

# Fly-In Fly-Out (FIFO) Application Form



## Employee details

Names must be as they appear on your driver's licence or passport.

Title (Mr/Mrs/Ms/other)

Given name(s)

Surname

Date of birth

Home address

Suburb

State

Postcode

Employer name

Occupation

Payroll number

Payroll frequency

☐ Weekly ☐ fortnightly ☐ monthly

Annual salary (excluding super)

## Contact details

Email address

Mobile number

Work number

## FIFO details

In order for SG Fleet to provide an accurate quote, please provide the following details. For clarity, one return booking includes flights to and from your work location.

Roster details

☐ 4:3 ☐ 5:2 ☐ 7:7 ☐ 8:6 ☐ 14:7

Other (please specify)

Estimated no. of return bookings per month

Estimated cost of a return booking

Nominated hometown departure airport

Nominated workplace arrival airport

## Frequent flyer details

Airline

Membership

Airline

Membership

Office use only

Product ID



SG Fleet Australia Pty Limited | [sgfleet.com.au](http://sgfleet.com.au) | ABN 15 003 429 356

T: 03 8699 7070 | [salarypackaging@sgfleet.com](mailto:salarypackaging@sgfleet.com) | Level 2, Building 3, 20 Bridge Street, Pymble NSW 2073

## Employee declaration

I declare that I have read, understood and accept the terms and conditions of SG Fleet's Fly-In Fly-Out (FIFO) salary packaging program. I acknowledge that my employer has recommended that I seek independent financial and taxation advice prior to proceeding with this application. I declare that I have read and understood the attached SG Fleet privacy statement and consent to SG Fleet using the information provided in this application for the purposes outlined in the statement. I declare that the information I have provided is true and correct.

In addition, I declare my understanding that in order for my flight claims to be FBT exempt, the following conditions must all be met:

- I am an employee whose usual place of employment is at an eligible remote area, defined by the Australian Taxation Office
- I am provided with residential accommodation at or near my usual place of employment in the remote area
- I return home to my usual place of residence on my days off
- I will only book flights directly between a departure airport in my usual hometown and nominated arrival airport near my usual place of employment
- I will only book flights for myself, that align to my normal work roster
- I will only book the most direct route possible, and whilst layovers can be accepted (<23 hours) the travel cannot include any voluntary overnight stays in accommodation between such travel
- I will not book private travel through this program
- I will not use any credits from cancelled travel for future private travel
- I acknowledge that upon cessation of my employment, any unused flight credits will be forfeited to my employer, as flights are purchased on my employer's travel account
- I will not use Frequent Flyer points to pay for any part of the fares booked as part of this arrangement
- I acknowledge that I must use my employer's nominated travel partner to book any travel under this arrangement and cannot make claims for travel made outside this arrangement
- I acknowledge that I am required to book travel between the hours of 8:00am – 5:00pm AEST to allow time for SG Fleet to ensure sufficient balance in my salary packaging account prior to approving the booking
- I acknowledge that my travel booking may be declined if I do not have sufficient funds in my salary packaging account
- I acknowledge that I am required to notify SG Fleet immediately of any changes to my FIFO employment contract, as this may impact my eligibility to claim self-funded FIFO flights

## Employee signature

Signature

Name

Date

Please send completed application form to [salarypackaging@sgfleet.com](mailto:salarypackaging@sgfleet.com)



## Terms and conditions

This application is a request made by you for your employer to consider a salary packaging arrangement. Your employer will decide whether to accept this request and approve the arrangement. Your employer has engaged SG Fleet to provide salary packaging services to eligible employees.

SG Fleet is acting on behalf of your employer in establishing a salary packaging arrangement and will only provide salary packaging services to you on the basis that your eligibility is approved by your employer to participate in the salary packaging program.

### Term

SG Fleet will provide salary packaging services to you from the commencement date and shall continue for the period of time which you elect to have your salary packaging administered by SG Fleet.

### ATO guidelines

You must comply with all ATO salary packaging guidelines relating to this benefit in place at the time of this arrangement.

### Application forms and substantiation documentation

To commence salary packaging you are required to complete a salary packaging application form and provide the relevant substantiation documentation. We will then contact your employer to verify your application details and gain their approval for the application. Reimbursements and benefit payments will only be processed upon receipt of the signed and approved forms and the appropriate substantiation documentation.

You guarantee that all information supplied to SG Fleet by you is true, complete and accurate in all respects and that you will notify SG Fleet immediately of changes to such information.

### Leave

Should you be absent from your employment on leave with "full pay" then deductions will continue to be made and you can continue to claim the benefits whilst you are on leave.

Should you take leave of absence "without pay" from your employment, then deductions cannot be made as you are not receiving salary. In this case, SG Fleet will need to suspend your salary packaging account until deductions resume when you return from leave. SG Fleet would require written notice from you prior to taking leave without pay.

### Acknowledgements and general conditions

You acknowledge that;

- Prior to entering into salary packaging you should have sought independent qualified financial and taxation advice as the complexities of salary packaging can have a significant impact on your financial situation.
- SG Fleet may receive commissions or fees from any of the SG Fleet nominated travel provider to cover or offset SG Fleet administration costs under the FIFO salary packaging program.
- Benefit payments will only be made by SG Fleet where we have received the expected payroll deductions.
- The payroll deductions must match the salary packaging deduction request indicated on the salary packaging quote.
- Should a discrepancy exist between payroll deductions received by SG Fleet and payment requests, SG Fleet will notify you and your employer within forty-eight (48) hours of such a finding.
- Should insufficient funds be available to cover a payment transaction, no benefit payment will be made until sufficient funds have been received. SG Fleet will notify you and your employer within forty-eight (48) hours of such a finding.
- Should there be any changes to your personal details held by SG Fleet (i.e. mailing address, bank account etc.) or changes to regular payment benefits (i.e. increases to anticipated flight costs, etc.)
- SG Fleet must be notified by you in writing within five working days, or sooner if a benefit payment is required within this time frame.
- To recover the Goods and Services Tax (GST) paid on a benefit, check with your employer's salary packaging policy for eligibility.
- SG Fleet requires a "Tax Invoice" to be submitted.
- A "Tax Invoice" must contain:
  - The ABN of the entity issuing it;
  - The GST inclusive price of the supply;
  - The words 'tax invoice' stated prominently;



- The date of issue;
- The name of the supplier and the recipient;
- The address or ABN of the recipient;
- A brief description of each item supplied; and
- For each description, the quantity of the goods or the extent of the services provided.
- Where there are changes to the rate of GST, FBT or any other taxes or duties levied on salary packaged benefits, or the manner in which all taxes and duties are calculated, your Total Employment Cost (TEC) established by your employer will not increase as a result of such changes. Therefore, you will be required to meet the cost impost of such increases under the terms and conditions of the salary packaging arrangement.
- If surplus funds remain in your salary packaging account following a repayment or reimbursement transaction and you have no further salary packaging transactions to be undertaken – upon written request, surplus funds will be passed back to your employer for payment to you as ordinary salary and wages. The amount will be assessable as income and subject to income tax at your marginal tax rate.
- In the event that your employment ceases with your employer you agree to provide to SG Fleet written notification of such termination of employment as soon as is practicable.
- Upon the termination of employment or the cessation of you receiving a salary packaging benefit for any other reason, SG Fleet will cease the provision of services, or in the case of ceasing a salary packaged benefit, cease provision of the benefit and any further payments to suppliers/vendors.
- On the cessation of benefits or salary packaging SG Fleet will issue a statement of the total balances outstanding. A credit balance will be passed back to your employer for payment to you. This amount will be assessable as income and subject to income taxed at your marginal tax rate.
- Debit balances will be paid to SG Fleet forthwith on the receipt of statement. It should be noted that where employment is terminated and there is a debit balance in your salary packaging account, the debit balance must be paid from after-tax salary and wages (i.e. it cannot be salary packaged).
- The fees are the employer's costs, however, in accordance with your employer's salary packaging policy the fees will be recovered from your package as a cost recovered by your employer in the administration of your salary package. SG Fleet maintains the right to increase administration fees at its discretion and notify your employer and you in writing and by publication on the SG Fleet website.

## Privacy statement

This document sets out some important information concerning the collection of information by SG Fleet Australia Pty Limited (SG Fleet or We) which is subject to the Privacy Act 1988 (Cth) ("the Privacy Act"). If SG Fleet has asked you to provide the personal details of someone else (i.e. a spouse), please ensure they read this Collection Statement and consent to their details being disclosed to us. Any reference to information means information that identifies you or from which your identity can be reasonably ascertained. Please read this document to assist you to understand why we collected your personal information and how we will use it.

### **We collect your personal information to:**

- Provide you with products and services appropriate to your needs;
- Assess your application for salary packaging;
- Provide you with salary packaging and related services;
- Communicate with you in relation to your salary packaging account and related services;
- Carry out day to day operational activities related to the management of your salary packaging account; and
- Administer your salary packaging and related services.

We will endeavour to only collect your personal information directly from you. However, there are certain circumstances where we will be required to collect your information from, and disclose information to, third parties.

### **We may collect and disclose personal information about you from/to other parties including:**

- To and from your employer to confirm details of your employment including your salary, position, length of employment and that you are entitled to FIFO salary packaging under the company's policy.
- To and from SG Fleet's travel partners who will administer and book all flights

If you do not supply us with your personal information, we may be unable to process your application.



**The types of organisations we may disclose your information to are:**

- Your employer;
- Our principal travel provider in order to provide you with flights and itinerary;
- Organisations contracted to provide administrative services such as mail service providers;
- Related companies in Australia and overseas;
- Credit reporting bodies for the purpose of obtaining credit reports to assess credit applications, collect overdue commercial credit and to assess any guarantor of credit applications;
- Other credit providers in relation to your credit related information;
- Financiers and rating agencies for the purposes of funding, refinancing, sale or securitisation associated with due diligence and review of the products and related services provided to you;
- Third parties including government agencies or toll road operators where required or allowed by law or court or tribunal order in order to register or protect our interest or to deal with infringements;
- Any party acting on your behalf such as financial advisors, accountants or lawyers;
- Organisations to whom we outsource functions including professional advisors and collection and mercantile agents;
- Third party service providers in respect of our products and related services including service providers assisting you with repairs and claims and any person who introduces you to us;
- Third party service providers who provide electronic signatures for electronic records

**Sensitive information**

In some cases we may collect sensitive information for specific purposes. The references in this Collection Statement to personal information includes sensitive information and I agree that SG Fleet may exchange such information with other parties listed in this Collection Statement for the purpose of assessing or processing such applications and may seek further information.

**Cross border transfers**

We disclose personal information outside Australia and we take reasonable steps to ensure that any overseas recipient handles your personal information in accordance with the Privacy Act. We may disclose your personal information to entities located in the following countries;

- Our related bodies corporate in the United Kingdom and New Zealand; and
- Our funders and their related companies and service providers (other than funders) in India, Philippines, United Kingdom and

United States and other countries specified in the SG Fleet Privacy Policy.

**General privacy matters**

You consent and agree that SG Fleet may (a) may give me notices or documents by electronic communication, including by sending the notice or document to the email address provided with your application or the last email address you have notified; (b) if a notice or document is so given, it will be taken to be given at the time the notice or document has entered your information system; (c) where a notice or document requires acceptance of the information contained therein, such an intention can be met electronically with the utilisation of an electronic signature; (d) paper notices and documents may no longer be given to you; (e) electronic communications should be regularly checked for notices and documents; (f) your consent to the giving of notices and documents by electronic communications may be withdrawn by you at any time.

You acknowledge that when you have provided SG Fleet with personal information about someone else that you have obtained their consent to provide their personal information based on this Collection Statement.

**Credit reporting**

We comply with all privacy laws that apply to the collection, use and disclosure of credit information, including the Privacy Credit Code and a copy of the SG Fleet Credit Reporting Policy is available on the SG Fleet website at: [sgfleet.com/au](http://sgfleet.com/au) or a copy may be obtained upon request.



## Acknowledgement

We advise that SG Fleet may be entitled to origination fees or commissions. Any commissions received contribute to the administrative expenses we incur in providing these services.

## Privacy statement and requests for access

If we collect your personal information, you have the right to request access to your personal information. If you have any questions in relation to our information handling procedures, or you would like to request a copy of our Privacy Policy, or you wish to lodge a request for access to the personal information we hold, please contact us at the following address:

Phone **1800 743 262**

Email **privacy@sgfleet.com**

Web **sgfleet.com/au/privacy-policy**

Address **Locked Bag 1003, Gordon, NSW 2072**

