

Information Privacy Act 2000

All information collected by the SRO is protected by secrecy provisions in Acts administered by the SRO and in addition, personal information you provide to the SRO is protected by the Information Privacy Act 2000. Any information collected from you is only used for the purposes of the Acts administered by the SRO. Information (including personal information) is not disclosed to third parties unless authorised by law, or with your consent.

Insured Person's duty return

To: The Commissioner of State Revenue
Returns Assessing
State Revenue Office
GPO Box 1641
MELBOURNE VIC 3001

Note: please refer overleaf for important information and payment options

DETAILS OF PERSON LODGING RETURN

SRO Customer Number (if known)

Details of the agent, broker or other person lodging the return on behalf of the policy holder

POLICY HOLDER'S DETAILS

Return for the period _____ to _____ under section 181(2) of the *Duties Act 2000* by a person who obtains, effects or renews any general insurance with a person who is not a registered insurer.

Although the return period refers to a financial year (it is used for administrative purposes), you must lodge a return and pay duty within 21 days after the end of the month in which the premium relating to the insurance is paid. **Please note that a return is not required unless there is a liability.**

Full name of the insured

Telephone number

Postal address

State

Postcode

Hereby submits the following information, as required by section 181(2) of the *Duties Act 2000* in respect of general insurance obtained, effected or renewed with a person who is not a registered insurer. This applies in whole or in part to any property in Victoria or against any risk, contingency or event occurring within or partly within Victoria or both.

1. The date on which the general assurance was obtained, effected or renewed was:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

2. The name and address of the insurer or the broker or agent with whom the said business was so obtained, effected or renewed is:

Postal address

State

Postcode

3. The type of assurance or insurance and the term of the cover obtained were:

DUTY PAYABLE

The amount of premium paid or payable was:

\$ _____

Enclosed is a remittance for:
(being 10 per cent of the amount shown)

\$ _____

CERTIFICATION

I certify that all the information disclosed in this document is true and correct

Note: ● if company, signed by secretary, accountant or manager
● if a person, signed by that person, or
● if a firm or person, signed by any member or partner (see also the notes on the back of the form).

Name

Signature

Position

Date

D D M M Y Y Y Y

Telephone number

Fax number

ACN (if applicable)

ABN (if applicable)

NOTES FOR GUIDANCE

Total amount of premiums means the total consideration paid to, or in any manner credited to the account of the insurer or an insurance intermediary by or on behalf of the insured person to effect insurance (except exempt insurance).

General insurance is any kind of insurance applicable to (a) property in Victoria or (b) a risk, contingency or event concerning an act or omission that, in the normal course of events, may occur within or partly within Victoria or both. It also includes insurance effected for trauma or disabilities. General insurance does not include life insurance or insurance that is exempt from duty in Division 5 Part 2 of Chapter 8 of the *Duties Act 2000*.

IMPORTANT NOTICE

This form is to be used for lodgement and payment of duty under the *Duties Act 2000*.

Returns must be completed in full and lodged together with payments by the due date. If no duty is payable for the return period, a 'nil' return must still be lodged and may be made by fax.

Penalties and interest under the *Taxation Administration Act 1997* may apply for non-lodgement or late payment.

Payment Options

By mail
State Revenue Office, GPO Box 1641, MELBOURNE VIC 3001 or DX220090 Melbourne
In person
Customer Service Centre, Level 2, 121 Exhibition Street, Melbourne.
Hours of operation: Mon, Tues, Thurs, Fri – 8:30am to 4:30pm **Wed – 8:30am to 1:00pm**

Internet www.sro.vic.gov.au
E-mail sro@sro.vic.gov.au
Telephone 13 21 61
Facsimile 03 9628 0819