

New Subcontractor Information Form

Company Name:	
Trading Name:	
Construction Licence Number:	
Address:	
Suburb State Postcode:	
ABN:	
ACN:	
Phone:	
Fax:	
Email:	
Site Contact:	
Site Contact Phone:	
Site Contact Email:	
Accounts Contact:	
Accounts Contact Phone:	
Accounts Contact Email:	
Bank Account Name:	
Bank BSB Branch Code:	
Bank Account Number:	
Email for Remittance:	

**Please provide a copy of your WHS Management System
Subcontractors Schedule of Insurances (please provide copies)**

Insurance	Insurer	Policy No.	Limit of Cover	Expiry Date
Public Liability				
Workers Compensation				
Contract Works (If applicable)				
Professional Indemnity (If applicable)				

CD Commercial Projects Pty Ltd

ABN 16 107 387 655

Suite 01, Level 2, 2A Lord Street, Botany NSW 2019

Telephone: (02) 8332-7400

Email: admin@cdcg.com.au

Important Information Relating to Invoice Submission

CD Commercial Projects Pty Ltd will only process invoices for payment if the following conditions are met:

- Tax Invoice along with supporting Subcontract Statement for that invoice as one PDF attachment to be either emailed to: invoices@cdcg.com.au

or mailed to:

CD Commercial Projects Pty Ltd, Suite 01, Level 2, 2A Lord Street Botany NSW 2019

- The Tax Invoice must:
 - be issued to the correct company name i.e. **CD Commercial Projects Pty Ltd**
 - include our project reference number, project name or valid CD order number
- The Tax Invoice must be a Valid Tax invoice as per current Australian Taxation Office Legislation

<https://www.ato.gov.au/Business/GST/Tax-invoices/>

Note:

The Tax Invoice and Subcontract Statement must be submitted as one PDF attachment. Fax copies or emails direct to Project Managers will not be accepted.

Insurance Requirements:

A current **Certificate of Currency** will be required for each required insurance policy.

A **'Pty Ltd Company'** is required to have:

- Workers Compensation Insurance
- Public Liability Insurance (minimum \$20,000,000)

Note: A consultant is also required to have Professional Indemnity Insurance

A **'Sole Trader'** or **'Partnership'** is required to have:

- Personal Accident/Sickness Insurance or Workers Compensation Insurance
- Public Liability Insurance (minimum \$20,000,000)
- Valid Contractor Licence
- Registered for GST

Note: A consultant is also required to have Professional Indemnity Insurance

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