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Information session for ADEs on the current industrial relations environment

June 2010



1. Glossary

The following defined terms are used in this paper:

Term	Meaning
ADE	Australian Disability Enterprise.
Disability Services Standards	the National Disability Services Standards introduced in 1993. The Disability Services Standards were most recently updated in 2007.
Fair Work Act	the <i>Fair Work Act 2009</i> (Cth).
Fair Work system	the federal industrial relations system which commenced in full operation on 1 January 2010.
Federal system employer	an employer covered by the federal industrial relations system.
Incorporated employer	includes all corporations and incorporated associations provided they engage in "trading activities".
LHMU Award	the <i>Liquor Hospitality and Miscellaneous Union (Supported Employment Services) Award 2005</i> and, where applicable, earlier versions of that award.
LHMU Pay Scale	the preserved pay scale from the LHMU Award.
Supported employment service	services to support the paid employment of persons with disabilities, being persons: <ul style="list-style-type: none">(a) for whom competitive employment at or above the relevant award wage is unlikely; and(b) who, because of their disabilities, need substantial ongoing support to obtain or retain paid employment.
SES Modern Award	the <i>Supported Employment Services Award 2010</i> .
Special Pay Scale	the special pay scale made by the Australian Pay Fair Commission in October 2006.
State system employer	an employer covered by a State industrial relations system.
Workplace Relations Act	the <i>Workplace Relations Act 1996</i> (Cth).
Work Choices	the federal industrial relations system which operated between 27 March 2006 and 28 March 2009.

2. Types of instruments

The following types of instruments are discussed in this paper:

Instrument	Transitional instrument	Description
AWA	Individual agreement-based transitional instrument	An agreement between an employer and an individual employee made under the <i>Workplace Relations Act 1996</i> .
Certified agreement	Collective agreement-based transitional instrument	An enterprise-level agreement made under the <i>Workplace Relations Act 1996</i> before the commencement of the Work Choices amendments.
Collective Agreement	Collective agreement-based transitional instrument	An enterprise-level agreement made under the <i>Workplace Relations Act 1996</i> after the commencement of the Work Choices amendments.
Enterprise agreement	N/A	An enterprise-level agreement made under the <i>Fair Work Act 2009</i> .
Enterprise NAPSA	Enterprise NAPSA (Award-based transitional instrument/ Enterprise instrument)	A notional agreement preserving a state enterprise award. Enterprise NAPSAs were created as a result of state system employers moving into the federal system under Work Choices.
Modern award	N/A	A modern award made under the <i>Fair Work Act 2009</i> .
Modern enterprise award	N/A	A modern enterprise award made under the <i>Fair Work Act 2009</i> . Note: Fair Work Australia is still in the process of receiving and considering applications to make modern enterprise awards.
NAPSA	NAPSA (Award-based transitional instrument)	A notional agreement preserving a state common rule award. NAPSAs were created as a result of state system employers moving into the federal system under Work Choices.
Preserved State agreements	Collective agreement-based transitional instrument Individual agreement-based transitional instrument	A state enterprise-level agreement or, in the case of WA only, individual agreement, which continued to apply to state system employers moving into the federal system under Work Choices.
State award	Division 2B State award (Award-based transitional instrument)	A state common rule award which continues to apply to state system employers moving into the federal system on 1 January 2010.

Instrument	Transitional instrument	Description
State enterprise agreement	Division 2B State agreement (Agreement-based transitional instrument)	A state enterprise-level agreement which continues to apply to state system employers moving into the federal system on 1 January 2010.
State enterprise award	Division 2B State enterprise award (Award-based transitional instrument/ Enterprise instrument)	A state enterprise award which continues to apply to state system employers moving into the federal system on 1 January 2010.

Table 1 – Federal/state industrial relations coverage

Location of ADE	Incorporation	Pre-Work Choices	Work Choices 26/3/06	Fair Work system March 08, 1 July 09 & 1 January 2010
VIC, ACT and NT	All	Federal	Federal	Federal
NSW, QLD, SA and TAS	Incorporated	State (other than federal award respondents)	Federal	Federal
	Unincorporated		State (subject to transition for federal award respondents)	Federal
WA	Incorporated	State (other than federal award respondents)	Federal	Federal
	Unincorporated		State	State

3. WHAT HAPPENS TO AN ADE'S TRANSITIONAL INSTRUMENTS UNDER THE FAIR WORK ACT SYSTEM

3.1 General

The Fair Work Act commenced, in full, on 1 January 2010. However, there are transitional arrangements under which various instruments (**transitional instruments**) continue to operate after 1 January 2010. This section identifies:

- which transitional instruments continue to operate after 1 January 2010;
- the period for which each type of transitional instrument will continue to operate; and
- the Fair Work instrument(s) that will replace each type of transitional instrument.

The interaction between the various transitional instruments and Fair Work Act instruments, such as modern awards and enterprise agreements, is discussed below.

3.2 Summary of types of pre-Fair Work Act instruments which applied to ADEs

The following types of instruments could have applied to ADEs before 1 January 2010:

Federal awards

ADEs who were respondents to the one of the following federal awards were covered by that award: the LHMU Award; the *Disability Services (Northern Territory) Award 2002*; or the *Disability Services Award (Victoria) 1999* (Parts 2 and 4).

Federal agreements

Federal agreements covered federal system ADEs who negotiated these agreements with their employees. A certified agreement or an AWA made before the Work Choices amendments could operate in conjunction with an applicable federal award. A collective agreement or AWA made after the Work Choices amendments excluded the application of the federal award.

State awards:

- (a) NAPSAs and enterprise NAPSAs: These instruments covered **incorporated** ADEs in New South Wales, Queensland, South Australia, Tasmania and Western Australia who became covered by the federal system under Work Choices and were previously covered by a state common rule award or state enterprise award; or
- (b) State awards/state enterprise awards: These instruments covered **unincorporated** ADEs in New South Wales, Queensland, South Australia, Tasmania and Western Australia who remained in the state system under Work Choices.

State agreements:

- (a) Preserved state agreements: These instruments covered **incorporated** ADEs in New South Wales, Queensland, South Australia, Tasmania and Western Australia who negotiated these agreements with their employees and who became covered by the federal system under Work Choices; or
- (b) State agreements: These instruments covered **unincorporated** ADEs in New South Wales, Queensland, South Australia, Tasmania and Western Australia who negotiated these agreements with their employees and who remained in the state system under Work Choices.

3.3 Effect of Fair Work system on pre-Fair Work Act instruments

The following table summarises the transitional arrangements for the pre-Fair Work Act instruments which could have applied to various ADEs.

Table 2 – Transitional arrangements

Transitional Instruments	Pre-Work Choices	Work Choices (March 2006)	Transition to Fair Work system (March 2008; July 2009 and January 2010 – three stages)	Fair Work system			
				Type of transitional instrument	Interaction with SES Modern Award	Continues to operate until	Replaced by
AWARDS							
Federal award (up to 27 March 2006)	Federal award	Pre-reform award (March 2006)	→	Award-based transitional instrument (1 July 2009)	N/A	31 December 2009	SES Modern Award
State common rule award	State award	Incorporated (Federal system) employers: NAPSA (March 2006)	→	NAPSA (Award-based transitional instrument) (1 July 2009)	N/A	31 December 2009 (being the date an applicable modern award commenced operation)	SES Modern Award
		Unincorporated (State system) employers: State award	→	Division 2B State award (Award-based transitional instrument) (1 January 2010)	#	31 December 2010	SES Modern Award
State enterprise award	State enterprise award	Incorporated (Federal system) employers: Enterprise NAPSA (March 2006)	→	Enterprise NAPSA (Award-based transitional instrument/ enterprise instrument) (1 July 2009)	#	31 December 2013 (unless an application for a modern enterprise award has been made)	SES Modern Award Modern enterprise award
		Unincorporated (State system) employers: State enterprise award	→	Division 2B State award (Award-based transitional instrument / enterprise instrument) (1 January 2010)	#	31 December 2013 (unless an application for a modern enterprise award has been made)	SES Modern Award Modern enterprise award

Transitional Instruments	Pre-Work Choices	Work Choices	Transition to Fair Work system
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Fair Work system			
Type of transitional instrument	Interaction with SES Modern Award	Continues to operate until	Replaced by

FEDERAL AGREEMENTS

Federal enterprise-level agreement	Certified Agreement (before March 2006)	Collective Agreement (27 March 2006 to 30 June 2009)

Collective agreement-based transitional instrument (1 July 2009)	Certified agreement ±	Terminated	SES Modern Award
	Collective agreement #	Replaced	Enterprise agreement

Federal individual agreement	Pre-reform AWA (1996 to 27 March 2006)	AWA (27 March 2006 to 20 March 2008)
		ITEA (20 March 2008 to 31 December 2009)

Individual agreement-based transitional instrument (1 July 2009)	#	Terminated Replaced	SES Modern Award Enterprise agreement
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STATE AGREEMENTS

State enterprise-level agreement	State agreements	Incorporated (Federal system) employers: Preserved State agreement (27 March 2006)
		Unincorporated (State system) employers: State agreement

Preserved collective State agreement (Collective agreement-based transitional instrument) (1 July 2009)	#	Terminated Replaced	SES Modern Award Enterprise agreement
Division 2B State agreement (Agreement-based transitional instrument) (1 January 2010)	±	Terminated Replaced	SES Modern Award Enterprise agreement

Transitional Instruments	Pre-Work Choices	Work Choices	Transition to Fair Work system
State individual agreement (WA only)	State agreements	Incorporated (Federal system) employers: Preserved State agreements (27 March 2006)	
		Unincorporated (State system) employers: State agreements	

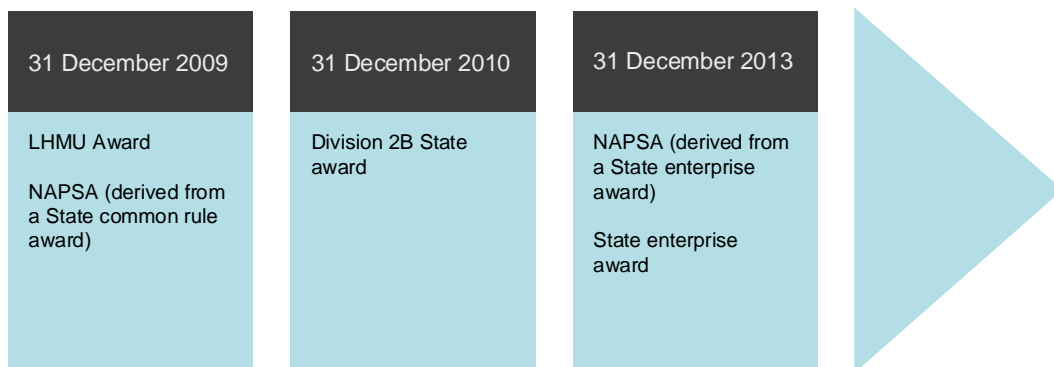


Fair Work system			
Type of transitional instrument	Interaction with SES Modern Award	Continues to operate until	Replaced by
Preserved individual State agreement (Individual agreement-based transitional instrument) (1 July 2009)	#	Terminated	SES Modern Award
Not covered by the Fair Work Act.			

Key: # This instrument excludes the operation of the SES Modern Award.
± This instrument does not exclude the operation of the SES Modern Award, but its terms prevail over the SES Modern Award to the extent of any inconsistency.

3.4 Cessation of award-based transitional instruments

The following award-based transitional instruments cease on a specified date.



Generally, those instruments will continue to apply to an ADE that was previously covered by the instrument until the date specified above unless:

- the ADE and its employees make an enterprise agreement; or
- in the case of an enterprise transitional instrument, an application is made to terminate the instrument or convert it into a modern enterprise award (see Scenario A7 below).

3.5 Cessation of agreement-based transitional instruments

In contrast to award-based transitional instruments, there is no "sunset" date for agreement-based transitional instruments. Those instruments will continue to apply to an ADE that was previously covered by the instrument until they are terminated or replaced.

Collective agreement-based transitional instruments	Individual agreement-based transitional instruments
Certified/collective agreement Preserved collective State agreement Division 2B State agreement	AWA ITEA Preserved individual State agreement
Can be replaced by an enterprise agreement	Can be replaced by an enterprise agreement if the ADE and/or the employee make a conditional termination
Can be terminated by agreement between the ADE and its employees with Fair Work Australia's approval	Can be terminated by agreement between the ADE and its employees with Fair Work Australia's approval
Can be terminated after its nominal expiry date by application to Fair Work Australia	Can be terminated after its nominal expiry date by application to Fair Work Australia

There are specific technical requirements which must be met to effect the termination of a transitional instrument. ADEs should seek specific advice in relation to those requirements before terminating a transitional instrument.

3.6 Scenarios

This section considers various ADEs' industrial arrangements and the effect of the Fair Work system on those arrangements.

3.6.1 ADEs in the federal system before Work Choices

These scenarios generally apply to ADEs in Victoria, ACT and NT.

No.	Pre-Fair Work Act arrangements	Transition to Fair Work system
A1.	An ADE who was a respondent to the LHMU Award but does not have any federal system agreements with employees.	<p>The LHMU Award ceased to apply on 31 December 2009.</p> <p>The SES Modern Award applies to the ADE and its employees from 1 January 2010.</p> <p>The LHMU Pay Scale and the Special Pay Scale are replaced by base rates of pay in the SES Modern Award with effect from 1 January 2010.</p>
A2.	ADE who has a certified agreement that covers the employees.	<p>The certified agreement continues to apply to the ADE and its employees until it is replaced by an enterprise agreement or terminated.</p> <p>The SES Modern Award also applies to the ADE and its employees from 1 January 2010.</p> <p>The certified agreement prevails to the extent of any inconsistency over the SES Modern Award (except where the base rate of pay under the certified agreement is less than the SES Modern Award rate, in which case the SES Modern Award rate will apply).</p>
A3.	ADE who has a collective agreement that covers the employees.	<p>The collective agreement continues to apply to the ADE and its employees until it is replaced by an enterprise agreement or terminated.</p> <p>The SES Modern Award will not apply to the ADE and its employees until the collective agreement is terminated.</p> <p>Where the base rate of pay under the collective agreement is less than the SES Modern Award rate, the SES Modern Award rate will apply.</p>

No.	Pre-Fair Work Act arrangements	Transition to Fair Work system
A4.	ADE who has AWAs or ITEAs that cover employees.	An AWA or ITEA will continue to apply to the ADE and the individual employee until it is terminated. The SES Modern Award will not apply to the ADE and its employees until the AWA or ITEA is terminated.
A5.	ADE who has a collective agreement and AWAs or ITEAs that cover its employees.	Refer to Scenarios A3 and A4 above. If an AWA or ITEA is terminated, but the collective agreement continues to operate, the collective agreement (and not the SES Modern Award) will apply to the employee following the termination of the AWA or ITEA.

3.6.2 ADEs who moved into the federal system under Work Choices

These scenarios generally apply to incorporated ADEs in New South Wales, Queensland, South Australia, Tasmania and Western Australia. Scenarios 3 to 5 above may also apply to these ADEs.

No.	Pre-Fair Work Act arrangements	Transition to Fair Work system
A6.	ADE who was covered by a state common rule award which became a NAPSA under Work Choices, and continued to be covered by the NAPSA on 31 December 2009.	The NAPSA ceased to apply on 31 December 2009. The SES Modern Award applies to the ADE and its employees from 1 January 2010. The Special Pay Scale is replaced by base rates of pay in the SES Modern Award with effect from 1 January 2010.
A7.	ADE who was covered by a state enterprise award which became a NAPSA under Work Choices, and continued to be covered by the NAPSA on 1 January 2010.	The State enterprise award will continue to apply until 31 December 2013 unless an application is made to terminate the instrument or convert it into a modern enterprise award before 31 December 2013. If no such application is made, the instrument will terminate on that date and the employees will fall under the SES Modern Award. If an application to convert the instrument into a modern enterprise award is made, Fair Work Australia can decide to: (a) make a modern enterprise award, which to replace the instrument; or

No.	Pre-Fair Work Act arrangements	Transition to Fair Work system
		(b) not to make a modern enterprise award, in which case the instrument will immediately terminate and the SES Modern Award will apply.
A8.	ADE who was covered by a state enterprise-level agreement which became a preserved state agreement under Work Choices, and continued to be covered by the preserved state agreement on 30 June 2009.	The preserved state agreement became a collective agreement-based transitional instrument from 1 July 2009 and will continue to apply until replaced by an enterprise agreement or terminated (in which case the SES Modern Award would apply).

3.6.3 ADEs which moved into the federal system on 1 January 2010

These scenarios generally apply to unincorporated ADEs in New South Wales, Queensland, South Australia and Tasmania.

No.	Pre-Fair Work Act arrangements	Transition to Fair Work system
A9.	State award	The State award will continue to apply as a Division 2B State award until 31 December 2010. The SES Modern Award will apply to the ADE and its employees from 1 January 2011.
A10.	State enterprise award	The State enterprise award will continue to apply as a Division 2B state enterprise award until 31 December 2013 unless an application is made to terminate the instrument or convert it into a modern enterprise award before 31 December 2013. Refer to Scenario A7 above.
A11.	State enterprise-level agreement. Approximately 2 organisations.	The State enterprise agreement will continue to apply as a Division 2B State agreement until terminated or replaced by an enterprise agreement.

3.6.4 ADEs which remain in the Western Australian state system

If there are unincorporated ADEs in Western Australia they will continue to be covered by the *Supported Employees Industry Award 1988* although it should be noted that this award has never contained rates of pay. Instead the Disability Workers Union (in Western Australia) and Supported Employment Services registered state collective agreements, referred to as section 41

Agreements under the *Industrial Relations Act 1979 (WA)*. Such agreements can only be made with a union in Western Australia and, if the Supported Employment Service is unincorporated, that agreement will continue to apply until replaced.

The Western Australian system provided for individual statutory agreements but the process of registering them is so complex (there are 66 pages of regulation in the *Industrial Relations Act 1979 (WA)*) that only 21 such agreements are in the system currently and none applicable to Supported Employment Services.

4. Minimum rates of pay

This section discusses:

- how to determine the minimum rate of pay which applies under the SES Modern Award; and
- whether an ADE which is covered by a transitional instrument is required to pay the minimum rate of pay which applies under the SES Modern Award or the transitional instrument.

(a) Determining the minimum rate of pay under the SES Modern Award

The SES Modern Award sets out minimum rates of pay for each classification (see Table 3). An employee with a disability is entitled to be paid a percentage of the minimum rate of pay of the relevant classification as assessed under an approved wage assessment tool (set out in the SES Modern Award).

Table 3 – Minimum rates of pay under SES Modern Award

Classification	Weekly rate	Hourly rate
Grade 1	\$543.80	\$14.31
Grade 2	\$560.50	\$14.75
Grade 3	\$583.00	\$15.34
Grade 4	\$603.90	\$15.89
Grade 5	\$637.60	\$16.78
Grade 6	\$698.20	\$18.37
Grade 7	\$727.50	\$19.14

The minimum rates of pay under the SES Modern Award will be increased to reflect any increases resulting from the minimum wage review conducted by Fair Work Australia. The first minimum wage review decision will be published in June 2010 and any increase to minimum wages will apply from 1 July 2010.

The minimum rates of pay are subject to transitional arrangements. These transitional arrangements recognise that the minimum rates of pay provided under the SES Modern Award may be higher or lower than the minimum rates of pay which applied before 1 January 2010.

Where the SES Modern Award provides for a **higher** minimum rate of pay than the minimum rate of pay which applied before 1 January 2010, the ADE is permitted to phase-in increases to the minimum rate of pay in equal instalments over 5 years commencing from the first full pay period after 1 July 2010.

Where the SES Modern Award provides for a **lower** minimum rate of pay than the minimum rate of pay which applied before 1 January 2010, an ADE is permitted to phase-in reductions in the same manner. However, the ADE should ensure that any reduction to the minimum rates of pay

made under the transitional arrangements does not result in a reduction in an employee's take-home pay.¹

(b) **Which minimum rate of pay applies?**

The following table summarises the minimum rate of pay which will apply to employees covered by various instruments:

Table 4 – Minimum rate of pay by instrument type

Instrument covering the employee	Minimum rate of pay
<p>Agreement-based transitional instruments</p> <p>Certified agreement</p> <p>Collective agreement</p> <p>AWA</p> <p>ITEA</p> <p>Division 2B State agreement</p> <p>Preserved State agreement</p>	<p>The higher of the rate applying under the transitional instrument and the phased-in minimum rate applying under the SES Modern Award.</p>
<p>Award-based transitional instruments</p> <p>Division 2B State award (including an enterprise award)</p> <p>Enterprise NAPSA</p>	<p>The higher of the rate applying under the transitional instrument and the national minimum wage (pro rata based on an assessment under the SWS). Note: As part of the minimum wage review, Fair Work Australia may increase the minimum rate of pay which applies under a Division 2B State award.</p>
<p>Fair Work Act instrument</p> <p>SES Modern Award</p>	<p>The phased-in minimum rate applying under the SES Modern Award.</p>

¹ Reductions to the minimum rates of pay will not necessarily result in a reduction in an employee's take-home pay because the employee will receive the benefit of any general increase to minimum rates of pay resulting from the minimum wage review decision.

5. Scenarios

These scenarios illustrate the effect of an ADE and its employees making an enterprise agreement to cover the employees. See section 3.6 for previous scenarios.

No.	Current arrangements	Commencement/cessation of an enterprise agreement
B1.	<p>An ADE who is covered by the SES Modern Award and no other industrial instruments.</p> <p>This will include the ADEs covered by Scenarios A1 and A6 (from 1 January 2010) and Scenario A9 (from 1 January 2011).</p>	<p>When applying the BOOT, Fair Work Australia will consider whether the employees covered by the proposed agreement will be 'better off overall' than if the SES Modern Award applied.</p> <p>Once approved, the enterprise agreement will apply, and the SES Modern Award will cease to apply, to the employees covered by the enterprise agreement.</p> <p>If the enterprise agreement ceases to cover the employees (for example, the enterprise agreement is terminated), the SES Modern Award will once again apply to the employees.</p>
B2.	<p>An ADE that is covered by a Division 2B State award.</p> <p>This will include the ADEs covered by Scenario A9 (before 1 January 2011).</p>	<p>Fair Work Australia will apply the BOOT using the Division 2B State award, rather than the SES Modern Award.</p> <p>Once approved, the enterprise agreement will apply, and the Division 2B State award will cease to apply, to the employees covered by the enterprise agreement.</p> <p>If the enterprise agreement ceases to cover the employees:</p> <ul style="list-style-type: none"> (a) before 31 December 2010, the Division 2B State award will once again apply to the employees (but only until 31 December 2010; and (b) after 31 December 2010, the SES Modern Award will apply to the employees.
B3.	<p>An ADE that is covered by a certified agreement, collective agreement or preserved collective State agreement.</p> <p>This will include the ADEs covered by Scenarios A2 and A3.</p>	<p>Fair Work Australia will apply the BOOT using the SES Modern Award.</p> <p>Once approved, the enterprise agreement will apply to the employees covered by the enterprise agreement.</p> <p>The transitional instrument will cease to apply and can never apply again.</p> <p>If the enterprise agreement ceases to cover the employees, the SES Modern Award will cover the employees.</p>

No.	Current arrangements	Commencement/cessation of an enterprise agreement
B4.	<p>ADE who has a collective agreement and AWAs or ITEAs that cover its employees.</p> <p>This will include the ADEs covered by Scenario A5.</p>	<p>Fair Work Australia will apply the BOOT using the SES Modern Award.</p> <p>Once approved, the enterprise agreement will apply to all employees covered by the enterprise agreement other than employees who are covered by an AWA or ITEA.</p> <p>If an AWA or ITEA is terminated, the enterprise agreement will start applying to the employee previously covered by the AWA or ITEA.</p> <p>If the enterprise agreement ceases to cover the employees, any employees covered by the enterprise agreement will become covered by the SES Modern Award.</p>
B5.	<p>An ADE that is covered by a Division 2B State agreement.</p> <p>This will include the ADEs covered by Scenario A11.</p>	<p>Fair Work Australia will apply the BOOT using the Division 2B State award, rather than the SES Modern Award.</p> <p>Once approved, the enterprise agreement will apply to the employees covered by the enterprise agreement.</p> <p>The Division 2B State agreement will cease to apply and can never apply again.</p> <p>If the enterprise agreement ceases to cover the employees, the SES Modern Award will cover the employees.</p>

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