

REQUEST FOR COPIES OF TRUST ACCOUNT INFORMATION OR RECORDS (S23B AND 40B)

Under the *Building Industry Fairness (Security of Payment) Act 2017* a current or former beneficiary of a trust may request certain records or information about the trust to which they were a beneficiary.

As trustee of the relevant trust account, you have been given this notice as part of your legal obligation to provide the information or records requested by the beneficiary. You are required to comply with this request within 10 business days, unless you have a reasonable excuse.

IMPORTANT INFORMATION

To: _____
(trustee)

PART A-CONTRACT DESCRIPTION

Contracting party name: _____

Contracted party name: _____

Project description: _____

Site address: _____

Contract date:

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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PART B-TRUST ACCOUNT DETAILS

Enter the details of the trust account (if known) for which you are requesting information or records

Trust account name: _____

BSB: _____

Account number: _____

RETENTION TRUST

Trust account name: _____

BSB: _____

Account number: _____

continued on next page...

PART C-INFORMATION REQUESTED

I request the following information about the trust account/s described above are provided to me in writing within 10 business days:

Statement of balance

Date range:

D	D	M	M	Y	Y	Y	Y

 /

D	D	M	M	Y	Y	Y	Y

 to:

D	D	M	M	Y	Y	Y	Y

 /

D	D	M	M	Y	Y	Y	Y

Copy of trust records

Description of record: (e.g. payment claims, supporting statements, notices given)

Date range:

D	D	M	M	Y	Y	Y	Y

 /

D	D	M	M	Y	Y	Y	Y

 to:

D	D	M	M	Y	Y	Y	Y

 /

D	D	M	M	Y	Y	Y	Y

PART D-BENEFICIARY DETAILS AND AUTHORISATION

Full name of beneficiary: _____
(person making request)

Postal address: _____

Email: _____

Phone: _____

(Note, the trustee will deliver the requested information to the address or email noted in this section)

Signed: _____

Date:

D	D	M	M	Y	Y	Y	Y

 /

D	D	M	M	Y	Y	Y	Y

 /

D	D	M	M	Y	Y	Y	Y

Please note this form is to be given to the trustee and is not to be returned to the QBCC.