

PART 3. SUB-CONTRACTORS APPLICATION

To: Roscon Property Maintenance Pty Ltd
150 Sydney Road Coburg 3058
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Email: paul@roscon.com

FORM	20
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Roscon Property Maintenance Pty Ltd referred herein as "RPM" or the "Company"

1. The Applicant:

Trading name (Sole trader / Partnership / Company)		
Business Address		Post Code
ACN:	ABN:	Established Since:
Type of business / Trade (eg: Plumber, Electrician, Handyman, Gardener, Painter)		

2. Names of Partners & Directors

Full Name	Address	Qualification or Experience

3. Telephone Numbers & Insurance Details

Phone: Business	Mobile:	Facsimile:
License Number: (If Applicable)	Do you belong to any Trade Organisations? Yes No Name Of Organisations:	Years of Experience in Trade:
Do You Hold Public Liability Insurance? Yes No	Name of Insurer:	Policy Number: Expiry Date:
Do You Hold Workers Compensation Insurance? Yes No	Name of Insurer:	Policy Number: Expiry Date:
Do You Hold Professional Indemnity Insurance? Yes No	Name of Insurer:	Policy Number: Expiry Date:
Do have email facilities Yes No If Yes do you prefer to be notified by email Yes No Your email address:		
<p><i>NOTE TO CONTRACTORS</i> PLEASE ATTACH A COPY OF CERTIFICATES OF CURRENCY FOR WORKERS COMPENSATION, PROFESSIONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE, COPY OF ALL RELEVANT LICENSES AND A COPY OF A WORKSAFE VICTORIA TICKET-RED. * Note: It is advisable that a new agreement be signed by all contractors annually</p>		

4. Insert Work Rates & Other Information Required

Initial call out fee (If applicable)	\$
Hourly rate	\$
Do you charge for quotes?	Yes No
What is your response time?	
Do you work weekends?	Yes No

Member



Do you work after these hours 7:00 AM to 6:00 PM?	Yes No
Are you prepared to attend emergency situations at any time Yes No if Yes	Hourly Rate applicable \$
Number of people employed in your business?	Full Time Part Time
Do you use Sub-Contractors?	Yes No
When you take holidays does your business still operate? Yes No	If you take regular holidays state here times when you will not be able to attend to any work
If you use Sub-Contractors do you ensure they have Public Liability Insurance?	Yes No
What radius do you cover from your Business address?	Km
What Municipalities do you cover?	Name municipalities
Which vehicle/s will be used to attend to jobs?	Year: Make/Model: Registration:
Does your vehicle advertise your business name?	Yes No
What was your largest contract In the past 12months?	\$ Nature of Contract:
What was your business turnover (Last Financial Year)? (Only needs to be an estimate)	\$
Provide one business related reference (eg: Preferably some one you perform work on a regular basis) Name or Company: Address:	Contact name: Buss Tel: Mobile No:

5. Signature

Signed by applicant:	Signature of witness:
Print name of applicant:	Print name of witness:
	Address of witness:

Important Information:

The information provided herein will be kept strictly confidential in accordance with the Roscon Group of Companies Privacy Policies which are available on request.

The Applicant understands that RPM is not under any obligation to provide any work to the applicant. Any work the applicant performs on behalf of RPM the applicant undertakes to perform such work in a good workman like manner. The applicant agrees to guarantee all work performed on behalf of RPM. All work carried out by the applicant will comply with Australian Standards and any other Industry Standards which may be applicable to the applicants business. The Applicant will at all times comply with WorkSafe procedures and other Occupational Health and Safety Regulations. The Applicant, when performing work on behalf of RPM will dress in appropriate work clothing appropriate for that particular trade or business. RPM is a quality assured company and holds ISO-9000:2001 International Certification and therefore expects its sub-contractors to display the same professionalism when carrying out work on behalf of RPM. The applicant will indemnify RPM and hold RPM indemnified from and against all actions, claims, demands, losses, costs, damages, and other expenses (including without limitation reasonable legal costs on a solicitor and own client basis) ("the loss") in relation to or arising from: (a) death, bodily injury or damage to property suffered by any person or persons whatsoever including members and occupiers of any property or part thereof which the applicant is carrying out works (b) except to the extent that the loss is caused or contributed to by RPM wilful act or negligence.

The Applicant whilst performing work on behalf of RPM shall not:-

1. Solicit work from any entity RPM has provided to the applicant either directly or indirectly
2. Solicit any person, Body Corporate or Company which RPM has provided a lead to the Applicant
3. Promote their own individual business to clients of RPM
4. Use machinery or tools which are not suitable or safe for a particular job

Mission Statement "It the policy of Roscon Property Maintenance to deliver property Maintenance services to its clients in the most efficient and timely manner while respecting legal and statutory requirements. Roscon Property Maintenance Pty Ltd operates under ISO 9001-2000 in the completion of its services. All staff & sub-contractors are expected to work according to our policies and procedures. The system employed by Roscon Property Maintenance Pty Ltd is reviewed annually in order to ensure its consistency".

Member

