



NOTES FOR APPLICANT

- This form is to be completed if you wish to discontinue conciliation of a dispute.
- WorkCover WA provides an electronic document system (EDS) for the lodgement of applications and documents related to disputes called **WorkCover WA Online**. Unless a party is exempt from using the EDS, all documents must be lodged via WorkCover WA Online. Exempt parties can also use the EDS if they wish. Registration as a user of WorkCover WA Online is easy and can be done via our website.
- Further information is available in the **Guide to the Workers Compensation Conciliation Service** and can be found on our website or by contacting WorkCover WA's Advice and Assistance line on 1300 794 744.

NON-EXEMPT APPLICANT (insurer, self-insurer, employer and/or worker represented by a legal practitioner or authorised agent)
 A Notice of Discontinuance must be lodged using the EDS in accordance with the *Workers Compensation and Injury Management Conciliation Rules 2024*.

EXEMPT APPLICANT (unrepresented worker or uninsured employer)

- You can register to lodge your Notice of Discontinuance using WorkCover WA Online or you can download and complete this form digitally or print this form, complete and sign manually.
- Once you have completed your Notice of Discontinuance, we advise that you keep a copy including any supporting information for your records.
- Exempt applicants can lodge your Notice of Discontinuance by:

Email

conciliation@workcover.wa.gov.au

In Person

WorkCover WA
 2 Bedbrook Place
 Shenton Park, WA 6008
 (Monday to Friday 8am to 4:30pm)

Post

Workers Compensation Conciliation Service
WorkCover WA
 2 Bedbrook Place
 Shenton Park, WA 6008

SECTION A - CASE DETAILS

1. Case number
2. Applicant
3. Respondent

I declare I am the Applicant in the above case and seek to discontinue conciliation of the dispute Yes

Reason for Discontinuance

SECTION B - SIGNATURE OF APPLICANT

Name

Date

Signature of Applicant

Please note: Conciliation of the dispute will be discontinued once this notice is lodged with the Director.