

CHECKLIST

IMPORTANT - read this before signing the Director's Declaration

Before you sign the Director's Declaration (refer to Section 10), use this checklist to ensure the company has provided all the required information. If documentation or information is missing or incomplete, the application will take longer to process. The QBCC will ask for missing or incomplete information to allow the application to proceed.

Please note, original documents will not be returned.

| | |
|---|------------------------------|
| The company has completed all the questions on the application form | <input type="checkbox"/> YES |
| The company has provided its financial information (refer to Section 3) (Self Certification, MFR Report and signed financial statements, or an Estimated Maximum Revenue declaration) | <input type="checkbox"/> YES |
| Only for companies with an unsatisfied judgment debt. The company has provided a copy of the stamped Judgment Certificate supplied by the court (refer to Section 3). | <input type="checkbox"/> YES |
| Only for companies applying for a licence in: <ul style="list-style-type: none"> • Building Design • Hydraulics Services Design • Site Classifier • Completed Residential Building Inspection • Termite Management - Chemical • Fire Equipment - Passive Fire (Wall and Ceiling or Penetration and Joint Ceiling) or any Fire Certification licence The company has provided a certificate of currency evidencing its current Professional Indemnity Insurance policy. | <input type="checkbox"/> YES |
| The company has provided a copy of an Australian Securities and Investment Commission HISTORICAL Company Extract (See attachment for list of providers) (This document cannot be older than 30 days from the date the application was lodged) | <input type="checkbox"/> YES |
| The company has provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC) | <input type="checkbox"/> YES |
| Only for companies that answered yes to any of the questions in Section 7. The company has enclosed copies of the following: <ul style="list-style-type: none"> • all reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator; • confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy; • debt agreement, composition, deed of arrangement or deed of assignment; • evidence from the trustee that the debt agreement, composition, deed of arrangement, or deed of assignment has been fully complied with, released or carried out; • minutes of conviction, court or tribunal order and a National Police Certificate no older than 30 days; • Australian Securities and Investment Commission (ASIC) Order preventing an individual from managing a corporation; • any documentation relating to court proceedings that are still pending. | <input type="checkbox"/> YES |
| The company has provided all details and evidence in relation to its nominee (refer to Sections 5 & 6) | <input type="checkbox"/> YES |
| The nominee has signed and dated the consent (refer to Section 5) | <input type="checkbox"/> YES |
| A company director has provided proof of identity (refer to Section 4) | <input type="checkbox"/> YES |
| Only for a company carrying out business under the licence in partnership with an unlicensed person. The company has provided a copy of the partnership agreement that states the names of all parties involved and conditions of the business partnership. | <input type="checkbox"/> YES |

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY:

Post: GPO Box 5099 Brisbane QLD 4001.
In person: QBCC service centres are listed on our website qbcc.qld.gov.au.

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – any amendment should be crossed out and initialled

1. COMPANY DETAILS

[illegible]

The Company has provided:

A copy of an Australian Securities and Investments Commission (ASIC) Historical Company Extract

☐ YES

The Historical Company Extract cannot be older than 30 days from the date submitted to QBCC. If this document is not provided, the application cannot be approved and processing will be delayed.

2. APPLICATION DETAILS

[illegible]

PRIVACY NOTICE: The QBCC is collecting information on this form to determine whether you are entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Some of this information will be included in the licensee register. You may receive information from us for educational purposes in accordance with the QBCC Act. Please refer to the Privacy Policy on our website for full use and disclosure details. All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

| | | | |
|-------------|-------------|--------------------|------------|
| OFFICE ONLY | CRN: | Licence No: | Container: |
| | Receipt No: | Receipt Amount: \$ | |
| | Assignee: | Received by: | |

3. FINANCIAL INFORMATION

Does the company have a Court or Tribunal Order or adjudication decision requiring you to pay a debt which you have not yet paid in full?

☐ YES ☐ NO

If yes, provide copies of all relevant documentation.

a) If the company is applying for a:

- Builder – Project Management Services;
- Building Design;
- Hydraulic Services Design or
- Site Classifier licence;
- and does not hold any other contractor licence requiring financial information, it has two options.

The company must either:

- provide Professional Indemnity Insurance and attach a completed *Estimated Maximum Revenue Declaration form with the application - do not complete Part B below, or
- if the company does not hold Professional Indemnity Insurance, attach a completed *Declaration - Professional Indemnity Insurance form with the application AND complete Part B below.
 - You must also complete the *Declaration – Professional Indemnity Insurance form and attach it to your application.
 - For Project Management Services, provide Professional Indemnity Insurance and attach a completed *Estimated Maximum Revenue Declaration form the your application - do not complete Part B below,

OR if you do not hold Professional Indemnity Insurance, complete Part B below.

*Forms can be obtained by contacting the QBCC or downloading from QBCC's website.

b) If the company is applying for a contractor licence in any other licence class - complete the following section:

What is the last day of the company's most recent reporting year?

| | | | | | | | | | |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|
| D | D | | M | M | | Y | Y | Y | Y |
| <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Is the company operating under a trust structure? If yes, provide an MFR Report as the Trustee cannot rely on the Trust assets. The company may need to rely on a Deed of Covenant and Assurance.

☐ YES ☐ NO

Choose the company's financial category below:

Tick ONE only

The company's revenue WILL NOT exceed \$200,000 for the reporting year. The company has at least \$12,000 Net Tangible Assets and a Current Ratio of at least 1. (refer to Minimum Financial Requirements). **This option is NOT available to BUILDERS.**

☐ YES

OR

The company's revenue WILL NOT exceed \$800,000 for the reporting year. The company has at least \$46,000 Net Tangible Assets and a Current Ratio of at least 1. (refer to Minimum Financial Requirements).

☐ YES

OR

The company's revenue will exceed \$800,001 for the reporting year.

☐ YES

An MFR Report and signed financial statements MUST be completed by your accountant and submitted with your application (Refer to Minimum Financial Requirements).

Some licence classes require Professional Indemnity Insurance. Refer to the Minimum Financial Requirements (MFR) or the Checklist attachment for details.

The MFR can be found on QBCC's website at www.qbcc.qld.gov.au

4. PROOF OF IDENTITY

One or more directors must provide the following information

i. I hold/held a QBCC licence and my licence number is/was:

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☐ YES

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport)

☐ YES

ii. Place of birth (Town/City e.g. Brisbane, London)

iii. Country of birth (e.g. Australia, England)

i. I hold/held a QBCC licence and my licence number is/was:

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☐ YES

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport)

☐ YES

ii. Place of Birth (Town/City e.g. Brisbane, London)

iii. Country of Birth (e.g. Australia, England)

i. I hold/held a QBCC licence and my licence number is/was:

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☐ YES

5. NOMINEE DETAILS

The nominee must hold the same class of licence the company is applying for, and have authority, duties and responsibilities to ensure the adequate and personal supervision nominee must be an employee or officer of the company, and provide evidence as per Section 6. If the nominee ceases to act for the company, the company and nominee **MUST** give notice to QBCC within fourteen (14) days. Failure to comply with this requirement constitutes an offence, and may result in prosecution or a fine.

Surname

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First Name

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QBCC Licence No.

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NOMINEE CONSENT: "As an employee or officer of the company, I hereby accept nomination as nominee for the company described in this application. I understand the responsibilities imposed upon me by the *Queensland Building and Construction Commission Act 1991* during the period I am nominee. I undertake to notify the QBCC in writing if I cease to act as nominee for this company."

Name of Person
providing the
consent

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Nominee's
signature

Date

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6. ATTACHMENTS

I have attached a copy of ASIC historical extract, no older than 30 days, showing my Nominee Supervisor/s listed as an officer of the company

☐ YES

OR

Documented evidence of my Nominee Supervisor's employment status with the company (e.g. signed employee agreement, PAYG payment summary, payslips showing superannuation payments)

☐ YES

7. FIT AND PROPER

You must answer ALL questions in the following section. The QBCC regularly cross-checks information provided herein with external agencies. This information is publicly available.

Have any directors, office holders, major shareholders, nominees, persons of influence, or any intended business partner:

- | | | |
|---|------------------------------|-----------------------------|
| i. ever become bankrupt or entered into a debt agreement under Part IX of the <i>Bankruptcy Act 1966</i> ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ii. ever entered into a composition, Deed of Arrangement or Deed of Assignment under Part X of the <i>Bankruptcy Act 1966</i> ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| iv. ever been convicted of an offence under the <i>Corporations Act 2001</i> (Commonwealth) Section 596 (b) or (c)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| viii. ever been a: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <ul style="list-style-type: none"> • director; • secretary; • shareholder; OR • a person in a position to control or substantially influence a company's conduct or affairs within twelve (12) months of a company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors? | | |

If you have ticked yes to any of these questions, you MUST provide copies of all relevant documentation (Refer to the Checklist attachment for required documents).

8. PARTNERSHIP

Does the company intend out business under the licence in partnership with an unlicensed person? If yes, you must provide a copy of relevant documents (see Checklist attachment)

☐ YES ☐ NO

Does the company have a registered business or trading name? (e.g. ABC Building Solutions Pty Ltd trading as Alpha Builders.) If you answered yes, you must provide a copy of the Current Business Names Extract from the Australian Securities and Investment Commission, ASIC).

☐ YES ☐ NO

9. FEES

Please ensure the correct fee accompanies this application form - refer to attached fee schedule.

Do you require a licence certificate?

☐ YES
 ☐ NO

If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

PAYMENT OPTIONS



☐ Cheque or money order payable to
Queensland Building and Construction Commission
 ☐ Credit card

Name of Card Holder

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Credit Card Number

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Expiry Date

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Total Amount \$

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WARNING: INCORRECT OR MISLEADING INFORMATION MAY LEAD TO PROSECUTION FOR AN OFFENCE AND/OR REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE

10. DIRECTOR'S DECLARATION

Before you sign the declaration, use the Checklist attachment to ensure the company has provided all the required information. If documentation or information is missing or incomplete, the application will take longer to process. QBCC will ask for missing or incomplete information to allow the application to proceed.

For a Sole Director Company: Only the sole director is required to sign this declaration.
 For a two or more director company: Either two directors OR one director and one registered secretary must BOTH sign the declaration.

I declare:

- the statements contained in this application are true and correct;
- at the date of this declaration I am not aware of anything which gives me reason to know or suspect suspect that the company does not satisfy the Minimum Financial Requirements;
- I have read the Privacy Notice (page 1).

Name of the Director

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Director's Signature

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Date*

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Name of the Director OR Secretary

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Director's OR Secretary's signature

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Date*

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* Please ensure the Director's Declaration and the Nominee Consent (question 5) are not dated more than one (1) month prior to the date the application is submitted to QBCC.

ASIC HISTORICAL COMPANY EXTRACT PROVIDERS

The Company Historical Extract can be obtained from Information Brokers or ASIC Service Centres.

A Current Company Extract will not be acceptable, you must supply a Historical Extract for your company application or at any time your company changes its key personnel. This document cannot be older than 30 days from the date the Company application is lodged.

| | | |
|-------------------------------------|--------------------|--|
| GlobalX Legal Solutions | Phone: Website: | 13 56 69 https://payg.globalx.com.au/company.castle |
| ASIC Service Centre | Phone: Website: | 1300 300 630 www.asic.gov.au |
| SAI Global | Phone: Website: | 1300 730 000 www.saiglobal.com/property/eProperty/Search/ASIC-BusinessNames/ |
| Australian Business Research | Phone: Website: | 1300 366 402 https://www.abr.com.au/site/live/oneoffs.php |
| CITEC Confirm | Phone: Website: | (07) 3222 2700 or 1800 773 773 (toll free) www.confirm.citec.com.au/citecConfirm/elearning/corporate/asic_businessname_search |
| Dun and Bradstreet | Phone: Website: | (07) 3360 0600 http://dnb.com.au/Credit_Reporting/Buy_a_company_credit_report/ASIC_Historical_Extract/index.aspx |
| eSearch | Phone: Website: | 1300 655 413 www.esearch.net.au/ASIC_searches.html |
| Financial Review ASIC Search | Phone: Website: | 1800 646 990 http://tools.afr.com/asic/ |
| InfoTrack | Phone: Website: | 1800 738 532 www.infotrack.com.au/tour/company-searching.htm |
| National Data Centre | Phone: Website: | 1300 655 760 www.ndc.com.au/payg/company.castle |
| Reckon Docs Databroker | Phone: Website: | 1300 139 001 www.databroker.com.au/home/home.cfm |
| Tri Search | Phone: Website: | (02) 9232 2411 www.trisearch.com.au/site/ASIC.html |
| Veda Advantage | Phone: Website: | 1300 921 621 www.veda.com.au/businesscreditexpress/report/asic-company-report.dot |

COMPANY APPLICATION FEES

From 1 July 2019 to 30 June 2020

Queensland Building and Construction Commission Act 1991 ("the Act")

Please ensure the correct fee accompanies this application form - **refer to attached fee schedule.**

NOTE: **Mechanical Services - Plumbing** applicants only.

If you hold a current Contractor licence in **Plumbing and Drainage** and apply between 1 January and 31 March 2020, no application fee is required.

If you hold a current Contractor licence in **Refrigeration, Air-Conditioning and Mechanical Services Unlimited or Limited Design** and apply between 1 January and 30 June 2020, no application fee is required.

Company Licence

| | | |
|---|--------------|------------|
| Total Application Fee Determined by the financial information supplied | SC 1 | \$1,195.90 |
| | SC 2 | \$1,426.30 |
| | Category 1-2 | \$1,837.25 |
| | Category 3-7 | \$2,622.20 |
| Application Fee if the company holds a current QBCC licence and is applying for another Licence Class | SC 1 | \$624.70 |
| | SC 2 | \$713.15 |
| | Category 1-2 | \$980.45 |
| | Category 3-7 | \$1,337.90 |

Certificate \$30.00

Financial Information

The applicable fee is determined by the financial information provided with your application. There are different types of financial information:

1. SC1 - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
2. SC2 - \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)
3. Category 1-2 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$800,000 and up to \$12M)
4. Category 3-7 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$12M)

Renewals

The renewal will be mailed to you prior to the renewal due date (one year from the date the company licence was originally issued). The licence fee is determined by the company's Maximum Revenue as stated in the last financial information you provided to the Commission.

Licence Fees

| | One year | Three years |
|--------------|------------|-------------|
| SC1 | \$571.20 | \$1456.50 |
| SC2 | \$713.15 | \$1818.55 |
| Category 1-2 | \$856.80 | \$2184.70 |
| Category 3-7 | \$1,284.30 | \$3275.00 |

Applications

The initial application fee covers one or more licence classes and includes the first year licence fee. If the company application is unsuccessful, you may be refunded the licence fee portion.

GST Requirements

The Commission's licence and application fees are exempt from GST.