



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	Estimated gross amount paid or allowed in renewal period

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.



Important Information (2)

Who needs to be covered?

A natural person who:

Performs, under a contract or agreement of any kind (whether expressed or implied, oral or in writing or under a law of the Territory or not), work or a service of any kind for another person. The legislation also considers the following to be workers:

- a person or class of persons included by Regulation (eg. St John Ambulance Volunteers);
- Fire Brigade, Bushfires and Emergency Services Volunteers.

You do **not need to cover** a person who meets the Results Test **or** has a personal services business determination from the Australian Taxation Office.

Results Test (all three must apply)

The person is **not** a worker if:

1. The person is paid to achieve a specified result or outcome; **and**
2. The person has to supply plant, and equipment or tools of trade, needed to perform the work or service; **and**
3. The person is, or would be, liable for the cost of rectifying any defect arising out of the work or service performed.

OR

A personal services business determination exists

The person is **not** a worker if:

A personal services business determination relating to the natural person performing the work is in effect under section 87-60 of the Income Tax Assessment Act 1997 (Cth).

Working Directors

The names of each Working Director employed by a company must be specified whether they are remunerated or not. Should they receive no "wages", "NIL" is to be noted on the appropriate columns. Remember, that if working directors are not nominated, you may not be covered for their compensation entitlements.

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.

You will need to decide if the results test applies to the contract and find out if the person holds a personal services business determination under the Income Tax Assessment Act. The onus rests with the employer to prove that an agreement satisfies the Results Test. To satisfy the results test, there must be some form of written contract or quote that specifies, among other things:

- a reference to the plant, equipment or tools necessary to perform the work
- reference to the defects liability
- task to be completed, and
- agreed total price for the task.

In the absence of proof, the agreement will not meet the Results Test. If the contract does not meet the Results Test then you will need to cover the person for workers compensation. You do not need to arrange cover for any person who is the employer of another person on the particular works in question.

The payment you make to a contractor may include payments for materials, tools, equipment, or plant. These components and any GST component should be excluded when making the declaration to the insurer.

You do not need to declare remuneration where:

- the individual holds a personal services business determination under the Income Tax assessment Act.
- the individual is excluded because the work being done for you meets the results test.
- the individual is a person who is the employer of another person for the particular works.