**APPROVED / PREFERRED VENDOR APPLICATION FORM**

**Section 1: Company Details and General Information** (please type and / or attach all required information)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name: | | | | |
| Trading As: | | | | |
| ABN / ACN: | GST Registered:  Yes /  No | | | |
| Entity Type:  Company  Partnership  Sole Trader  Trust  Other | | | | |
| Street Address: | | | | |
| City: | | State: | | Postcode: |
| Phone: | | | Fax: | |
| Contact Name: | | | Phone | |
| Contact Email: | | |  | |
| Accounts Contact Name: | | | Phone | |
| Accounts Email *(if different to the above):* | | | | |
| **Company Type:** *(please tick)* | | | | |
| Supplier | | Supplier Description (e.g. door hardware): | | |
| Sub-Contractor | | Trade Description (e.g. Concreter): | | |
| Does PBA (Project Bank Account) apply: | | | | |
| **Sub-Contractor Insurances:** *(please tick)* | | | | |
| Public Liability *(please provide the latest copy of certificate)* | | | | |
| Workers Compensation *(please provide the latest copy of certificate)* | | | | |
| Professional Indemnity *(please provide the latest copy of certificate)* | | | | |
| Other *(please specify)*: | | | | |

**Section 2: Subcontractor license**

**Reminder**: License name must match the company name (ex. If registered as a PTY then the license must be the same company name and noted as PTY LTD on it).

|  |  |
| --- | --- |
| Contractor Licence Number: | Expiry Date: |
| Contractor name as written on license: | |
| Trade Type: |  |

**Section 2: Financial Information**

|  |  |
| --- | --- |
| Bank Account Name: | Bank Account Number: |
| BSB: | |
| Confirmed with: | Date confirmed: |

**Office Use Only**

**Section 3: Other**

|  |  |
| --- | --- |
| **Security:** | |
| Have you checked the Australian Securities and Investments Commission (ASIC)?  Has the proposed company / trade an ACN (comprising of 9 digits) or ABN (comprising of 11 digits)?  Have you verified the information provided by the proposed company / trade :   1. confirm the business name or company is registered 2. find out who holds the business name or who are officeholders of the company 3. Has anyone associated with the proposed company / trade been:    * banned or disqualified from managing companies,    * banned or disqualified from being involved in financial services or the credit industry. | |
| Have you confirmed validity of license on the Service NSW website for NSW / QBCC Website for QLD :  Yes /  No | Have you confirmed that the name on the license matches that of name registered on the ASIC website:  Yes /  No |
| Will they be used for minor works (e.g. less than $10K in value?)  Yes /  No | |
| Have you confirmed the bank details over the phone?  Yes /  No If yes, who with? | |
| NB: For Hire companies, please ensure they are sent a copy of our insurance policy for Hired In Equipment, so that we are not charged the Damage Waiver fee | |

**CONFIRMED BY:**