

**STATEMENT OF SALARIES, WAGES AND OTHER REMUNERATION – NT**  
**Please complete (both sides) 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:
Business Address		
Business ABN	Registered for GST	Input Tax Credit
	NO <input type="checkbox"/> YES <input type="checkbox"/>	%
Telephone no.	Fax no.	Email

**Schedule A – General Employees**

Description of Business Activity  (Use a separate line for each location with a different business activity)	Actual gross amount paid or allowed in expiring period		Estimated gross amount paid or allowed in renewal period	
	/ / to / /		/ / to / /	
	Wages as defined \$	No. of employees	Wages as defined \$	No. 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 no. of FTE's in expiring period	Estimated no. of FTE's 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 have read the "Privacy and your information" information and I consent to CGU Workers Compensation handling our personal information in the manner described in that section.

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:

Signature:	Date:
Name:	
Address:	

Witnessed by:

Signature:	Date:
Name:	
Address:	

### 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:

- where the employer is an individual natural person – the form must be signed by the person
- where the organisation is a partnership – the form must be signed by a partner
- where the organisation is an incorporated association (within the meaning of the Associations Act) – the form must be signed by the public officer
- 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 other 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.

#### Privacy and your information

We need to collect, use and disclose personal information about you and anyone else insured under this policy. The workers compensation legislation authorises us to collect and use this information. By signing this declaration you agree to us handling this information (on a confidential basis) for the purposes of managing your policy or claims. We may also use the information to make you aware of other products and services which may be of benefit to you.

Further information on how we handle your personal information is explained in our Privacy Charter. A copy of our Privacy Charter is available from our website at [www.cgu.com.au](http://www.cgu.com.au).

## Important Information (2)

### Who needs to be covered?

#### Workers

A **worker** means a natural person:

- a) who performs work or a service of any kind for another person under a contract; and is, in relation to the contract, an employee for the purpose of assessment for PAYG withholding under the *Taxation Administration Act 1953* (Cth), Schedule 1, Parts 2-5; or
- b) who is a person, or a member of a class of persons, prescribed for this definition as a worker.  
Examples are jockeys, members of the operations branch of St John Ambulance NT, Fire Brigade and Bushfires and Emergency Services Volunteers.

In the case of a) this applies to a person for whom PAYG tax instalments are required to be withheld by their employer **even if they are not being withheld**.

### 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 arrangements 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 ATO employee/contractor decision tool available on the Australian Taxation website:

[www.ato.gov.au/Calculators-and-tools/Employee-or-contractor/](http://www.ato.gov.au/Calculators-and-tools/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.