

MINIMUM FINANCIAL REQUIREMENTS myQBCC USER GUIDE FOR LICENSEES



TABLE OF CONTENTS

Background

Log on myQBCC	4
Access	4
Who can submit	4
Managing Representatives - Granting and Removing Permissions	5
Review and Update My Contact Details	6

Getting started

Start or Resume a MFR Form	8
----------------------------------	---

Submit MFR Form - SC1 & SC2

Submit Annual Financial Report	10
Confirm contact details	12
Confirm licensee details	13
Profit and loss	13
Balance sheet	14
Supporting Documentation and Declaration	15

Submit MFR Form - Category 1 - 3

Submit Annual Financial Report	16
Confirm contact details	18
Confirm licensee details	19
Profit and loss	20
Balance sheet	21
Statement of Equity and Cashflow	22
Supporting Documentation and Declaration	23

Submit MFR Form - Category 4 - 7

Submit Annual Financial Report	24
Confirm contact details	26
Confirm licensee details	27
Reporting type	28
Profit and loss	31
Balance sheet	32
Statement of Equity and Cashflow	33
Supporting Documentation and Declaration	34

Appendix

Terminology	35
-------------------	----

BACKGROUND

The Minimum Financial Requirements online portal supports QBCC licensees to submit financial information electronically allowing them to demonstrate they satisfy and meet legislative requirements.

The online portal has the following features:

- Ability for QBCC licensees to nominate representatives to act on their behalf
- Ability for QBCC licensees to manage permissions of nominated representatives
- Ability for QBCC licensees and their nominated representatives to submit financial information via the Minimum Financial Requirement form
- Ability to complete the Minimum Financial Requirement form for various categories, including:
 - Self-certifying Category 1 (SC1) and 2 (SC2)
 - Category 1 - 3
 - Category 4 - 7
- Ability to upload any required and additional information to the Minimum Financial Requirement form
- Ability to save an incomplete Minimum Financial Requirement form for later
- Ability to resume an incomplete Minimum Financial Requirement form

LOG ON MYQBCC

Access

QBCC customers must have a user account and access to <https://my.qbcc.qld.gov.au/s/>

Who can submit ?

Who can lodge a Minimum Financial Requirement form?

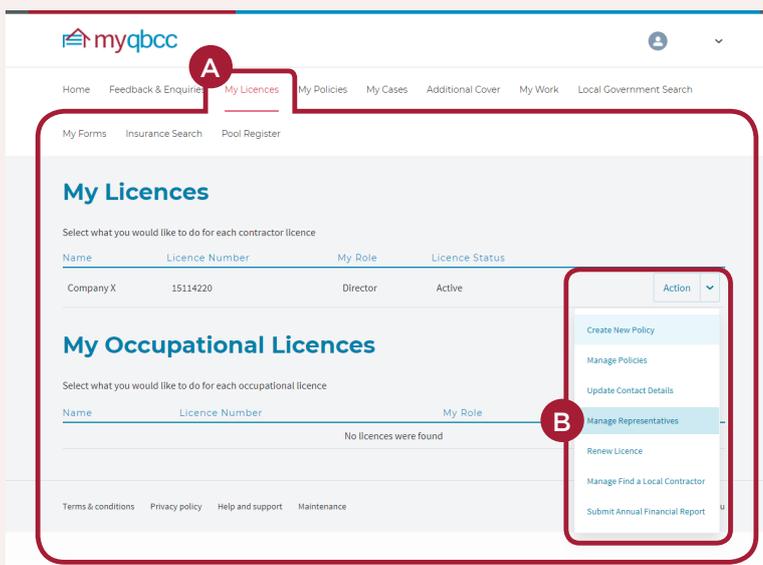
- An individual licensee
- A Director on behalf of a licensed company
- A nominated representative on behalf of an individual licensee
- A nominated representative on behalf of a licensed company

Note: Nominated representatives may include individuals with the roles Accountant, Company Secretary, Chief Financial Officer, Spouse, Partner and Senior Employee

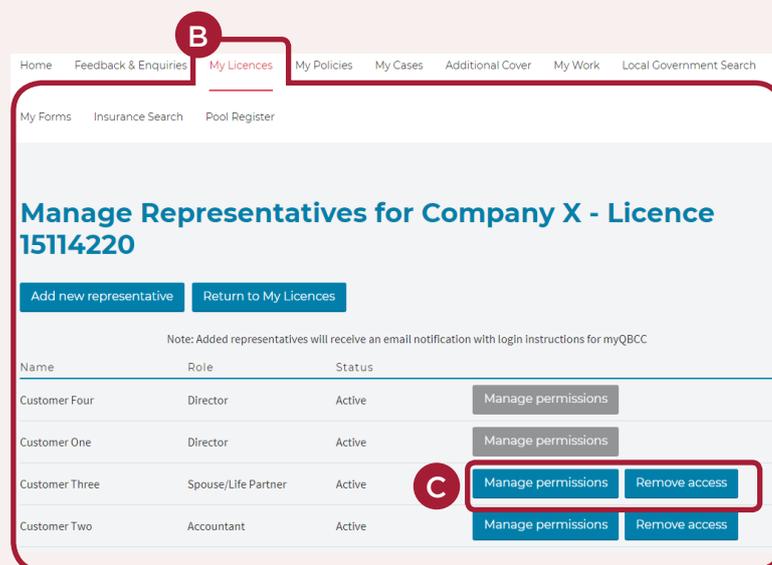
MANAGING REPRESENTATIVES – GRANTING AND REMOVING PERMISSIONS

You have the ability to enable or disable permission for people to act as your nominated representative and choose to enable or disable the functions that each nominated representative can perform on your behalf.

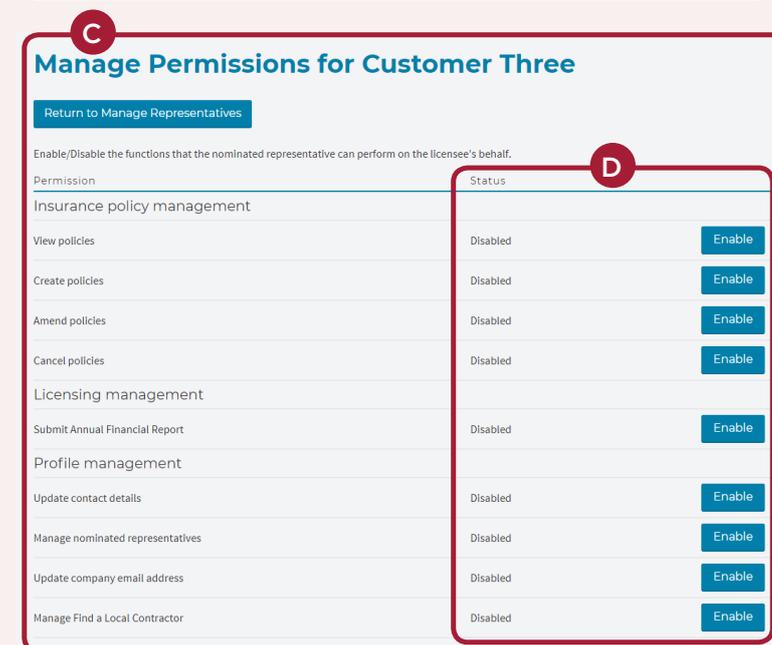
A Click on the 'My Licences' tab



B Click on the drop down arrow to the right of the 'Action' tab and select 'Manage Representatives'



C Select 'Manage Permissions' to enable or disable various functions for each of your nominated representatives



D Select 'Manage permissions' to select or 'disable' required representative

E To remove access, follow the above steps then select 'Remove access'

Manage Representatives for Company X - Licence 15114220

[Add new representative](#) [Return to My Licences](#)

Note: Added representatives will receive an email notification with login instructions for myQBCC

Name	Role	Status	
Customer Four	Director	Active	Manage permissions
Customer One	Director	Active	Manage permissions
Customer Three	Spouse/Life Partner	Active	Manage permissions Remove access
Customer Two	Accountant	Inactive	Manage permissions Enable access
Customer Four	Director	Active	Manage permissions
Customer Three	Director	Active	Manage permissions
Customer One	Director	Active	Manage permissions
Customer Two	Director	Active	Manage permissions

REVIEW AND UPDATE MY CONTACT DETAILS

Please check that your contact details, including phone numbers, email and address, are correct.

- A** Click on the 'My Licences' tab
- B** Click on the drop down arrow next to your name, click on 'My Profile'

The screenshot shows the myQBCC user interface. At the top, there is a navigation menu with 'My Licences' highlighted. A red box labeled 'A' encompasses the entire page content. In the top right corner, a user profile dropdown menu is open, with a red box labeled 'B' around the 'My Profile' option. The main content area is titled 'My Licences' and contains a table for contractor licences. Below this is a section for 'My Occupational Licences' which currently shows 'No licences were found'.

REVIEW AND UPDATE MY CONTACT DETAILS

- C** Check all details, update if necessary, then click 'Submit'



Update Contact Details

Notification Preferences

Name:
 Email Opt Out - Survey

C Contact Details

Business Phone <input type="text" value="07 1234 5678"/>	Website <input type="text" value="www.google.com.au"/>
Home Phone <input type="text" value="07 1234 5678"/>	Business Fax <input type="text" value="07 1234 5678"/>
Mobile <input type="text"/>	Home Fax <input type="text" value="07 1234 5678"/>
International Phone <input type="text" value="+1 12345 6789"/>	* Email Address <input type="text"/>

This is the email address you use with your password to login to myQBCC

C Address Details

Postal Address <input type="checkbox"/> Same as Business Address	Business Address <input type="checkbox"/> Same as Postal Address
* Postal Street <input type="text"/>	Business Street <input type="text" value="299 Montague Rd"/>
* Postal City <input type="text"/>	Business City <input type="text" value="West End"/>
* Postal State <input type="text"/>	Business State <input type="text" value="QLD"/>
* Postal Post Code <input type="text"/>	Business Post Code <input type="text" value="4101"/>
* Postal Country <input type="text"/>	Business Country <input type="text" value="Australia"/>

C Registered Address

Same as Postal Address
 Same as Business Address

Registered Street

Registered City

Registered State

Registered Post Code

Registered Country

C

GETTING STARTED

Start or resume filling in MFR forms

The screenshot shows the 'MY FORMS' section of the myQBCC website. It features a navigation menu at the top with 'My Forms' highlighted. Below the menu, there are several categories of forms, each with a list of specific forms and an 'Action' dropdown menu. Callout A points to the 'My Forms' tab in the navigation menu. Callout B points to the 'Action' dropdown menu for the 'Minimum Financial Requirement' category. Callout C points to the 'Start New Form' option in the dropdown menu. Callout D points to the 'Resume Form' option in the dropdown menu. Callout E points to the 'Resume' button in the table of forms.

- A** Select the 'My Forms' tab
- B** Under the heading 'Minimum Financial Requirement', choose the relevant category and click on the down arrow on the 'Action' tab to the right of that category
- C** To start a new form, click on 'Start New Form'
- D** To resume working on a form that is in progress, click on 'Resume Form'

This close-up shows the 'Action' dropdown menu. The 'Action' button is at the top right. Below it, the dropdown menu is open, showing two options: 'Start New Form' and 'Resume Form'. Callout C points to 'Start New Form' and callout D points to 'Resume Form'.

- E** Click 'Resume' to choose the form you want to continue working on

GETTING STARTED

Please review the licence details and confirm that you are submitting minimum financial requirements forms for the correct licence.

A Once you have logged in, click on the “My Licences” tab. The licences linked to you will all appear – simply select the appropriate one. The system will guide you through one of the three categories hereafter :

- » Self Certifying SC1 and SC2
- » Category 1-3
- » Category 4-7

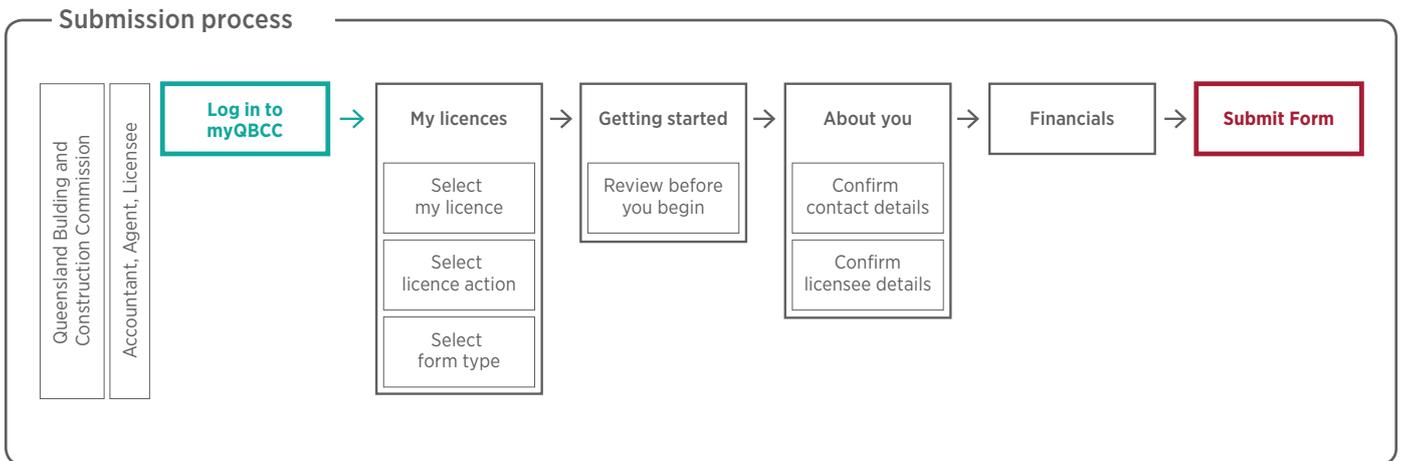
B Click on the drop down arrow to the right of the ‘Action’ tab and select ‘Submit Annual Financial Report’

The screenshot displays the myQBCC user interface. At the top, the myqbcc logo is on the left, and a user profile icon is on the right. Below the logo is a navigation menu with items: Home, Feedback & Enquiries, **My Licences** (highlighted with a red circle and labeled 'A'), My Policies, My Cases, Additional Cover, My Work, and Local Government Search. Underneath this menu are links for My Forms, Insurance Search, and Pool Register. The main content area is divided into two sections. The first section is titled 'My Licences' and includes the instruction 'Select what you would like to do for each contractor licence'. It features a table with columns: Name, Licence Number, My Role, and Licence Status. The table contains one entry: 'Company X', '15114220', 'Director', and 'Active'. To the right of this entry is an 'Action' dropdown menu, which is open and shows a list of options: 'Create New Policy', 'Manage Policies', 'Update Contact Details', 'Manage representatives', 'Renew licence', 'Manage find a local contractor', and 'Submit Annual Financial Report'. The 'Submit Annual Financial Report' option is highlighted with a red circle and labeled 'B'. The second section is titled 'My Occupational Licences' and includes the instruction 'Select what you would like to do for each occupational licence'. It features a table with columns: Name, Licence Number, and My Role. The table contains the text 'No licences were found'. At the bottom of the page, there are links for Terms & conditions, Privacy policy, Help and support, and Maintenance.

C The system will guide you to select one of the following three categories:

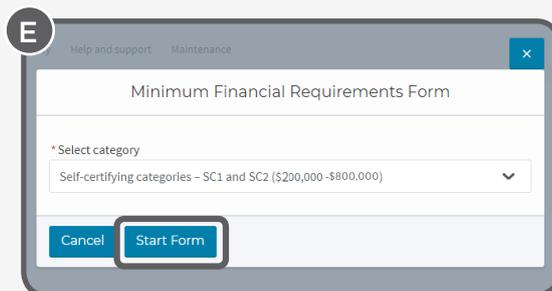
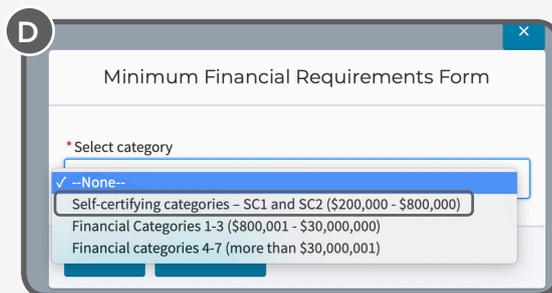
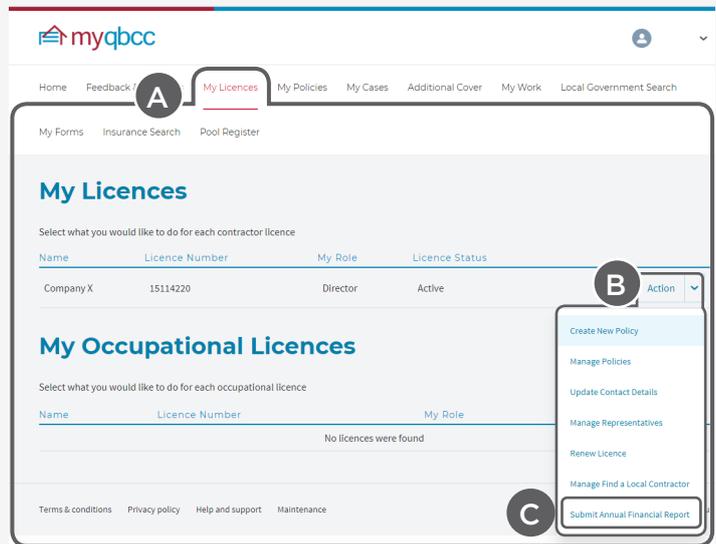
- » Self-certifying category - SC1 and SC2
- » Category 1 - 3
- » Category 4 - 7

SUBMIT MINIMUM FINANCIAL REQUIREMENT FORM - SELF-CERTIFYING CATEGORY 1 (SC1) AND SELF-CERTIFYING CATEGORY 2 (SC2)



Submit Annual Financial Report

- A** Click on the 'My Licences' tab
- B** Click on the drop down arrow on the 'Action' tab next to the licence
- C** Select 'Submit Annual Financial Report'
- D** Select 'Self-certifying categories - SC1 (up to \$200,000) and SC2 (up to \$800,000)'
- E** Select 'Start Form'



F Read the information and then select 'Continue'

Getting Started	About You	Financials
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F

Reference Code : 1849724100

Self-certifying categories SC1 (up to \$200,00) and SC2 (up to \$800,000) Fields marked with * are required

Before you begin

The [Queensland Building Plan \(QBP\)](#) includes new legislative amendments in an effort to strengthen the financial requirements for licensees. The new format aligns with good business practice and Australian Accounting Principles.

All licensees will be required to report annually to the QBCC. The type of reporting, and specific information requirements, will depend on the licensees' financial category at the time of submission.

The portal has been designed to make submission of financial information simple and streamlined, eliminating the requirement to file manual submissions or emails.

Completing the financial information on the portal

Depending on your business structure, you may need to include calculations from various sources.

Trustee for a Trust

If the licensee is a trustee for a trust, the answers on the portal should only include the figures contained in the trust financial statements. Any deed amounts assured should not be included.

Partnership

If the licensee is in a partnership, the answers on the portal should include the figures from the licensee and the partnership in combination.

Important Information

Before completing the Annual Reporting Form, we suggest that you read the information on the [QBCC website](#).

Any party lodging financial documents is advised to retain a copy of information lodged with QBCC.

Reminder: A licensee's financial information must at all times satisfy the Minimum Financial Requirements. Variations in the licensees' turnover and assets must be notified and approved in accordance with the Minimum Financial Requirements. This must be done separately to the form that you are about to complete.

Privacy Policy and Right to Information

The information provided by you may be used by the Commission and its staff in the performance of their functions under the Act.

Please note that as a result of our review of the financials, we may seek additional financial information in the course of review.

Information regarding the QBCC's privacy policy can be found on the [QBCC website](#)

You can apply to access information held in our files about your licence. If you wish to access information you will need to make an application under [Right to Information \(RTI\)](#)

F [Continue](#)

G Confirm that contact details are correct, make any necessary changes, then click 'Continue' or 'Save for Later' if you want to save and come back to it later

Reference Code : 2994350075

X Cancel

G Save for Later

Self-certifying categories SC1 (up to \$200,00) and SC2 (up to \$800,000)

Fields marked with * are required

Confirm contact details

* First Name

* Last Name

Email

* Please enter at least one phone number

Business Phone

Mobile

International Phone

Home Phone

Business Address

* Address Line 1

Address Line 2

* Suburb

* State

* Postcode

Postal Address Same as Business Address

* Address Line 1

Address Line 2

* Suburb

* State

* Postcode

Back

G

Continue

- H** Confirm licensee details are correct
- I** Click on the drop down arrow under the heading 'Main business of licensee' and click on the relevant category
- J** Click on the drop down box under the heading 'Business Structure' and click on the relevant category
- K** Click in the 'Year end date' box and use the pop up calendar to enter the last date of the annual financial reporting period. For further information, hover on the **i** 'Year end date' click the information tooltip.
- L** Click 'Continue'

Profit and Loss

- M** Enter the figures required in the box beside each category
- N** For an explanation of terms, click on the circled 'i' to the right of the box

Balance Sheet

- O** Enter the figures required in the box beside each category
- P** For an explanation of terms, hover on the **i** to the right of the box. Once data has been entered click 'Continue'

Fields marked with * are required

Balance Sheet

CURRENT ASSETS		O	P
Cash and cash equivalents	<input type="text" value="\$0.00"/>	i	
Other current assets	<input type="text" value="\$0.00"/>		
Total current assets	<input type="text" value="\$0.00"/>	i	
NON CURRENT ASSETS		O	P
Other non-current assets	<input type="text" value="\$0.00"/>		
Total non-current assets	<input type="text" value="\$0.00"/>		
CURRENT LIABILITIES		O	P
Other current liabilities	<input type="text" value="\$0.00"/>		
Total current liabilities	<input type="text" value="\$0.00"/>	i	
NON CURRENT LIABILITIES		O	P
Other non-current liabilities	<input type="text" value="\$0.00"/>		
Total non-current liabilities	<input type="text" value="\$0.00"/>	i	

Back
Continue

Supporting Documentation/Declaration

Q Tick the box to indicate the type of supporting documentation you need to submit

R Enter a description in the 'File Description' box

S Click on 'Choose file' and navigate to find the document you want to upload

T Click on 'Choose file'

U Click on 'Click to upload'

Repeat (steps Q-U above) for additional supporting documentation

V Check that all documentation has been uploaded, then tick the box under 'Declaration'

W Read the warning message then click on 'Submit' if you want to declare that you have supplied the correct financial information

Getting Started
About You
Financials

Reference Code : 2994350075
X Cancel
Save for Later

Self-certifying Categories - SC1 and SC2 (\$200,000 - \$800,000) Fields marked with * are required

Supporting Documentation

Required information

It is important that you provide information that meets the requirements pursuant to Part 3 of the *Queensland Building Construction Commission Regulation 2018*. Please ensure that you have submitted all the required documents and information with your Annual Reporting Form.

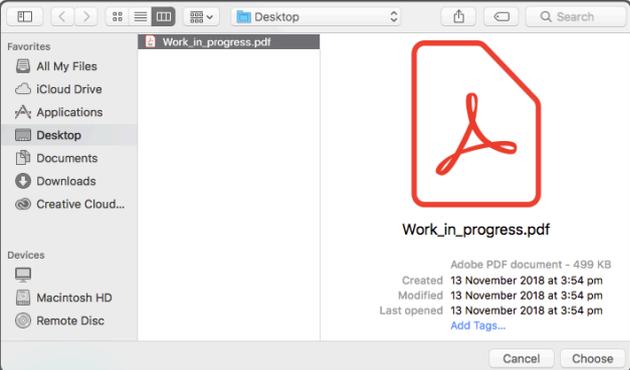
Additional information

- Licensees' financial statements
- Trust financial statements
- Partnership financial statements
- Bank statements
- Work in progress
- Trade and other receivables
- Trade and other payables

R File Description

S Choose file Click to upload

Please note - the maximum file size you can upload is 15MB

T 

U

S Choose file Click to upload

File Selected : Work_in_progress.pdf
Please note - the maximum file size you can upload is 15MB

Declaration

By the licensee or their nominated representative completing this Declaration, the licensee declares that they comply with the revenue and net tangible assets requirements for their licence.

For the definition of "Net Tangible Assets" or "Revenue", see the definitions in the Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018

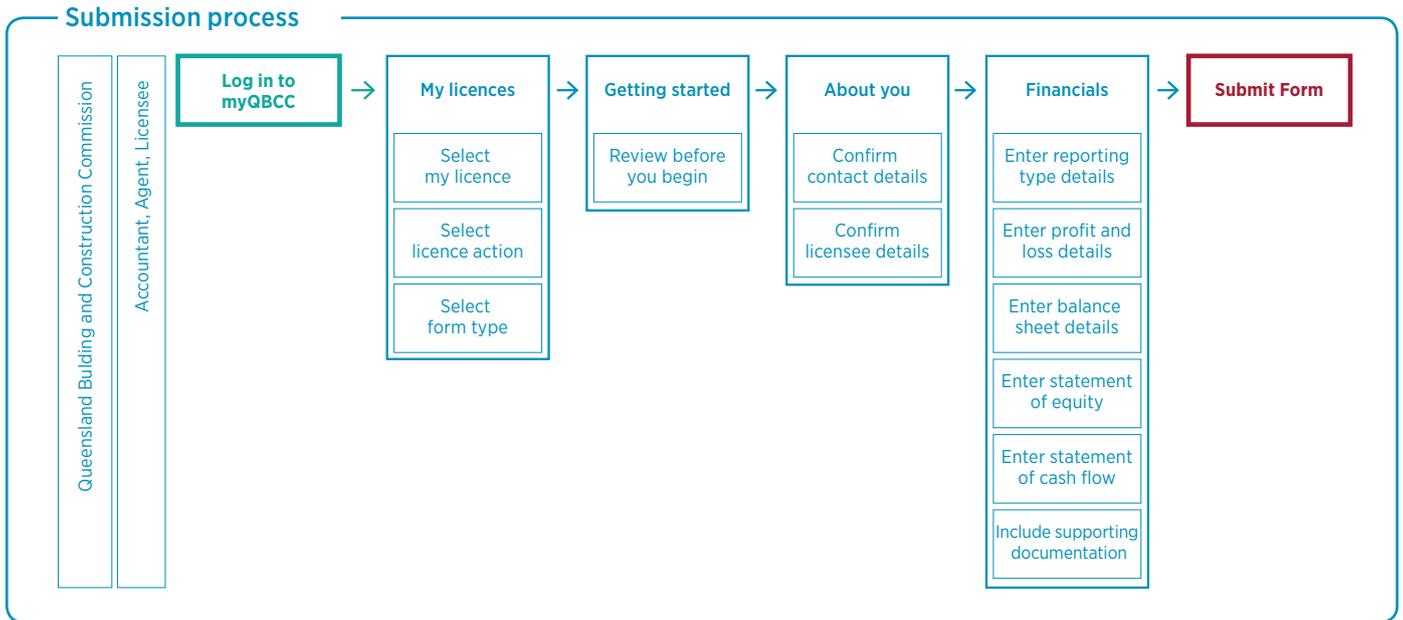
WARNING: Incorrect or misleading information may lead to a review and possible suspension and or cancellation of the licence, prosecution and up to two years imprisonment under the *Queensland Building and Construction Commission Act 1991* and the imposition of a penalty under Section 193 of the Queensland Criminal Code.

Back
W Submit

If you do not satisfy all the requirements when completing the form, you will receive a warning message to complete the relevant section.

If the form is complete, you will receive a message that your submission has been received and a case number to quote when enquiring about your submission.

SUBMIT MINIMUM FINANCIAL REQUIREMENT FORM - CATEGORY 1-3



Submit Annual Financial Report

myqbcc

Home Feedback & Eng **A** My Licences My Policies My Cases Additional Cover My Work Local Government Search

My Forms Insurance Search Pool Register

My Licences

Select what you would like to do for each contractor licence

Name	Licence Number	My Role	Licence Status	
Company X	15114220	Director	Active	B Action ▾

My Occupational Licences

Select what you would like to do for each occupational licence

Name	Licence Number	My Role
No licences were found		

Terms & conditions Privacy policy Help and support Maintenance

C Submit Annual Financial Rep...

Submit Annual Financial Report

- A** Click on the 'My Licences' tab
- B** Click on the drop down arrow on the 'Action' tab next to the licence
- C** Select 'Submit Annual Financial Report'

D Select 'Financial Categories 1-3 (\$800,001 - \$30,000,000)'

D

A screenshot of a web form titled "Minimum Financial Requirements Form". It features a dropdown menu labeled "*Select category". The dropdown is open, showing four options: "--None--", "Self-certifying categories - SC1 and SC2 (\$200,000 - \$800,000)", "Financial Categories 1-3 (\$800,001 - \$30,000,000)", and "Financial categories 4-7 (more than \$30,000,001)". The option "Financial Categories 1-3 (\$800,001 - \$30,000,000)" is highlighted with a blue selection bar.

E Click on 'Start Form'

E

A screenshot of the "Minimum Financial Requirements Form" showing the dropdown menu with "Financial Categories 1-3 (\$800,001 - \$30,000,000)" selected. Below the dropdown are two buttons: "Cancel" and "Start Form". The "Start Form" button is highlighted with a blue border and a blue circle containing the letter 'E' is positioned over it.

F Read the information and click on 'Continue'

F

A screenshot of the myqbcc website. The top navigation bar includes "Home", "Feedback & Enquiries", "My Licences", "My Policies", "My Cases", "Additional Cover", "My Work", and "Local Government Search". Below this is a secondary navigation bar with "My Forms", "Insurance Search", and "Pool Register". The main content area has a red header with "Getting Started", "About You", and "Financials". A blue box displays the "Reference Code : 8614218354". The page title is "Financial Categories 1-3 (\$800,001 - \$30,000,000)" with a note "Fields marked with * are required". The section "Before you begin" contains several paragraphs of text, including "The Queensland Building Plan (QBP) includes new legislative amendments...", "All licensees will be required to report annually to the QBCC...", "Completing the financial information on the portal", "Trustee for a Trust", "Partnership", "Important Information", and "Privacy Policy and Right to Information". At the bottom right, there is a blue circle with the letter 'F' and a "Continue" button.

Confirm contact details

G Confirm contact details are correct, make any amendments, then click on 'Continue' or 'Save for Later' if you want to save and continue later

Getting Started
About You
Financials

Reference Code :
✕ Cancel
📄 Save for Later

Financial Categories 1-3 (\$800,001- \$30,000,000) Fields marked with * are required

Confirm contact details

***First Name**

***Last Name**

Email

***Please enter at least one phone number**

Business Phone

Mobile

International Phone

Home Phone

Business Address

***Address Line 1**

Address Line 2

(optional)

***Suburb**

***State**

QLD
▼

***Postcode**

Postal Address Same as Business Address

***Address Line 1**

Address Line 2

(optional)

***Suburb**

***State**

QLD
▼

***Postcode**

Back

G
Continue

Confirm licensee details

The screenshot shows the 'Confirm licensee details' form on the myqbcc website. The form is titled 'Confirm licensee details' and is for 'Financial Categories 1-3 (\$800,001 - \$30,000,000)'. It includes the following fields and elements:

- Licensee Name:** Company X
- License Number:** 15114220
- ABN:** 12 608 180 678
- ACN:** 608 180 678
- Main business of licensee:** Building Structure Services (dropdown menu)
- *Year end date:** (calendar icon)
- Business Structure:** A dropdown menu with options:
 - None ---
 - The licensee is a sole trader
 - The licensee is a standalone company
 - The licensee is a trustee for a trust
 - The licensee is part of a formalised partnership
 - The licensee is trading as part of a group of companies (class order 98/1418 or similar)
- Buttons:** Cancel, Save for Later, and Continue.
- Callouts:** H (Licensee Name), I (Main business of licensee), J (Business Structure), K (Year end date), L (Continue).

- H** Confirm licensee details are correct
- I** Click on the drop down arrow under the heading 'Main business of licensee' and click on the relevant category
- J** Click on the drop down box under the heading 'Business Structure' and click on the relevant category
- K** Click in the 'Year end date' box and use the pop up calendar to enter the last date of the annual financial reporting period. For further information on the 'Year end date' click the information tooltip **i**
- L** Click 'Continue'

Profit and loss statement

M Enter all the figures required in the box beside each category

N For an explanation of terms, hover on the **i** to the right of the box. Once data has been entered click 'Continue'.





Home
Feedback & Enquiries
My Licences
My Policies
My Cases
Additional Cover
My Work
Local Government Search

My Forms
Insurance Search
Pool Register

Getting Started
About You
Financials

Reference Code :

X Cancel

Save for Later

Financial Categories 1-3 (\$800,001 - \$30,000,000)
Fields marked with * are required

Profit and Loss

REVENUE

Construction revenue	M	<input style="width: 95%;" type="text" value="\$0.00"/>	<div style="border: 1px solid #0070c0; padding: 5px; font-size: x-small;"> Revenue means the total gross income received by the Licensee, derived from all sources. It is the top line figure from which costs are subtracted to determine net income. Revenue includes gross proceeds from operating sources (sales), as well as gross proceeds from other income sources (i.e. interest). <ul style="list-style-type: none"> For partnerships, the Revenue is to be the revenue of the Applicant or Licensee and the partnership/s in combination. For Trusts, the Revenue is to be the revenue of the Applicant or Licensee and the trust/s in combination. </div>
Other revenue	M	<input style="width: 95%;" type="text" value="\$0.00"/>	
Total revenue		<input style="width: 95%;" type="text" value="\$0.00"/>	

EXPENSES

Cost of sales	M	<input style="width: 95%;" type="text" value="\$0.00"/>	<div style="border: 1px solid #0070c0; padding: 5px; font-size: x-small;"> Expenses represent the costs incurred in the ordinary course of business. Examples of an expense: <ul style="list-style-type: none"> Advertising; Wages; Inventory; Rent. </div>
Other operating expense	M	<input style="width: 95%;" type="text" value="\$0.00"/>	
Total expenses		<input style="width: 95%;" type="text" value="\$0.00"/>	

Back

N Continue

Terms & conditions
Privacy policy
Help and support
Maintenance
www.qbcc.qld.gov.au

Balance sheet

- O** Enter all the figures required in the box beside each category
- P** For an explanation of terms, hover on the **i** to the right of the box. Once data has been entered click 'Continue'

A deferred tax asset is an asset on a company's balance sheet that may be used to reduce its taxable income. For further information refer AASB 112 Income Taxes.

Amounts owed by a related entity. Examples of a related entity:

- Family member;
- Majority stakeholder;
- Related company

Current Liabilities means liabilities:

- Debts that are expected to be settled in the normal operating cycle of business;
- Debts or obligations which are due to be settled within 12 months after the reporting period;
- Debts which are held primarily for the purpose of trading;
- Debts which the entity does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

Examples of current liabilities:

- Car loan repayments due in the next 12 months;
- Rent or lease amounts due in the next 12 months;
- Tax instalments due in the next 12 months;
- Trade creditors

Financial Categories 1-3 (\$800,001 - \$30,000,000)

Balance Sheet

CURRENT ASSETS	
Cash and cash equivalents	\$0.00
Work in progress	\$0.00
Other current assets	\$0.00
Due from related entities	\$0.00
Retentions (due in next 12 month period only)	\$0.00
Trade and Other Receivables	
Under 90 days	\$0.00
90-180 days	\$0.00
180-365 days	\$0.00
365+ days	\$0.00
Debtors in dispute (not included to be included in the amounts above)	\$0.00
Total current assets	\$0.00
NON CURRENT ASSETS	
Property plant and equipment	\$0.00
Deferred tax assets	\$0.00
Investments or shares in publicly listed entities	\$0.00
Investments or shares in companies that are not publicly list companies	\$0.00
Investments - other	\$0.00
Related party loans	\$0.00
Tools of trade	\$0.00
Motor Vehicles	\$0.00
Other Vehicles - Boats,Ships,Jet Skis,Race horses,Racing cars	\$0.00
Personal furniture	\$0.00
Trust assets	\$0.00
Goodwill	\$0.00
Formation expenses	\$0.00
Borrowing expenses	\$0.00
Other intangible assets	\$0.00
Units in trust that are not publicly listed	\$0.00
Non-current retentions	\$0.00
Other non-current assets	\$0.00
Total non-current assets	\$0.00
CURRENT LIABILITIES	
Bank overdraft	\$0.00
Trade and other payables	\$0.00
Related entity payables	\$0.00
Current portion of long-term debt	\$0.00
Other current liabilities	\$0.00
Total current liabilities	\$0.00
NON CURRENT LIABILITIES	
Current portion of long-term debt	\$0.00
Other non-current liabilities	\$0.00
Total non-current liabilities	\$0.00

Back
Continue

Cash and cash equivalents are company assets that are either cash or can be converted into cash immediately. For further information refer AASB 107 - Cash Flow Statements

Work in progress is the value of work for a project that has been completed but not yet invoiced

Amounts owed by related parties. Examples of a related party:

- Director;
- Secretary;
- Shareholder;
- Related company (same directors of both companies)

Recoveries is subject to legal proceedings, client has terminated contract etc

Amounts owed to you by other parties

Current Assets means assets :

- Which are realised, sold or consumed in the normal operating cycle of the business;
- Which are realised within 12 months after the reporting date;
- Which are held primarily for the purpose of trading (refer AASB 139);
- Which are cash or cash equivalents

Example of current assets :

- Cash in bank;
- Work in progress expected to be paid in the next 12 months;
- Property or plant for sale;
- Collectable Trade debtors

Amounts owed to you by other parties

Current non-current liabilities means liabilities where the full value will not be realised within the accounting period.

Examples of non-current liabilities include:

- bank overdrafts; long term repayments;
- mortgage payments owed outside of 12 months

Statement of Equity and Cashflow

Q Enter all the figures required in the box beside each category

R Click 'Continue'

Getting Started
About You
Financials

Reference Code :
✕ Cancel
📄 Save for Later

Financial Categories 1-3 (\$800,001 - \$30,000,000) Fields marked with * are required

Statement of Equity

EQUITY

Issued capital	<input type="text" value="\$0.00"/>	Q
Retained earnings	<input type="text" value="\$0.00"/>	Q
Other equity	<input type="text" value="\$0.00"/>	Q
Total equity	<input type="text" value="\$0.00"/>	Q

Statement of Cash Flow

CASH FLOW STATEMENT

Cash flows from operating activities	<input type="text" value="\$0.00"/>	Q
Cash flows from investing activities	<input type="text" value="\$0.00"/>	Q
Cash flows from financing activities	<input type="text" value="\$0.00"/>	Q
Other cash flow	<input type="text" value="\$0.00"/>	Q
Net increase / (decrease) in cash and cash equivalents	<input type="text" value="\$0.00"/>	Q
Cash and cash equivalents at the beginning of the year	<input type="text" value="\$0.00"/>	Q
Cash and cash equivalents at the end of the year	<input type="text" value="\$0.00"/>	Q

Back
R Continue

Supporting Documentation and Declaration

S Tick the box to indicate the type of supporting documentation you need to submit

T Enter a description in the 'File Description' box

U Click on 'Choose file' and navigate to find the document you want to upload

V Click on 'Choose file'

W Click on 'Click to upload'

Repeat (steps S-W above) for each supporting document you need to submit

Supporting Documentation

Required information
It is important that you provide information that meets the requirements pursuant to Part 3 of the *Queensland Building Construction Commission Regulation 2018*. Please ensure that you have submitted all the required documents and information with your Annual Reporting Form.

Required documents

- Licensees' financial statements
- Trust financial statements
- Partnership financial statements

Additional information

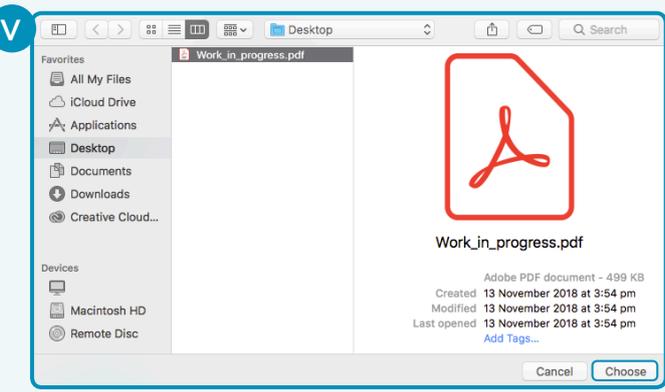
- Bank statements
- Work in progress
- Trade and other receivables
- Trade and other payables

File Description

T

U

Please note - the maximum file size you can upload is 15MB



W

* File Description

File Selected: Work_in_progress.pdf

Please note - the maximum file size you can upload is 15MB

X Check that all documentation has been uploaded, then tick the box under 'Declaration'

Y Read the warning message then click on 'Submit' if you want to declare that you have supplied the correct financial information

Declaration

By the licensee or their nominated representative completing this Declaration, the licensee declares that they comply with the revenue and net tangible assets requirements for their licence.

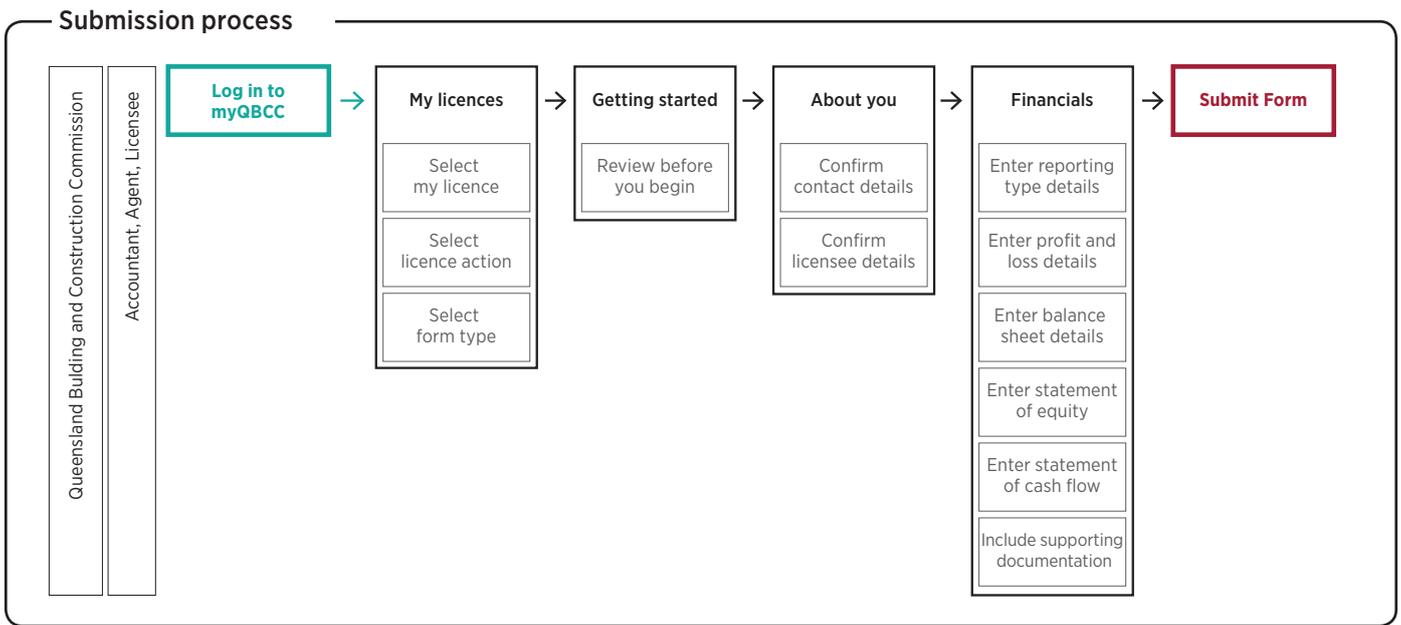
For the definition of "Net Tangible Assets" or "Revenue", see the definitions in the Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018

WARNING: Incorrect or misleading information may lead to a review and possible suspension and or cancellation of the licence, prosecution and up to two years imprisonment under the *Queensland Building and Construction Commission Act 1991* and the imposition of a penalty under Section 193 of the *Queensland Criminal Code*.

If you do not satisfy all the requirements when completing the form, you will receive a warning message to complete the relevant section.

If the form is complete, you will receive a message that your submission has been received and a case number to quote when enquiring about your submission.

SUBMIT MINIMUM FINANCIAL REQUIREMENT FORM - CATEGORY 4-7



Submit Annual Financial Report

myqbcc

Home Feedback & Enq **A** My Licences My Policies My Cases Additional Cover My Work Local Government Search

My Forms Insurance Search Pool Register

My Licences

Select what you would like to do for each contractor licence

Name	Licence Number	My Role	Licence Status	
Company X	15114220	Director	Active	B Action ▾

My Occupational Licences

Select what you would like to do for each occupational licence

Name	Licence Number	My Role
No licences were found		

Terms & conditions Privacy policy Help and support Maintenance

C Submit Annual Financial Rep... u

- A** Click on the 'My Licences' tab
- B** Click on the drop down arrow on the 'Action' tab next to the licence
- C** Select 'Submit Annual Financial Report'

D Select 'Financial Categories 4-7 (more than \$30,000,001)'

A screenshot of a web form titled "Minimum Financial Requirements Form". It features a dropdown menu labeled "* Select category". The menu is open, showing four options: "--None--", "Self-certifying categories - SC1 and SC2 (\$200,000 - \$800,000)", "Financial Categories 1-3 (\$800,001 - \$30,000,000)", and "Financial categories 4-7 (more than \$30,000,001)". The last option is highlighted in blue. A circled 'D' is placed to the left of the dropdown.

E Click on 'Start Form'

A screenshot of the same "Minimum Financial Requirements Form". The dropdown menu now displays "Financial categories 4-7 (more than \$30,000,001)". At the bottom of the form, there are two buttons: "Cancel" and "Start Form". The "Start Form" button is highlighted with a blue border, and a circled 'E' is placed to its right.

F Read the information and click on 'Continue'

A screenshot of the "Before you begin" section of the form. The page has a navigation bar with "Getting Started" (active), "About You", and "Financials". Below the navigation bar is a "Reference Code" field containing "Financial Categories 4-7 (more than \$30,000,001)". The main content area contains several paragraphs of text, including information about the Queensland Building Plan (QBP), reporting requirements, and instructions for trustees, partnerships, and privacy. At the bottom right, there is a "Continue" button with a circled 'F' next to it.

Confirm contact details

G Confirm contact details are correct, make any amendments, then click on 'Continue' or 'Save for Later' if you want to save and continue later

Getting Started
About You
Financials

Reference Code : 8699186370

X Ca
G
Save for Later

Financial Categories 4-7 (more than \$30,000,001) Fields marked with * are required

Confirm contact details

*** First Name**

*** Last Name**

Email

*** Please enter at least one phone number**

Business Phone

Mobile

International Phone

Home Phone

Business Address

*** Address Line 1**

Address Line 2

*** Suburb**

*** State**

*** Postcode**

Postal Address Same as Business Address

*** Address Line 1**

Address Line 2

*** Suburb**

*** State**

*** Postcode**

Back

G
Continue

Confirm licensee details

Getting Started | **About You** | Financials

Reference Code : Cancel Save for Later

Financial Categories 4-7 (more than \$30,000,001) Fields marked with * are required

Confirm licensee details

H Licensee Name Licensee Number

ABN ACN

I Main business of licensee *Year end date **K** ⓘ

J *Business Structure

- ✓ --- None ---
- The licensee is a sole trader
- The licensee is a standalone company**
- The licensee is a trustee for a trust
- The licensee is part of a formalised partnership
- The licensee is trading as part of a group of companies (class order 98/1418 or similar)

L Continue

- H** Confirm licensee details are correct
- I** Click on the drop down arrow under the heading 'Main business of licensee' and click on the relevant category
- J** Click on the drop down box under the heading 'Business Structure' and click on the relevant category
- K** Click in the 'Year end date' box and use the pop up calendar to enter the last date of the annual financial reporting period. For further information on the 'Year end date' click the information tooltip ⓘ
- L** Click 'Continue'

Reporting type

There are several variables in the first part of Reporting Type

ASIC Reporting Entity – Purpose (General)

- M1** Under 'ASIC Reporting Entity?' tick 'Yes'
- M2** In the drop down box under 'Type of Report', choose 'General'
- M3** Click on the drop down box under the heading 'Type of Report' and click on the relevant category
- M4** Click 'Continue'

Getting Started About You Financials

Reference Code : Cancel Save for Later

Financial Categories 4-7 (more than \$30,000,001) Fields marked with * are required

Reporting Type

M1 *ASIC Reporting Entity?
 Yes No

M2 *Purpose
 General Special

*Type of Report
M3 --None--

*Type of Report
 --None--
 Audit Opinion
 Review Opinion
 Unaudited/Internal Management

M4 Continue

ASIC Reporting Entity – Purpose (Special)

- N1** Under ‘ASIC Reporting Entity?’ tick ‘Yes’
- N2** In the drop down box under ‘Type of Report’, choose ‘Special’
- N3** Click on the drop down box under ‘Basis of special purpose reporting’ and choose the relevant option
- N4** Under the heading ‘Accounting Standards Applied’ tick the relevant boxes
- N5** Click on the drop down box under ‘Type of Report’ and choose the relevant option
- N6** Click ‘Continue’

Getting Started
About You
Financials

Reference Code :
X Cancel
Save for Later

Financial Categories 4-7 (more than \$30,000,001) Fields marked with * are required

Reporting Type

*ASIC Reporting Entity?
 Yes No

*Purpose
 General Special

*Basis of special purpose reporting?

Lack of users that are dependent reliant on the information ▼

Accounting Standards Applied

- AASB 15 Revenue from Contracts with Customers
- AASB 16 Leases
- AASB 101 Presentation of Financial Statements
- AASB 102 Inventories
- AASB 107 Cash Flow Statements
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 110 Balance Sheet becomes Reporting Period
- AASB 110 Events after the Reporting Period
- AASB 112 Income Taxes
- AASB 116 Property Plant and Equipment
- AASB 117 Leases
- AASB 124 Related Party Disclosures
- AASB 128 Investments in Associates and Joint Ventures
- AASB 136 Impairment of Assets
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets
- AASB 138 Intangible Assets
- AASB 139 Financial Instruments: Recognition and Measurement
- AASB 140 Investment Property
- AASB 1048 Interpretation of Standards

None

✓ Audit Opinion

Review Opinion

Unaudited/Internal Management

Continue

MINIMUM FINANCIAL REQUIREMENT FORM - CATEGORY 4-7 | 29

Reporting Type – ASIC Reporting Entity – No

- O1 Under the heading ‘ASIC Reporting Entity’, click ‘No’
- O2 Fill in all required details in all fields and boxes
- O3 Click on the drop down box under the heading ‘Type of Report’ and click on the relevant category
- O4 Click ‘Continue’

Getting Started
About You
Financials

Reference Code :
✕ Cancel
📄 Save for Later

Financial Categories 4-7 (more than \$30,000,001) Fields marked with * are required

Reporting Type

O1 * ASIC Reporting Entity?

Yes No

O2 Basis of exemption from ASIC reporting requirements

Accounting Standards Applied

- AASB 15 Revenue from Contracts with Customers
- AASB 16 Leases
- AASB 101 Presentation of Financial Statements
- AASB 102 Inventories
- AASB 107 Cash Flow Statements
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 110 Balance Sheet becomes Reporting Period
- AASB 110 Events after the Reporting Period
- AASB 112 Income Taxes
- AASB 116 Property Plant and Equipment
- AASB 117 Leases
- AASB 124 Related Party Disclosures
- AASB 128 Investments in Associates and Joint Ventures
- AASB 136 Impairment of Assets
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets
- AASB 138 Intangible Assets
- AASB 139 Financial Instruments: Recognition and Measurement
- AASB 140 Investment Property

O3
✓ Unaudited/Internal Management

Back
O4 Continue

Profit and Loss

- P** Enter all the figures required in the box beside each category
- Q** For further information on each category, click the information tooltip **i**
- R** Click 'Continue' or 'Save for Later' then 'Continue'

Getting Started
About You
Financials

Reference Code :

X Cancel

S Save for Later

Financial Categories 4-7 (more than \$30,000,001)
Fields marked with * are required

Profit and Loss

REVENUE

Construction revenue	P	<input type="text" value="\$0.00"/>	<div style="border: 1px solid #ccc; padding: 5px; font-size: 0.9em;"> Revenue means the total gross income received by the Licensee, derived from all sources. It is the top line figure from which costs are subtracted to determine net income. Revenue includes gross proceeds from operating sources (sales), as well as gross proceeds from other income sources (i.e. interest). <ul style="list-style-type: none"> For partnerships, the Revenue is to be the revenue of the Applicant or Licensee and the partnership/s in combination. For Trusts, the Revenue is to be the revenue of the Applicant or Licensee and the trust/s in combination. </div>
Other revenue	P	<input type="text" value="\$0.00"/>	
Total revenue	P	<input type="text"/>	

EXPENSES

Cost of sales	P	<input type="text" value="\$0.00"/>	<div style="border: 1px solid #ccc; padding: 5px; font-size: 0.9em;"> Interest expense is the cost incurred by an entity for borrowed funds. For further information refer AASB 123 - Borrowing Costs </div>
Interest expense	P	<input type="text" value="\$0.00"/>	
Operating lease expense	P	<input type="text" value="\$0.00"/>	<div style="border: 1px solid #ccc; padding: 5px; font-size: 0.9em;"> Expenses represent the costs incurred in the ordinary course of business. Examples of an expense: <ul style="list-style-type: none"> Advertising; Wages; Inventory; Rent. </div>
Employee benefits expense	P	<input type="text" value="\$0.00"/>	
Subcontractor expense	P	<input type="text" value="\$0.00"/>	
Legal fees	P	<input type="text" value="\$0.00"/>	
Other operating expense	P	<input type="text" value="\$0.00"/>	
Total expenses	P	<input type="text"/>	

Back

R

Continue

Balance sheet

S Enter all the figures required in the box beside each category

T For further information on each category, click the information tooltip **i**

U Click 'Continue'

Reference Code: _____

Financial Categories 4-7 (more than \$30,000,001)

Balance Sheet

CURRENT ASSETS	
Assets held in project bank accounts	\$0.00
Cash and cash equivalents	\$0.00
Prepayments	\$0.00
Inventories - stock on hand	\$0.00
Inventories - property development assets	\$0.00
Work in progress	\$0.00
Other current assets	\$0.00
Due from related entities	\$0.00
Retentions (due in next 12 month period only)	\$0.00
Trade and Other Receivables	\$0.00
Under 90 days	\$0.00
90-180 days	\$0.00
180-365 days	\$0.00
365+ days	\$0.00
Debtors in dispute (not included to be included in the amounts above)	\$0.00
Total current assets	\$0.00
NON CURRENT ASSETS	
Property plant and equipment	\$0.00
Deferred tax assets	\$0.00
Investments or shares in publicly listed entities	\$0.00
Investments or shares in companies that are not publicly listed companies	\$0.00
Investments - other	\$0.00
Related party loans	\$0.00
Tools of trade	\$0.00
Motor Vehicles	\$0.00
Other Vehicles - Boats, Ships, Jet SKIs, Race horses, Racing cars	\$0.00
Personal furniture	\$0.00
Trust assets	\$0.00
Goodwill	\$0.00
Formation expenses	\$0.00
Borrowing expenses	\$0.00
Other intangible assets	\$0.00
Units in trust that are not publicly listed	\$0.00
Non-current retentions	\$0.00
Other non-current assets	\$0.00
Total non-current assets	\$0.00
CURRENT LIABILITIES	
Bank overdraft	\$0.00
Trade and other payables	\$0.00
Related entity payables	\$0.00
Current portion of long-term debt	\$0.00
Other current liabilities	\$0.00
Total current liabilities	\$0.00
NON CURRENT LIABILITIES	
Current portion of long-term debt	\$0.00
Other non-current liabilities	\$0.00
Total non-current liabilities	\$0.00

For further information, refer to *Building Industry Fairness (Security of Payment) Act 2017*

Cash and cash equivalents are company assets that are either cash or can be converted into cash immediately. For further information refer *AASB 107 - Cash Flow Statements*

Inventory is the term for the goods available for sale and raw materials used to produce goods available for sale. For further information refer *AASB 102- Inventories*

Work in progress is the value of work for a project that has been completed but not yet invoiced

Amounts owed by a related parties. Examples of a related party:

- Director;
- Secretary;
- Shareholder;
- Related company (same directors of both companies)

Recovery is subject to legal proceedings, client has terminated contract etc.

Current Assets means assets :

- Which are realised, sold or consumed in the normal operating cycle of the business;
- Which are realised within 12 months after the reporting date;
- Which are held primarily for the purpose of trading (refer AASB 139);
- Which are cash or cash equivalents

Example of current assets :

- Cash in bank;
- Work in progress expected to be paid in the next 12 months;
- Property or plant for sale;
- Trade debtors;
- deferred tax liabilities

Amounts owed to you by other parties

A deferred tax asset is an asset on a company's balance sheet that may be used to reduce its taxable income. For further information refer *AASB 112 Income taxes*

Amounts owed by a related entity. Examples of a related entity:

- Family member;
- Majority stakeholder;
- Related company

Total non-current liabilities means liabilities where the full value will not be realised within the accounting period.

Examples of non-current liabilities include:

- bank overdrafts;
- long term repayments;
- mortgage payments owed outside of 12 months

Current Liabilities means liabilities:

- Debts that are expected to be settled in the normal operating cycle of business;
- Debts or obligations which are due to be settled within 12 months after the reporting period;
- Debts which are held primarily for the purpose of trading;
- Debts which the entity does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

Examples of current liabilities:

- Car loan repayments due in the next 12 months;
- Rent or lease amounts due in the next 12 months;
- Tax instalments due in the next 12 months;
- Trade creditors

Amounts owed by other parties.

Total non-current liabilities means liabilities where the full value will not be realised within the accounting period.

Examples of non-current liabilities include:

- bank overdrafts;
- long term repayments;
- mortgage payments owed outside of 12 months

Back

Continue

Statement of equity and cashflow

V Enter all the figures required in the box beside each category, then click 'Continue'

Reference Code : Cancel Save for Later

Financial Categories 4-7 (more than \$30,000,001) Fields marked with * are required

Statement of Equity

EQUITY

Issued capital	<input type="text" value="\$0.00"/>	V
Reserves	<input type="text" value="\$0.00"/>	V
Retained earnings	<input type="text" value="\$0.00"/>	V
Other equity	<input type="text" value="\$0.00"/>	V
Total equity	<input type="text"/>	

Statement of Cash Flow

CASH FLOW STATEMENT

Cash flows from operating activities	<input type="text" value="\$0.00"/>	V
Cash flows from investing activities	<input type="text" value="\$0.00"/>	V
Cash flows from financing activities	<input type="text" value="\$0.00"/>	V
Other cash flow	<input type="text" value="\$0.00"/>	V
Net increase / (decrease) in cash and cash equivalents	<input type="text"/>	V
Cash and cash equivalents at the beginning of the year	<input type="text" value="\$0.00"/>	V
Cash and cash equivalents at the end of the year	<input type="text"/>	V

Back Continue

Supporting Documentation and Declaration

W Tick the box to indicate the type of supporting documentation you need to submit

X Enter a description in the 'File Description' box

Y Click on 'Choose file' and navigate to find the document you want to upload

Z Click on 'Choose'

AA Click on 'Click to upload'

Repeat (steps w-aa above) for each supporting document you need to submit.

AB Download a Written Declaration by clicking the 'Download' option highlighted beside the 'Written Declaration' box

AC Complete and sign the document 'Category 4-7 written declaration verifying licensee's financial statements' (pictured on pp35), tick the checkbox beside written declaration

Repeat steps W - AA.

AD Read the warning message then click on 'Submit' if you want to declare that you have supplied the correct financial information

If you do not satisfy all the requirements when completing the form, you will receive a warning message to complete the relevant section. If the form is complete, you will receive a message that your submission has been received and a case number to quote when enquiring about your submission.

The screenshot shows a web interface for 'Supporting Documentation'. At the top, there are navigation tabs: 'Getting Started', 'About You', and 'Financials'. Below this is a 'Reference Code : 5560526589' and buttons for 'Cancel' and 'Save for Later'. The main heading is 'Supporting Documentation' with a sub-heading 'Financial Categories 4-7 (more than \$30,000,001)'. A note states 'Fields marked with * are required'.

The 'Required information' section contains a paragraph about the Queensland Building Construction Commission Regulation 2018. Below this is the 'Required documents' section with checkboxes for 'Licensees' financial statements', 'Trust financial statements', 'Partnership financial statements', and 'Written Declaration (Download)'. The 'Additional information' section has checkboxes for 'Bank statements', 'Work in progress', 'Trade and other receivables', and 'Trade and other payables'.

Annotations include:

- W**: A box around the 'Written Declaration (Download)' checkbox.
- X**: A box around the 'File Description' input field.
- Y**: A box around the 'Choose file' button.
- Z**: A box around the 'Click to upload' button.
- AA**: A box around the 'Choose file' button in a file upload dialog.
- AB**: A box around the 'Written Declaration (Download)' link.
- AD**: A box around a warning message: 'WARNING: Incorrect or misleading information may lead to a review and possible suspension and or cancellation of the licence, prosecution and up to two years imprisonment under the Queensland Building and Construction Commission Act 1991 and the imposition of a penalty under Section 193 of the Queensland Criminal Code.'



CATEGORY 4 - 7 WRITTEN DECLARATION VERIFYING LICENSEE'S FINANCIAL STATEMENTS

Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018 s9(2)(c).

All licensees are required to report annually to the QBCC. The type of reporting, and specific information requirements depend on the licensees' financial category at the time of submission.

Licensees within category 4-7 with a maximum revenue of more than \$30,000,001 are required to provide signed financial statements including:

- a profit and loss statement;
- a balance sheet;

- a debtors and creditors report;
- a statement of cash flows;
- notes to the financial accounts containing notes required by the Australian accounting standards; and
- a written declaration verifying the information.

Section 108C of the *Queensland Building and Construction Commission Act 1991* provides that it is an offence for a person give the QBCC a document containing information the person knows is false or misleading.

AC WRITTEN DECLARATION

Licensee

License number

I, (insert full name)

, of (insert address)

verify the licensee's signed financial statements prepared by

insert accountant / auditors name

D D M M Y Y Y Y

for the year ended

- Profit and loss statement
- Balance sheet
- Debtors and creditors report
- Statement of cash flows
- Any other document insert name of document
- Notes to the financial statements containing notes required by the Australian Accounting Standards

I have made all enquiries I consider appropriate and declare that the information contained in the above documents is correct and represents a true and fair view of the licensee's financial position.

Name of person providing the declaration

Relationship to Company (if not Company officer)

Signature

PRIVACY POLICY AND RIGHT TO INFORMATION The information provided by you may be used by the Commission and its staff in the performance of their functions under the QBCC Act and its regulation. Please note that as a result of our review of the financials, we may seek additional financial information in the course of review. Information regarding the QBCC's privacy policy can be found on the QBCC website. You can apply to access information held in our files about your licence. If you wish to access information, you will need to make an application under Right to Information (RTI).

APPENDIX

Terminology

Australian Accounting Standards Board – www.aasb.gov.au

AASB 123 – Borrowing Costs

AASB 102 – Inventories

Need more information?

Visit qbcc.qld.gov.au or call us on 139 333.

