



Coal Mines Insurance

Workers Compensation Annual Declaration of Wages 2020-21

Policy Number

Please return your completed form no
later than **31 August 2020** to
employerservices@coalservices.com.au

This form is to be used by employers to declare the actual wages paid during the 2019-20 insurance period and to declare the estimated wages projected to be paid for the 2020-21 insurance period. If further space is required, please attach a separate page.

1. Employer Details

Legal name of employer (Your legal name may be different from your trading name. Give Company name, Sole Trader or Partners' full names. If a trust give the name of the trustee)

Trading name

ABN

ACN

Are you registered for GST? Yes No **ITC entitlement** %

(Input Tax Credit – if the employer is registered for GST, the employer can claim 100% of the GST from the Australian Taxation Office (ATO). If the employer cannot claim 100% of the GST from the ATO, please specify the reduced input Tax Credit Entitlement)

Situational Address

Postal Address

Contact Person

Position

Phone

Mobile

Email

2. NSW Coal Industry Business Activity

2.1 On a Coal Mining Site

Please provide a clear description of your day-to-day business activity whilst **ON** a NSW coal mine site.

What equipment do you use? For example, laptop, tools, instruments, machinery

In what trades, if any, are your employees classified?

Please specify where the activities are performed. For example, underground, in the pit of an open cut mine, office, workshop, coal prep plant etc.

Name and location of all mine sites at which you work (must provide)

2.2 Not on a Coal Mining Site

Please provide a clear description of your day-to-day business activity whilst **OFF** a NSW coal mine site.

What type of facilities or premises are offsite activities performed at? E.g. office, home, workshop, coal preparation plant etc.

Location of facilities or premises

2.3 Breakdown of NSW coal industry activities

(Please provide a breakdown of your coal industry wages as per the applicable categories below. Percentage allocation **MUST add up to 100%**)

Open Cut Mine (all activities undertaken on an open cut mine site not classified elsewhere) %	Underground Mine (all activities undertaken on an underground mine site not classified elsewhere) %
Operational Mining Service Onsite (e.g. workshop, coal preparation plants on mine site) %	Operational Mining Service Offsite (e.g. workshop, coal preparation plants off mine site) %
Administration Onsite (e.g. Office on mine site) %	Administration Offsite (e.g. Office off mine site) %

Visit our website for more information on these categories.

3. Actual and Estimated Wages

Please refer to the Coal Mines Insurance Definition of Wages Manual prior to completing this document which must be carried out in accordance with this definition. The manual can be downloaded [from our website](#).

3.1 Details of employees and wages

1 July 2019 to 30 June 2020 Insurance period			1 July 2020 to 30 June 2021 Insurance period		
Total Employee Numbers (Full time equivalent employees including apprentices if applicable)			Total Employee Numbers (Full time equivalent employees including apprentices if applicable)		
Actual Wages			Estimated Wages		
Gross wages (Including apprentice wages if applicable)		A	Gross wages (Including apprentice wages if applicable)		A
Superannuation Guarantee Levy Amount		B	Superannuation Guarantee Levy Amount		B
Total Gross Wages (A+B)		C	Total Gross Wages (A+B)		C
Deductions Please note: All deductions must be itemised. If deductions are not itemised, they will not be allowed.			Deductions Please note: All deductions must be itemised. If deductions are not itemised, they will not be allowed.		
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
Total Deductions		D	Total Deductions		D
Total Assessable Wages (C-D)			Total Assessable Wages (C-D)		

3.2 Apprentice details

(Apprentices must be in a registered trade and the Apprentice and Employer bound by a formal training agreement registered with the appropriate State and Territory Training Authority. While the Skills Incentive Scheme will cease from the 2019-20 policy period, CMI will continue to collect information about apprentices in the NSW coal industry to better understand the risk profile of industry workers.)

Do you have any apprentices? Yes (please complete below) No (Go to Section 4)

Insurance Period	Type of Trade	National Course Code	Total number of apprentices	Total gross apprentice wages including super
2019-20 Actual *A copy of each apprentice's contract is to be provided to CMI				
2020-21 Estimate *Apprentice contracts do not need to be provided to CMI				

4. Non-NSW coal industry work

Business activities performed in NSW not relevant to the coal industry

Do you have employees working in non-coal industry business activities? Yes No
If yes, please provide a clear description of your non-coal industry business activity below:

Please provide details of your workers compensation policy that covers non-coal industry activity.

Name of Insurer **Policy Number**

5. Interstate work

Do you have employees working outside of NSW? Yes No
If yes, is the work related to the NSW coal industry? Yes No
How long are the employees likely to be outside of NSW?

Please provide details of your interstate insurer for work outside of the NSW coal industry.

Name of Insurer **Policy Number**

6. Extended Accident Pay Cover Selection

If you selected this cover for the 2019-20 policy period and wish to continue it for 2020-21 please check the opt in box. For more information about Extended Accident Pay Cover, please go to our website to read the relevant Policy provisions and, if you would then like to apply for this cover, please return the completed election form.

Opt in

7. Declaration by Employer or their authorised representative

I, PRINT NAME

COMPANY NAME

- hereby declare and warrant that the above is a true and correct statement of gross wages and assessable wages as per the CMI Definition of Wages Manual, paid to workers, deemed employees and relevant independent contractors;
- declare that no information has been suppressed or omitted from this declaration;
- am an employee and authorised by the employer to complete this form and sign this declaration; as required by the conditions of the Coal Mines Insurance Workers Compensation Insurance Policy.

SIGNATURE

DATE

POSITION

ABN 70 000 011 727
GPO Box 3842
Sydney NSW 2001
T: 02 8270 3257
E: employerservices@coalservices.com.au

www.coalservices.com.au

Privacy Statement in relation to Policy Information

Coal Mines Insurance Pty Limited (CMI) provides workers compensation insurance to the coal industry in New South Wales. We need to collect personal information from Employers so we can:

- Set up and administer the insurance policy for the Employer
- Perform our functions and exercise our powers under the *Coal Industry Act 2001*
- Assess a claim made under this policy
- Assess Employers and their needs
- Improve our services

Protecting privacy is a key part of our normal operations.

We do not disclose personal information to any outside third party organisation, unless it is contracted to CMI to provide administrative services or activities on our behalf or it is necessary to disclose that information for the purposes of undertaking CMI's functions under the Coal Industry Act. In this case, we make sure that the third party is bound by the same privacy rules we follow.

You are entitled to access your own personal information being held. This information is generally provided upon request. We will take reasonable steps to ensure that any information being held is relevant, accurate, complete, up-to-date and not misleading. However, it is your responsibility to notify us when your details change.

Sometimes, CMI might use personal information to make policy-related material on products and services available to employers. An Employer may elect not to receive product-related material by indicating below.

Please do not send product-related material on CMI's range of products and services.

An Employer may change their mind at any time about receiving product-related material by contacting Employer Services.

You can access further information on our Privacy Statement at <https://www.coalservices.com.au/mining/privacy-policy/>

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