

# A guide to completing the Working with QBuild online registration

Department of Housing and Public Works



**Queensland**  
Government

## Table of Contents

Information required for completing the online registration .....	3
Creating an account .....	4
Creating a password .....	5
Log In .....	5
Retrieve User Name .....	6
Reset Password .....	7
Completing the form .....	10
Category applying for .....	10
Section 1 Applicant details .....	11
Section 2 Bank details .....	14
Section 3 Types of services/goods provided .....	15
Section 4 WH&S & Environmental .....	15
Section 5 Regions .....	16
Section 6 Insurance details .....	16
Section 7 Trade licences .....	18
Section 8 eBusiness .....	18
Section 9 Certification .....	18
Troubleshooting .....	20
Appendix 1 QBuild regions/districts map .....	21

## Information required for completing the online registration

Please read this guide as a reference to assist with gathering all relevant information. Please ensure when you are filling out the registration form, to be accurate with your information, inconsistencies only cause a delay in the registration process.

To complete the form successfully first time you will need to have on hand:-

1. Your business entity name (this should be the name against the ABN or the name of the trustee (individual or company) of the trust), contact details including email address, contact telephone and fax numbers, the ABN (and ACN if you have one) and Bank details (the bank account name **must match** either the business entity name, registered business name or the trustee).
2. The [Supplier Classification List](#)
3. A copy of your Certificates of Currency for insurances e.g. Public Liability, Workers Compensation (or equivalent for self-employed persons) and if appropriate Professional Indemnity. Please note QBuild can only accept "Certificates of Currency" as valid proof of insurance cover. Any other document including a Tax Invoice cannot be accepted.
4. Details of any trade licences required for the work you do. Please note the name on the licence must be in the name of the business entity name (individual or company).

You will first need to create a User Name and Password to open the blank application form. Be sure to remember this information as this will be your User Name and Password for future amendments if your application to register is accepted. If you have started the application form but are not ready to 'submit' you can select 'save' at the bottom of the application and return to the application at any time using your login details.

The application form will time out after 10 minutes. You can scroll to the end and select  if you need to save the information for a later submission.

## Creating an account

(for first time registration with QBuild)

<b>Steps</b>	<b>1</b>	Open the internet page: <a href="http://www.business.qld.gov.au/qbuild">www.business.qld.gov.au/qbuild</a>
	<b>2</b>	Select 'Register Online'
	<b>3</b>	Select 'New User Registration'

**New User Registration**  
 First time registration with QBuild? Create a User Name and Password to open the application form. Record your User Name and Password to enable you to update your details in future.

Or

**Existing Registration**  
 To update existing details, please login below. (If you are unsure if you are registered please call [\(07\) 3008 3392](tel:07130083392) with your ABN.)

**Log In**  
 User Name:   
 Password:

**Retrieve User Name**  
 Forgot your User Name? Or are you registered to work with QBuild but have not been issued a User Name? Request your User Name to be issued to your registered email address.

**Reset Password**  
 Forgot your Password? Or need to be issued a Password? Request a temporary Password to be issued to your registered email address.

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<b>Steps</b>	<b>4</b>	Enter User Name of your choice
	<b>5</b>	Select <input type="button" value="Next"/>

**Create a User Name**  
 User Name:

## Creating a password

<b>Steps</b>	<b>6</b>	Create a Password of your choice using the rules provided (password example: Password\$)
	<b>7</b>	Confirm Password
	<b>8</b>	Enter Email
	<b>9</b>	Select <input type="button" value="Create User"/>

Passwords must conform to the following rules.

1. They must contain at least 8 characters
2. They must contain at least 1 Non-alphanumeric characters (such as !, \$, #, %).

**Sign Up for Your New Account**

User Name:

Password:

Confirm Password:

E-mail:

**Complete**

Your account has been successfully created.

## Log In

<b>Steps</b>	<b>10</b>	Enter User Name
	<b>11</b>	Enter your Password
	<b>12</b>	Select <input type="button" value="Login"/>

**Log In**

User Name:

Password:

Conditions of Access and Use		
Steps	13	Read this page and if you agree select, <b>I Accept</b>
	14	See <a href="#">Completing the form</a> for further guidance
<p><b>Note: If the application form does not open after I Accept is selected, download an updated version of your browser e.g. Google Chrome, Internet Explorer or Mozilla Firefox.</b></p>		

## Retrieve User Name

<b>Guidance</b>	Forgot your User Name? Or are you registered to work with QBuild but have not been issued a User Name? Request your User Name to be issued to your registered email address. <b>If you registered before 14 February 2013 your User Name will be your QBuild registration number.</b>	
Steps	1	Go to <a href="http://www.business.qld.gov.au/qbuild">www.business.qld.gov.au/qbuild</a>
	2	Select Retrieve User Name

Steps	3	Enter either of the details below (Registration number or Email)
	4	Select <input type="button" value="Retrieve"/>
	5	You will receive an email with your User Name
	6	If you require a password, go to <a href="#">Reset Password</a>

### New User Registration

First time registration with QBuild? Create a User Name and Password to open the application form. Record your User Name and Password to enable you to update your details in future.

Or

### Existing Registration

To update existing details, please login below. (If you are unsure if you are registered please call [\(07\) 3008 3392](tel:0730083392) with your ABN.)

### Log In

User Name:

Password:

### Retrieve User Name

Forgot your User Name? Or are you registered to work with QBuild but have not been issued a User Name? Request your User Name to be issued to your registered email address.

### Reset Password

Forgot your Password? Or need to be issued a Password? Request a temporary Password to be issued to your registered email address.

### Retrieve User Name

QBuild Registration Number

OR

Registered Email

## Reset Password

<b>Guidance</b>	Forgot your Password? Or need to be issued a Password? Request a temporary Password to be issued to your registered email address.	
<b>Steps</b>	<b>1</b>	Go to <a href="http://www.business.qld.gov.au/qbuild">www.business.qld.gov.au/qbuild</a>
	<b>2</b>	Select Reset Password

<b>Steps</b>	<b>3</b>	Enter either of the details below (Registration number or Email)
	<b>4</b>	Select <input type="button" value="Reset"/>
	<b>5</b>	You will receive an email with your Password

### New User Registration

First time registration with QBuild? Create a User Name and Password to open the application form. Record your User Name and Password to enable you to update your details in future.

Or

### Existing Registration

To update existing details, please login below. (If you are unsure if you are registered please call [\(07\) 3008 3392](tel:0730083392) with your ABN.)

### Log In

User Name:

Password:

### Retrieve User Name

Forgot your User Name? Or are you registered to work with QBuild but have not been issued a User Name? Request your User Name to be issued to your registered email address.

### Reset Password

Forgot your Password? Or need to be issued a Password? Request a temporary Password to be issued to your registered email address.

**Reset Password**

User Name  x

OR

Registered Email

<b>Steps</b>	<b>6</b>	Return to the login screen where you can then login using your User Name and Password supplied (please note the password supplied cannot be copied and pasted, it will need to be typed)
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**New User Registration**  
 First time registration with QBuild? Create a User Name and Password to open the application form. Record your User Name and Password to enable you to update your details in future.

Or

**Existing Registration**  
 To update existing details, please login below. (If you are unsure if you are registered please call [\(07\) 3008 3392](tel:07130083392) with your ABN.)

**Log In**

User Name:

Password:

**Retrieve User Name**  
 Forgot your User Name? Or are you registered to work with QBuild but have not been issued a User Name? Request your User Name to be issued to your registered email address.

**Reset Password**  
 Forgot your Password? Or need to be issued a Password? Request a temporary Password to be issued to your registered email address.

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<b>Steps</b>	<b>7</b>	You will be prompted to enter a new Password of your choice. Create a Password using the rules provided (password example: password!)
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**Change Your Password**

Passwords must conform to the following rules.

1. They must contain at least 8 characters
2. They must contain at least 1 Non-alphanumeric characters (such as !, \$, #, %).

Password:

New Password:

Confirm New Password:

## Change Your Password

Passwords must conform to the following rules.

1. They must contain at least 8 characters
2. They must contain at least 1 Non-alphanumeric characters (such as !, \$, #, %).

Change Password Complete

Your password has been changed!

Login

<b>Steps</b>	<b>8</b>	Log in using your new details.
--------------	----------	--------------------------------

## New User Registration

First time registration with QBuild? Create a User Name and Password to open the application form. Record your User Name and Password to enable you to update your details in future.

Or

## Existing Registration

To update existing details, please login below. (If you are unsure if you are registered please call [\(07\) 3008 3392](tel:0730083392) with your ABN.)

### Log In

User Name:

Password:

Log In

## Retrieve User Name

Forgot your User Name? Or are you registered to work with QBuild but have not been issued a User Name? Request your User Name to be issued to your registered email address.

## Reset Password

Forgot your Password? Or need to be issued a Password? Request a temporary Password to be issued to your registered email address.

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## Completing the form

(for first time application for registration or updating your registration details with QBuild)

**Note: There is a 10 minute time-out so please save your application as you complete each section. If you are returned to the login screen this could mean your session has timed out and your application form may not have saved or been submitted. You will need to login again and complete the form.**

If you have a new ABN you will need to create a New User Registration (this will include a new username and password) and then submit a new application.

The fields that will appear on your application form are dependent on the category applying for that is selected.

### Category applying for

<b>Guidance</b>	<p>Firstly, you will need to choose what category your business fits in. For example, whether you only supply goods or if you are a contractor providing works and services including supply and installation.</p> <p><b>Supplier of goods only</b> For suppliers who supply goods and who use outside transport companies to deliver the goods. This will remove Section 6 insurance details and Section 7 trade licences.</p> <p><b>Supplier of goods and delivery</b> For suppliers who supply goods and deliver (using company vehicles) to QBuild work sites. This will remove Section 7 trade licences.</p> <p><b>Contractors Trade</b> For contractors providing services that require a trade licence e.g. QBCC or electrical licence.</p> <p><b>Contractors Non Trade</b> For contractors providing services that do not require a trade licence. Section 7 trade licences will still appear but not be a mandatory field. If this is not relevant for the services provided you can leave this section blank. However, other licences may still be required for Contractors Non Trade depending on the services provided e.g. WH&amp;S Asbestos licence.</p> <p><b>Consultants and Providers of Professional Services</b> For businesses that provides expert advice professionally. Consultants also include building and non building contractors providing professional services. Professional Indemnity is mandatory for Section 6 insurance details. Section 7 trade licences is not a mandatory field.</p>
<b>Steps</b>	Select the relevant categories (maximum of 2)

Select the category applying for by clicking in the relevant box \*

- Supplier of goods only (Conditions of Working with QBuild - Suppliers)
- Supplier of goods and delivery (Conditions of Working with QBuild - Suppliers)
- Contractors Trade (Conditions of Working with QBuild - Contractors)  
Example - Builder, Electrical Contractor
- Contractors Non Trade (Conditions of Working with QBuild - Contractors)  
Example - Cleaner, hire out equipment
- Consultants and Providers of Professional Services (Conditions of Working with QBuild - Consultants)

## Section 1 Applicant details

<b>Guidance</b>	<b>'Who' is going to be registering?</b>
	<p>The first thing to establish is 'who' (business entity) is going to be registering. The <b>business entity name</b> could be a person (sole trader), persons (partnership) or a company, but not a Trust. (pg.5).</p> <p>The online application form will check your ABN details with the <a href="#">Australian Business Register</a> and populate the business entity name for you. Only complete the business name (formerly trading name) if it is different to your business entity name. If you have a Trust read on, otherwise skip down to Registering as a Person or Company</p>
	<b>Explanation of registration of a Trust</b>
	<p>QBuild will not accept a Trust as the 'who' that is registering. Only the trustee of the trust as the entity (this could be a person or a company) will be accepted. For example, the Jones Family Trust is the business interested in working for QBuild but the trustee of the trust is Barry Jones. Therefore, Barry Jones must be listed as the 'who' that is registering. Any trade licences and the bank account, must relate to the trustee (company or person), the same rule applies to invoices and payments.</p> <p>Following the example above, all licences (e.g. QBCC), Public Liability, bank accounts and invoices must be listed in Barry Jones's name. The ABN is the only area of the registration form that directly relates to the trust. Continuing with the Jones Family example, the Jones Family Trust ABN will be listed on the registration form.</p>
	<b>Explanation of registering as a person or a company</b>
	<p>You can register with QBuild as either a person (or persons if a partnership) or a company. The 'who' that will register in this case depends on who is named on the ABN and any licence that is required in order to do the work.</p> <p>Let's use a builder example. If the builder's licence is in the name of an individual it must be the individual who registers with QBuild i.e. Darren Smith. If the builder's licence is in the name of a company, it must be the company who registers with QBuild i.e. Fix It Solutions Pty Ltd.</p> <p>The choice is up to you as the applicant. If you want to trade with QBuild as a company then you need to get your trade licence in the company's name. The company must hold the licence in its own right. Similarly, the Public Liability Insurance must be in the company's name.</p> <p>If you wish to trade with QBuild as an individual, you will need any trade licence to be in the individual's name. The individual must hold the licence in their own right. Similarly, the Public Liability Insurance must be in the individual's name.</p>
<b>Steps</b>	Complete all fields

## Please select the buttons relevant to your registration.

Select your business type by clicking the relevant box *
<p><input type="radio"/> A small business (fewer than 20 employees) To assist QBuild to pay you in accordance with the Queensland Government On-time Payment Policy, QBuild requires you to first register your details on the On-time Payment Small Business Register <a href="https://www.business.qld.gov.au/starting-business/advice-support/support/small-business/on-time-payment-policy/on-time-policy">https://www.business.qld.gov.au/starting-business/advice-support/support/small-business/on-time-payment-policy/on-time-policy</a>.</p> <p><input type="radio"/> A SME (small to medium enterprise - 20 or more, but less than 200 employees)</p> <p><input type="radio"/> A large business (200 or more employees)</p>

### Small Businesses only

To assist QBuild to pay you in accordance with the Queensland Government On-time Payment Policy, QBuild requires to you first register your details on the On-time Payment Small Business Register <https://www.business.qld.gov.au/starting-business/advice-support/support/small-business/on-time-payment-policy/on-time-policy>. A Small Business has the meaning as defined in clause 3.2.1 in the Queensland Government – On-time Payment Policy.

If your business identifies with any of the following please click the relevant box(es) below
<p><input type="checkbox"/> An Aboriginal and/or Torres Strait Islander Business (An Indigenous Business is one that is at least 50 per cent or more owned by an Aboriginal person/s and or a Torres Strait Islander person/s)</p> <p><input type="checkbox"/> A Social Enterprise (led by an economic, social, cultural, or environmental mission consistent with a public or community benefit; trade to fulfil their mission and derive a substantial portion of their income from trade; reinvest most of their profit/surplus into the fulfilment of their mission)</p> <p><input type="checkbox"/> Has implemented a policy relating to ending Domestic Violence?</p> <p>Has a certified management system/s? If so, select from below:</p> <p><input type="checkbox"/> Quality Management System</p> <p><input type="checkbox"/> Environmental Management System</p> <p><input type="checkbox"/> Occupational Health and Safety Management System</p>

### Engaging Aboriginal and Torres Strait Islander business

QBuild recognises the importance of supporting opportunities and providing benefits to Aboriginal and Torres Strait Islanders and aims to meet key targets as identified through the Queensland Indigenous (Aboriginal and Torres Strait Islander) Procurement Policy (QIPP). In accordance with the QIPP, the definition of an Aboriginal and Torres Strait Islander Business (Indigenous business) as one that is at least 50 per cent owned by an Aboriginal person/s and/or a Torres Strait Islander person/s. To validate, QBuild refers to Black Business Finder, Supply Nation or Office of the Registrar of Indigenous Corporations websites or may request a statutory declaration. Please note QBuild seeks to identify and specifically record those that are Supply Nation Registered or Certified. Supply Nation Members will not be validated at registrations however QBuild view Supply Nations Memberships as a positive and encourage suppliers to promote this at every opportunity.

### Engaging Social Enterprises

Social enterprises take a number of forms and can range from large enterprises, small businesses, not-for-profit, etc. For departmental consistency, we have aligned with the OCAP definition of a social enterprise as, 'led by an economic, social, cultural, or environmental mission consistent with a public or community benefit; trade to fulfil their mission and derive a substantial portion of their income from trade; reinvest most of their profit/surplus into the fulfilment of their mission'. To validate, QBuild refers to the Social Traders or BuyAbility Social Enterprises website.

## Domestic and Family Violence

QBuild is committed to addressing the importance of Domestic and Family Violence and recognising **that** employees may experience situations of domestic and family violence which may impact their safety, wellbeing, attendance and performance at work.

## Certified Management Systems

A certified management system is independently certified to ensure that the controls implemented meet the nominated management system standard. These controls can relate to a number of different elements, including product or service quality, operational efficiency, environmental performance, health and safety in the workplace.

**Section 1 Applicant details - Please provide the following information**

ABN  ACN

Business Entity Name\*  Business Name (ASIC Registered)

*Your ABN number has been matched with information you have provided to the Australian Business Register to populate the following fields. If the information is incorrect, you will need to amend your information with the Australian Business Register.*

Company  Individual  Partnership  Trust

Trustee Name   
The names of the trustee of the trust (individual or company)

Attach a copy of the "Trust Deed Schedule" identifying the parties and Trustee together with the execution page.

Attachment  Browse...  
Permitted files: pdf, jpg, jpeg, gif, bmp, tif, tiff, png

**ADD** ←

Trustee Name	Trust Attachment File Name		
TRUST DEED	TEST TRUST.PDF	Delete	View

If you are registering as a trust you **must** attach a copy of your Trust Deed identifying the parties and Trustee. To attach the file to your registration you must click on the green ADD button.

Postal Address\*

Suburb\*

Other(Optional)

Post Code\*

State\*

Same as Postal

Street Address\*

Suburb\*

Other

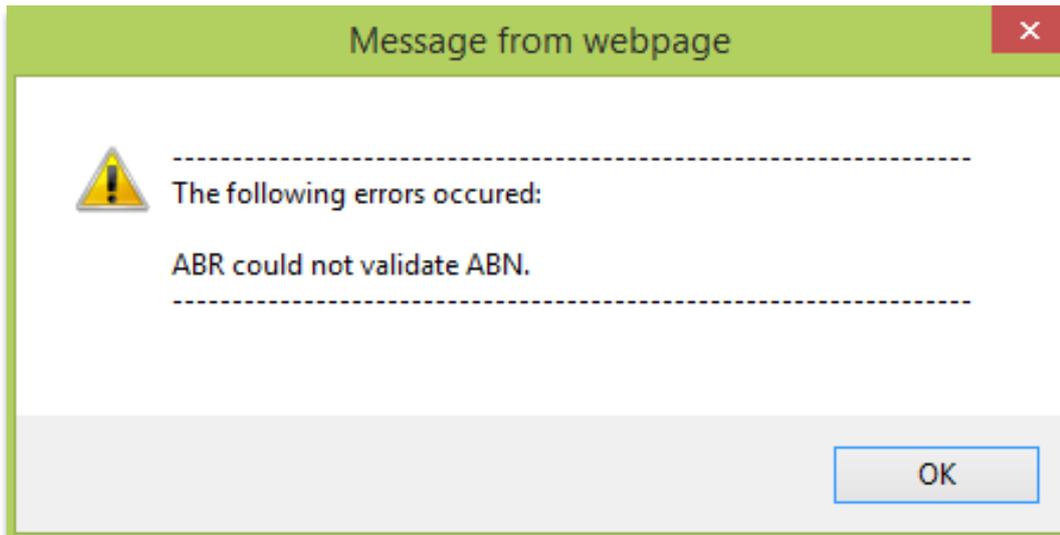
Post Code\*

State\*

Phone Number\*  Fax Number  Mobile

Email\*

If the below error occurs when entering your ABN, check that you have typed your ABN correctly.



## Section 2 Bank details

<b>Guidance</b>	<p>Once you are registered, if you win a tender and complete works for QBuild your invoice will be paid and you will receive a remittance advice. In this section you can advise whether you would prefer receiving this via post or email. If the post or email details are different from that provided in section one, please fill in the appropriate details in Section 2.</p> <p>Provide the name of your bank account, the account number and BSB. Remember the bank account name must refer to either the Business Entity Name or Registered Business Name, identical to the name you gave in section 1. Please note QBuild will only pay the contracted party and will <b>NOT</b> pay third party or any factoring arrangement entities in accordance with the Working with QBuild conditions.</p>
<b>Steps</b>	Complete all fields

Section 2 Bank details - Please provide your preferred method for receiving your remittance advice and bank details for EFT payment.

How do you want to receive the remittance advice?  Post  Email  Email if different from above

Bank Name (eg ANZ)

Account Name

BSB Number  Bank Account Number

OR

**Section 2 Bank details - Please provide your preferred method for receiving your remittance advice and bank details for EFT payment.**

How do you want to receive the remittance advice?  Post  Email

Same as Postal

Remittance Address\*

Remittance Suburb\*

Other(Optional)

Post Code\*

State\*

---

Bank Name (eg ANZ)

Account Name

BSB Number  Bank Account Number

### Section 3 Types of services/goods provided

<b>Guidance</b>	The <a href="#">Supplier Classification List</a> provides a list of the types of services/goods that you can select to supply to QBuild. If you make a mistake delete the entry by clicking <b>Delete</b> .
<b>Steps</b>	<p><b>1</b> Select the type/s of goods/services you would like to provide from the drop down menu for 'Classification'</p> <p><b>2</b> Select Goods or Services radio button</p> <p><b>3</b> Select <input type="button" value="ADD"/> (this will enter the selection underneath leaving the classification list blank to select additional goods/service if required). Repeat for further selection (maximum of 6).</p>

**Section 3 Types of services/goods provided - Use the Supplier Classification List attached to the Guide to filling in this application, please identify (at least one and a maximum of six) goods/services you can supply to QBuild. Please detail the classifications below.**

Classification

Goods  Services

Name	Goods	Services	
Cleaning General	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
Cleaning Gutter & Downpipe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Mechanical Refrigeration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete

### Section 4 WH&S & Environmental

QBuild requires compliance with all current Work Health and Safety and Environmental legislation. Vendors working for QBuild are expected to comply with all relevant and current Work Health and Safety and Environmental acts, policies, regulations, codes of practice etc pertaining to the work/services being conducted. Refer to Conditions of Working with QBuild available at [www.epw.qld.gov.au](http://www.epw.qld.gov.au).

## Section 5 Regions

<b>Guidance</b>	<a href="#">Appendix 1</a> has a map showing all QBuild regions. QBuild gives preference to local offerers when inviting Requests for Quotes from contractors, suppliers and consultants.
<b>Steps</b>	Tick only the regions in which you would be able to work.

### Section 5 Regions - Which QBuild regions are you able to supply?

Clear All

Please click in the boxes below to select particular regions/areas. \*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> South East Queensland Region | <input type="checkbox"/> Wide Bay Burnett Region |
| <input type="checkbox"/> North Queensland Region                 | <input type="checkbox"/> Mount Isa District      |
| <input type="checkbox"/> Central Queensland Region               | <input type="checkbox"/> South Coast District    |
| <input type="checkbox"/> Far North Queensland Region             | <input type="checkbox"/> Sunshine Coast District |
| <input type="checkbox"/> Southwest Queensland Region             | <input type="checkbox"/> Mackay District         |

## Section 6 Insurance details

<b>Guidance</b>	<p>If you are a business that intends to provide services to QBuild (a Contractor) or if you are a supplier of goods who will deliver those goods to a QBuild work site, you will need to have Public Liability Insurance (PL). If you have employees you will also need Workers Compensation Insurance (WC) or Equivalent for self-employed persons. These insurances must be current.</p> <p>For PL and Professional Indemnity Insurance (PI) you must provide a copy of a <b>Certificate of Currency</b>. This can be obtained from your insurance company. For PL the sum insured should be a minimum of \$20 Million and PI a minimum of \$1 Million. For WC you do not need to specify a value.</p> <p><b>Please note:</b> <i>The insured name on all Certificates of Currency must match with the legal business entity name that is registering. Alternatively the Certificates of Currency can be in a registered business name that is linked via the ABN website to the entity that is registering.</i></p>	
<b>Steps</b>	<b>1</b>	Fill in the details of the insurance, then select browse to find the electronic copy of the document saved on your computer and click Open in the browse window to attach. (make sure the file name does not contain dates with dots ie 30.6.25)
	<b>2</b>	Select <input type="button" value="ADD"/> to list the insurance.
	<b>3</b>	For PL the sum insured should be a minimum of \$20 Million and PI a minimum of \$1 Million. For WC you do not need to specify a value.
	<b>4</b>	If you are updating your insurance details you must first <b>Delete</b> the existing expired insurance certificate before you can <input type="button" value="ADD"/> a new current insurance certificate. A minimum of 2 insurance documents are required.
	<b>5</b>	A minimum of 2 insurance documents are required.

**Section 6 Insurance details** - Please provide your insurance details. Note: Please provide Certificate of Currency. Minimum requirements:-  
 a) Public Liability; and  
 b) Worker's compensation or equivalent for self employed persons.

Note: Contractors and suppliers providing services or delivering goods to QBuild work sites MUST provide evidence of their Public Liability Insurance in the form of a Certificate of Currency. These can be obtained from their insurance company.

Type of Insurance - PL - Public Liability  
PR - Professional Indem  
SE - Self Employed Insur  
WC - Workers Compensation Name of Insured -

Insurance Company -  Policy Number

\$Insured(million)  Expiry Date -

e.g enter numerals 20 for \$20 Million (minimum for Public Liability)

Attachments -

Permitted files: pdf, jpg, jpeg, gif, bmp, tif, tiff, png

Type of Insurance -  Name of Insured -

Insurance Company -  Policy Number

\$Insured(million)  Expiry Date -

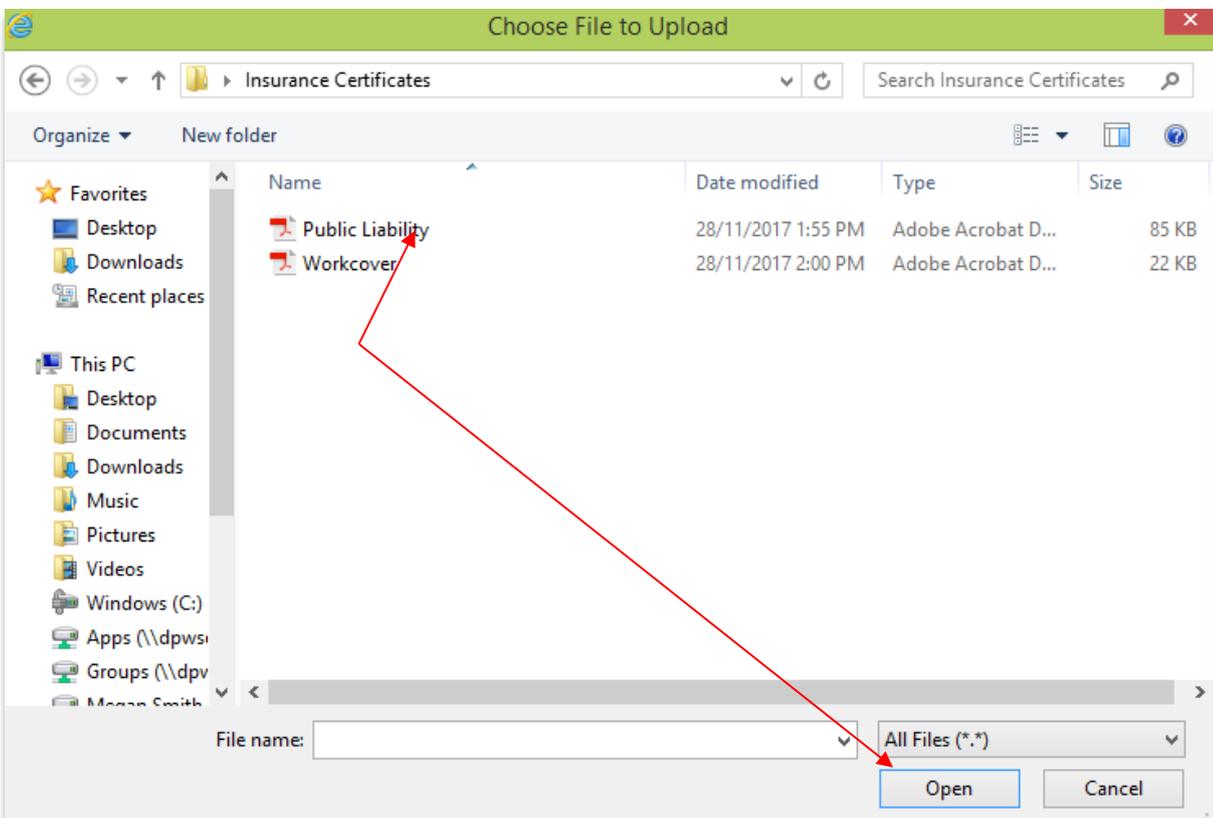
e.g enter numerals 20 for \$20 Million (minimum for Public Liability)

Attachments -

Permitted files: pdf, txt, jpg, jpeg, gif, bmp, tif, tiff

**ADD**

Type of Insurance	Name of Insurance Company	Name of Insured	Policy Number	Expiry Date	\$Insured (M)	Attachment File Name		
Public Liability	ZURICH	MYBUSINESS PTY LTD	PL123456	30/11/2017	\$20.00	PUBLIC LIABILITY.PDF	Delete	View



## Section 7 Trade licences

<b>Steps</b>	<b>1</b>	Using the drop down menu select the Licence Agency and the Licence Class then complete all other details and select <b>ADD</b> to list the details of all relevant trade licences you hold (e.g. QBCC, Electrical Safety Office (formerly ELB)).
	<b>2</b>	Repeat this step if multiple licences are held.

### Section 7 Trade licences - Please provide details of your QBCC, ELB and other relevant Licences

Licence Agency \*

Licence Class \*

Licence No \*

Name on Licence \*

Expiry Date \*

Attachments  No file chosen  
Permitted files: pdf,jpg, jpeg, gif, bmp, tif, tiff, png

**ADD**

Licence Agency	Licence Class	Licence No	Name on Licence	Expiry Date	Attachment File Name		
PMT	Pest Management Technician	PMT - PMTO-14247	KARINA BRIGID B NILSEN	20/10/2026	TEST.PDF	<a href="#">Delete</a>	<a href="#">View</a>
ELB	ELB Electrical Contractor	111111	MY BUSINESS PTYLTD	20/10/2026		<a href="#">Delete</a>	<a href="#">View</a>

## Section 8 eBusiness

<b>Section 8 eBusiness</b> - QBuild is moving towards an eProcurement capability.	
8.1 Do you currently have electronic product catalogues available online to your clients?	<input type="radio"/> Yes <input type="radio"/> No
8.2 Are you currently exchanging purchase order and invoice data electronically with other clients?	<input type="radio"/> Yes <input type="radio"/> No

## Section 9 Certification

<b>Steps</b>	<b>1</b>	Enter your name
	<b>2</b>	Tick the box <input type="checkbox"/> to acknowledge you agree with the terms and conditions of registration
	<b>3</b>	Select <input type="button" value="Submit"/>

<b>Guidance</b>	<p>Before completing this section review this check list</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have read the appropriate Conditions of working with QBuild document if I am a supplier, contractor or consultant</li> <li><input type="checkbox"/> I have registered in the correct name of an individual or company (NOT a Trust)</li> <li><input type="checkbox"/> I have completed all relevant sections of the form</li> </ul>
-----------------	--

**This name entered in this section is authorised to act on behalf of the applicant.**

<b>Section 9 Certification</b> - This section is to be signed by a person authorised to sign on behalf of the applicant.
I, (enter name) * <input type="text"/>
hereby apply for registration as a supplier/contractor with QBuild. I declare that all the information I have listed in this application is true and correct, and I undertake to notify QBuild of any changes to this information. I authorise QBuild to make all necessary enquires to verify or validate this information.
I also acknowledge that I have read for a:  <b>Supplier:</b> The Conditions of working with QBuild - suppliers of goods and agree to comply with the conditions and obligations in the document and all relevant contractual and legislative requirements when providing services to QBuild. I acknowledge that a failure to do so may result in cancellation or suspension of my registration.  <b>Contractor:</b> The Conditions of working with QBuild - Contractors and QBuild's Work Health & Safety Standards and agree to comply with the conditions and obligations in the document and all relevant contractual and legislative requirements when providing services to QBuild. I acknowledge that a failure to do so may result in cancellation or suspension of my registration.  <b>Consultant:</b> The Conditions of working with QBuild - Consultants and agree to comply with the conditions and obligations in the document and all relevant contractual and legislative requirements when providing services to QBuild. I acknowledge that a failure to do so may result in cancellation or suspension of my registration.
<input type="checkbox"/> <b>Acknowledged</b>
<b>Due to the large number of applications being received there will be delays in processing your application.</b>
<input type="button" value="Save"/> <input type="button" value="Submit"/>
<b>Please note: You MUST select the 'Submit' button for your application to be received.</b>

If you have completed all parts of the form correctly your submission will be acknowledged with the following message:

Queensland Government

**QBuild**

[Logout](#) [Change Password](#)

**Registration details submitted to QBuild Registrations**

The QBuild Registration form for: **EXAMPLE AUSTRALIA PTY LIMITED**  
ABN/ACN: **12123123123**

You will be advised by email once your details have been validated.

**DUE TO A LARGE NUMBER OF APPLICATIONS BEING RECEIVED AT PRESENT,  
THERE MAY BE DELAYS IN PROCESSING YOUR APPLICATION.**

The QBuild Registration form for:

Company Name: *EXAMPLE AUSTRALIA PTY LIMITED*

ABN/ACN: *12123123123*

User Name: *example*

You will receive a further email once your account has been validated.

If you have any further queries, please email [registrations@epw.qld.gov.au](mailto:registrations@epw.qld.gov.au) or phone (07) 3008 3392

You will also receive an email notifying you of successful submission:



**Note: There is a 10 minute time-out so please save your application as you complete each section. If you are returned to the login screen this could mean your session has timed out and your application form may not have saved or been submitted. You will need to login again and complete the form.**

## Troubleshooting

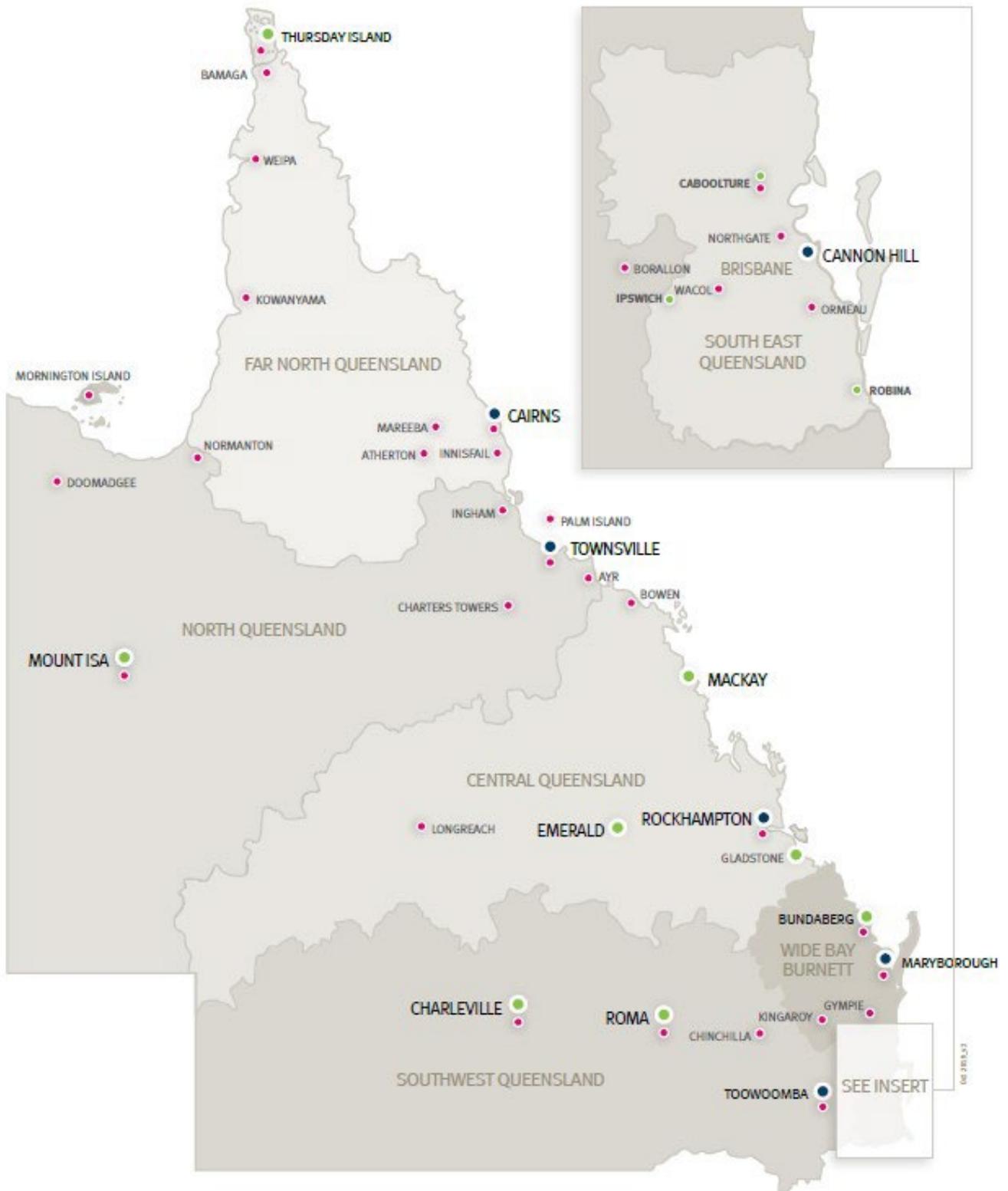
On submission of the form you may get any of these error messages please correct the details on the form in response to the error message you receive.



If you require more information about how to complete this form, please contact QBuild registrations on 07 3008 3392.

## Appendix 1 QBuild regions/districts map

### QBUILD



- REGIONAL OFFICES
- DISTRICT OFFICES
- DEPOTS

