

PAYMENT OF FOI FEE OR ACCESS CHARGES

PORTAL: - FOI FEE ONLY(NEW APPLICATION ONLY)

In order to pay the statutory fee of \$32.70 (indexed annually), you can follow either of the below processes:

1. Online, which allows you to pay with credit card via the following web address:

<https://ovic.vic.gov.au/freedom-of-information/for-the-public/make-your-request-online/>

- a) Ensure your application refers to WorkSafe's reference number (if known). Once WorkSafe receives your request, you will be sent an acknowledgement email. If any further clarification is required, or if any additional charges are likely to be incurred, WorkSafe will contact you.

VIA EFT: FOI AND ACCESS CHARGES

2. Alternatively, you may complete the form on page 2 and return it to the following email: foi@worksafe.vic.gov.au prior to making an EFT payment.

VIA CHEQUE OR MONEY ORDER: - FOI AND ACCESS CHARGES

3. In writing, whereby you can pay the application fee in the amount of \$32.70 (indexed annually) or any applicable access charges, via cheque or money order.
 - a) Your written application should be sent to the following address-

WorkSafe Victoria
Att: FOI Team
PO Box 279
Geelong, Vic, 3220

ELECTRONIC PAYMENT OF FOI APPLICATION FEE

Contact: foi@worksafe.vic.gov.au

EFT PAYMENT FORM

Payment type:	<input type="checkbox"/> FOI Fee - \$32.70
Name of firm:	
Your client's name:	
Amount:	\$ 32.70
Date of deposit:	
PLEASE EMAIL COMPLETED FORM AND COVERING LETTER TO foi@worksafe.vic.gov.au	

PLEASE PUT CLIENT'S NAME AS REFERENCE WHEN YOU MAKE THE DEPOSIT.

WORKSAFE MAY NOT ACCEPT YOUR PAYMENT UNLESS YOUR CLIENTS NAME IS STATED AS A REFERENCE ON YOUR TRANSFER AND YOUR EFT PAYMENT MAY BE RETURNED TO YOU.

**Worksafe Victoria EFT Bank Account Details
ONLY TO BE USED FOR FOI AND ACCESS CHARGES**

Account Name EFT Receipts Account
Bank Westpac Banking Corporation
Branch QV Village, Lonsdale St, Melbourne VIC 3000
BSB 033 005
Account Number 232 821
Your Clients name:

ELECTRONIC PAYMENT OF ACCESS CHARGES

Contact: foi@worksafe.vic.gov.au

EFT PAYMENT FORM

Payment type:	<input type="checkbox"/> Access charges
Name of firm:	
Your client's name:	
Amount:	\$
Date of deposit:	
Worksafe REF:	
PLEASE EMAIL COMPLETED FORM AND COVERING LETTER TO foi@worksafe.vic.gov.au	

PLEASE PUT D20/XXXX AS REFERENCE WHEN YOU MAKE THE DEPOSIT.

WORKSAFE MAY NOT ACCEPT YOUR PAYMENT UNLESS WORKSAFE REF IS PROVIDED ON YOUR TRANSFER AND YOUR EFT PAYMENT MAY BE RETURNED TO YOU.

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