

Sub-Contractor Application Form



Sub-Contractor Name:	
Sub-Contractor Trading Name:	
ABN:	GST: <input type="radio"/> Yes <input type="radio"/> No
Trading as: <input type="radio"/> Pty Ltd Company <input type="radio"/> Trust <input type="radio"/> Partnership <input type="radio"/> Sole Trader	
Type of Service/s you Provide:	
Business Address:	Postal Address: Same as Business Address? Y/N
Contact person for Orders:	Contact person for Accounts:
Phone No. for Orders:	Phone No. for Accounts:
Email address for Orders:	Email address for Accounts / Remittances:
Builders Licence Number:	

Bank Account Details:

Bank Account Name:	
Financial Institution:	
BSB Number:	Account Number:
Please note: The EFT Remittance Reference will always be QATTRO.	

Trading Terms: Qattro's Trading Terms are 21 days.

Qattro Built Pty Ltd holds the ISO9001 Quality Accreditation. We conduct yearly audits to ensure we always have the most current information from all of our subcontractors. Providing this information will show that you continue to meet the high quality standard. Please help us by responding to updates by the due dates which will ensure no "red tape" gets in the way of our trading relationship.

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Required documents for your application to be successful:

• Builders Licence/Contractors Licence

If you are doing any type of building work for us, you will need a Builders Licence/Contractors Licence.

• Return to Work SA Certificate of Registration (ex Work Cover)

If you employ workers in your business, you must be registered with Return to Work SA. If you are not registered with Return to Work SA, please answer the following questions:

Do you provide materials valued at more than \$122.00 or 4% of the job cost?

Yes No

Do you use plant and equipment valued at more than \$19,204.00? Yes No

Will you be performing cleaning work? Yes No N/A

Note: If you are not registered with Return to Work SA, you will asked to complete and sign a “Work Cover Not Applicable” form.

• Public Liability Certificate of Currency

You must have Public Liability Insurance - we require a copy of your Certificate of Currency for our records. This must show your insurer, policy number and the expiry date.

Required Documents	Supplied a copy? (please tick)
Builders/Contractors Licence	
Return to Work SA Registration Certificate (or signed Work Cover N/A form - we will email this to you, if required)	
Public Liability Certificate of Currency	

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Reason for sending your information to Qattro?

(please tick one)

I have spoken to or know someone at Qattro If yes, who was it?	<input type="checkbox"/>
I have been on Qattro's Website	<input type="checkbox"/>
I have seen Qattro's projects around Adelaide	<input type="checkbox"/>
Other reason _____ _____	<input type="checkbox"/>

Declaration:

I, _____ Being an authorised officer of
 (your name)
 _____ confirm
 (your business name)

that all details supplied on this form are true.

Signed:

Date:

Please return completed documents to Qattro Built Pty Ltd;

Email: adminsa@qattro.com.au

Post: 209 Fullarton Road, Eastwood SA 5063

All invoices/statements to be emailed to: accountssa@qattro.com.au

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OFFICE USE ONLY

Requested by:		Signed:			
REFERENCE CHECKING					
Reason for selection (please circle);		a) Direct knowledge of past experience			
		b) Indirect knowledge of past experience e.g. information from referees			
		c) Publications, specifications, product descriptions, etc.			
		d) Actual work examples carried out by the prospective supplier			
Address of Work Inspected:					
Date of Inspection:					
Additional Comments:					
Construction Manager:		Signed:			
		Approved YES NO			
Authorised By:		Signed:			
Entered By:		Signed:			
Entry Date:		Account Code:			
Provided WorkCover Cert?		Provided Builders Licence?		Provided Insurance Cert of Currency?	