



**CD COMMERCIAL PROJECTS PTY LTD**  
ABN 16 107 387 655 • Builders Licence No. 177618C

## 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: \_\_\_\_\_

BSB 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)				

Office use:

Trade		ABN check		ACN check		Entered	
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### **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@cdconstruction.com.au](mailto:invoices@cdconstruction.com.au) or mailed to: Unit 2, Level 2, 8 Lord Street Botany NSW 2019  
No fax copies or emails direct to Project Managers will be accepted
- 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/bus/how-to-set-out-tax-invoices-and-invoices/>
- The Tax Invoice must be accompanied by a correctly completed Subcontractor's Statement (this can be found on NSW Fair Trading Website), relevant Insurance Certificates of Currency and other detailed documentation

#### **Insurance Requirements:**

A 'Pty Ltd Company' is required to have:

- Workers Compensation Insurance
- Public Liability Insurance (minimum \$10,000,000.00)

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 \$10,000,000.00)
- Valid Contractor Licence
- Registered for GST

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