

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 2)	<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 2).	<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 6.	<input type="checkbox"/> YES
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 obtained through an Australian State or Federal Police establishment*; • Australian Securities and Investment Commission (ASIC) Order preventing an individual from managing a corporation. 	
The company has provided all details and evidence in relation to its nominee (refer to Sections 4 & 5)	<input type="checkbox"/> YES
The nominee has signed and dated the consent (refer to Section 4)	<input type="checkbox"/> YES
A company director has provided proof of identity (refer to Section 3)	<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

*Police checks from private providers will not be accepted by the QBCC as these reports may not include all police history information.

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

Company name																										
ACN							ABN																			
Postal Address																										
Business Address (This cannot be a PO Box)																			State				Postcode			
Registered Address																										
Business Phone													Mobile													
Email																										

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.

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:	

2. 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.

The company must either:

1. If the company is required to lodge a report under the *Corporations Act*, (s 319) for a reporting year, the company must give the QBCC the most recent copy of this report.
2. If the company is required to give the ASX copies of ASX annual documents for a reporting year, the company must give the QBCC the most recent copy of these documents.
3. In any other case, the company must complete the Estimate Maximum Revenue Form section below.

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

D D M M Y Y Y Y
 / /

Choose the company's Estimated Maximum Revenue below:

Tick **ONE** only

The company's Estimated Maximum Revenue WILL NOT exceed \$200,000 for the reporting year

YES

OR

The company's Estimated Maximum Revenue WILL NOT exceed \$800,000 for the reporting year.

YES

OR

The company's Estimated Maximum Revenue WILL NOT exceed \$12,000,000 for the reporting year.

YES

OR

The company's Estimated Maximum Revenue WILL exceed \$12,000,000 for the reporting year.

YES

NOTE:

The company will be required to comply with the Minimum Financial Requirements (MFR) stated in the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018* by 31 December 2020. If the company holds any other QBCC contractor licence class, it must continue to comply with the Minimum Financial Requirements, including annual reporting responsibilities, for that licence class. See the [QBCC website](#).

The QBCC will provide you with more information about the company's obligations if the application is successful.

3. 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: 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: 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: YES

4. 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

First Name

QBCC Licence No.

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

Nominee's signature

Date DD / MM / YYYY / /

5. 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

6. 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 *Bankruptcy Act 1966*? YES NO
- ii. ever entered into a composition, Deed of Arrangement or Deed of Assignment under Part X of the *Bankruptcy Act 1966*? YES NO
- iii. been convicted of an offence (including *Work Health & Safety Act 2011* offences) in the last 10 years? YES NO
- iv. ever been convicted of an offence under the *Corporations Act 2001* (Commonwealth) Section 596 (b) or (c)? YES NO
- v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years? YES NO
- vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work? YES NO
- vii. ever been a: YES NO
 - director;
 - secretary;
 - shareholder; OR
 - a person in a position to control or substantially influence a company’s conduct or affairs within two (2) years 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).

7. 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

8. WORK HEALTH & SAFETY ACT OBLIGATION

Has the company been convicted of an offence under the *Work Health & Safety Act 2011*? 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

Credit Card Number

Expiry Date /

Total Amount \$

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;
- that the Company understands that it must meet the Minimum Financial Requirements by 31 December 2020.
- I have read the Privacy Notice (page 1).

Name of the Director

Director's Signature Date* / /

Name of the Director OR Secretary

Director's OR Secretary's signature Date* / /

* 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 2020 to 30 June 2021
Queensland Building and Construction Commission Act 1991 ("the Act")

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

Company Licence		
Total Application Fee Determined by the financial information supplied	SC 1	\$1,217.45
	SC 2	\$1,452.00
	Category 1-2	\$1,870.30
	Category 3-7	\$2,669.40
Application Fee if the company holds a current QBCC licence and is applying for another Licence Class	SC 1	\$635.95
	SC 2	\$726.00
	Category 1-2	\$998.10
	Category 3-7	\$1,362.00
NOTE: If the company holds a current QBCC licence and it is applying for another licence class and it is increasing its Maximum Revenue, the company will also be required to pay the difference in renewal fees. Contact QBCC for details of the amount payable.		
Certificate	\$30.55	

Financial Information

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

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

Licence Fees	One year	Three years
SC1	\$581.50	\$1,482.70
SC2	\$726.00	\$1,851.30
Category 1-2	\$872.20	\$2,224.00
Category 3-7	\$1,307.40	\$3,333.95

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.

NOTE:

You will be required to comply with the Minimum Financial Requirements (MFR) stated in the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018* by 31 December 2020. If the company holds any other QBCC contractor licence class, it must continue to comply with the Minimum Financial Requirements, including annual reporting responsibilities, for that licence class. See the [QBCC website](#).

The QBCC will provide you with more information about your obligations if your application is successful.