

# SUBCONTRACTOR INFORMATION

Why do we need this information? Turn over for details

SUBCONTRACTOR DETAILS				
Type of Entity:	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company			
Name of Entity:			ABN:	
Address:				
Mailing Address: (if different)				
Banking Details:	Account Name:			
	BSB:		Account No:	
Contact No's:	H:		M:	
Email Address:			F:	
FINANCIAL INFORMATION: During the 2016-2017 Financial Year:				
Did you employ 2 or more workers on CCA projects?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DO YOU HAVE A CURRENT WORKERS COMPENSATION INSURANCE POLICY?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DO YOU HAVE A PUBLIC LIABILITY INSURANCE POLICY?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
TRADE LICENCE #:	EXPIRY DATE    /    /		<input type="checkbox"/> Yes	<input type="checkbox"/> No
FIRST AID CERTIFICATE #:	EXPIRY DATE    /    /		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ASBESTOS CERTIFICATE #:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
CONSTRUCTION INDUCTION CERTIFICATE #:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> I have read & agree to abide by Cape Cod Australia's policy on Work Eligibility & Forced Labour				
<b><i>I have attached copies of Certificate of Currency for:</i></b>				
<input type="checkbox"/> Trade Contract Licence - Photocopy				
<input type="checkbox"/> Public Liability Insurance - Certificate of Currency				
<input type="checkbox"/> Workers Compensation - Certificate of Currency				
<input type="checkbox"/> Subcontractor Statement Form <b>(to be provided every 3 months)</b>				
<input type="checkbox"/> Asbestos Certificate - Photocopy				
<input type="checkbox"/> Period Trade Contract Form				
<b>AUTHORISED REPRESENTATIVE:</b>				
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <hr/> <p>Name:</p> </div> <div style="width: 30%;"> <hr/> <p>Signature</p> </div> <div style="width: 30%;"> <hr/> <p>Date</p> </div> </div>				

Submit to: **CAPE COD AUSTRALIA:** PO BOX 2002 NORTH PARRAMATTA NSW 1750 | E: [tayla@capecod.com.au](mailto:tayla@capecod.com.au)

## WHY DO WE NEED SUBCONTRACTOR INFORMATION?

- WorkCover NSW (Workers Comp) and The Office of State Revenue (Payroll Tax) require Principal Contractors to distinguish between employees and subcontractors.
- Guidelines are provided to assist in determining who is an employee and who is a subcontractor, however these are not definitive.
- When you first apply to work as Subcontractor with Cape Cod Australia (CCA) you complete an Information Sheet, which requests details of Workers Compensation, Public Liability Insurance and a Period Trade Agreement. These documents determine among other things the name of the entity with which CCA will be dealing.
- On a yearly basis, CCA needs to ensure that your entity (whether a Sole Trader, Company or Partnership) is licensed, registered for GST and carries the necessary insurances including Workers Compensation. Each year we also need to check on changes to your entity's circumstances.

## CAPE COD AUSTRALIA'S POLICY ON WORK ELIGIBILITY & FORCED LABOUR

Cape Cod Australia strictly prohibits the use of forced labour in all company operations and among our subcontractors.

We will take whatever measures are required to ensure that to the best of our knowledge we do not employ – either directly or via our subcontractors – any person who is not legally entitled to work in Australia, or who is a victim of forced labour<sup>1</sup>.

<sup>1</sup>Forced labour is defined by the ILO (International Labour Office) Forced Labour Convention, 1930 (No. 29) as "work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily".