



# SELF-INSURER/LICENSED INSURER

## SUBMISSIONS TIMETABLE 2009

Month	Event	Business Activity	Due Date	
			Licensed Insurers	Self-insurers
January	Monthly Data Returns	Form B		21/1/09
	Monthly Data Returns	Forms A, B & E	21/1/09	
February	WCT Board Meeting	17 February 2009		
	Monthly Data Returns	Form B		21/2/09
	Monthly Data Returns	Forms A, B & E	21/2/09	
March	Monthly Data Returns	Form B		21/3/09
	Monthly Data Returns	Forms A, B & E	21/3/09	
	Review Excess of Loss Policy	Review expiry date		31/3/09
April	WCT Board Meeting	7 April 2009		
	Monthly Data Returns	Form B		21/4/09
	Monthly Data Returns	Forms A, B & E	21/4/09	
	Annual Self-Audit Commences		21/4/09	
May	WCT Board Meeting	12 May 2009		
	Premium Rate Filings	Submissions due	15/5/09	
	Monthly Data Returns	Form B		21/5/09
	Monthly Data Returns	Forms A, B & E	21/5/09	
June	Monthly Data Returns	Form B		21/6/09
	Monthly Data Returns	Forms A, B & E	21/6/09	

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			Due Date	
	Review Excess of Loss Policy	Review expiry date		30/6/09

July	Event	Business Activity	Licensed Insurers	Self-insurers
	WCT Board Meeting	7 July 2009		
	Monthly Data Returns	Form B		21/7/09
	Monthly Data Returns	Forms A, B & E	21/7/09	
	Annual Data Return	Form D	21/7/09	21/7/09
	Review Excess of Loss Policy	Review expiry date		31/7/09
	Bank Guarantee	Review Adequacy		8/7/09
	Undertake Financial Audit	Audit Certificate due	31/8/09	31/8/09
	Annual Self-Audit Commences			30/6/08(Selected Permit Holders)

August	Event	Business Activity	Licensed Insurers	Self-insurers
	WCT Board Meeting	11 August 2009		
	Monthly Data Returns	Form B		21/8/09
	Monthly Data Returns	Forms A, B & E	21/8/09	
	Workers & Wages Report	Data Due		12/8/09

September	Event	Business Activity	Licensed Insurers	Self-insurers
	WCT Board Meeting	15 September 2009		
	Monthly Data Returns	Form B		21/9/09
	Monthly Data Returns	Forms A, B & E	21/9/09	
	Bank Guarantee	New guarantee due		30/9/09
	Review Excess of Loss Policy	Check currency		30/9/09
	Self-Insurer Permit Renewal			30/9/09(Selected Permit Holders)
	Annual Report	Company annual report due		30/9/09 *
October	Event	Business Activity	Licensed Insurers	Self-insurers
	WCT Board Meeting	20 October 2009		



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			Due Date	
	Review Excess of Loss Policy	Review expiry date		1/10/09
	Monthly Data Returns	Form B due		21/10/09
	Monthly Data Returns	Forms A, B & E due	21/10/09	

November	Event	Business Activity	Licensed Insurers	Self-insurers
	Monthly Data returns	Form B due		21/11/09
	Monthly Data Returns	Forms A, B & E due	21/11/09	
	Annual Self-Audits Completed			30/9/09 (Selected Permit Holders)

December	Event	Business Activity	Licensed Insurers	Self-insurers
	WCT Board Meeting	8 December 2009		
	Monthly Data Returns	Form B due		21/12/09
	Monthly Data Returns	Forms A, B & E due	21/12/09	
	Review Excess of Loss Policy	Review expiry date		31/12/09
	Notional Premium Payments	Advance contributions to the workers rehabilitation and compensation fund	31/12/09	31/12/09

**Note:**

- Expiry dates for Excess of Loss Policies vary between self-insurers
- Annual Reports due no later than 3 months following end of Insurer financial year