

Dear [Manager or relevant person]

I have been advised that my employment arrangement is affected by CBA's proposal to change the employment entity and employment terms of employees on CommSec and Colonial contracts.

As part of this process, it's my understanding that CBA is required to consult with myself and my Union on these proposed changes to my employment.

I request that CBA provide me, with the following information as soon as practicable,:

- A copy of my current employment contract;
- Confirmation of which "contract type" my current employment arrangement is;
- A copy of the proposed new contract;
- Confirmation of which "contract type" I'm being offered;
- A written comparison of my entitlements under both my current arrangement and the one I am being offered;
- A written summary of my entitlements, including remuneration values for an equivalent unpackaged offer if what CBA is offering me is a package under clause 3.1 of the 2020 Enterprise Agreement;
- The grade that I was assigned under the 2016 EBA or the relevant equivalent at the time I was employed;
- The salary range that applies to my role, which has not changed;
- A document outlining the differences in conditions that applied to my employment under the CommSec division of the EBA when compared with Division B (the CBA division) of the 2016 EBA or the relevant equivalent at the time I was employed. [use if you worked for cba rather than CommSec];
- An explanation as to why I was employed by [CommSec/Colonial] entity when I never actually worked for entity.

Can CBA provide these documents to my email address as soon as possible and cc the FSU Emily.holm@fsunion.org.au.

Kind Regards,

[your name]