

STP (Phase 2) & SuperStream Solution

Disclaimers, Terms and Conditions

By registering to the Odoo Single Touch Payroll (Phase 2) and SuperStream solution provided by Odoo SA and its affiliates (collectively, “Odoo SA”) in relation with Odoo Enterprise Edition or Odoo Community Edition (the “Software”), hosted on Odoo SA’s Cloud platforms (the “Cloud Platform”) or on-premises (“Self-Hosting”), you (the “Customer” or “you”) are agreeing to be bound by the following terms and conditions (the “Agreement”).

1. Term of the Agreement

The duration of this Agreement (the “Term”) follows that of the signed Odoo Enterprise Agreement agreed upon at the time of purchasing your Odoo Enterprise subscription, and terminates alongside the term of the Enterprise subscription agreement. This Agreement shall automatically renew upon the renewal of your Enterprise Subscription Agreement.

2. Definitions

Odoo STP & SS

Odoo’s Single Touch Payroll (Phase 2) and SuperStream solution.

User

Any user account indicated as active in the Software, with access to creation and/or edition mode. Deactivated user accounts and accounts used by external people (or systems) who only have limited access to the Software through the portal facilities (known as “portal Users”) are not counted as Users.

Odoo Partner

An Odoo Partner is a third-party company or individual, chosen by the Customer, and working with the Customer for their Odoo related services. The Customer can decide at any time to work with a different Odoo Partner, or to work with Odoo SA directly (subject to prior notice).

Extra Module

An extra module is a directory of source code files, or a set of Python-based customizations created in a database (e.g. with Odoo Studio), that adds features or changes the standard behavior of the Software. It may have been developed by the Customer, by Odoo SA, by an Odoo Partner on behalf of the Customer, or by third parties.

ATO

Australian Taxation Office.

3. Conditions of Service

3.1. Single Touch Payroll - Module Availability Conditions

Odoo STP & SS is included as part of the Odoo Enterprise subscription at no extra cost. However, it is not available via the “One App Free” plan nor on an Odoo Community database. Installing the Odoo STP & SS module on an Odoo Community database puts your company’s STP compliance at a major risk, as your database will neither be upgraded nor supported to meet important changes mandated by the ATO. By proceeding with this installation on an Odoo Community database, you acknowledge these risks and accept full responsibility for the consequences.

3.2. Hosting

Odoo STP & SS is available regardless of the hosting solution (Cloud Platform or Self-Hosting). Although Cloud Platform and Self-Hosting offer greater flexibility for code customisation and Extra Module, it also carries increased risks in terms of ATO compliance. If you or an Odoo Partner modifies the source code of the Odoo STP & SS module, or installs an Extra Module that interferes with it, you may be non-compliant with ATO’s requirements. You acknowledge these risks and accept full responsibility for the consequences.

3.3 Technical and Security-Level Compliance

The following technical features and constraints in the Software must never be modified, as doing so could compromise Odoo STP & SS compliance with ATO’s requirements.

1. **Odoo’s payroll audit logs.** Any modification to the way the Software currently audits, stores and syncs payroll logs is strictly prohibited.
2. **“Remember Me” functionality.** Increasing the time between session time-outs to more than 24 hours, and removing the mandatory 2FA authentication requirements mandated by the ATO are both strictly prohibited for users having access to Odoo STP & SS.
3. **Idle session time-out.** Increasing the time between inactivity time-outs to more than 30 minutes is strictly prohibited for users having access to Odoo STP & SS.
4. **MFA.** MFA must be permanent and cannot be disabled for users having access to the Odoo STP & SS solution.
5. **Brute force lockouts.** Brute force lockouts are applied after a maximum of 5 unsuccessful login attempts. Increasing this threshold may jeopardize your compliance with ATO’s requirements.
6. **Social media logins.** Odoo’s Facebook SSO cannot be used alongside Odoo STP & SS solution. Any other third-party social media SSO follows the same restriction.

7. **Tokens and temporary credentials.** Any token or temporary credential must expire within 24 hours for users having access to Odoo STP & SS.
8. **Data hosting.** Data hosting must be onshore by default. If you or your Odoo Partner hosts your database offshore, you will need to contact the Digital Partnership Office (DPO) within the ATO in the first instance.
9. **Encryption.** Any technical change applied to encryption keys, encryption at rest or encryption in transit may jeopardize your compliance with ATO's requirements.

Finally, modifying the source code behind the Odoo STP & SS module in any way may lead to a compliance risk as well.

3.4 Functional Compliance

While Odoo STP & SS is a tool that can help you be compliant with your legal STP and SuperStream obligations, Odoo SA does not provide agent services nor business advice in this respect. The elected and authorised STP responsible in your company (the "STP responsible user") remains responsible for correctly entering, reviewing and validating payroll and superannuation-related data.

Odoo STP & SS, while compliant with the ATO's payroll regulations, remains a flexible tool that can be misconfigured or misused by users of the system. The STP responsible user is aware of the Customer's payroll obligations and takes full responsibility in understanding the information being prepared, reviewed, then submitted to both the ATO and the superannuation clearing house.

Here are a few examples of data that can be misconfigured and lead to a breach of compliance, without being exhaustive:

- Company-related information (ABN, address, legal name...)
- Employee and contract-level information
- Superannuation funds and accounts
- Salary structure types, salary structures and salary rules
- Payroll rule parameters
- Work entry types, and other input types

4. Amending the STP & SS Registration

Amending the STP & SS module registration in the Software can be done anytime in the *Payroll module > Configuration > Settings > Re-Enroll Payroll*. This will allow the Customer to notify the superannuation clearing house and the ATO that some or all of the following information has changed:

- The person responsible for payroll

- Company details (ABN, address, name, phone,...)
- The main bank account used in the superannuation direct debit process. A re-enrollment is only optional in this last scenario.

5. Exclusion of liability

Odoo cannot be held liable for any consequences arising from the use of the Odoo STP & SS module. The Customer acknowledges and accepts full responsibility for its use, including but not limited to ensuring full compliance with the ATO's payroll obligations and regulatory requirements. Compliance with all applicable laws and regulations remains solely the responsibility of the Customer.

6. Signature

The following person, authorised to act on behalf of the Client, has read Odoo's STP (Phase 2) & SuperStream Solution terms and conditions, and agrees to be bound by them.

Name

Date

Signature