



**STATEMENT OF SALARIES AND WAGES – NORTHERN TERRITORY**  
**Please complete (both sides) and return to CGU within 28 days of the expiry date**

**Please read the Important Information on the back of this sheet 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 amount paid or allowed in expiring period  / / to / /		Estimated amount paid or allowed in renewal period  / / to / /	
	Wages as defined \$	No. of employees	Wages as defined \$	No. of employees

**Schedule B – Working Directors**

Name of Working Director	Actual amount paid or allowed in expiring period	Estimated amount paid or allowed in renewal period

**Schedule C – Immediate Family Members**

Name of Family Member	Actual amount paid or allowed in expiring period	Estimated amount paid or allowed in renewal period

**Schedule D – Contractors and sub-contractors (who do not provide you with an ABN)**

Class of work	Actual amount paid or allowed in expiring period	Estimated 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 "Collection, Use and Disclosure of Personal Information" section of the Renewal Invitation 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**

**Who needs to be covered?**

- i) All workers who do not provide you with an ABN \*
- ii) Persons deemed workers under the Act as per the Regulations such as:
  - Fire Brigade, Bushfires and Emergency Services Volunteers, St John Ambulance Volunteers
  - A person employed for a household but only if they earn 20% or more of the Average Weekly Earnings (AWE)

\* In accordance with the Act, a person who 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) performs work or a service of any kind for another person unless and until the person notifies the other person, in writing, of a number that is, or purports to be, the ABN of that person for the purposes of the work or service, is considered a worker.

**Wages 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 board and lodging 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

**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.

**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 a 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 (as per Associations Act) – the form must be signed by the public officer
- d) where the organisation is a body corporate (other than an incorporated association) – the form must be signed by a director or secretary or its principal officer in the Territory.

## Privacy and Your Information

### 1. Collection Use and Disclosure of Personal Information

In order for us to provide any cover we need to collect, use and disclose personal information about you and anyone else to be insured under this policy. If you do not provide us with this personal information we may not be able to provide cover.

- a. By providing your personal information to us, you consent to us –
  - 1) collecting and using that personal information for the purposes of –
    - a) assessing, underwriting and issuing this or any subsequent policy
    - b) providing the cover and administering this or any subsequent policy;
    - c) assessing, investigating and otherwise dealing with any claim under this or any subsequent policy; and
    - d) offering any discount or benefit.
  - 2) for the purposes in a), disclosing personal information (on a confidential basis) to and collecting personal information from -
    - a) related entities, investigators, mercantile agents, wage auditors, medical providers or any other party providing services to us;
    - b) other insurers, insurance intermediaries, government regulators or insurance reference bureaux; or
    - c) lawyers and law enforcement agencies.
- b. By providing personal information about anyone else, you acknowledge that you are authorised to provide that personal information and that you will inform the other person(s) -
  - 1) who we are;
  - 2) that we will use and disclose that personal information in the same manner as detailed in 1 above; and
  - 3) that they can gain access to that personal information.

### 2. Marketing Purposes

We may also use your personal information to make you aware of other products and services which may be of benefit to you.

- a. Unless we are informed otherwise, you consent to us –
  - 1) using your personal information for the purposes of us –
    - a) contacting you by mail, phone or e-mail to provide to you any offer, product or service available from us or any other organisation; or
    - b) undertaking planning, market research or product development; (“Marketing Purposes”) and
  - 2) disclosing your personal information for Marketing Purposes to our related entities or any party providing services to us.
- b. If you do not want your personal information used or disclosed for Marketing Purposes you must inform us as explained in our Privacy Charter. If you have already informed us you will not need to do so again.

**Please note:** If you are a customer of an **insurance broker or agent**, we will not use your personal information for Marketing Purposes.

### Our Privacy Charter

Further information on how we handle your personal information is explained in our Privacy Charter including :

- \* how to contact us regarding Privacy
- \* how to inform us to change, cancel or reactivate your marketing consent
- \* how to access your personal information.

A copy of our Privacy Charter is available on request or you may visit our website at [www.cgu.com.au](http://www.cgu.com.au)