

**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

This form must be completed for the withdrawal and cessation of a company nominee.

**1. NOTICE OF NOMINEE WITHDRAWAL (to be completed by outgoing nominee)**

To be completed when you cease being nominee for a company

**OUTGOING NOMINEE DETAILS**

Surname:

First names:

Licence class/es:

Licence number:

**COMPANY DETAILS**

Company name:

Licence number:

**Please read and sign this declaration:**

I hereby withdraw as nominee for the abovementioned company effective from

/  /

Withdrawal date

Signature of nominee

Date

**2. NOTICE OF COMPANY NOMINEE CESSATION (to be completed by company director)**

To be completed when a nominee ceases being nominee for your company

Company name:

Licence class/es:

Licence number:

**OUTGOING NOMINEE DETAILS**

Surname:

First name:

Licence number:

Date of cessation:

Name of Company Director

Signature of Company Director

Date

**NOTE: If the company ceases to have or changes its nominee, the company MUST within 14 days give notice to QBCC. Failure to do so may result in the suspension or cancellation of the company licence.**

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

**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](http://www.qbcc.qld.gov.au).