

Rio Tinto Salary Packaging Application Form

Self-Funded Fly in – Fly Out (FIFO) Airport Car Parking

Please complete all sections.

Salary packaging your Rio Tinto pay with Maxxia can be a great way to do more with your money. Our FIFO Benefits allow you to claim the cost of your self-funded fly-in fly-out airport car parking expenses using your before-tax salary. This means you could reduce your taxable income and enjoy more disposable income each year.

For specific site eligibility check the **Rio Tinto Employee Benefits Guide** available on your employee Intranet. For advice specific to your personal or financial circumstances, please seek your own professional independent tax and financial advice.

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Personal Information

Title: First Name: Middle Name:

Last Name: Date of Birth:

Address:

Suburb: State: Postcode:

Postal Address

Postal Address:

Suburb: State: Postcode:

Phone Number: Mobile:

Email:

Rio Tinto Division (as noted on your payslip):

Payroll Identification/Personnel Number (SAP ID):

Nominated Account for Reimbursements

Bank: Branch:

Account Name:

BSB: Account Number:

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ALL EMPLOYEES MUST COMPLETE THE DECLARATION AT THE END OF THIS FORM.

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Benefit Deduction Amount – Fly-In and Fly-Out Car Airport Parking Card or Reimbursement

First Pay

Upfront Deduction: \$300.00

Ongoing Deduction: \$

Total (Upfront Deduction plus Ongoing Deduction): \$

Upfront Deduction: A minimum balance of \$300 is required to activate this benefit and will need to be held in your account at all times. This Upfront Deduction will be deducted from 1 pay cycle, and deposited into your salary packaging account to act as a ‘buffer balance’. The Ongoing Deduction is the amount to be taken out per pay that will be made available to your FIFO airport car parking benefit. These amounts can be used from the first pay. The Upfront Deduction plus your nominated Ongoing Deduction will form part of the initial amount taken from your pay.

You will receive any funds remaining in your account back to you via your employer’s payroll if you close your Maxxia account.

Ongoing Deduction

Amount (monthly)*: \$

Ongoing Deduction: Once your initial deduction period has ended, your future deductions will be updated to your Ongoing Deduction amount. This is the amount to be taken out each pay cycle that will be made available to your FIFO airport car parking benefit. These amounts can be used from the first pay. You can nominate the amount you want to send to Maxxia for parking, as long as you elect enough to cover your required parking per pay cycle.

*The Amount (per pay) will be set at the Ongoing Deduction amount nominated under Initial Deductions if the field is left blank.

Please check this box should you wish to package the Perth Airport Parking Card.

IMPORTANT NOTE: The Fly-In Fly-Out Airport Car Parking Card is available at **Perth Airport only**. Your Perth Airport parking card will be posted to your nominated mailing address once your salary packaging account reaches the minimum balance. Please note that your account must be in credit at all times to pay for your FIFO airport car parking benefit.

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Administration Fee

Administration Fee Description	Annual Fee (Incl GST)
One off Fly-In-Fly-Out Airport Car Parking fee (Annual Paid Upfront)	\$60.50

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Fly-in Fly-out Airport Car Parking Card

- A. I declare that I am a FIFO employee, contracted under a FIFO arrangement with my employer.
- B. I acknowledge that I may only use this FIFO Parking benefit to pay for parking my vehicle in the designated Airport parking area whilst on site on my rostered shift.
- C. I acknowledge that if I am using the Perth Airport card to facilitate my FIFO parking, that this card will not be issued and active until funds have been deducted from my salary and are being held against the card.
- D. I acknowledge that any use of this benefit deemed as 'personal' by my employer may be deducted from my post tax salary and I hereby authorise Maxxia to deduct these payments on my behalf if my employer has deemed usage of the benefit as personal.
- E. I acknowledge that any misuse of the Perth Airport card (if utilised) may result in my packaging arrangement with Maxxia to be terminated.
- F. I acknowledge that Maxxia will be using employer provided roster details to ensure that I am compliant with the terms and conditions contained above and that any non-compliance can lead to termination of the FIFO Parking benefit.
- G. I acknowledge that my personal information and details I have provided is true and correct, and will be used and disclosed in accordance with Maxxia's Privacy Policy (a copy of which can be obtained on www.maxxia.com.au/privacy-policy).

Details regarding your salary election are shown below.

Employee Declaration

In making this election, I have not relied on any financial information or advice provided to me by Rio Tinto or any of its employees.

I acknowledge Rio Tinto's recommendation that I seek independent financial and taxation advice.

I authorise Rio Tinto to make deductions as set out in the packaging arrangement I have established with Rio Tinto's salary packaging provider.

I consent to the details of my remuneration and any salary sacrifice deductions I have made (and may subsequently make) being provided to my employer and to Rio Tinto's nominated salary sacrificing provider.

NOTE: In accordance with the provisions of the Financial Services Reform Act 2001, neither Rio Tinto nor its employees are authorised to provide any form of financial planning advice or information. Employees who wish to package their salary are encouraged to seek professional advice from a licensed financial planner.

Employee Name (print):

Employee signature:

Date:

Note: This form has electronic signature functionality, simply double click the signature box and follow the prompts

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Employee Declaration

I understand and accept the terms and conditions of my Employer's salary packaging program.

In addition, I understand and confirm that:

- A. I will be ineligible to claim a taxation deduction for all salary packaging payments made in relation to otherwise deductible items.
- B. I will meet any cost including FBT liability arising from the implementation of my salary package.
- C. I acknowledge that my Employer has recommended that I obtain financial counselling prior to commencing salary packaging.
- D. I undertake to retain and maintain all records in relation to any payments made by Maxxia for a period of seven (7) years. I also undertake to make these records available to Maxxia or my Employer or the Australian Taxation Office if requested.
- E. I am responsible for understanding and completing all travel in alignment with the applicable Rio Tinto Business unit's fatigue management policy & guidelines.
- F. I consent and acknowledge that Rio Tinto may audit my records to ensure my travel is consistent with my roster.
- G. I am currently employed under a FIFO contract with Rio Tinto and understand that any changes to this employment contract will impact my eligibility to claim FIFO benefits.
- H. By completing this form, I agree to Maxxia contacting me in relation to this claim and any associated matters relating to my Maxxia account, and Maxxia handling my information in accordance with its Privacy Policy.

Employee signature:

Note: This form has electronic signature functionality, simply double click the signature box and follow the prompts.

Employee Name:

Date:

Employment Start Date:

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How to submit this form

Please return this completed form along with a copy of your proof of address to Maxxia. Please submit one of the options below and ensure that your proof of address shows your full name and address:

- Current government issued License/Proof of Age Card
- Current Tenancy Agreement
- Utility bill issued within the last three months

**Submit online:**

Login to your Maxxia Online account at securemaxxia.com.au

**Submit by email:**

info@maxxia.com.au

**Submit by post:**

Locked Bag 18, Collins Street East, Melbourne VIC 3000.

DISCLAIMER: Maxxia provides administration and referral services on behalf of employers. It does not provide any form of financial, taxation or financial product advice to employees on the relative merits of package programs or on any other basis. You should seek your own independent professional financial and taxation advice on how salary packaging programs may impact your particular financial, taxation and welfare benefit circumstances. Maxxia may pay and/or receive commissions and/or rebates in connection with some services it provides or arranges to be provided by third parties. By utilising Maxxia services, you acknowledge the payment or receipt of such commissions and rebates by Maxxia. Tax laws regarding the treatment of salary benefits may change, which could impact your financial, taxation or welfare benefit decisions.

PRIVACY STATEMENT:

Maxxia Pty Ltd ABN 39 082 449 036 (Maxxia) is part of the McMillan Shakespeare Limited Group (MMS Group) and collects your personal information from you when you apply for a product, request any information from us or become a Maxxia customer. We collect this information to provide and promote our products and services to you (including to answer any queries you may have) and we may be unable to do so if you do not provide us with any information that we request. We may also use this information for direct marketing and online targeted advertising. Your personal information may be disclosed to other entities in the MMS Group, our agents, contractors and service providers (including our web and IT administrators, mail houses, advertising service providers and advisers), some of whom may be located overseas (including The United States of America, the Republic of Ireland, India, China, Sri Lanka and the Philippines). Maxxia's Privacy Policy contains important information about how we collect, hold, use and disclose personal information, the security of your personal information, how you may access and correct your personal information, and how you can make a privacy complaint and how we will deal with such complaint. If you do not wish to receive promotional material from us, or would like a copy of our Privacy Policy, please contact us on 1300 649 515 or email us at privacy@maxxia.com.au. To view Maxxia's Privacy Policy (which is the MMS Group's Privacy Policy) please visit <https://mmsg.com.au/privacy>.

TERMS AND CONDITIONS:

Important please read before signing this form. By submitting this form, you acknowledge and agree:

1. Maxxia may charge a fee for the processing of this claim. The details of the applicable fees are contained in your Employee Information Guide or by contacting Maxxia.
2. If you do not fully complete this form including providing appropriate supporting documentation then Maxxia may contact you to request additional information/documentation and you consent to Maxxia contacting you for this purpose.
3. If we reasonably suspect you have made a false claim for reimbursement, the matter will be referred to your employer and you may be denied further participation in salary packaging.

Maxxia Pty Ltd | ABN 39 082 449 036 acts as an authorised representative on behalf of a number of Australian financial services licensees. The capacity in which we act and the financial services we are authorised to provide are set out in our Financial Services Guides at www.maxxia.com.au/insurance/novated-lease#fsgs. We act as an agent for those licensees and not for you. Regulated leasing and related services are provided by Onboard Finance Pty Ltd ABN 18 645 542 776, Australian Credit Licence no. 532668. Onboard Finance authorises Maxxia Pty Ltd ABN 39 082 449 036 (Credit Representative no. 484063) to provide credit assistance to you. Credit guide for Maxxia Pty Ltd (as credit representative of Onboard) available at https://doc.maxxia.com.au/Document/Maxxia/Credit_guide_Maxxia_Pty_Ltd.pdf.