

TRUST ACCOUNTS

FORM TA1 - NOTICE OF OPENING A PROJECT TRUST ACCOUNT AND/OR RETENTION TRUST ACCOUNT

WHEN TO USE THIS FORM

Use this form to notify the QBCC of the opening of a project trust account and/or a retention trust account. This must be done within **5 business days** of the trust account's opening.

In the case of opening a Project Trust Account, you must also notify the contracting party (of details marked with ^) within the same timeframe.

Failing to notify QBCC of a trust account or providing false or misleading information to the QBCC about a trust account are both serious offences and can result in a fine or imprisonment.

GOVERNING LEGISLATION

Notification made under sections 18B and 34B of the *Building Industry Fairness (Security of Payment) Act 2017*

PRIVACY NOTICE

The QBCC is collecting personal information on this form to regulate trust accounts. This is authorised by the *Building Industry Fairness (Security of Payment) Act 2017* (BIF Act).

The QBCC must keep a register of accounts. The QBCC may publish information about trust accounts as determined by the Commissioner and may report statistics to other agencies. The QBCC Privacy Policy contains full use and disclosure details.

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* or the *Privacy Act 2009*.

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial any amendments.

Return your fully completed form and ALL required documents by:

Post: GPO Box 5099, Brisbane QLD 4001

In person: [QBCC Service Centres](http://qbcc.qld.gov.au) are listed on our website qbcc.qld.gov.au

1. TRUSTEE DETAILS

^Trustee name

ABN

ACN

QBCC licence number

Business address

Suburb

Postcode State Phone

Email

PROJECT TRUST ACCOUNT NOTIFICATION

2A. PROJECT TRUST ACCOUNT DETAILS

Complete this section to notify the QBCC of a project trust account
Please enter the account name EXACTLY as it appears on bank records.

^Account name

^Name of financial institution

^BSB ^Account number

Date opened / /

2B. CONTRACT DETAILS

Contracting party

Contract date / / / /

First subcontract date / / Contract value (ex GST)

Project description

Lot on plan (if known)

Site address

Suburb

Postcode State Phone

- Check this box if your contract does not have a site address
- If the project relates to multiple sites, check this box and enter remaining site addresses on page 5

RETENTION TRUST ACCOUNT NOTIFICATION

3. RETENTION TRUST ACCOUNT DETAILS

Complete this section to notify the QBCC of a retention trust account
Please enter the account name EXACTLY as it appears on bank records.

Account name

Name of financial institution

BSB Account number

Date opened / /

4. DECLARATION

I am the trustee or a person authorised to act on behalf of the trustee.

The information I have provided in this form is, to the best of my knowledge, true and accurate.

I have read and understood the Privacy Notice on page two of this form.

Full name of person making declaration

Position of person making declaration

Signature Date / /

On behalf of: Trustee name

5. ADDITIONAL SITE ADDRESS DETAILS

If the project relates to multiple sites, please enter the remaining site addresses below.

SITE ADDRESS 1

Lot on plan (if known)

Site address

Suburb

Postcode State Phone

SITE ADDRESS 2

Lot on plan (if known)

Site address

Suburb

Postcode State Phone

SITE ADDRESS 3

Lot on plan (if known)

Site address

Suburb

Postcode State Phone

5. ADDITIONAL SITE ADDRESS DETAILS CONTINUED

SITE ADDRESS 4

Lot on plan (if known)

Site address

Suburb

Postcode State Phone

SITE ADDRESS 5

Lot on plan (if known)

Site address

Suburb

Postcode State Phone