




COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS – DO NOT use correction fluid. Cross out mistakes and initial any amendments.

SUBMITTING YOUR FORM

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **Email:** info@qbcc.qld.gov.au

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information on this form to change existing company nominee details. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your information will be used to maintain your licence and may be shared with other interstate or New Zealand licensing bodies as required by law, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register and the data.qld.gov.au open data website.

You may receive information from us for educational purposes in accordance with the QBCC Act. We may use your email address to contact you about improving the delivery and effectiveness of our services, including activities such as customer research and engagement. You will be able to opt-out of receiving this information. All information held by QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at qbcc.build/privacy-info.

IMPORTANT

- The nominee must:**
- hold a nominee supervisor or contractor licence authorising supervision of building work in the same class or classes currently held or sought by the company, including alignment of any licence conditions or restrictions
 - be an employee or office holder of the company and provide documentation to prove this
 - also have the authority, duties and responsibilities to ensure personal and adequate supervision of building work carried out by the company.
- The company must:**
- give the QBCC notice **within 14 days** if the company ceases to have or changes its nominee as failure to do so may result in a fine.

1. COMPANY AND NOMINEE DETAILS

COMPANY APPOINTING NOMINEE

Provide details of the company appointing a nominee

Company name

Licence number

Licence classes

NOMINEE ACCEPTING APPOINTMENT

Provide details of the nominee accepting the appointment

Family name

Given names

Licence number

Nominee address

Suburb

State

Postcode

Licence classes

Date of commencement

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Please provide evidence to support the date provided.

OFFICE USE ONLY	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by	<input type="text"/>			

2. NOMINEE PROOF OF IDENTITY

 All nominees are required to supply a **valid and current certified copy** of their identification.
 I have provided a **valid and current certified copy** of the nominee's photo identification (e.g. driver's licence, passport, other government issued photo ID card).
 Nominees providing an Australian driver's licence or photo identification card: please include **valid and current certified copies of the front and back of the card**.

 A **certified copy** is a copy that has been verified as being a true copy of the original document by any one of the following:


- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Conveyancer
- Notary Public.

Alternatively, if you are applying in person, you can bring your original documents with you when you lodge a form at a QBCC service centre. Our staff can view, copy and verify them for you. For more information, visit qbcc.build/certified-copy.

Place and country of birth (e.g. Brisbane, Australia)


LEGAL NAME CHANGE

Has the nominee been known by any other 'legal' names? Yes No

 **Ticked YES?** You must provide full details of all previous names the nominee has been known by, including any relevant documentation.

3. EVIDENCE OF NOMINEE AS OFFICE HOLDER OR EMPLOYEE

Documentation that **demonstrates the nominee's relationship to the company** must be provided with this form.

 Please attach either:

A copy of an **Australian Security and Investments Commission (ASIC) Current and Historical Company Extract** showing the nominee supervisor listed as an officer of the company. The extract must not be more than 30 days old when QBCC receives it.

OR

An **employment agreement** detailing the nominee supervisor's employment status with the company.

4. DECLARATIONS

This section must be declared and signed by both a company director/officer and the nominee.

COMPANY DECLARATION – TO BE SIGNED BY COMPANY DIRECTOR/OFFICER

I declare that by signing this form:

- the company is authorising the addition of the officer holder or employee listed above as a nominee for the company.
- the company undertakes to notify the QBCC in writing if the nominee ceases to act as nominee for the company.

Name of director/officer

Director's/
officer's
signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.

NOMINEE DECLARATION – TO BE SIGNED BY NOMINEE

I declare that by signing this form:

- I am agreeing to be nominee for the company listed above and I am either an office holder or employee of the company.
- I understand and voluntarily accept the responsibilities imposed upon me by the *Queensland Building and Construction Commission Act 1991* during the period I am nominee.

Nominee's
signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.