



Completing this form

- Use BLACK pen only
• Print clearly in BLOCK LETTERS
• DO NOT use correction fluid — any amendments should be crossed out and initialled

All mail to: Queensland Building and Construction Commission, GPO Box 5099, Brisbane QLD 4001

1. COMPANY APPOINTMENT OF NOMINEE (must be completed by company director)

Company name: [ ]
Licence class/es: [ ]
Licence number: [ ]

NEW NOMINEE DETAILS

(By completing this section you are authorising the following company officer or employee as a nominee for your company)

Surname: [ ]
First names: [ ]
Licence number: [ ] Date of commencement: [ ]

NOTE:

- 1. The nominee must hold a licence authorising supervision of building work of the same class or classes currently held or sought by the company. The nominee must be an employee or officer of the company and provide evidence as per section 3. The nominee must also have such authority, duties and responsibilities to ensure personal and adequate supervision of building work carried out by the company.
2. If the company ceases to have or changes its nominee, the company must within 14 days give notice to the QBCC. Failure to do so may result in the suspension or cancellation of the company licence.

[ ] Name of Company Director
[ ] Signature of Company Director
[ ] Date

2. NOMINEE CONSENT (must be completed by new nominee)

By completing this section you are agreeing to be nominee for the above company

Surname: [ ]
First names: [ ]
Licence class/es: [ ]
Licence number: [ ]

COMPANY DETAILS

Company name: [ ]
Licence number: [ ]

DECLARATION: "As an employee or officer of the company, I hereby accept nomination as nominee for the abovementioned company. I understand and voluntarily accept the responsibilities imposed upon me by the Queensland Building and Construction Commission Act 1991 during the period I am nominee and I undertake to notify the QBCC in writing if I cease to act as nominee for the company".

[ ] Signature of Nominee
[ / / ] Date

3. ATTACHMENTS

I have attached a copy of

- ASIC historical extracts, no older than 30 days, showing my nominee supervisor/s listed as an officer of the company [ ]
OR [ ]
Documented evidence of my nominee supervisor's employment status with the company [ ]

PRIVACY NOTICE: The QBCC is collecting the information on this form to change existing company nominee details. Collection of this information is authorised by the Queensland Building and Construction Commission Act 1991. This information can be disclosed by QBCC to another party with your consent or as authorised or required by law. In addition, some information collected on this form will be included in the licensee register in accordance with the Queensland Building and Construction Commission Act 1991. Any person may search the register free of charge on the QBCC website. For further information visit the QBCC website at www.qbcc.qld.gov.au.