



Builder Eligibility Application

Home Warranty Insurance

- ▷ This form is to be completed by Builders/Contractors who are seeking Eligibility for Home Warranty Insurance in NSW.
- ▷ Please ensure all sections are completed (including the checklist on the last page) and the declaration is signed prior to lodgement with your insurance broker.
- ▷ For assistance in completing the form, please contact your insurance broker.
- ▷ The information provided in this form will be the basis on which assessment is undertaken, in order to determine appropriate Eligibility Profile limits and conditions.
- ▷ References in this form to 'builder' and 'building work' include trade and other building contractors/building work.

Section 1 - General Information

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

Licence No.

Licence expiry date

Name of Industry Association (if you hold membership)

Registered Business Name

ACN

ABN

Date the Business started trading

The Applicant Business trades as a (please tick the appropriate box):

Sole Trader Partnership Company Trust ► (Please attach a copy of Trust Deed)

Are you a Franchisee? No Yes ► If Yes, please attach a copy of the Franchise Agreement

Name of Franchise Group

Business Address (not PO Box Address)

Suburb

State

Postcode

Postal Address (leave blank if same as above)

Suburb

State

Postcode

Do you hold eligibility in another State(s)?

No Yes ►

Turnover Limit/s

List all States/Territories

Brief description of the type of work your business undertakes (e.g. structural, renovation, single dwellings, etc.)

Name of key contact

Business Phone No.

Mobile No.

Email address of key contact

Facsimile No.

Section 2 - Builder Licence/Registration/Accreditation Information

Please list all Building Licences held by the business entity including nominated officers. Nominated officers include supervisors, directors, project managers, partners etc.

Issuing State	Name on Licence	Licence No.	Year Issued
NSW			

Provide details of all proprietor/partners/directors of this business. Please attach additional copies if required.

Proprietor / Partner (1) / Director (1)	Date of Birth	Individual Licence No.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Previous building experience, including this business for past two (2) years

Business	Position Held	From	To
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Business	Position Held	From	To
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Partner (2) / Director (2)	Date of Birth	Individual Licence No.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Previous building experience, including this business for past two (2) years

Business	Position Held	From	To
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Business	Position Held	From	To
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Partner (3) / Director (3)	Date of Birth	Individual Licence No.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Previous building experience, including this business for past two (2) years

Business	Position Held	From	To
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Business	Position Held	From	To
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

If no building activity was undertaken for the last 12 months, what has been the nature of your business/employment?

Section 3 - Building Activity

Total value of all residential works requiring Home Warranty Insurance in the next 12 months

Please provide details of the maximum contract value sought for each construction type in the next 12 months:

Type of Project	Existing Limit	Required Limit
New Single Dwelling construction	<input type="text"/>	<input type="text"/>
New Multi Dwelling construction, per development (3 storeys or less)	<input type="text"/>	<input type="text"/>
New Multi Dwelling construction* per unit (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"/>
Architect Managed Projects**	<input type="text"/>	<input type="text"/>
Renovations (i.e. majority is non-structural work***)	<input type="text"/>	<input type="text"/>
Other (specify) <input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>

* If you are seeking a maximum job value over \$500,000 or Multi Dwelling construction, please ensure you provide evidence of capability to support your application.

** If you are seeking approval for Architect Managed Projects, each job will be subject to receipt and review of 'Project Application Form' and supporting evidence of capability.

*** Include kitchens, bathrooms, carports and pergolas etc.

Breakdown of turnover for the last financial year

Domestic work as Licensed Builder

Commercial work

Sub-contracting income

Other income

Total income

Average construction cycle (weeks):

Construction lead time (i.e. period from contract signing/deposit taken to commencement on site)

Construction phase (i.e. period at building site until handover to homeowner/developer)

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

Description including address (e.g. houses, multi-unit developments, alterations etc.)	Value of works (\$)	Date completed	Your role on project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 4 - Business and Personal Background Information

1. Have you or any business for which you were a director or principal ever been insured with another home warranty insurer?

No Yes ► If **Yes**, please provide details below

2. Are you presently insured through another insurance agent for ongoing work?

No Yes ► If **Yes**, please provide details below

3. Have you or any business for which you were a director or principal ever had a builder's licence refused or cancelled in any state or territory of Australia?

No Yes ► If **Yes**, please provide details below

4. Have you or business for which you were a director or principal ever been declined home warranty insurance?

No Yes ► If **Yes**, please provide details below

5. Have there been any matters handled by the NSW Civil & Administrative Tribunal (NCAT) or any other state-based tribunal or court that resulted in orders for rectification or payment against you or any business for which you were a director or principal?

No Yes ► If **Yes**, please provide details below

6. Have you been a director, principal or manager of a business which was in external administration, liquidation, receivership or any arrangement (formal or informal) to repay outstanding debts with creditors?

No Yes ► If **Yes**, please provide details below

7. Have you been in bankruptcy or under a trustee in bankruptcy?

No Yes ► If **Yes**, please provide details below

8. Have you been previously insured for Home Warranty Insurance in a different business name and/or Licence No.?

No Yes ► If **Yes**, please provide details below

<input type="text"/>	Licence No. <input type="text"/>
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9. Do you currently have a bank guarantee, deed of indemnity or any other form of security lodged with another insurer/s?

No Yes ► If **Yes**, name of insurer/s

► Indicate security type

Section 5 - 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	
Plant machinery, tools & equipment		Other Loans	

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 date signed.

Signature

Date

Section 6 - 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 home warranty insurance for 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 (an opinion or information 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 building home warranty insurance (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, re-insurers, 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, re-insurers, 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 7 - Builder Declaration

This declaration is to be executed either by the sole business proprietor/all business 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 eligibility to purchase individual job specific policies for home warranty 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 eligibility for home warranty insurance 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 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 home warranty insurance, 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

Home Warranty Insurance Application Checklist

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

- Fully completed and signed application form.
- Evidence of ownership for properties shown in Section 5 (e.g. Council rates notice).
- Confirmation of Eligibility for home warranty in other states/territories where building activity is being undertaken.
- Current statement of personal assets and liabilities (*as set out in the application form for each partner or principal*).
- Work-in-progress (WIP) 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 |
- Copy of Trust Deed for Trust applicants.
- Description of any group structures that includes the building company as a subsidiary or related entity.
This should include financial reports from the past three (3) years for related parties with substantive financial transactions to 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
- Financial evidence - Company or Trust.
- Attach financial statements for the past three (3) years.
These must be full and final accounts as prepared by an accountant and signed off by director. Final accounts must include trading statement, profit and loss sheets, balance sheet and notes for accounts. If financials are older than nine (9) months, provide interim statements which are no more than three (3) months old.
- Additional supporting evidence required to demonstrate capability/experience for requested contract limits above standard limits or for multi-units.
(E.g. resumes 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.)
- For new entities requesting turnover of above \$5 million:
- Display home information
- Business Plan
- Cash flow forecasts for builders with over \$30 million turnover