



Australian Government

IP Australia

# Application for Compensation for Detriment Caused by Defective Administration (CDDA Scheme)



## Privacy Notice

The personal information collected on this form is collected for the purposes of assessing your application under the CDDA Scheme and is protected by the *Privacy Act 1988* ([www.comlaw.gov.au/series/c2004a03712](http://www.comlaw.gov.au/series/c2004a03712)).

All personal information you provide on this form is handled and stored in accordance with IP Australia's Privacy Policy ([www.ipaustralia.gov.au/about-us/what-we-do/privacy-policy/](http://www.ipaustralia.gov.au/about-us/what-we-do/privacy-policy/)).

The Privacy Policy contains relevant information, including:

- how you may seek access to and correction of the personal information we hold;
- how you may make a complaint about a breach of the Privacy Act and how we will deal with your complaint; and
- IP Australia's Privacy Contact Officer details.

Any personal information you provide will be used by IP Australia staff to assess your claim for compensation and may also be disclosed to other Australian Government entities or APS employees if necessary due to government restructure following changes in portfolio responsibility.

If you do not provide the personal information required on the form, IP Australia may not process your claim and may not be able to assess if any compensation is payable to you.

IP Australia will not otherwise use or disclose your personal information without your consent, unless authorised or required by or under law.



# Application for Compensation for Detriment Caused by Defective Administration (CDDA Scheme)



Please complete **all** sections of this form and **enter N/A** in any section that is not applicable to indicate that the question has been considered and completed.

**Please return to:**

Director Audit  
IP Australia  
PO Box 200  
Woden ACT 2606

## Section 1: Personal details

Title:	<input type="text"/>	<input type="text"/>	Surname:	<input type="text"/>	
Given Names:	<input type="text"/>			Date of birth:	<input type="text"/>
Residential Address:	<input type="text"/>				
				State	Postcode
Postal address (if same as residential address, write 'as above')					
Address:	<input type="text"/>				
				State	Postcode
Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Email Address	<input type="text"/>				

## Section 2: Application details

Please explain how IP Australia's administration was [defective](#). You should outline the events and circumstances which you consider contributed to the defective administration. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*


Please explain what [detriment](#) you have suffered. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*


What is the total amount of compensation you are seeking for this detriment?

\$

Please specify how this amount is calculated. *Please attach any available supporting documents (eg. medical bills). If there is insufficient space, please attach a separate document.*

Supporting Documents (eg. medical bills)	Amount (\$)

Please explain how the defective administration [directly caused](#) the detriment you have suffered. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*


Please advise what action you have taken to resolve this matter (for example, review by agency, Ombudsman, Courts, Tribunals). What is the status/outcome of these actions?


**Section 3: Other details and declaration**

**Other details**

Are there any other factors that you believe are important and have not yet been mentioned in the application? If so, please provide details.


**Additional Information:**

Please note that CDDA payments may be taxable. Please contact the Australian Taxation Office or seek independent financial advice to determine your own circumstances.

More information on the CDDA Scheme can be found at: <http://www.finance.gov.au/resource-management/discretionary-financial-assistance/cdda-scheme/>

**Declaration:**

I declare to the best of my knowledge and belief, the information that I have supplied in or attached to this application is accurate and true, and that all relevant information has been included.

Signature:

Date: