

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

Complete this form to notify QBCC of an overdue debt owed to you by a licensed contractor.

This information is provided to the QBCC to be used as part of an investigation of a contravention or possible contravention of the law. You can choose your confidentiality option at Section 4.

Do not send original documents – the QBCC cannot return documents. Any documents provided by you will be destroyed in accordance with Principle 7 - Information Standard 40.

Fields with * are mandatory. All of these fields must be completed before any action can be taken by the QBCC.

1. YOUR DETAILS

* Name of person or business owed the debt:																					
Trading name: (if any)																					
Contact name:																					
Postal Address:																					
																Postcode:					
* Phone:											QBCC licence no:										
Email:																					

2. WHO IS THE COMPLAINT AGAINST (DEBTOR) ?

* Contractor name:																					
* QBCC Lic. no:											ABN/ACN:										
Postal address:																					
																Postcode:					
Phone:											Fax:										
Email:																					

PRIVACY NOTICE: The QBCC is collecting your personal information on this form to assist in the investigation of your complaint. The information will only be used to investigate your complaint. This information can be disclosed by the QBCC to another party with your consent or as authorised or required by law. All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (the Act).

OFFICE ONLY	CRN:											Licence No:										
	Application ID:											ATFO:										

3. DETAILS OF THE DEBT OWED TO YOU

Are you a supplier or sub-contractor?

Supplier ☐ Sub-contractor ☐

Is the debt a Judgment Debt? YES ☐ NO ☐ **If YES, go to Section 4, if NO, continue below.**

What was the contract amount plus any variations?

(State the amount of the contract originally entered into plus the value of any variations)

\$.

* What amount is owed to you? (State the \$ amount currently outstanding)

\$.

How much have you been paid to date? (State the \$ amount of any payments to date)

\$.

* On what date was the debt due for payment? / /

Breakdown of debt by age:

Total	0-30 days	30-60 days	60-90 days	90+ days
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

When was the last payment received?

* Have you attempted to contact the licensee to resolve this matter? YES ☐ NO ☐

If yes, when?

Has the licensee disputed the debt for any reason? YES ☐ NO ☐

What are the terms for payment?

Have you agreed to extend the terms for payment of the debt? YES ☐ NO ☐ **If YES, what are the terms?**

Have you agreed to a repayment arrangement with the debtor? YES ☐ NO ☐ **If YES, please provide details for the arrangement and any payments made to date (e.g. agreement made to pay \$500 per week for six weeks)**

* What is the location of the site where you carried out the work?

* What type of work did you perform or what goods were supplied? (Describe what the debt relates to e.g. carpentry work - erection of the frame of a two storey house or concrete supplied for the pouring of a slab.)

3. DETAILS OF THE DEBT OWED TO YOU *(continued)*

Can you provide supporting documentation to substantiate the debt owed? YES ☐ NO ☐

(e.g. copies of quotes, contracts, invoices, account statements, statutory demand, judgment certificates etc.

Do not send original documents as the QBCC cannot return them)

If you cannot provide supporting documentation, QBCC's ability to investigate the matter may be limited.

Have you commenced legal action to recover the monies owed?

☐ NO ☐ YES - please select one of the following options:

☐ BCIPA adjudication ☐ Courts ☐ Debt collector ☐ Queensland Civil and Administrative Tribunal

☐ Other (please provide details):

Please provide any other information relevant to your complaint

(e.g. What did the licensee tell you when you asked for your overdue debt to be paid?)

4. JUDGMENT DETAILS

If not a Judgment Debt - proceed to Section 5

Amount of judgment \$

Interest \$

Costs awarded \$

Total \$

Date judgment was obtained in court - -

Has the debtor been made aware of the judgment awarded against them?

YES ☐

NO ☐

If yes, how and when:

(e.g. letter from our solicitor dated 1 June 2012, telephone call made by us to the debtor on 1 June 2012, the debtor was present in court when Judge made the order, etc.)

Does the debtor have a copy of the Judgment Certificate?

YES ☐

NO ☐

If yes, how and when:

(e.g. letter from our solicitor dated 1 June 2012, etc.)

Please provide a copy of the Judgment Certificate and a copy of the letter or other means of service.

4. JUDGMENT DETAILS *(continued)*

Have you agreed to a repayment arrangement with the debtor?

YES ☐

NO ☐

If yes, please provide details of the arrangement and any payments made to date:

(e.g. agreement made to pay \$500 per week for 6 weeks)

Has any amount of the judgment been paid but no agreement has been entered into?

YES ☐

NO ☐

If yes, how much and when:

\$

Date: - -

\$

Date: - -

\$

Date: - -

Please attach details of any further payments.

How much remains outstanding?

\$

Has the debtor commenced an appeal in the court or applied to have the judgment set aside?

YES ☐

NO ☐

If yes, please provide details, including relevant dates of applications and hearings.

5. CONFIDENTIALITY - AUTHORITY TO DISCUSS MONIES OWED COMPLAINT WITH LICENSEE

Please ensure you have completed all mandatory fields and have included all relevant documentation and evidence. If the QBCC is not provided with sufficient information your complaint may not be investigated and you will be notified accordingly.

☐ I/We declare the information provided in this complaint, to the best of my/our knowledge is true and correct and;

☐ I/We acknowledge that QBCC may, at its discretion, contact the contractor, and divulge the full details about my allegation of monies owed and request an explanation on why the monies have not been paid. I acknowledge that the QBCC is not a judicial body and is unable to make a decision on the validity of any debt, and that while QBCC's enquiries may result in the debt being paid, the QBCC is not responsible for the collection of the debt. I also acknowledge that QBCC may, at its discretion, choose not to contact the contractor about the debt.

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

6. COMPLAINANT/S DECLARATION

Upon your signing of Section 6 of this form (Complainant/s Declaration) and lodgement of this form with QBCC, you acknowledge that QBCC may, at its discretion, contact the contractor, and divulge the full details about the allegation of monies owed and request an explanation from the contractor on why the monies have not been paid.

I/We declare the information provided in this complaint, to the best of my/our knowledge, is true and correct.

Print name: Signature: Date: / /