



Teys Australia Pty Ltd
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Teys is a Trade Mark of Teys Australia – A Cargill Joint Venture

Dear Contractor

Certain payments made to contractors are subject to payroll tax if the contract is considered as a 'relevant contract' for payroll tax purposes. Arrangements involving provision of services are almost always relevant contracts subject to payroll tax unless one of the exemptions from payroll tax applies.

In this regard, Teys Australia has an obligation to identify whether the payments made to contractors are subject to payroll tax, and if yes, pay these to the relevant State Revenue Office. Please note that this will have no impact on payments made to you.

There are broadly seven exemption categories and only one of these is required to be satisfied in order for a payment to be exempt from payroll tax. The below questionnaire is designed to assist us in determining whether payments made to you will fall under one of the exemption categories. Therefore, can you please complete the attached questionnaire in Appendix A and return as soon as possible.

This form needs to be completed and sent back only once per financial year (1 July – 30 June) and for the relevant financial year you have provided services to Teys.

Return this form to Tax Accountant, Teys Group, PO Box 129, Archerfield BC QLD 4108 or email to tax@teysaust.com.au.

Please ensure that regardless of the answers below that you show the labour portion and ancillary charges separately in your tax invoices as payroll tax (if any) is only payable on the labour portion.

Sincerely

Scott Prebble
CFO

Appendix A - Contractors Declaration Form

Q1 – Do you provide services to a particular Teys site for more than 90 days in the financial year?

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If yes, which site/sites?

Q2 - In providing services to Teys do you employ or sub-contract others to do the work (other than partners in a partnership)?

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Q3 – With regards to the services you do for Teys, do you provide the same services to the general public?

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Q4 – If you provide same services to the general public as provided to Teys, please advise the expected trading income generated from Teys as a percentage of total trading income generated during the year (July – June year) _____%

Describe the type of services you provide to Teys -

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Q5 - Are you paid a set amount per period (example: Hourly, daily, weekly etc) or paid to complete specific tasks (for example: to fix a boiler etc)? _____

Q6 - Who supplies the tools required to complete the job? _____

Q7 – Are you required to provide heavy machinery to perform your job (for example: truck, forklift, advanced equipment etc)? _____

Q8 - If there is both labour and spare parts required to complete the job, what is the approximate labour cost to the parts cost? _____

Q9 - Does the written contract with Teys allow you to employ others to complete the job? _____

Please complete the following details -

Name

Business Name.....

Address

ABN

Telephone Number.....

Email