

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. REPORTING TYPE

ASIC REPORTING ENTITY?

Yes No

If "Yes" - Purpose?

General Proceed to "Type of Report". Special Basis of special purpose reporting?

- Lack of users that are dependent on the information
- Other - please specify

If "No" - Basis of exemption from ASIC reporting requirements?

ACCOUNTING STANDARD APPLIED

- | | | |
|--|---|---|
| <input type="checkbox"/> AASB 15 Revenue from Contracts with Customers | <input type="checkbox"/> AASB 110 Events after the Reporting Period | <input type="checkbox"/> AASB 136 Impairment of Assets |
| <input type="checkbox"/> AASB 16 Leases | <input type="checkbox"/> AASB 112 Income Taxes | <input type="checkbox"/> AASB 137 Provisions, Contingent Liabilities and Contingent Assets |
| <input type="checkbox"/> AASB 101 Presentation of Financial Statements | <input type="checkbox"/> AASB 116 Property, Plant and Equipment | <input type="checkbox"/> AASB 138 Intangible Assets |
| <input type="checkbox"/> AASB 102 Inventories | <input type="checkbox"/> AASB 117 Leases | <input type="checkbox"/> AASB 139 Financial Instruments: Recognition and Measurement |
| <input type="checkbox"/> AASB 107 Cash Flow Statements | <input type="checkbox"/> AASB 124 Related Party Disclosures | <input type="checkbox"/> AASB 140 Investment Property |
| <input type="checkbox"/> AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors | <input type="checkbox"/> AASB 128 Investments in Associates and Joint Ventures | <input type="checkbox"/> AASB 1048 Interpretation of Standards |
| <input type="checkbox"/> AASB 110 Balance Sheet becomes Reporting Period | | |

TYPE OF REPORT?

Audit Opinion
 Review Opinion
 Unaudited / Internal Management

7. 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 cost of doing business where doing business is the sum total of the activities directed towards making a profit. Examples of an expense: Advertising, Wages, Inventory, Rent.

| | | | | |
|---------------------------|----|----------------------|----------------------|----------------------|
| Cost of sales | \$ | <input type="text"/> | . | <input type="text"/> |
| Interest expense | + | \$ | <input type="text"/> | <input type="text"/> |
| Operating lease expense | + | \$ | <input type="text"/> | <input type="text"/> |
| Employee benefits expense | + | \$ | <input type="text"/> | <input type="text"/> |
| Subcontractor expense | + | \$ | <input type="text"/> | <input type="text"/> |
| Legal fees | + | \$ | <input type="text"/> | <input type="text"/> |
| Other operating expense | + | \$ | <input type="text"/> | <input type="text"/> |
| TOTAL EXPENSES | = | \$ | <input type="text"/> | <input type="text"/> |

Interest Expense is the cost incurred by an entity for borrowed funds. For further information refer AASB 123 – Borrowing Costs.

8. 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 | \$ | | | | | | | | | | | | | | | | | |
| Cash and cash equivalents | + | \$ | | | | | | | | | | | | | | | | |
| Current assets | + | \$ | | | | | | | | | | | | | | | | |
| Prepayments | + | \$ | | | | | | | | | | | | | | | | |
| Inventories–stock on hand | + | \$ | | | | | | | | | | | | | | | | |
| Inventories–property development assets | + | \$ | | | | | | | | | | | | | | | | |
| Work in progress | + | \$ | | | | | | | | | | | | | | | | |
| Other current assets | + | \$ | | | | | | | | | | | | | | | | |
| Due from related entities | + | \$ | | | | | | | | | | | | | | | | |
| Retentions (due in next 12 month period only) | + | \$ | | | | | | | | | | | | | | | | |

For further information, refer to *Building Industry Fairness (Security of Payment) Act 2017*.

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.

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.

Work in progress is the value of work for a project that has been completed but not yet invoiced.

Amounts owed by related parties.
Examples of a related party:
 • Director
 • Secretary
 • Shareholder
 • Related company
 (same directors of both companies).

AMOUNTS OWED TO YOU BY OTHER PARTIES

| | | | | | | | | | | | | | | | | | | |
|---|---|----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Under 90 days | + | \$ | | | | | | | | | | | | | | | | |
| 90-180 days | + | \$ | | | | | | | | | | | | | | | | |
| 180-365 days | + | \$ | | | | | | | | | | | | | | | | |
| 365+ days | + | \$ | | | | | | | | | | | | | | | | |
| Debtors in dispute (not included in the amounts above) | + | \$ | | | | | | | | | | | | | | | | |

Recovery is subject to legal proceedings, client has terminated contract etc.

| | | | | | | | | | | | | | | | | | | |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| TOTAL CURRENT ASSETS = \$ | | | | | | | | | | | | | | | | | | |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

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 | + \$ | | | | | | | | | |

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.

| | | | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|--|
| TOTAL NON-CURRENT ASSETS = \$ | | | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|--|

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 | + \$ | | | | | | | | | |

Amounts owed by other parties.

| | | | | | | | | | | |
|---------------------------------------|--|--|--|--|--|--|--|--|--|--|
| TOTAL CURRENT LIABILITIES = \$ | | | | | | | | | | |
|---------------------------------------|--|--|--|--|--|--|--|--|--|--|

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"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | . | <input type="text"/> | <input type="text"/> |
| Other non-current liabilities | + | \$ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | . | <input type="text"/> | <input type="text"/> |

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

9. STATEMENT OF EQUITY

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

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

10. CASH FLOW STATEMENT

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

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

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

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

11. 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' signed financial statements including:
 - profit and loss;
 - balance sheet;
 - debtors and creditors report; and
 - statement of cashflows;
- Notes to the financial statements

- Description of the measurement on which the financial statements are based and the relevant accounting policies or reports; or
- Written Declaration (see page 8).

OPTIONAL INFORMATION

- Bank statements;
- Work in progress;
- Trade and other receivables;
- 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

12. WRITTEN DECLARATION

Licensee

Licence number

I, (insert full name)

, of (insert address)

verify the licensee's signed financial statements prepared by

insert accountant / auditors name

D D M M Y Y Y Y

for the year ended / /

THE FOLLOWING INFORMATION IS ATTACHED:

- Profit and loss statement
- Balance sheet
- Debtors and creditors report
- Statement of cash flows
- Any other document insert name of document
- Notes to the financial statements containing notes required by the Australian Accounting Standards

I have made all enquiries I consider appropriate and declare that the information contained in the above documents is correct and represents a true and fair view of the licensee's financial position.

Name of person providing the declaration

Relationship to Company (if not Company officer)

Signature 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).