

**PLEASE NOTE**

- This form is not required for annual reporting purposes
- For a list of the documentation required to accompany this MFR Report, please refer to the 'MFR Report Information Sheet'

**PRIVACY NOTICE**

The QBCC is collecting information on this form for licensing purposes. This is authorised by the QBCC Act. The Commission does not usually disclose the information provided on this form to third parties but may do so if authorised or required under the *Queensland Building and Construction Commission Act 1991* or another law. Some of the information collected on this form will be included in the licensee register. You may receive information from us for educational purposes in accordance with the QBCC Act. You will be able to opt-out of receiving this information.

All information held by the 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 Statement on the QBCC website at [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

**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](http://qbcc.qld.gov.au).  
 By email: [mfrqueries@qbcc.qld.gov.au](mailto:mfrqueries@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. APPLICANT DETAILS**

Licensee / applicant name ("the Licensee")

QBCC licence number

Date of financial information (the "period end date")  D  D  /  M  M  /  Y  Y  Y  Y

**PART A (TO BE COMPLETED BY THE LICENSEE)**

Please select as appropriate:  In calculating the Current Ratio and/or the Net Tangible Assets, any loans owing from a related entity **HAVE NOT** been included

OR

In calculating the Current Ratio and/or the Net Tangible Assets, any loans owing from a related entity **HAVE BEEN** included, and there is supporting documentation attached that confirms the related entity has a QBCC NTA position of at least \$0 in its own right and a QBCC current ratio of at least 1:1 as the period date.

Current Assets \$    ,    ,

Disallowed and Intangible Current Assets \$    ,    ,

Current Liabilities \$    ,    ,

**CURRENT RATIO (STATED AS A RATIO)**  : 1

Total of Related Entity Asset loans included in Current Ratio \$    ,    ,

Total Assets \$    ,    ,

Disallowed Assets \$    ,    ,

Intangible Assets \$    ,    ,

Total Liabilities \$    ,    ,

**NET TANGIBLE ASSETS** \$    ,    ,

Total of Related Entity Asset loans included in Net Tangible Assets (NTA) \$    ,    ,

**TOTAL ACTUAL REVENUE GENERATED FOR REPORTING PERIOD** \$    ,    ,

Optional: In order to minimise the Maximum Revenue amount, I have limited the NTA to be:

**NTA (LIMITED)** \$    ,    ,

**PART A (TO BE COMPLETED BY THE LICENSEE)**

Deed of Covenant and Assurance provided to Licensee (if applicable):

Full and correct name of Covenantor/s	Amount assured "Defined Amount"	Relationship to Licensee	Original deed document previously provided	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

The Licensee has relied upon a Deed of Covenant and Assurance from a covenantor. Each covenantor's financial position/s indicate that the covenantor has sufficient net tangible assets in their own right to cover the defined amounts stated, taking into account any other contingent liabilities of the covenantor, including other Deed of Covenant and Assurance assured.

**DECLARATION BY LICENSEE**

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

The MFR Report must be prepared by a Qualified Accountant who is independent of the Licensee and is not an excluded accountant. A register of excluded accountants is located at [qbcc.qld.gov.au](http://qbcc.qld.gov.au)

I acknowledge the information contained in this report will be relied upon by the QBCC in determining the Licensee's eligibility for a licence.

I am responsible for the information given to the Qualified Accountant in order to prepare this report and I am of the opinion it represents a true and fair view of the Licensee's financial position. I am aware it is an offence to give the QBCC false or misleading information regarding the Licensee's financial position.

Signature of Licensee

Date 

D	D	M	M	Y	Y	Y	Y

 / 

Y	Y	Y	Y

**PART B (TO BE COMPLETED BY THE QUALIFIED ACCOUNTANT)**

This MFR Report has been prepared for the purposes of reporting to the QBCC on whether the licensee meets the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018* ("the MFR Regulation"). I acknowledge the QBCC relies on this report to determine the Licensee's eligibility for a licence and that I may be required to provide evidence of the tests and checks conducted of the financial information prepared by the Licensee.

- I am a Qualified Accountant who is independent of the Licensee as defined by the MFR Regulation, and I am not an excluded accountant.
- I disclaim any assumptions of responsibility for any reliance on this report to any person other than the Licensee and the QBCC or for any purpose other than for which it was prepared.

**DECLARATION BY QUALIFIED ACCOUNTANT**

I have prepared this MFR Report on the basis of the MFR Regulation.

In particular:

- I have calculated the licensee's net tangible assets in accordance with part 4, division 3 of the MFR Regulation
- If the licensee is relying on a deed of covenant and assurance:
  - the deed may be included as an asset in accordance with s17B of the MFR Regulation
  - the covenantor is eligible under s17C and
  - there is evidence that the covenantor holds net tangible assets as required by s17C(3)
- I have calculated the licensee's current ratio in accordance with part 4A, division 2 of the MFR Regulation
- I have calculated the licensee's actual revenue in accordance with s11O-11Q
- The signed financial statements have been prepared under the prescribed accounting standards as set out in the MFR Regulation and are no older than 4 months from the date I sign this MFR report
- If the licensee is relying upon consolidated accounts, the licensee is a party to a deed of cross guarantee.

I am satisfied with the financial information provided by the Licensee, including that the Current Ratio, Net Tangible Assets, Revenue, and the collectability of any related entity asset loan stated in Part A have been calculated in accordance with the MFR Regulation, including the prescribed accounting standards.

OR

I am not satisfied with the financial information provided by the Licensee due to the following:

I acknowledge that the financial information in the MFR Report has been prepared for the regulatory purposes of the QBCC and that the MFR Report has been prepared in accordance with the MFR Regulation.

Nothing has come to my attention that causes me to believe that this MFR Report is not prepared, in all material respects, in accordance with the MFR Regulation, and I confirm that the financial information presented by the Licensee complies with the requirements of the MFR Regulation as at the period end date.

I confirm that this MFR Report has not been altered other than by the completion of information in the spaces provided.

 **WARNING: An accountant who gives to the QBCC, or to a licensee, information about MFR that the accountant knows to be false or misleading, or who fails to comply with the MFR Regulation in relation to information in an MFR Report, may be excluded by the QBCC from preparing MFR Reports for a period of 3 years.**

Name of qualified accountant																	
Name of firm and postal address																	
					State			Postcode									
Professional qualification																	
Qualified Accountant's signature							Date	D	D	/	M	M	/	Y	Y	Y	Y