

Renewal of your policy is invited subject to completion of this form and its return to us.

Employer's
Name
and
Address

Policy No:

Area:

Expiry Date:

Workers' Compensation Return-Wages and Salary

DECLARATION/ESTIMATION OF WAGES

Period of Insurance to which this return relates: Actual _____ to _____
Estimate _____ to _____

As your policy is due for renewal in the near future you are required to supply to your insurer within four weeks of the expiry date of your policy, a declaration of actual wages for the expired period and, an estimate of wages for the ensuing period.

Please complete all applicable schedules.

SCHEDULE 1 CONTRACTORS/ SUBCONTRACTORS	(a)	Do you, or do you expect to, contract out any of the work in connection with the business?	Yes	No	
	(b)	If the answer to (a) is 'Yes', will you satisfy yourself that contractors/subcontractors are insured for workers' compensation by obtaining letters of indemnity from them? If the answer to this question is 'No', please complete (c) below.	Yes	No	
	(c)	Alternatively, do you wish to include such indemnity in the insurance now proposed?	Yes	No	
	If 'Yes', please complete the following				
	Name of contractor/subcontractor and nature of the work	Estimated amount for the proposed period of insurance			
		Labour only	Labour and plant	Labour and materials	Labour plant and materials
		\$	\$	\$	\$

SCHEDULE 2 DIRECTORS AND RELATIVES

Give details of directors and relatives engaged in the business or trade (include their wages in Schedule 3)

NOTE: ANY DIRECTORS OR RELATIVES NOT INCLUDED ARE **NOT** INSURED

Name in Full	Age	Relationship	Occupation	Wage rate	Value of keep and other allowances
				\$	\$

SCHEDULE 3

FOR EACH LOCATION PLEASE PROVIDE THE FOLLOWING AND STATE THE INDUSTRY

DETAILS OF WAGES	LOCATION:	Average number of workers for each description		Wages of workers of each description	
	INDUSTRY:	Actual	Estimated	Actual	Estimated
Give details of actual wages paid during the period expiring and estimated wages for the proposed period of insurance Note "Wages" means ALL amounts paid in money or money's worth and includes overtime, bonuses, allowances, commissions and the value of cash substitutes	1) Clerical staff (is person engaged solely in office work)				
	2) Commercial Travellers, travelling inspectors, outdoor salesmen, canvassers, collectors and the like. Include commission where paid				
	3) General employees				
	a- Permanent Employees				
	b- Part time, Casual employees including piece workers				
	4) Directors and Relatives				
	5) Contractors / Subcontractors				

If there is insufficient space in any of the above schedules, use a separate sheet of paper

DECLARATION

The above information is correct and may be verified by inspection of my wages books and other relevant records

Signed Dated