

28 September 2016

Inlite Services Pty Ltd
10 Virginia Rd
NEWTON SA 5074

Dear employer

New registration - Employer number 28396301

Thank you for registering with ReturnToWorkSA.

We provide work injury insurance that protects South Australian businesses from the costs of a work injury. In the event of a work injury, you and your worker will be covered for essential support and services to minimise disruption to your business and to help your worker to recover and stay at work or return to work as soon as possible.

Some key points you should be aware of in relation to your work injury insurance:

- Each employer location is assigned a South Australian Industry Classification (SAIC) based on the predominant business activity at that location. Each SAIC has a corresponding industry premium rate that is set each financial year. This rate is used to calculate your insurance premium. Please find enclosed your *Industry premium rate schedule* that provides details of the SAIC(s) and industry premium rate(s) applied to your registered location(s).
- Please quote your employer number 28396301 on all correspondence and communication with us.
- It is important to advise us of any changes to your registration within 14 days. This includes change of address, changes to your business activity, adding a new location and updating your contact name, email address and phone numbers. This can be done via online services at www.rtwsa.com or by calling us on 13 18 55. You will need your unique username and password below to log in electronically:
- Your claims agent is EML and they are responsible for managing any work injury claims.

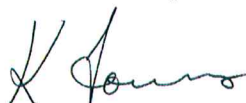
- As the employer you must keep an accurate account of all remuneration paid or payable to your workers. Any accounts and other information required to be kept must be within South Australia and in the English language.

You will receive a tax invoice shortly advising the amount of insurance premium you are required to pay, the due date for payment and options for how to pay your insurance premium.

We have enclosed the *Your work injury insurance* booklet, which provides valuable information about ReturnToWorkSA, how your premium is calculated, your rights and responsibilities as an employer and what to do if one of your workers is injured at work.

For more information on how the insurance system works, including a short interactive video tutorial, visit www.rtwsa.com or call us on 13 18 55.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Foundas', written in a cursive style.

Karen Foundas

Director Premium and Underwriting

28 September 2016

Location Industry Premium Rate (IPR) schedule

Employer no: 28396301

Location Number	Location Name	Location address	Period	Industry classification	IPR
0001	Inlite Services Pty Ltd	10 Virginia Rd NEWTON SA 5074	01/09/2016 - 30/06/2017	323306 Air Conditioning and Heating Services	2.725%

If you consider that your industry code (classification) does not reflect the main activity of your location, please contact us on 13 18 55 to discuss or visit our website for more information www.rtwsa.com.