

Piecework Agreement

Agreement between:

STARTSWORK PTY LTD

(Employer)

and

(Employee)

The Employer and the Employee agree to enter into this Piecework Agreement (**Agreement**) under clause 15 (pieceworkers) of the *Horticulture Award 2020 [MA000028]* (**Award**). The Employer and Employee mutually agree as follows:

1. The work to be performed under this Agreement is as described below (**Work**) :
 - (1) Planting (Plants);
 - (2) Planting (Other);
 - (3) Plant Care / Management;
 - (4) Picking;
 - (5) Packing;
2. The minimum piecework rate/s which must be paid by the Employer to the Employee for performing the Work is as specified in **Schedule A** to the Agreement.
3. The Employee is employed as a casual employee.
4. The date this agreement start is _____ / _____ / 2024 .

Employers signature:	Employee signature:
Print Name: Seongmin Yun	Print Name:
Date:	Date:
Position : Director	

SCHEDULE A

Piecework rates

Starting date : _____ / _____ / 2024

Property name : ANA Juicy Berry

Property address : 157 Burys Road, Beerwah QLD 4519

	Piecework rate (1) Planting (Roots):
\$ per unit	Minimum of \$0.04 per plant
Crop type:	Berry
Variable(s)*	Available product volume Product quality Weather Conditions

	Piecework rate (2) Planting (Plug):
\$ per unit	Minimum of \$0.04 per unit
Crop type:	Berry
Variable(s)*	Available product volume Activity type: Dripper placement, Other Weather Conditions

	Piecework rate (3) Plant Care/Management :
\$ per unit	Minimum of \$0.01 per plant
Crop type:	Berry
Variable(s)*	Available product volume Maintenance type : Pruning, Trimming, Other Weather Conditions

	Piecework rate (4) Picking :
\$ per unit	Minimum of \$0.55 per Kg
Crop type:	Berry
Variable(s)*	Available product volume Product quality Weather Conditions

	Piecework rate (4) Packing :
\$ per unit	Minimum of \$0.10 per punnet
Crop type:	Berry
Variable(s)*	Available product volume Product quality Weather Conditions

STRAWBERRY INDUSTRY - CONDITIONS OF EMPLOYMENT

1. All successful applicants are expected to work the entire season. If this is not possible and time off is required for holiday etc. this should be discussed before employment commences.
2. Employment is on a casual basis under the Horticultural Award and is subject to termination without notice. All pickers and packers are employed on a piece work agreement. This can be changed to an hourly rate if the employer deems necessary.
3. Saturday, Sunday and public holidays are considered to be part of normal working week consisting of and six days out of seven.
4. The normal weekly hours are variable depending on the fruit available at the time.
5. Start and Finish times may vary from day to day but are typically BETWEEN 7am to 5pm.
6. The work is all weather work for ALL employees. i.e rain included.
7. It is Responsible to provide as much notice as possible prior to leaving employment.
8. Employees are expected to notify STARTSWORK P/L by phone if they are unable to attend work at least 12 hours prior to commencement.
9. Vehicles driven onto the property are to be parked in the designated area and at the car owner's own risk.
10. Employees are required to be on the farm at least 10 minutes before starting time and be prepared to start work at starting time.
11. Employees are required to limit the range of tasks to that which he/she is able to safely perform.
12. Employees are required to give a contact number.
13. Smoking is permitted only in designated areas. Smoking is definitely NOT permitted in the strawberry patches, packing shed, toilets, car park or other such areas not clearly marked.
14. Bad language will not be tolerated.
15. STARTSWORK wishes to maintain a workplace free from all forms of harassment and discrimination. Employees are expected to conduct themselves in accordance with the attached Anti-discrimination and Sexual Harassment Policy. Any employee who sexually or racially harasses another employee is subject to instant dismissal.
16. Rest periods are of 10 minutes duration every four hours.but pickers may be allowed additional time to come in from the field and return.
17. No overtime is paid unless there has been a specific request made by STARTSWORK Pty Ltd or it's representative that overtime be worked.
18. In order to maintain productivity, conversations are to be kept to a minimum whilst working.

Australian Name : _____ Signature : _____ Date : _____

STRAWBERRY INDUSTRY - CONDITIONS OF EMPLOYMENT

SUPERANNUATION

All Employees are entitled to 11.5% superannation.

This amount is paid quarterly by employer.

Please notify which superannuation fund you would like this money to be deposited into. There is a "*Choice of superannuation fund-Standard choice form*" for you to complete.

EMERGENCY CONTACT IN AUSTRALIA

In case of an emergency (Name & Contact number) :

TRAINING REGISTER

I HAVE READ/RECEIVED AND UNDERSTOOD THE TRAINING FOR :

Trainer's Name :

TRAINING POLICY	DATE	EMPLOYEE'S SIGNATURE	TRAINER'S SIGNATURE
Fresh Care Policies			
Safe Work Environment			
Manual Handling			
Hand Washing			
General Fruit Handling			
Clothing/ Sun Block			
Allergens control Procedure			
Infectious Diseases			
Fruit Picking			
Fruit Packing			

Fair Work Information Statement & Schedule A Contract Agreement

STARTSWORK Pty Ltd have provided me with a copy of the Fair Work Information Sheet. I have read and understood this statement. I have been provided with a copy of my signed Schedule A Acontract Agreement.

Signed : _____

Discrimination & sexual harassment

Startswork Pty Ltd is committed to creating a work environment which is free from discrimination and sexual harassment and where all members of staff are treated with dignity, courtesy and respect.

We have developed a policy on discrimination and sexual harassment, provide regular staff training on discrimination and sexual harassment, and have procedures for complaints.

Application of this policy

This policy applies to all staff:

- full-time, part-time, casual, permanent or temporary
- contract or commission workers
- volunteers, vocational and work experience placements

It applies to staff in all their work-related dealings with each other, and with customers, contacts or clients.

It applies to staff while in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

Discrimination and equal opportunity

Startswork Pty Ltd is an equal opportunity employer. At all stages of the employment relationship (recruitment and selection, terms and conditions of work, training and professional development opportunities, promotion and transfer, retirement, retrenchment and termination) staff will be treated on their merits and valued according to how well they perform their duties.

Startswork Pty Ltd believes that all staff should be able to work in an environment free from discrimination, victimisation, sexual harassment, vilification and the seeking of unnecessary information on which discrimination might be based. We consider these behaviours unacceptable and they will not be tolerated.

Responsibility of staff

All staff contribute to maintaining a discrimination free and inclusive workplace and a healthy workplace culture.

Managers have a particular obligation to model appropriate behaviour; promote this policy; treat all complaints seriously and attend to them promptly; monitor the work environment and seek expert help for complex or serious matters.

All staff have the responsibility to comply with this policy; report incidents to their managers and not to participate in discriminatory or harassing behaviour.

Consequences of breach of the policy

Staff who make a complaint of discrimination or sexual harassment will not suffer any victimisation by Startswork Pty Ltd for making the complaint. This also applies to staff who agree to be a witness in a complaint or have a complaint made against them.

Disciplinary action will be taken by Startswork Pty Ltd against any staff member found to have breached this policy. Action will be appropriate to the breach and may include: an official warning and note on the person's personnel file, a formal apology, counselling, demotion, transfer, suspension, or dismissal for very serious matters.

Anti-discrimination legislation

Under the Queensland *Anti-Discrimination Act 1991* (the Act) discrimination, victimisation, sexual harassment, vilification and seeking unnecessary information on which discrimination might be based are illegal.

Discrimination on the following grounds is against the law:

- race, (including colour, descent or ancestry, nationality, national or ethnic origin)
- age (whether young or older)
- impairment (including biological, functional, learning, physical, sensory, mobility, cognitive, psychological, psychiatric impairment or the presence of an organism capable of causing disease);
- religious belief or activity (including not holding a religious belief)
- sex, sex characteristics and gender identity
- relationship status (including being married, single, divorced, separated, or in a de facto relationship)
- sexuality
- pregnancy and breastfeeding
- parental status (including being or not being a parent, guardian, foster parent, adoptive parent, or step parent)
- family responsibilities (including the responsibility to care for and support a dependent child or immediate family member)
- sex worker activity
- trade union activity
- political belief or activity
- association with someone else who is identified because of one of the above attributes

These personal characteristics are called 'attributes'.

Other behaviour that is against the law includes:

- seeking unnecessary information on which discrimination might be based
- victimisation because a person has made a complaint, agreed to be a witness or has had a complaint made against them, or because they refused to do something that would contravene the Act
- sexual harassment is prohibited wherever it happens, even in 'private'

- vilification on the basis of a person's race, religion, gender identity, sex characteristics or sexuality.

Federal anti-discrimination legislation prohibits discrimination on the basis of criminal record, medical record or social origin.

What is discrimination?

Direct discrimination happens when a person is treated worse than others in similar circumstances, because of one or more of their attributes.

Direct discrimination may involve:

- making offensive 'jokes' about another worker's racial or ethnic background, sex, sexuality, age or impairment
- expressing negative stereotypes about particular groups or using stereotypes as a basis for decisions about work e.g. 'Women with young children shouldn't work.' or 'Older workers can't learn new skills.'
- using selection processes based on irrelevant attributes such as age, race or impairment rather than on skills really needed for the job

Indirect discrimination occurs when one rule applies to all, but in fact disadvantages a person (or group of people) because they are unable, or less able to comply with the rule because they have an attribute listed above. The fact that the disadvantage was not intended is not an excuse. For example:

- requiring everyone to be available for all shifts might not be possible for a person with responsibilities to care for children or an elderly parent.
- only hiring people who have never had a back injury or a workers compensation claim might rule out an employee whose health has returned and can do the job well.
- not considering the provision of some reasonable adjustments would disadvantage a person with an impairment who may be able to perform the essential parts of the job in a different way.

What is sexual harassment?

Sexual harassment is any form of unwelcome sexual attention towards another person, done with the intention, or possibility, of offending, humiliating or intimidating the other person. Anyone can experience sexual harassment. Sexual harassment has nothing to do with mutual attraction, and such friendships are a private matter.

It includes uninvited touching or physical contact, leering at a person or at parts of their body, talking about your sex life or asking about another person's sex life, sexual jokes or propositions, sexually offensive communications (phone, email, SMS or social media.)

Sexual harassment is against the law wherever and whenever it occurs. Startswork Pty Ltd will not tolerate sexual harassment in the workplace or in any work-related context such as conferences, work functions and business trips.

Sexual harassment does not have to be repeated or continuous to be against the law. A single incident might offend, humiliate or intimidate the other person, even if not repeated. Other single incidents, such as an unwanted invitation or compliment, may not be sexual harassment. Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences.

The person being harassed does not need to say that the behaviour is unwelcome. Many people find it difficult to speak up. All employees are responsible for their own behaviour. If you think the behaviour may offend, then don't do it.

Vicarious liability

Under the Act the person who discriminates against, victimises, sexually harasses, vilifies or asks for unnecessary information can be liable for the unlawful behaviour as well as their employer, Startswork Pty Ltd, unless Startswork Pty Ltd can show we have taken reasonable steps to prevent it.

Startswork Pty Ltd provides all staff with brochures and information about discrimination and sexual harassment at induction, and conducts regular awareness training.

Managers must ensure that all staff are treated fairly and are not subject to any of the behaviours mentioned in this policy. They must also ensure that people who make complaints, or who are witnesses, are not victimised in any way.

What to do if you are discriminated against, sexually harassed, vilified or asked for unnecessary information

Don't ignore discrimination, sexual harassment, vilification or requests for unnecessary information, thinking it will go away, often it just gets worse. Choose the action you feel most comfortable with. You can follow more than one action at the same time.

Support and counselling

Startswork Pty Ltd provides confidential assistance to staff in the form of wellbeing support and professional counselling and encourages staff to seek help. e-mail (info@startswork.com)

For information on leave entitlements or WorkCover claims e-mail (info@startswork.com)

Get more information before deciding what to do

1. Contact one of the following people in Startswork Pty Ltd who have been nominated to give information:

Name: Thomas Yun

Position: Director:

Contact details (telephone, email): info@startswork.com

2. Contact your trade union for advice.
3. Call the Queensland Human Rights Commission on 1300 130 670 for information about your rights and responsibilities.

Self help

If you feel confident and want to deal with the situation yourself, you can use self-help techniques. However, it is not necessary that you try to resolve the complaint this way.

This option involves approaching the person responsible for the discriminatory or sexually harassing behaviour yourself. You should tell the person what you are unhappy about, why you are unhappy about it, and what you would like to happen. Taking a person with you for support may be helpful.

Make an internal complaint

Startswork Pty Ltd has an obligation to treat all complaints of discrimination, victimisation, sexual harassment, vilification or seeking unnecessary information seriously. All complaints will be handled confidentially and impartially, investigated promptly and recommendations implemented.

1. The starting point to resolving a complaint is to talk with someone. This can be your manager (or another member of the management team if more appropriate). Tell them what your concerns are; explain what has happened and how it has affected you.
2. The manager may take immediate action (e.g. removing offensive graffiti or posters).
3. The manager may provide a range of options. One approach is to centre on the resolution of the issue, without deciding fault. The manager may speak to the person you are making a complaint about, to see if the situation can be resolved simply.
4. Some matters are not resolved so easily, especially if the person being complained about denies or disputes the allegations, or the issues are complex. Your manager (or another management team member if appropriate) may handle your complaint, or refer it to specialist human resource staff or engage an independent external agency. This option will involve an investigation, collecting evidence and witness statements, and making findings and recommendations which will be implemented by Startswork Pty Ltd. The following human resource staff are available to discuss these options:

Name: Thomas Yun
Position: Director
Contact details: info@startswork.com

Make an external complaint:

You can complain to the Queensland Human Rights Commission. Their statewide enquiry line is 1300 130 670, and staff can give you information on your options and explain the process to resolve your complaint. The QHRC complaint resolution service is free. The Commission's website www.qhrc.qld.gov.au has more information, including contact points for the Commission's First Nations Unit and LGBTIQ+ community liaison officers.

NOTE: A complaint to the QHRC must be made within one year of the incident, unless good reasons for any delay can be shown.

Policy review

All policies will be reviewed every two to three years, and distributed to staff. Should the need arise, the policies will be translated into appropriate languages.

Startswork Pty Ltd is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

I HAVE READ/RECEIVED AND UNDERSTOOD THIS INFORMATION

Name :

Signed

Date

Ethical Trading Initiative 'Base Code'

The ETI has developed a code of labour practice – the ETI Base Code. It reflects the international standards most relevant to labour practices. ETI members are expected to adopt either the Base Code or their own code, which in our case is our Global Sourcing Principles. These should be accompanied by guidelines for implementing the code, and a structure to support the ETI's philosophy of learning.

The Ethical Trading Initiative Base Code is as follows:

THE ETI BASE CODE

1. EMPLOYMENT IS FREELY CHOSEN

- 1.1 There is no forced, bonded or involuntary prison labour.
- 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

2. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING ARE RESPECTED

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

3. WORKING CONDITIONS ARE SAFE AND HYGIENIC

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

- 3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

4. CHILD LABOUR SHALL NOT BE USED

- 4.1 There shall be no new recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; ["child" and "child labour" being defined below].
- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

5. LIVING WAGES ARE PAID

- 5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- 5.2 All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

6. WORKING HOURS ARE NOT EXCESSIVE

- 6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- 6.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

7. NO DISCRIMINATION IS PRACTISED

- 7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8. REGULAR EMPLOYMENT IS PROVIDED

- 8.1 To every extent possible work performed must be on the basis of recognised employment relationships established through national law and practice.
- 8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. NO HARSH OR INHUMANE TREATMENT IS ALLOWED

- 9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.

DEFINITIONS

Child: Any person less than 15 years of age. If local minimum age law stipulates a higher age for work or mandatory schooling, the higher age applies. If local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention No.138, this applies.

Young Person: Any worker over the age of a child as defined above and under the age of 18.

Child Labour: Any work by a child or young person younger than the age specified in the above definitions, which does not comply with the provisions of the relevant ILO standards, and any work that is likely to be hazardous or to interfere with the child's or young person's education, or to be harmful to the child's or young person's health or physical, mental, spiritual, moral or social development.

I HAVE READ/RECEIVED AND UNDERSTOOD THIS INFORMATION

NAME

Signed

Date

HR	STARTSWORK	Issue 1
Manual	CODE OF CONDUCT POLICY	

PURPOSE

This policy affirms Startswork belief in responsible social and ethical behaviour from all employees. Our employees contribute to the success of our organisation and that of our clients. No employees are deprived of their basic human rights. Furthermore, our employees have an obligation to the business, our clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and client trust.

SCOPE

The Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, clients and suppliers.

POLICY

The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to a Startswork senior manager, any interest which may constitute a conflict of interest
- Promote the interests of Startswork.
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with Startswork and/or our Clients
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- Under no circumstances may employees offer or accept money
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner

HR	STARTSWORK	Issue 1
Manual	CODE OF CONDUCT POLICY	

All employees are expected to conduct themselves in a professional, ethical and socially acceptable manner of the highest standards. Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from their manager or owner of the business.

I HAVE READ/RECEIVED AND UNDERSTOOD THIS INFORMATION

NAME

Signed

Date

HR	STARTSWORK	Issue 1
Manual	EVACUATION PROCEDURE	

SITE EMERGENCY EVACUATION PROCEDURE

In the event of fire, bomb threat, natural disaster or hazardous material emergency, occupants should evacuate the building and gather at a predetermined assembly area.

- On the continuous sounding of the audible horn or if instructed to do so, all personnel must stop work.
- Move quickly and calmly through the closest exit and proceed to the designated Evacuation Assembly Area
- Remain together until all personnel have been accounted for by a role call
- Remain at the Evacuation Assembly Area until the site has been declared 'safe' by the Emergency Services and approval has been given to return to work by a member of Management

In the event of a fire, staff will:

- Investigate the fire situation.
- If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called.
- Ensure the safe evacuation of all occupants from the building.
- Account for all occupants at the assembly area.
- Ensure occupants do not attempt to re-enter the building until it is safe to do so.
- Meet the Fire Service and advise them of any information relevant to the emergency.

In the event of a fire or hazardous material emergency being located, staff will:

- Ensure the evacuation of the building – alert all occupants without further compromising life and assist those which are persons with special needs.
- Attempt to extinguish the fire if safe to do so –

If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if the following conditions exist:

- *You have not been trained or instructed in using a fire extinguisher*
- *You don't know what's burning*
- *The fire is spreading rapidly and might block your means of escape*
- *You don't have the proper equipment*
- *You might inhale toxic smoke*
- *Your instincts tell you not to do so*

If the first attempts to put out the fire do not succeed, evacuate the building immediately.

- Meet the Fire Service on arrival and inform them of the situation. Even If the fire has been extinguished the Fire Service will still attend.

I HAVE READ/RECEIVED AND UNDERSTOOD THIS INFORMATION

NAME

Signed

Date



Tax file number declaration

This declaration is NOT an application for a tax file number.

- Use a black or blue pen and print clearly in BLOCK LETTERS.
Print X in the appropriate boxes.
Read all the instructions including the privacy statement before you complete this declaration.

ato.gov.au

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

For more information, see question 1 on page 2 of the instructions.

- OR I have made a separate application/enquiry to the ATO for a new or existing TFN.
OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.
OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

2 What is your name? Title: Mr Mrs Miss Ms
Surname or family name
First given name
Other given names

3 If you have changed your name since you last dealt with the ATO, provide your previous family name.

4 What is your date of birth? Day Month Year

5 What is your home address in Australia?
Suburb/town/locality
State/territory Postcode

6 On what basis are you paid? (Select only one.)
Full-time employment Part-time employment Labour hire Superannuation or annuity income stream Casual employment

7 Are you an Australian resident for tax purposes? (Visit ato.gov.au/residency to check) Yes No

8 Do you want to claim the tax-free threshold from this payer?
Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.
Answer no here and at question 10 if you are a foreign resident, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

9 Do you want to claim the seniors and pensioners tax offset by reducing the amount withheld from payments made to you?
Complete a Withholding declaration (NAT 3093), but only if you are claiming the tax-free threshold from this payer. If you have more than one payer, see page 3 of the instructions.

10 Do you want to claim a zone, overseas forces or invalid and invalid carer tax offset by reducing the amount withheld from payments made to you?
Complete a Withholding declaration (NAT 3093).

11 (a) Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?
Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment.
(b) Do you have a Financial Supplement debt?
Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment.

DECLARATION by payee: I declare that the information I have given is true and correct.
Signature
Date Day Month Year
You MUST SIGN here
There are penalties for deliberately making a false or misleading statement.

Once section A is completed and signed, give it to your payer to complete section B.

Section B: To be completed by the PAYER (if you are not lodging online)

1 What is your Australian business number (ABN) or withholding payer number? Branch number (if applicable)

2 If you don't have an ABN or withholding payer number, have you applied for one? Yes No

3 What is your legal name or registered business name (or your individual name if not in business)?

4 What is your business address?
Suburb/town/locality
State/territory Postcode

5 Who is your contact person?
Business phone number

DECLARATION by payer: I declare that the information I have given is true and correct.
Signature of payer
Date Day Month Year
There are penalties for deliberately making a false or misleading statement.

6 If you no longer make payments to this payee, print X in this box.
Return the completed original ATO copy to:
Australian Taxation Office
PO Box 9004
PENRITH NSW 2740
IMPORTANT
See next page for:
payer obligations
lodging online.



30920716

Sensitive (when completed)



For use by employers when offering employees a choice of fund and by employees to advise their employer of their chosen fund.

Section A: Employee to complete

1 Choice of superannuation (super) fund

I request that all my future super contributions be paid to: (place an in one of the boxes below)

The APRA fund or retirement savings account (RSA) I nominate Complete items 2, 3 and 5

The self-managed super fund (SMSF) I nominate Complete items 2, 4 and 5

The super fund nominated by my employer (in section B) Complete items 2 and 5

2 Your details

Name

Employee identification number (if applicable)

Tax file number (TFN)

! You do not have to quote your TFN but if you do not provide it, your contributions may be taxed at a higher rate. Your TFN also helps you keep track of your super and allows you to make personal contributions to your fund.

3 Nominating your APRA fund or RSA

You will need current details from your APRA regulated fund or RSA to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Unique superannuation identifier (USI)

Your account name (if applicable)

Your member number (if applicable)

Required documentation

You need to attach a letter from your fund stating that they are a complying fund and that they will accept contributions from your employer. Correct information about your super fund is needed for your employer to pay super contributions.

4 Nominating your self-managed super fund (SMSF)

You will need current details from your SMSF trustee to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Fund electronic service address (ESA)

Fund bank account

BSB code (please include all six numbers)

Account number

Required documentation

You need to attach a document confirming the SMSF is an ATO regulated super fund. You can locate and print a copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at <http://superfundlookup.gov.au/>

If you are the trustee, or a director of the corporate trustee you can confirm that your SMSF will accept contributions from your employer by making the following declaration (place an 'X' in the box below):

I am the trustee, or a director of the corporate trustee of the SMSF and I declare that the SMSF will accept contributions from my employer.

If you are not the trustee, or a director of the corporate trustee of the SMSF, then you must attach a letter from the trustee confirming that the fund will accept contributions from your employer.

5 Signature and date

If you have nominated your own fund in Item 3 or 4, check that you have attached the required documentation and then place an 'X' in the box below.

I have attached the relevant documentation.

Signature

Date

Day

Month

Year

 / /

Return the completed form to your employer as soon as possible.

Section B: Employer to complete

You must complete this section before giving the form to an employee who is eligible to choose the super fund into which you pay their super contributions.

! Sign and date the form when you give it to your employee.

6 Your details

Business name

ABN

Signature

Date

Day / Month / Year
 / /

7 Your nominated super fund

If the employee does not choose their own super fund, you are required to pay super contributions on their behalf to the fund that you have nominated below:

Super fund name

Unique superannuation identifier (USI)

Phone (for the product disclosure statement for this fund)

Super fund website address

Section C: Employer to complete

! Complete this section when your employee returns the form to you with section A completed.

8 Record of choice acceptance

In the two months after you receive the form from your employee you can make super contributions to either the fund you nominated or the fund the employee nominated. After the two-month period you must make payments to the fund chosen by the employee.

! If you don't meet your obligations, including paying your employee superannuation contributions to the correct fund, you may face penalties.

Date employee's choice is received

Day / Month / Year
 / /

Date you act on your employee's choice

Day / Month / Year
 / /

! Employers must keep the completed form for their own record for five years. **Do not send it to the Australian Taxation Office, the employer's nominated fund or the employee's nominated fund.**

PRIVACY STATEMENT

The ATO does not collect this information; we provide this form as a means for employees to identify and provide necessary information to their employer. An employer is authorised to collect an employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. However, quoting a TFN reduces the risk of administrative errors and if the employee does not quote their TFN their contributions may be taxed at a higher rate. An employee can get more details regarding their privacy rights by contacting their superannuation fund.