



Notification of New Director Form

Use of this form

This form is to be used by building service contractors that are in a corporation structure (company, body corporate) to give the Building Services Board written notice of the appointment of any new director.

The notification must be given no later than seven (7) days after the day on which the new director is appointed.

Failure to provide the notification may lead to a fine penalty of up to \$5,000.

Ineligible person

If a new director is currently declared an ineligible person, the building service contractor will no longer be eligible for registration.

Financial probity

If a new director has experienced an insolvency event (either personally or as an officer of a company), further information regarding this event(s) may be required. In certain circumstances, the Board has the power to declare a corporation an excluded contractor from registration as a building service contractor on either a temporary or permanent basis.

How to lodge

Lodge your notice and supporting documents:

By email

Email your notice to:

be.licensing@lgirs.wa.gov.au

By post

Lodge your notice with Department of Local Government, Industry Regulation and Safety.

Licensing Services
Locked Bag 14
Cloisters Square WA 6850

In person

Lodge your notice at the customer service counter.

Notices will not be assessed for completeness upon lodgement. Your notice will be assessed following allocation to a Licensing Officer.

Department of Local Government,
Industry Regulation and Safety
Level 1, 303 Sevenoaks Street
Cannington WA 6107

Office hours are:
Mon–Fri 8:30am to 4:30pm.

Fees

There are no fees charged to lodge this notice.

More information

If you need more information please call
1300 489 099 or email
be.licensing@lgirs.wa.gov.au.



Notification of New Director

Form
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Complete one form for each new director. Use the checklist reminder below to ensure you complete all parts of the notice and attach all necessary supporting documents.

Incomplete notices cannot be processed.

CHECKLIST

- Building service contractor's details provided
- New director's details provided
- ASIC current and historical company extract attached
- Questions 1 to 5 answered
- Declaration signed and dated

CONTACT PERSON FOR NOTICE

Name		Phone (work)	
Phone (mobile)			
Email			

BUILDING SERVICE CONTRACTOR DETAILS

Registration class	<input type="checkbox"/> Building	<input type="checkbox"/> Painting	<input type="checkbox"/> Building engineering	<input type="checkbox"/> Building surveying
Registration number				
Company name				
ACN				

NEW DIRECTOR DETAILS

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)		
Family name			
First name			
Other name(s)		Date of birth	
Director Identification Number		Registration number (if applicable)	

Business address

Street			
Suburb		State	Postcode

Postal address – address for correspondence from the Department As above

Street or PO Box			
Suburb		State	Postcode

Contact details

Phone (work)	()	Phone (mobile)
Email		

ASIC EXTRACT

Attach a copy of an Australian Securities and Investments Commission (ASIC) current and historical company extract. This extract cannot be more than 30 days old at the time of lodging this notice.



ASIC current and historical company extract attached

Attached

If the new director details you have provided are different from the ASIC extract, contact ASIC for further information.

INELIGIBLE PERSON

If a director of a building service contractor is an ineligible person, the contractor is not eligible for registration. The State Administrative Tribunal will have informed a director if they have been declared an “ineligible person”.

- 1 Is the new director of the contractor currently declared an ineligible person by the State Administrative Tribunal? Yes No

FINANCIAL PROBITY

If a new director of a building service contractor has experienced an insolvency event, further information regarding this event(s) may be required in relation to the Board’s power to declare a corporation an excluded contractor. You will be contacted by the Department if further information is required.

- 2 Has the new director of the building service contractor experienced an insolvency event* in their capacity as an individual in the last five years? Yes No

**An insolvency event for an individual (director) includes bankruptcy, Part IX (Debt Agreements), Part X (Personal Insolvency Agreement) or cancellation of building service contractor registration by the State Administrative Tribunal on financial grounds.*

- 3 Has the new director of the building service contractor been a director or company secretary of a company(s) within two years of that company(s) experiencing an insolvency event^ in the last five years? Yes No

^An insolvency event for a company includes provisional liquidation, court liquidation, creditors voluntary liquidation; administration; a Deed of Company Arrangement; appointment of a receiver; or cancellation of building service contractor registration by the State Administrative Tribunal on financial grounds.

If you answered ‘yes’ above, provide the following details:

Company name	ACN



Attach a list if there is insufficient space above.

Attached

BUILDING SERVICE DEBT

Any building service debt that has not been paid in full within the specified period (or is not subject to a payment arrangement or proceedings have not commenced for an appeal or review) may be considered as part of the appointment of a new director.

- 4 Does the new director have any outstanding debts for which judgement has been entered in a court of competent jurisdiction (e.g. Magistrates, District, Federal Court) in connection with a contract for a building service or for the supply of goods or services for a building service? Yes No

- 5 Does the new director have any outstanding adjudicated amounts that are payable under the *Building and Construction Industry (Security of Payment) Act 2021* or the *Construction Contracts (Former Provisions) Act 2004*? Yes No

DECLARATION

False and misleading information

Section 99 of the *Building Services (Registration) Act 2011* provides for penalties of up to \$25,000 where a person makes a false or misleading statement or provides false or misleading information or particulars as part of an application for registration or renewal of registration or with any requirement to give the Board advice or information.

Information for document execution

This document is to be executed on behalf of the company by either:

- two directors, or one director and one secretary; or
- one director where that person is both sole director and sole secretary.

[The new director must execute this document below.]

Declaration

I/we hereby authorise the Building Services Board, the Department of Local Government, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries considered necessary to assess this notice. My general consent includes the specific consent to the acquisition of credit reports. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this notice.

Executed for and on behalf of:

(In accordance with Section 127 of the *Corporations Act 2001*)

Name of corporation/registered building service contractor

ACN

Signature of director

Signature of director/company secretary (Delete as applicable)

Name of director (print)

Name of director/secretary (print)

Date

Date