give notice and seek permission for a lawyer or paid agent to participate in a conference or hearing, does not apply if the lawyer or paid agent is:

- an employee or officer of the person
- a bargaining representative that is representing the person, or
- an employee or officer of an employee or employer organisation, or an association of employers or a peak council, that is representing the person.

Rule 13(2) of the [Fair Work Commission Rules 2024](#) sets out further exceptions to the requirement to give notice and seek permission.

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](#).

If you decide to represent yourself in proceedings you will need to make sure you are well prepared.

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 a 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 for inclusion on the case file, and 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 F23H – Application for approval of a variation of a multi-enterprise agreement to remove an employer and employees

Fair Work Act 2009, section 216EA, Fair Work Commission Rules 2024, rule 43

This is an application to the Fair Work Commission under section 216EA of the [Fair Work Act 2009](#) for approval of a variation of a multi-enterprise agreement made under section 216E of the Fair Work Act.

The Applicant



These are the details of the person that is making the application. This may be the employer that made the variation, an affected employee, or an employee organisation covered by the agreement that is entitled to represent the industrial interests of an affected employee.

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

What is the Applicant?

- The employer that made the variation with affected employees
- An employee organisation covered by the agreement that is entitled to represent the industrial interests of an affected employee
- An affected employee

Does the Applicant have a representative?



A representative is a person or organisation that is representing the Applicant. There is no requirement to have a representative.

- Yes – Provide representative’s details below
- No – Go to question 1.1

Applicant’s representative



These are the details of the person or organisation that is representing the Applicant (if any).

Name of person			
Firm, organisation or company			
Postal address			
Suburb			
State or territory		Postcode	
Phone number			
Email address			

Is the representative a lawyer or paid agent?

<input type="checkbox"/> Yes – please select:	<input type="checkbox"/> Lawyer
	<input type="checkbox"/> Paid agent
<input type="checkbox"/> No	

1. The agreement

1.1 What is the name of the multi-enterprise agreement that is proposed to be varied (the Agreement)?



Write the name exactly as it appears in the title clause of the Agreement and include the Agreement ID/Code Number if known.

2. The employers

2.1 How many employers are covered by the Agreement?

Number of employers:	
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2.2 What is the industry of the employers covered by the Agreement?

2.3 Provide the details of all of the employers covered by the Agreement below.



If the Applicant is an employer covered by the agreement, you do not need to provide the Applicant's details again.

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

Attach additional pages if necessary

3. Employee organisations

3.1 Are there any employee organisations covered by the agreement?

- Yes
- No

If you answered **Yes** – Provide the details of all the employee organisations.

Name of employee organisation			
Contact person			
Postal address			
Suburb			
State or territory		Postcode	
Phone number			
Email address			

Attach additional pages if necessary.

4. The variation



You must lodge with this application:

- a copy of the variation signed in accordance with regulation 2.10G of the Fair Work Regulations 2009, and
- a copy of the agreement as proposed to be varied.

4.1 On what date was the variation made?



See section 216E of the *Fair Work Act 2009*. The variation is 'made' when a majority of affected employees who cast a valid vote approve the variation.

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4.2 Is the application for approval of the variation being lodged within 14 days after the date the variation was made?

- Yes
- No

If you answered **No** – Provide details of the circumstances the Commission should take into account in deciding if it is fair to extend the time for lodging the application.

Authority to sign and signature



For 'Authority to sign':

- If you are the Applicant – insert 'Applicant'
- If you are an employee of a company or organisation that is the Applicant – insert your position title
- If you are an officer or authorised employee of an employee organisation that is the Applicant – insert your position title
- If you are the Applicant's representative and have provided your details in this form – insert 'Representative'.

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

Signature	
Name	
Date	

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS