



STATEMENT OF SALARIES, WAGES AND OTHER REMUNERATION

NORTHERN TERRITORY

Please complete and return to CGU within 28 days of the expiry date.
Please read the Important Information included with this declaration before completing.

Business Details

Insured Name Policy Number Expiry Date DD / MM / YY

Business Address

ABN Registered for GST Input Tax Credit

Telephone Fax Email

Schedule A – General Employees

Description of Business Activity <small>(Use a separate line for each location with a different business activity)</small>	Actual Gross Amount Paid or Allowed in Expiring Period to		Estimated Gross Amount Paid or Allowed in Renewal Period to	
	Wages as Defined (\$)	Number of Employees	Wages as Defined (\$)	Number of Employees

Schedule B – Working Directors

Name of Working Director	Occupation	Actual Gross Amount Paid or Allowed in Expiring Period	Estimated Gross Amount Paid or Allowed in Renewal Period

Schedule C – Immediate Family Members

Name of Family Member	Occupation	Actual Gross Amount Paid or Allowed in Expiring Period	Estimated Gross Amount Paid or Allowed in Renewal Period

Schedule D – Contractors and Sub-Contractors (only if these individuals are workers under the legislation)

Occupation	Actual Gross Amount Paid or Allowed in Expiring Period (Labour only)	Estimated Gross Amount Paid or Allowed in Renewal Period (Labour only)

Schedule E – Full Time Equivalent (FTE) Employee Numbers

For Schedules A, B, C and D, please state the total number of full time equivalent employees (FTE). A full time equivalent employee is one who works 35 hours per week or more. Any worker who works 35 hours or more per week is counted as 1.0 FTE. A part time employee working 70% of full hours is 0.7 FTE. For casual employees, estimate the proportion of FTE.

Classification of Employee	Actual Number of FTEs in Expiring Period	Estimated Number of FTEs in Renewal Period
Full Time		
Part Time		
Casual		

Statutory Declaration by Authorised Person

I confirm that renewal of this policy is required. Yes No

I/We agree to the collection, use and disclosure of personal information in the manner set out in the CGU Privacy Policy found at www.cgu.com.au/privacy. I solemnly and sincerely declare that the total sum of wages (as defined) paid or allowed to our workers during the expiring period is set out in this form.

Person making the declaration:

Name

Address

Signature

Date

Witnessed by:

Name

Address

Signature

Date

Important Information (1)

Statutory Declaration Signatures

This form is a statutory declaration and must be signed before a person who attained 18 years of age. Regulation 16 of the Workers Rehabilitation and Compensation Regulations also provides that the Declaration must be signed by certain persons depending upon the organisational status of the employer:

- a. where the employer is an individual natural person – the form must be signed by the person
- b. where the organisation is a partnership – the form must be signed by a partner
- c. where the organisation is an incorporated association (within the meaning of the Associations Act 2003) – the form must be signed by the public officer
- d. where the organisation is a company or body corporate – the form must be signed by a director or secretary of the body corporate or its principal officer in the Territory.

Wages, Salary and Remuneration Definition

Gross wages, salary, overtime, shift and other allowances, over-award payments, bonuses, commissions, payments for public holidays and annual holidays (including loadings), payments for sick leave, payments for long service leave (including a lump sum payment instead of long service leave), including but not limited to:

- the market value of meals, accommodation and electricity provided by the employer for the worker;
- the total value of any salary sacrificed amounts, for example motor vehicles, (including fringe benefits applicable to these salary sacrifices);
- superannuation contributions that would be payable to a worker as wages or salary if the worker so elected (e.g. salary sacrificed superannuation).

The following are NOT usually included:

- workers compensation payments made under the Act;
- maternity or paternity leave payments, including payments under the Australian Government's Paid Parental Leave scheme;
- superannuation that is paid by employers under the Compulsory Superannuation Guarantee Levy, including contributions made by the employer over and above the compulsory levy;
- any and all payments for retirement, redundancy or termination;
- the value of staff discounts;
- the value of costs reimbursed to workers that were incurred in earning their income.

Important Information (2)

Who Needs to be Covered

Workers

1. A worker is an individual who:
 - a. performs work or a service of any kind for another person (the employer) under a contract; and
 - b. in relation to the contract:
 - i. is an employee for the purpose of assessment for PAYG withholding under the Taxation Administration Act 1953 (Cth), Schedule 1, Part 2–5 (the PAYG provisions); or
 - ii. despite that the employer does not treat a person as an employee, the person should be an employee under the PAYG provisions.

Working Directors

Working Directors will not be covered under the policy unless the name, occupation and remuneration amounts for each Working Director employed by a company is disclosed to the insurer. From 1 July 2015 working directors will also need to have PAYG deductions made in relation to their remuneration for cover to continue.

Immediate Family Members

Members of the employer's immediate family must be specified or you may not be covered for their compensation entitlements.

Contractors/Sub-Contractors

If you employ contractors or sub contractors you may need to cover them for workers compensation. You will need to consider the contractual agreements in relation to the work you have arranged to be carried out. Each case is individual and must be assessed having regard to the worker's circumstances and the details of the contract involved.

In particular, a contractor is considered to be your worker if you are required to deduct PAYG withholding tax in relation to the contractor, even if withholding tax is not being deducted.

To determine this, please refer to the Australian Taxation website:

www.ato.gov.au/business/employee-or-contractor

The payments you make to a contractor may include payments for materials, tools, equipment, or plant. These components and any GST component should be excluded when completing this remuneration statement.



Insurer
Insurance Australia Limited
ABN 11 000 016 722 AFSL 227681
trading as CGU Workers Compensation