




**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](mailto: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](http://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](http://qbcc.build/privacy-info).

 **IMPORTANT** Companies must give the QBCC notice **within 14 days** if a company ceases to have, or changes, its nominee. Failure to do so may result in a fine. The company must complete this form even if the outgoing nominee has already notified the QBCC of their cessation.

**1. COMPANY NOMINEE CESSATION**

Complete this section when a nominee ceases being a nominee for your company

Company name

Company licence number

Licence classes

Nominee family name

Nominee given names

Nominee licence number


Nominee address

Suburb

State

Postcode

Date nominee ceased role   /   /

 Please provide evidence to support the date provided.

**2. COMPANY DIRECTOR/OFFICER DECLARATION**

**Company declaration – to be signed by company director or authorised officer**

I declare that by signing this form I am notifying QBCC that the nominee listed in section 1 has ceased being a nominee for my company.

Name of director/officer

Director's/officer's signature

Date   /   /




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

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"/>			

**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. Any amendments should be crossed out and initialled.

**SUBMITTING YOUR FORM**

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **Email:** [info@qbcc.qld.gov.au](mailto: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 per the *Mutual Recognition Act 1992* or similar legislation, 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](http://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](http://qbcc.build/privacy-info).

**1. OUTGOING NOMINEE – NOMINEE WITHDRAWAL FROM COMPANY**

Complete this section when you cease being a nominee for a company

Company name

Company licence number

Licence classes

Nominee family name

Nominee given names

Nominee licence number

Nominee address

Suburb State  Postcode

Date nominee ceased role <sup>D</sup><sup>D</sup> / <sup>M</sup><sup>M</sup> / <sup>Y</sup><sup>Y</sup><sup>Y</sup><sup>Y</sup>  Please provide evidence to support the date provided.

**2. NOMINEE DECLARATION**

**Nominee declaration – to be signed by nominee**

I declare that by signing this form I am withdrawing as nominee for the company listed in section 1.

Nominee's signature Date <sup>D</sup><sup>D</sup> / <sup>M</sup><sup>M</sup> / <sup>Y</sup><sup>Y</sup><sup>Y</sup><sup>Y</sup>

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

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"/>			