

Rio Tinto Salary Packaging Application Form

Self-Funded Fly in – Fly Out (FIFO) Flights

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 pay the cost of your self-funded fly-in fly-out 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.

This application form is for Self Funded FIFO Flights, if you would also like to package the cost of your Airport Parking please complete and submit the Airport Parking FIFO application form.

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Personal Information

Title:	<input type="text"/>	First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>	Date of Birth:	<input type="text" value="D D M M Y Y"/>		
Address:	<input type="text"/>				
Suburb:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>
Phone Number:	<input type="text"/>	Mobile:	<input type="text"/>		
Email:	<input type="text"/>				
Rio Tinto Division (as noted on your payslip):	<input type="text"/>				
Payroll Identification/Personnel Number (SAP ID):	<input type="text"/>				

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

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2 Benefit Deduction Amount - Fly-In Fly-Out Airfares

First Two Pays

Upfront Deduction: \$500.00 Ongoing Deduction: \$

Total (Upfront Deduction plus Ongoing Deduction): \$

Upfront Deduction: A minimum balance of \$1,000 is required to activate this benefit and will need to be held in your account at all times. This Upfront Deduction will be deducted over 2 pay cycles, 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 book flights. These amounts can be used from the first pay, even if you do not have your \$1,000 balance accrued yet. 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 book flights. These amounts can be used from the first pay, even if you do not have your \$1,000 balance accrued yet. You can nominate the amount you want to send to Maxxia for flights, as long as you elect enough to cover your required flights 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.

IMPORTANT NOTE: The purchase of Fly-In Fly-Out Airfares is available by direct payment only. Please note that your account must be in credit at all times to book flights.

3 Administration Fee

Administration Fee Description	Annual Fee (Incl GST)
Salary Packaging Fly-In Fly-Out Only	\$217.80

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4 Eligibility

- For Rio Tinto Self-Funded employees, employed on a FIFO basis and living in a permanent residence outside of the remote location of work.
- Eligibility to participate will be determined upon submission of proof of residence outside of the remote site location and adjacent remote area townships (eg. Electoral roll enrolment confirmation, utility account). This proof of residence will determine your designated point of hire airport (nearest Australian capital city airport) to be stipulated in your letter of offer.
- Only flights that align with an employee's normal roster are eligible to be paid under this scheme.
- Only Self Funded airfares in relation to travel between your usual place of employment and usual place of residence (designated point of hire airport) can be paid.

5 Salary Packaging Election Form

Details regarding your salary election are shown below.

Employee Declaration

I confirm I am employed on a FIFO basis and living outside of my remote location of work. 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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6 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 required to maintain a balance of \$1,000 in my Maxxia account at all times while undertaking salary packaging of my flights and Maxxia will make the required deductions to facilitate this.
- H. 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.
- I. 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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Employer Declaration

For the benefit to be allowed, your Rio Tinto leader must sign the 'Employer Declaration'. If Rio Tinto does not sign the declaration, the benefit will not be made available to the employee.

I declare and warrant that I am the current Rio Tinto Leader, and I confirm in that capacity that (employee name):

is under an employment contract on a FIFO basis (i.e. not residential), will only salary package their flights between their residential home and their point of hire in accordance with their work roster, and has a completed an approved fatigue management plan in place.

Rio Tinto Leader Name:

Rio Tinto Leader Position:

Sign here:

Date:

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:

Logon 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.

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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.