

**GOVERNING LEGISLATION**

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

**INFORMATION REGARDING THIS FORM**

This is the approved form to give the QBCC financial information for the most recent reporting year before the annual reporting day. Annual reporting information cannot be used to update your maximum revenue.

**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*.

If an exclusion notice is issued to you by the QBCC, as the accountant your full name, any other names you have been known by, your business address and the period of the exclusion may be published by QBCC on the commission’s website until such time the notice stops.

QBCC may also provide all or some of this information to a professional body for accountants to investigate a suspected breach of a professional accounting standard or condition applying to the accountant, under the *Building Industry Fairness (Security of Payment) and Other Legislation Amendment Act 2020*. For further information visit the QBCC website at [qbcc.qld.gov.au](http://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).

**COMPLETING THIS FORM**

- Print clearly in BLOCK LETTERS if manually completing this form
- Hand written amendments to be crossed out and initialled
- You do not need an accountant to complete this form


**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](http://qbcc.qld.gov.au).  
Email: [annualreporting@qbcc.qld.gov.au](mailto:annualreporting@qbcc.qld.gov.au)

**INDIVIDUAL DECLARATION (to be completed by Applicant/Licensee)**

My Revenue in the reporting year WILL NOT exceed \$200,000	YES	SC1 Category
OR		
My Revenue in the reporting year WILL NOT exceed \$800,000	YES	SC2 Category

**1. LICENSEE DETAILS**

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

	Title	Mr	Mrs	Miss	Ms	Other
*Name (Company/ individual)						
Licence number						
*Contact name						
*Postal address						
	*State		*Postcode			
	ACN				ABN	
*Phone						
*Email						

## 2. BUSINESS STRUCTURE

The licensee is a sole trader

The licensee is a stand alone company

The licensee is a trustee for a trust

The licensee is a part of a formalised partnership

The licensee is trading as part of a group of companies (class order 98/1418 or similar)

## 3. REPORTING PERIOD

Last date of the annual financial reporting period

D D M M Y Y Y Y



This is the date of your financial information, for example 30 June 2020.

## 4. PROFIT AND LOSS

Revenue means the total gross income received by the Licensee, derived from all sources. Revenue includes gross proceeds from operating sources (sales), as well as gross proceeds from other income sources. (i.e. interest), but does not include salary or wages received.

- 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 \$

Other revenue + \$

**TOTAL REVENUE = \$**



**NOTE:** If you are not currently trading and do not receive revenue from any other sources, this section can be left blank.

## 5. BALANCE SHEET

### CURRENT ASSETS

Current Assets means assets:

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

Cash and cash equivalents \$

Other current assets + \$

**TOTAL CURRENT ASSETS \$**

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.

Cash and cash equivalents are assets that are either cash or can be converted into cash immediately.

### NON-CURRENT ASSETS

Non-current assets \$

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

## 5. BALANCE SHEET CONTINUED

### 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;
- Mortgage repayments due in next 12 months.

Current liabilities \$

<b>TOTAL CURRENT LIABILITIES</b>	=	\$
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### NON-CURRENT LIABILITIES

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

Other non-current liabilities \$

<b>TOTAL NON-CURRENT LIABILITIES</b>	=	\$
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## 6. SUPPORTING DOCUMENTATION

You are not required to provide any supporting documentation with this Annual Reporting form.


**WARNING: Incorrect or misleading information may lead to prosecution for an offence and/or review and possible cancellation of your licence**

## 7. DECLARATION

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 licensee if being submitted by a nominated representative.

Signature

D D M M Y Y Y Y

Date


**To submit this form electronically, please save this pdf to your computer and attach the form to an email addressed to: [annualreporting@qbcc.qld.gov.au](mailto:annualreporting@qbcc.qld.gov.au)**