

# Builder Profile Change (BPC) Application

## Insurance Under the HBCF

- This application is to be completed a **change** to your existing Eligibility Profile limits or Conditions is required.
- If you do not hold current eligibility, please complete the **'Eligibility Application Form'**.
- For assistance in completing the form, please contact your Insurance Broker.
- Please ensure relevant documents are attached and the checklist at the end of this form is completed.
- Please ensure all sections are completed and the declaration is signed prior to lodgement with Insurance Broker.
- Reference in this form to **'builder'** and **'building work'** include trade and other building contractors work.

### Section 1 - Builder Details

Name of Applicant Builder (i.e the legal name under which you contract and as shown on the Builder's licence)

Registered Business Name

ABN

Business Address (not PO Box Address)

Suburb

State

Postcode

Postal Address (leave blank if same as above)

Suburb

State

Postcode

Business Telephone No.

Mobile Phone No. of key contact

Business Facsimile No.

Builder's Licence No.

Licence Expiry Date

Email Address of Key Contact

Do you hold Eligibility in another State(s)?

No

Yes



Approved Turnover Limit/s

List all States/Territories

### Section 2 - Builder History

Please provide a brief description of your 3 largest projects over the past 5 years (any work type)

Description including address (e.g. Houses multi-unit developments, alterations, etc.)	Value of works (\$)	Date Completed	Your role on Project

## Section 3 - Builder Profile Change Request

The proposed amendments to the existing Eligibility details are as follows:

### (A) Request for a review of Turnover Limits

Existing Turnover

Required Turnover

### (B) Request for a review of Construction Type Limits

	Existing Limit	Requested Limit
New Single Dwelling Construction	<input type="text"/>	<input type="text"/>
New Multi Dwelling Construction (3 storeys or less)	<input type="text"/>	<input type="text"/>
Alterations/Additions (i.e majority of work is structural)	<input type="text"/>	<input type="text"/>
Swimming Pools	<input type="text"/>	<input type="text"/>
Renovations (i.e. majority is non-structural* work)	<input type="text"/>	<input type="text"/>
Other (please specify) <input type="text"/>	<input type="text"/>	<input type="text"/>

\*Includes kitchens, bathrooms, carports and pergolas etc.

(C) Request for approval for Architect Managed Projects greater than \$500,000 Yes  No

If **Yes**, approval will be subject to receipt and review of 'Project Application Form' and required supporting evidence of capability.

### (D) Please provide reasons for Builder Profile Change (BPC) being requested?

## Section 4 - Statement of assets and liabilities - Personal

Please complete this statement for each proprietor, partner and director (attach additional copies if required)

Name

Assets	Value (your ownership proportion only) \$	Liabilities	Value (your ownership proportion only) \$
Principal residence at:		Mortgage loan with:	
Other residence at:		Mortgage loan with:	
Other residence at:		Mortgage loan with:	
Business premises at:		Mortgage loan with:	
Other properties/vacant land at:		Mortgage loan with:	
Motor vehicles:		Vehicle finance with:	
Other investments (e.g. shares, fixed interest investments):		Finance with:	
Cash on deposit with:		Bank overdraft with:	
Work in progress:		Credit cards and other personal debts:	
Trade receivables:			
Loans and other monies owed to you:		Trade creditors greater than 90 days, loans and other monies owed by you	

### Proprietor/Partner/Director Declaration

I hereby certify that the above is a full and true statement of my personal assets and liabilities as at the noted dated.

Signature

Date

## Section 5 - Privacy Statement

NSW Self Insurance Corporation (**SICorp**) is a statutory corporation constituted under the *NSW Self Insurance Corporation Act 2004* (NSW) and is responsible for carrying on the business of providing insurance for residential building work done in New South Wales that requires such insurance under the *Home Building Act 1989* (NSW). SICorp is regulated by the *Privacy and Personal Information Protection Act 1998* (NSW) and is required to provide the following information to you in relation to your personal information.

### Purpose of Collection

SICorp, through its agents, collects and holds personal information (information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion and which relates to a natural living person) for the purpose of providing insurance under the HBCF (insurance) in relation to building work requiring such insurance, including:

- Evaluating your application;
- Providing, administering and managing the insurance services following acceptance of an application; and
- Investigating, and if covered, managing and processing claims made in relation to any insurance you have applied for with us.

SICorp and its agents, collect and hold personal information in connection with the purposes listed above, through this application and also from other State or Federal government bodies, your intermediary, our insurance agents, loss assessors, claims investigators, reinsurers, insurance companies, mailing houses, claims reference providers, trade credit reference sources, financial assessors, other service providers, legal and other professional advisers.

Examples of personal information collected include:

- your insurance claim history;
- your credit history;
- your financial status and history; and
- your corporate directorship history.

### Disclosure

SICorp or its agents may disclose your personal information in connection with the purposes listed above or as otherwise authorised or required by law, to other State or Federal government bodies, your intermediary, our insurance agents, loss assessors, claims investigators, reinsurers, insurance companies, mailing houses, claims reference providers, trade credit reference sources, financial assessors, other service providers, legal and other professional advisers.

### Consequences if information is not provided

Supply of the information sought in this form is not required by law, however, if you do not provide us with this information we will be unable to consider your application for eligibility, administer any policy or manage any claim under the policy.

### Access

You can request access to, and correction of, your personal information by contacting the Privacy Contact Officer of your insurance agent, through whom you or your intermediary have sought insurance, and to whom your information has been provided as our agent.

In some circumstances we may not agree to allow you access to some or all of the personal information we hold about you such as when it is unlawful to give it to you. In such cases we will give you reasons for our decision.

**NSW Self Insurance Corporation, PO Box A2615, Sydney South, NSW 1235**

**DO NOT** send this form to the above address – lodge the form with your Insurance Broker. This address is provided in accordance with the *Privacy and Personal Information Protection Act 1998*.

## Section 6 - Builder Declaration

This declaration is to be executed either by the sole owner of the property/all joint owners/partners in a partnership/sole director if a sole director company/at least 2 directors of the company for other companies.

I/We declare that by completing this application and making this declaration, I/we appoint the intermediary to whom this application is provided as my/our broker for the purpose of applying for changes to an existing eligibility to purchase individual job specific policies for residential insurance with SICorp from time to time.

I/We confirm that the details on this application form are true and represent a fair and accurate representation of the affair(s) of the applicant(s). If any of the information disclosed in this application alters or materially changes, I/we will notify our intermediary immediately.\*

I/We believe that the applicant is currently solvent and in its capacity can meet all of its financial obligations as and when they fall due.

I/We acknowledge that SICorp, or its agent, may seek additional information from me/us or our intermediary as required from time to time.

I/We acknowledge that SICorp, or its agent, reserves the right to reject this application.

I/We acknowledge that if our application for changes to my/our existing eligibility for insurance under the HBCF is accepted by SICorp, or its agent on SICorp's behalf, it does not create any contract of insurance or give the right to insurance. I/We will need to apply separately for insurance for a particular construction project.

I/We authorise SICorp, or its agent, to give, or obtain from, insurers or insurance reference bureaus, credit reporting agencies, suppliers, contractors, the accountants named in this application and government departments and agencies any information about this insurance including the completed application and my/our insurance claim history and my/our credit history.

I/We have read and understood the Privacy Statement section in this application.

### For personal applicants

I consent to SICorp and its agents collecting, using and disclosing my personal information in accordance with the Privacy Statement.

### For all applicants

If I have disclosed personal information in this form about any other person, I confirm that I am authorised to disclose this information to SICorp and its agents and to consent (and do consent) on that person's behalf to collection, use and disclosure of this and other personal information about them in accordance with the Privacy Statement.

Declared by (name of Proprietor/Partner/Director)

Signature

For and on Behalf of (Entity Name)

Date

Declaration by (name of Proprietor/Partner/Director)

Signature

For and on Behalf of (Entity Name)

Date

**\*NB: Section 103EA of the Home Building Act 1989 (NSW) provides that it is an offence for a person, in connection with an application to an insurer for insurance under the Home Building Compensation Fund, to make a statement (whether orally, in a document or in any other way) knowing that, or being reckless as to whether, the statement is false or misleading or omitting any matter or thing without which the statement is misleading in a material particular. Such an offence may be punishable by a penalty of up to \$22,000.**

**Please complete the checklist on the next page**

## Application Checklist

Please ensure relevant boxes are ticked to indicate that you included the details and supporting documents for successful lodgement of your application.

- Fully completed and signed application form.
- Evidence of ownership for properties shown in Section 5 (e.g. Council rates notice) for all properties shown in Section 4 or company balance sheet.
- Current statement of personal assets and liabilities (*as set out in the application form for each partner or principal*)
- Work-in-Progress summary of all jobs under construction including:
- |   |  |
|---|--|
| <input type="checkbox"/> Site address           | <input type="checkbox"/> Commencement date         |
| <input type="checkbox"/> Current stage of works | <input type="checkbox"/> Estimated completion date |
| <input type="checkbox"/> Contract value         | <input type="checkbox"/> Name of owner             |
- Financial evidence - company or Trust.
- Please attach financial statements for the past 3 years. These must be full and final accounts as prepared by an accountant and signed off by directors, including trading statements, Profit & Loss sheets, Balance sheet and notes for accounts. If financials are older than 9 months, please provide interim statements which are no more than 3 months old.
- Additional supporting evidence required to demonstrate capability/experience for requested contract limits above standard limits or for multi-units (e.g. CV's and technical references from architects or structural engineers setting out previous job values, job description, completion date, the role of the applicant and contract value.
- Additional information required for requests over \$15 million turnover including:
- Display home information
  - Business Plan for growth (only required for builders with over \$30 million turnover or where growth in past turnover is requested).
  - Cash flow forecasts for builders with over \$30 million turnover
- Description of any group structures that include the building company as a subsidiary or related entity. This should include financial reports from the past 3 years for related parties with substantive financial transactions to the building entity or where a deed exists for the building entity.
- Financial evidence - sole trader or partnership.
- Attach Tax Returns for the past three (3) years, the most recent not being more than 12 months old (*not Notification of Assessments*).
  - Statement of working capital (*required where accounts are more than three (3) months old*) supported by:
    - Bank and credit card statements
    - Current creditors list
    - Current debtors list

Other - please specify