

INFORMATION REGARDING THIS FORM

Governing Legislation: Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018, section 9A.

This is the approved form to give the QBCC financial information for the most recent reporting year before the annual reporting day.

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

RETURN YOUR COMPLETED FORM AND ALL REQUIREMENTS BY:

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

1. APPLICANT DETAILS

Title Mr Mrs Miss Ms Other

*Name (Company/individual)

*Contact name

*Postal address

*State *Postcode

BUSINESS ADDRESS

Address

State Postcode Mobile

*Phone Fax

*Email

Please complete all details of this form where applicable. All items marketed with an * asterisk must be completed before submitting.

2. CONFIRM LICENSEE DETAILS

Licensee Name

Licensee Number

ACN ABN

3. MAIN BUSINESS OF LICENSEE

<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Building Installation Services	<input type="checkbox"/> Administration and Support Services
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Other Construction Services	<input type="checkbox"/> Public Administration and Safety
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Wholesale trade	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Residential Construction	<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Health Care and Social Assistance
<input type="checkbox"/> Non-Residential building Construction	<input type="checkbox"/> Accommodation and Food Services	<input type="checkbox"/> Arts and Recreational Services
<input type="checkbox"/> Heavy and Civil Engineering	<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Building Completion Services
<input type="checkbox"/> Land Development and Site Preparation Services	<input type="checkbox"/> Information Media and Telecommunications	<input type="checkbox"/> Other
<input type="checkbox"/> Building Structure Services	<input type="checkbox"/> Financial and Insurances Services	
<input type="checkbox"/> Rental, Hiring and Real Estate	<input type="checkbox"/> Professional, Scientific and Technical Services	

4. BUSINESS STRUCTURE

<input type="checkbox"/> The licensee is a sole trader	<input type="checkbox"/> The licensee is a stand alone company	<input type="checkbox"/> The licensee is a trustee for a trust
<input type="checkbox"/> The licensee is a part of a formalised partnership	<input type="checkbox"/> The licensee is trading as part of a group of companies (class order 98/1418 or similar)	

5. REPORTING PERIOD

Last date of the annual financial reporting period

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"/>

The last date of the annual financial reporting period; being the completion of a one-year, or 12 month, accounting period. This is otherwise known as the fiscal year end, this is the period used for calculating annual financial statements. A company's fiscal year may differ from the calendar year.

6. PROFIT AND LOSS

Revenue means the total gross income received by the Licensee, derived from all sources. It is the top line figure from which costs are subtracted to determine net income. Revenue includes gross proceeds from operating sources (sales), as well as gross proceeds from other income sources (i.e. interest):

- For partnerships, the Revenue is to be the revenue of the Applicant or Licensee and the partnership/s in combination;
- For Trusts, the Revenue is to be the revenue of the Applicant or Licensee and the trust/s in combination.

REVENUE

Construction revenue	\$	<input type="text"/>	.	<input type="text"/>	
Other revenue	+	\$	<input type="text"/>	.	<input type="text"/>
TOTAL REVENUE	=	\$	<input type="text"/>	.	<input type="text"/>

EXPENSES

Expenses represent the costs incurred in the ordinary course of business. Examples of an expense : Advertising; Wages; Inventory; Rent.

Cost of sales	\$	<input type="text"/>	.	<input type="text"/>	
Other operating expense	+	\$	<input type="text"/>	.	<input type="text"/>
TOTAL EXPENSES	=	\$	<input type="text"/>	.	<input type="text"/>

7. BALANCE SHEET

CURRENT ASSETS

Current Assets means assets :

- a. Which are realised, sold or consumed in the normal operating cycle of the business;
- b. Which are realised within 12 months after the reporting date;
- c. Which are held primarily for the purpose of trading (refer AASB 139);
- d. Which are cash or cash equivalents.

Example of current assets:

- Cash in bank;
- Work in progress expected to be paid in the next 12 months;
- Property or plant for sale;
- Trade debtors;
- deferred tax liabilities.

Assets held in project bank accounts	\$	<input type="text"/>			For further information, refer to <i>Building Industry Fairness (Security of Payment) Act 2017</i> .
Cash and cash equivalents	+ \$	<input type="text"/>			Cash and cash equivalents are company assets that are either cash or can be converted into cash immediately. For further information refer AASB 107 – Cash Flow Statements.
Current assets	+ \$	<input type="text"/>			
Prepayments	+ \$	<input type="text"/>			
Inventories—stock on hand	+ \$	<input type="text"/>			Inventory is the term for the goods available for sale and raw materials used to produce goods available for sale. For further information refer AASB 102- Inventories.
Inventories – property development assets	+ \$	<input type="text"/>			
Work in progress	+ \$	<input type="text"/>			Work in progress is the value of work for a project that has been completed but not yet invoiced.
Other current assets	+ \$	<input type="text"/>			
Due from related entities	+ \$	<input type="text"/>			Amounts owed by related parties. Examples of a related party: <ul style="list-style-type: none"> • Director • Secretary • Shareholder • Related company (same directors of both companies).
Retentions (due in next 12 month period only)	+ \$	<input type="text"/>			

AMOUNTS OWED TO YOU BY OTHER PARTIES

Under 90 days	+ \$	<input type="text"/>			
90-180 days	+ \$	<input type="text"/>			
180-365 days	+ \$	<input type="text"/>			
365+ days	+ \$	<input type="text"/>			
Debtors in dispute (not included to be included in the amounts above)	+ \$	<input type="text"/>			Recovery is subject to legal proceedings. Client has terminated contract etc.

TOTAL CURRENT ASSETS	= \$	<input type="text"/>	
-----------------------------	-------------	----------------------	--

NON-CURRENT ASSETS

Property, plant and equipment	\$									
Deferred tax assets	+ \$									
Investments or shares in publicly listed entities	+ \$									
Investments or shares in companies that are not publicly listed companies	+ \$									
Investments - other	+ \$									
Related party loans	+ \$									
Tools of trade	+ \$									
Motor Vehicle	+ \$									
Other Vehicles - Boats, Ships, Jet skis, Racehorses, Racing cars	+ \$									
Personal furniture	+ \$									
Trust assets	+ \$									
Goodwill	+ \$									
Formation expenses	+ \$									
Borrowing expenses	+ \$									
Other intangible assets	+ \$									
Units in trust that are not publicly listed	+ \$									
Non-current retentions	+ \$									
Other non-current assets	+ \$									
TOTAL NON-CURRENT ASSETS	= \$									

A deferred tax asset is an asset on a company's balance sheet that may be used to reduce its taxable income. For further information refer AASB 112 Income taxes.

CURRENT LIABILITIES

Current Liabilities means:

- (a) Debts that are expected to be settled in the normal operating cycle of business;
- (b) Debts or obligations which are due to be settled within 12 months after the reporting period;
- (c) Debts which are held primarily for the purpose of trading;

(d) Debts which the entity does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

Examples of current liabilities:

- Car loan repayments due in the next 12 months;
- Rent or lease amounts due in the next 12 months;
- Tax installments due in the next 12 months;
- Trade creditors.

Bank overdraft	\$									
Trade and other payables	+ \$									
Related entity payables	+ \$									
Current portion of long-term debt	+ \$									
Other current liabilities	+ \$									
TOTAL CURRENT LIABILITIES	= \$									

Amounts owed by other parties.

NON-CURRENT LIABILITIES

Current non-current liabilities means liabilities where the full value will not be realised within the accounting period. Examples of non-current liabilities include: bank overdrafts; long term repayments; mortgage payments owed outside of 12 months.

Current portion of long-term debt	\$	<input type="text"/>	.	<input type="text"/>
Other non-current liabilities	+	\$	<input type="text"/>	.

TOTAL NON-CURRENT LIABILITIES	=	\$	<input type="text"/>	.	<input type="text"/>
--------------------------------------	----------	----	----------------------	---	----------------------

8. STATEMENT OF EQUITY

Issued capital	\$	<input type="text"/>	.	<input type="text"/>
Reserves	+	\$	<input type="text"/>	.
Retained earnings	+	\$	<input type="text"/>	.
Other equity	+	\$	<input type="text"/>	.

TOTAL EQUITY	=	\$	<input type="text"/>	.	<input type="text"/>
---------------------	----------	----	----------------------	---	----------------------

9. CASH FLOW STATEMENT

Cash flows from operating activities	\$	<input type="text"/>	.	<input type="text"/>
Cash flows from investing activities	+	\$	<input type="text"/>	.
Cash flows from financing activities	+	\$	<input type="text"/>	.
Other cash flow	+	\$	<input type="text"/>	.

NET INCREASE / (DECREASE) IN CASH AND CASH EQUIVALENTS	=	\$	<input type="text"/>	.	<input type="text"/>
---	----------	----	----------------------	---	----------------------

Cash and cash equivalents at the beginning of the year	\$	<input type="text"/>	.	<input type="text"/>
--	----	----------------------	---	----------------------

CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	=	\$	<input type="text"/>	.	<input type="text"/>
---	----------	----	----------------------	---	----------------------

10. SUPPORTING INFORMATION

It is important that you provide information that meets the requirements pursuant to Part 3 of the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018*. Please ensure that you have submitted all the required documents and information with your Annual Reporting Form.

REQUIRED DOCUMENTS

- At least one of the following:
- Licensees' financial statements;
 - Trust financial statements;
 - Partnership financial statements; and
 - Written Declaration (see page 6).

OPTIONAL INFORMATION

- Bank statements;
- Work in progress;
- Trade and other receivables; or
- Trade and other payables.

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

11. DECLARATION

By the licensee or their nominated representative completing this Declaration, the licensee declares that they comply with the revenue and net tangible assets requirements for their licence.

Name of person providing the declaration																					
Signature																					
	Date <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">D</td> <td style="border: 1px solid black; width: 20px; text-align: center;">D</td> <td style="width: 10px;"></td> <td style="border: 1px solid black; width: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 20px; text-align: center;">M</td> <td style="width: 10px;"></td> <td style="border: 1px solid black; width: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; text-align: center;">Y</td> </tr> <tr> <td style="border: 1px solid black; width: 20px;"></td> <td style="border: 1px solid black; width: 20px;"></td> <td style="text-align: center;">/</td> <td style="border: 1px solid black; width: 20px;"></td> <td style="border: 1px solid black; width: 20px;"></td> <td style="text-align: center;">/</td> <td style="border: 1px solid black; width: 20px;"></td> <td style="border: 1px solid black; width: 20px;"></td> <td style="border: 1px solid black; width: 20px;"></td> <td style="border: 1px solid black; width: 20px;"></td> </tr> </table>	D	D		M	M		Y	Y	Y	Y			/			/				
D	D		M	M		Y	Y	Y	Y												
		/			/																

PRIVACY NOTICE: QBCC is collecting the information on this form to ascertain whether you/your Client satisfies the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018* for a contractor's licence under the *Queensland Building and Construction Commission Act 1991*. The information you have provided may be disclosed by QBCC to another party with your/your Client's consent or as authorised or required by law. In addition, QBCC may provide all or some of this information to a financial specialist engaged by QBCC to provide expert advice as to financial matters relevant to your client's ability to satisfy the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018*. For further information visit the QBCC website at qbcc.qld.gov.au. You can apply to access information held in our files about your licence. If you wish to access information you will need to make an application under Right to Information (RTI).