

## REINSTATEMENT OF STATUTORY INSTALMENTS

This operational instruction outlines the responsibilities of a Scheme Agent when reinstating statutory instalments to an Employers policy.

Under clause 149A of the Workers Compensation Regulation 2003, Employers with a basic tariff premium greater than \$1,000 can elect to pay their premium by four instalments.

Under clause 149B of the Workers Compensation Regulation 2003, Employers with a basic tariff premium greater than \$5,000 can elect to pay their premium by either four or twelve instalments.

The payment of an instalment deposit within one month of the commencement of the relevant Policy constitutes an election to pay by instalments.

A Scheme Agent must advise Employers of payment options available to them together with the deposit instalment due date and amount to assist them to comply with their statutory instalment obligations.

WorkCover gives approval (in addition to the circumstances outlined in Section 3.5 of the Premium & Debt Collection Manual) to a Scheme Agent to reinstate instalments (other than the deposit instalment) on the following basis:

- (a) Employers are to have their instalments reinstated on one occasion only per policy period; and
- (b) The Employer has no overdue debts relating to prior policy periods

All requests for approval outside of these circumstances are to be referred by the Scheme Agent (with their recommendation in regards to further reinstatement) to WorkCover for consideration.

Scheme agents will be required to audit this process annually and WorkCover will undertake a spot review of the audit results. Therefore, scheme agents will need to maintain a record of all instalment reinstatements to facilitate the review process.

### Requests for approval

Approvals to reinstate instalments should be submitted to:

The Manager

Appeals Branch

Locked Bag 2906

LISAROW NSW 2252

Fax (02) 9287 5502

appeals@workcover.nsw.gov.au

### References

Workers Compensation Act 1987, section 172

Workers Compensation Regulation 2003, clauses 149 – 149D

Insurance Premiums Order

Premium & Debt Collection Manual

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