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**CONCILIATION CHECKLIST FOR APPLICANTS**

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| Matter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Incapacity Payments** | | |
| Is the applicant seeking full incapacity payments? | Yes / No | If yes, for what period(s):  \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ |
| Periods of partial incapacity? | Yes / No | If yes, state period(s) and hours Claimed: |
| Re-crediting of sick leave? | Yes / No | If yes, for what period(s):  \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ |
| Re-crediting of annual leave or other leave? | Yes / No | If yes, for what period(s):  \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ |
| Did the applicant receive a redundancy payment? | Yes / No | If yes, was it voluntary or involuntary? |
| Is the applicant receiving superannuation payments?(Periodic or lump sum) | Yes / No | If yes, provide details: |
| Has the applicant been receiving Centrelink payments,DVA pension or other income? | Yes / No | If yes, provide details of type of pension, accepted conditions and payments received: |
| **Medical Expenses** |  |  |
| Is the applicant seeking payment for outstanding medical expenses, pharmaceuticals or rehabilitation treatment? | Yes / No | If yes, what is the amount claimed? |
| Is the applicant seeking payment of on-going medical expenses? | Yes / No | If yes, provide details: |
| Has a current HIC Notice of Past Benefits been received? | Yes / No |  |
| **Permanent Impairment** | | |
| Is the applicant claiming PI?  Has the applicant completed an NEL Questionnaire? | Yes / No  Yes / No | If yes provide details:  Condition:\_\_\_\_\_\_\_\_\_\_\_ \_\_\_% under Table\_\_\_\_  Condition:\_\_\_\_\_\_\_\_\_\_\_ \_\_\_% under Table\_\_\_\_  Condition:\_\_\_\_\_\_\_\_\_\_\_ \_\_\_% under Table\_\_\_\_ |
| **Other** | | |
| Are there any other benefits the applicant is claiming? | Yes / No | If yes, provide details: |
| **Costs** | | |
| What is the amount of disbursements that will be claimed in addition to legal costs? |  | |
| Has the Applicant been advised of costs to date and estimated costs if the matter proceeds to hearing? |  | |
| Applicant’s solicitor to attend Conciliation with the amount of costs to date. |  | |