



HALF-YEAR RETURN FOR TEA TREE OIL

****Call the Levies Management free call number on 1800 020 619 or email levies.management@agriculture.gov.au for assistance completing your return****

1. How to complete your levy return

- a) If you are completing this form by hand, use BLOCK LETTERS and do not use pencil
- b) A street address must be provided in the “business address” field
- c) If your postal address is a post office box or post office bag, provide these details in the “postal address” field
- d) If both address are the same, write the words “as above” in the postal address field, and
- e) Review the form to ensure that all fields are completed accurately and that you have provided your unique LRS number and signed the declaration.

2. How to lodge your return and make a payment

- a) Please refer to the tea tree oil levy information page on the department’s website for information about how the tea tree oil levy may apply to you. The tea tree oil levy information page is available at: agriculture.gov.au/ag-farm-food/levies/rates/tea-tree-oil
- b) When you have completed all required fields, forward your return together with the payment to:
Mail: Department of Agriculture and Water Resources – Levies
Locked Bag 4488
KINGSTON ACT 2604
Email: levies.management@agriculture.gov.au
Fax: 1800 609 150
- c) You can pay your levy by electronic funds transfer (EFT):
Bank: Reserve Bank of Australia
BSB: 092 009
Account number: 111 700
Account Name: AFFA Official Administered Receipts
Reference: enter prefix ‘LRS’ followed by your unique LRS number and business name.
Example: LRS12345 AZ Wholesale
- d) You can also pay your levy by cheque or money order, made out and mailed to:
Department of Agriculture and Water Resources - Levies
Locked Bag 4488
KINGSTON ACT 2604

3. When do I need to lodge my return and payment

Your return and payment is due within 28 days of the end of the half-yearly period in which the tea tree oil was sold.

For example, the returns and payments are due on or before:

- 28 July for tea tree oil sold between 1 January and 30 June (June period)
- 28 January for tea tree oil sold between 1 July and 31 December (December period)

If you pay your levy or charge late you will incur a penalty at a compounding rate of 2 per cent of the unpaid amount each month, including any penalties you have already accrued until you have paid the outstanding amount in full.

4. Making a declaration

The declaration on the return form must be completed and signed by:

- a) In the case of an individual – that person
- b) In the case of a body corporate – a company director, company secretary, or a principal officer
- c) In the case of a partnership – one of the partners.

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ALL FIELDS ARE MANDATORY

Personal Information

Full business/trading name		LRS account number	
Business address (not a post office box or bag)	Postcode	Half-year ended	30 June 20
Postal address (if different to above)	Postcode	or	31 December 20
Business identifying number (ACN, ABN etc. if applicable)		(please choose one of the above options)	

Contact details

Full name (Please print)	Mr/Mrs/Dr/Ms/Miss		
Phone number	()	Fax number	()
Email address			

Method of payment
(please tick)

Cheque EFT

Date deposited / /

Levy/Charge paid

\$

***Note:** Payment of levy not received by the due date may attract late payment penalty.
The Department of Agriculture and Water Resources - Levies does not issue receipts.

Declaration: I declare that to the best of my knowledge the information contained on this return form and any attachments is correct in every essential detail. **"Giving false or misleading information is a serious offence"**

Full name of declarant (Please print)	Mr/Mrs/Dr/Ms/Miss
Signature and date	/ /

Please estimate how long it took you to complete this return form (hours)

On completion, forward your return together with the payment either by:

Email: levies.management@agriculture.gov.au

Fax: 1800 609 150

Mail to:
Department of Agriculture and Water Resources – Levies
Locked Bag 4488
KINGSTON ACT 2604

OFFICE USE ONLY

Date entered

Return number

Signed

HALF-YEAR RETURN FOR TEA TREE OIL

LRS account number

Half-year ended

<u>Commodity</u>		<u>Quantity</u>	<u>Levy/Charge rate</u>		<u>Levy/Charge payable</u>
Tea tree oil – domestic	00601	<input type="text"/> (kg)	\$0.25/kg	A	<input type="text"/> \$
Tea tree oil – export	00602	<input type="text"/> (kg)	\$0.25/kg	B	<input type="text"/> \$
TOTAL LEVY/CHARGE PAYABLE (A+B)					<input type="text"/> \$

GST does not apply to Australian Government levies and charges

EXEMPTION FROM PAYING THE TEA TREE OIL LEVY

A producer of tea tree oil is exempt from paying levy if they sold tea tree oil by retail sale in a financial year and the total amount of levy that they would be liable to pay in that year is less than \$25.

Retail sale in relation to tea tree oil means a sale by a producer that is not a sale to a first purchaser or through a buying agent, selling agent or exporting agent.

ANNUAL RETURNS

A producer who sells tea tree oil by retail sale and does not export tea tree oil in a half year, must lodge an annual return.

PRIVACY NOTICE

'Personal information' means any information or opinion about an identified individual, or an individual who is reasonably identifiable.

The collection of personal information by the Department of Agriculture and Water Resources (the department) in relation to this Return Form is authorised by the *Primary Industries Levies and Charges Collection Act 1991* (the Act) and is for the purpose of administering the tea tree oil levy and export charge. If you do not provide the relevant personal information requested in this form, you will be in breach of the Act and the department will be required to take the relevant action.

Personal information may be disclosed to other Australian agencies, including industry bodies and levy recipient organisations, and persons or organisations where necessary for the administration of the levy, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*.

Your personal information will be used and stored in accordance with the Australian Privacy Principles. See our Privacy Policy webpage at: agriculture.gov.au/about/privacy to learn more about accessing or correcting personal information or making a complaint. Alternatively, you can telephone the department on 02 6272 3933.