



## SCHEME STANDARDISED FORMS

*Please Refer to the 2005 Deed Glossary for Defined Terms*

The Workplace Injury Management and Workers Compensation Act 1988 provides that Claims information should be lodged in a form prescribed by the regulations or guidelines, or in a form Approved by WorkCover. The Workers Compensation Regulation 2003 provides that Claims and Policy information should also be lodged in a form Approved by WorkCover.

The Nominal Insurer is developing standardised forms for scheme agents, which will be consistent across the Scheme and include prescribed data fields.

The Scheme Agent should brand all Scheme standardised forms with the Nominal Insurer logo and tagline. Operational instruction 4.3 provides specifications on the use of the Nominal Insurer logo that is to be used in conjunction with the Scheme Agent's logo on Scheme standardised forms. It is important that the Scheme Agent also includes telephone contact details as part of their branding on Scheme standardised forms.

The Scheme Agent is expected to adopt Scheme standardised forms. A scheme agent who proposes not to adopt a Scheme standardised form must submit a proposal to WorkCover for Approval. WorkCover will review the proposal for endorsement and advise if Approval is given.

Forms to be standardised include:

- (a) Certificate of an Employer's insurance history (In development)
- (b) Policy Renewal letter (In development)
- (c) Declaration of Actual Wages
- (d) Declaration of Estimated Wages
- (e) Insurance proposal
- (f) Premium Forms Definitions
- (g) Premium Calculation forms
- (h) Request for Certificate of Currency and statement of Wages
- (i) Certificate of Currency (Harmonised form)
- (j) Schedule of Employer particulars (In development)
- (k) Notification of Injury
- (l) Worker's Injury Claim form (Harmonised form)
- (m) Permanent impairment (including hearing loss)
- (n) Employer's Injury Claim Report (Harmonised form)
- (o) Witness statement
- (p) Journey claim

Document name: Operational Instruction 4.2	Prepared by: Premiums Group
Version: 3.0	Issue date: March 2009
Revision: 0	Review date: March 2010
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**References**

*Workers Compensation Act 1987*, section 159

Workers Compensation Regulation 2003, clauses 49, 130, 131, 132, 134, 139, 142, 149, Form 3

Deed

Schedule 1

Schedule 2

Operational instruction 4.3

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