Home Warranty Insurance Fund

HOME WARRANTY INSURANCE – ELIGIBILITY APPLICATION

- **Please ensure all questions are completed and the declaration at the end of this form is signed prior to lodgement with your insurance broker.**
- **For any assistance in completing this form please contact your insurance broker.**
- **This application form is to be completed by all Builders who are seeking Eligibility for Home Warranty Insurance.**
- **The information provided in this form will be the basis on which assessment is undertaken in order to determine appropriate Eligibility Profile limits and conditions**
- **References in this form to 'builder' and 'building work' include trade and other building contractors/work.**

Section 1 - General Information

Name of Applicant Builder (i.e. legal name under which you contract)

Registered Business Name(s)

ABN

What date did this business commence trading? / /

ACN

The Applicant business trades as a: Sole Trader ☐ Partnership ☐ Company ☐ Trust ☐ ▶ Please attach a copy of Trust Deed

Are you a Franchisee? No ☐ Yes ☐ ▶ If **Yes**, please attach a copy of the Franchise Agreement

Name of Franchise Group

Business Address (not P.O. Box Address)

State

Postcode

Postal Address (leave blank if same as above)

State

Postcode

Business Phone Number ( )

Name of key contact

Mobile Phone Number (of key contact)

Facsimile Number ( )

Email Address (of key contact)

Builder's Licence Name

Builder's Licence Number

Licence Expiry Date / /

Industry Association Name/s

Do you hold eligibility in another state? No ☐ Yes ☐ ▶ If **Yes**, what is your granted turnover limit? $

States/Territories of operation in addition to NSW:

Brief description of the type of work your business undertakes (e.g. structural, renovations, kitchen specialists, single dwellings, etc.)

Blank for Intermediary Use Only

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Section 2 – Builder licence/registration/accreditation information

Please list all Building Licences held by the business entity (including nominated officers)*

Issuing State	Name on licence	Licence no.	Year first issued
NSW			

(*Nominated officers include Supervisors, Directors, Project Managers, etc.)

Names of ALL Proprietor / Partners / Directors of this business (please attach an additional copy/ies of this page if there are more than two Partners / Directors)

Proprietor / Partner 1 / Director 1

Date of Birth / /

Builder's Licence Number held by individual *(if applicable)*

Previous building experience, including this business for past 2 years

Business

Position Held

Dates Position Held / / to / /

Business

Position Held

Dates Position Held / / to / /

Partner 2 / Director 2

Date of Birth / /

Builder's Licence Number held by individual *(if applicable)*

Previous building experience, including this business for past 2 years

Business

Position Held

Dates Position Held / / to / /

Business

Position Held

Dates Position Held / / to / /

If no building activity was undertaken within the last 12 months, what has been the nature of your business or employment?

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Section 3 - Building Activity

Total Value of Residential works requiring Home Warranty Insurance in the next 12 months:

$

Please provide details of the maximum contract value sought for each construction type in the next 12 months:

Type of Project	Maximum job value*	Number of projects
New Single Dwelling construction	$	
New Multi Dwelling construction* (3 storeys or less)	$ per development $ per unit	
Alterations/additions (i.e. majority of work is structural)	$	
Swimming Pools	$	
Renovations (i.e. majority is non-structural** work)	$	
Other (please specify)	$	
Total	$	

***If you are seeking a maximum job value over $500,000 or Multi Dwelling construction, please ensure you supply evidence of capability to support your application.**
****Includes kitchens, bathrooms, carports and pergolas etc.**

Breakdown of turnover for the last financial year 30 / 06 /

Domestic Work as Licensed Builder	$
Commercial Work	$
Subcontracting Income	$
Other Income	$
Total Income	$

Request Approval for Architect Managed Projects greater than $500,000 Required? Yes ☐ No ☐

(If **Yes**, approval will be subject to receipt and review of Project Application Form and required supporting evidence of capability)

Average construction cycle

Construction lead-time (i.e. period from contract signing/deposit taken until starting on site)	weeks
Construction phase (i.e. period at site until handover to homeowner/developer)	weeks

Please provide a brief description of your three largest projects over the past five years (any work type):

Description including address (e.g. houses, multi-unit developments, alterations, etc.)	Value of works ($)	Date completed	Your role on project

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Section 4 - Business and personal background information

1. Have you or any business for which you were a director or principal ever been insured with another home warranty insurer?

   No ☐ Yes ☐ ▶ If **Yes**, please provide details below

2. Are you presently insured through another insurance agent for ongoing work?

   No ☐ Yes ☐ ▶ If **Yes**, please provide details below

3. Have you or any business for which you were a principal or director ever had a builder's licence refused or cancelled in any state or territory of Australia?

   No ☐ Yes ☐ ▶ If **Yes**, please provide details below

4. Have you or any business for which you were a director or principal ever been declined home warranty insurance?

   No ☐ Yes ☐ ▶ If **Yes**, please provide details below

5. Have there ever been any matters handled by the Consumer Trader and Tenancy Tribunal or any other state-based tribunal or Court that resulted in orders for rectification or payment against you or any business for which you were a director or principal?

   No ☐ Yes ☐ ▶ If **Yes**, please provide details below

6. Have you ever been a director, principal or manager of a business which was ever in external administration, liquidation, receivership or any arrangement (formal or informal) to repay outstanding debts with creditors?

   No ☐ Yes ☐ ▶ If **Yes**, please provide details below

7. Have you ever been in bankruptcy or under a trustee in bankruptcy?

   No ☐ Yes ☐ ▶ If **Yes**, please provide details below

8. Have you ever been previously insured for Home Warranty Insurance in a different business name and/or licence number?

   No ☐ Yes ☐ ▶ If **Yes**, please provide details below Licence number

9. Do you currently have any bank guarantee, deed of indemnity or any other form of security lodged with another insurer?

   No ☐ Yes ☐ ▶ If **Yes**, name of Insurer

   ▶ Security Type

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Section 5 - Statement of assets and liabilities – personal

Please complete this Statement for each Proprietor, Partner and Director of the Business (copy the table if applicable for multiple parties)

Name

Assets	Value (your ownership proportion only)	Liabilities	Value (your ownership proportion only)
Principal residence at		Mortgage loan with	
	$		$
Other residence at		Mortgage loan with	
	$		$
Other residence at		Mortgage loan with	
	$		$
Business premises at		Mortgage loan with	
	$		$
Other properties / vacant land at		Mortgage loan with	
	$		$
	$		$
	$		$
	$		$
	$		$
Motor Vehicles		Vehicle finance with	
	$		$
	$		$
	$		$
Other investments (e.g. shares, fixed interest investments)		Finance with	
	$		$
	$		$
	$		$
Cash on deposit with		Bank overdraft with	
	$		$
	$		$
	$		$
Work in progress		Credit card and other personal debts	
	$		$
Trade receivables			$
	$		$
Loans and other monies owed to you	$	Trade creditors greater than 90 days, loans and other monies owed by you	$
Plant machinery, tools & equipment	$	Other loans	$

Proprietor/Partner/Director Declaration

I hereby certify that the above is a full and true statement of my personal assets and liabilities as at the noted date.

Signature

Date

/ /

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Section 6 - Privacy Statement

NSW Self Insurance Corporation (**SICorp**), is a statutory corporation constituted under the *NSW Self Insurance Corporation Act 2004* (NSW) and is responsible for carrying on the business of providing home warranty insurance for building work done in New South Wales that requires such insurance under the *Home Building Act 1989* (NSW). SICorp is regulated by the *Privacy and Personal Information Protection Act 1998* (NSW) and is required to provide the following information to you in relation to your personal information.

Purpose of Collection

SICorp, through its agents, collects and holds personal information (information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion and which relates to a natural living person) for the purpose of providing home warranty insurance (insurance) in relation to building work requiring such insurance, including:

- evaluating your application;
- providing, administering and managing the insurance services following acceptance of an application; and
- investigating, and if covered, managing and processing claims made in relation to any insurance you have applied for with us.

SICorp and its agents, collect personal information in connection with the purposes listed above, through this application and also from other State or Federal government bodies, your intermediary, our insurance agents, loss assessors, claims investigators, reinsurers, insurance companies, mailing houses, claims reference providers, trade credit reference sources, financial assessors, other service providers, legal and other professional advisers.

Examples of personal information collected include:

- your insurance claim history;
- your credit history;
- your financial status and history; and
- your corporate directorship history.

Disclosure

SICorp or its agents may disclose your personal information in connection with the purposes listed above or as otherwise authorised or required by law, to other State or Federal government bodies, your intermediary, our insurance agents, loss assessors, claims investigators, reinsurers, insurance companies, mailing houses, claims reference providers, trade credit reference sources, financial assessors, other service providers, legal and other professional advisers.

Consequences if information is not provided

Supply of the information sought in this form is not required by law, however, if you do not provide us with this information we will be unable to consider your application for eligibility, administer any policy or manage any claim under the policy.

Access

You can request access to, and correction of, your personal information by contacting the Privacy Contact Officer of your insurance agent, through whom you or your intermediary have sought insurance, and to whom your information has been provided as our agent. In some circumstances we may not agree to allow you access to some or all of the personal information we hold about you, such as when it is unlawful to give it to you. In such cases we will give you reasons for our decision.

NSW Self Insurance Corporation PO Box A2615, Sydney South, NSW 1235.

Do NOT send your application form to this address - lodge the form with your insurance broker. This address is provided in accordance with the Privacy and Personal Protection Act 1998.

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Section 7 - Builder Declaration

This declaration is to be executed either by the sole business proprietor/all business partners in a partnership/sole director if a sole director company/at least 2 directors of the company for other companies.

I/We declare that by completing this application and making this declaration, I/we appoint the intermediary to whom this application is provided as my/our broker for the purpose of applying for eligibility to purchase individual job specific policies for home warranty insurance with SICorp from time to time.

I/We confirm that the details on this application form are true and represent a fair and accurate representation of the affair(s) of the applicant(s). If any of the information disclosed in this application alters or materially changes, I/we will notify our intermediary immediately.*

I/We believe that the applicant is currently solvent and in its capacity can meet all of its financial obligations as and when they fall due.

I/We acknowledge that SICorp, or its agent, may seek additional information from me/us or our intermediary as required from time to time.

I/We acknowledge that SICorp, or its agent, reserves the right to reject this application.

I/We acknowledge that if our application for eligibility for home warranty insurance is accepted by SICorp, or its agent on SICorp's behalf, it does not create any contract of insurance or give the right to insurance. I/We will need to apply separately for insurance for a particular construction project.

I/We have read and understood the Privacy Statement section in this application.

For personal applicants

I consent to SICorp and its agents collecting, using and disclosing my personal information in accordance with the Privacy Statement.

For all applicants

If I have disclosed personal information in this form about any other person, I confirm that I am authorised to disclose this information to SICorp and its agents and to consent (and do consent) on that person's behalf to collection, use and disclosure of this and other personal information about them in accordance with the Privacy Statement.

Declared by (name of Proprietor / Partner / Director)

For and on behalf of (Entity)

Signature

Date

/ /

Declared by (name of Proprietor / Partner / Director)

For and on behalf of (Entity)

Signature

Date

/ /

NB: Section 103EA of the Home Building Act 1989 (NSW) provides that it is an offence for a person, in connection with an application to an insurer for home warranty insurance, to make a statement (whether orally, in a document or in any other way) knowing that, or being reckless as to whether, the statement is false or misleading or omitting any matter or thing without which the statement is misleading in a material particular.

Such an offence may be punishable by a penalty of up to $22,000.

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HOME WARRANTY INSURANCE – APPLICATION CHECKLIST

Please ensure you have included the following details and supporting documents (as required) to complete your application lodgement successfully:

- [ ] Fully completed and signed Application Form.
- [ ] Evidence of ownership (e.g. Council rates notice) for all property shown in Section 5 or company balance sheet.
- [ ] Copy of a current building licence for the company and licensed directors or nominated supervisors.
- [ ] Confirmation of Eligibility for home warranty in other states where building activity is being undertaken.
- [ ] Current statement of personal assets and liabilities (as set out in the application form for each partner or principal.)
- [ ] Work-in-progress summary of all jobs under construction including:
  - [ ] Site address
  - [ ] Commencement date
  - [ ] Current stage of works
  - [ ] Estimated completion date
  - [ ] Contract value
  - [ ] Name of owner
- [ ] Copy of Trust Deed for Trust applicants.
- [ ] Copy of Franchise Agreement for Franchisee applicants.
- [ ] Description of any group structures that include the building company as a subsidiary or related entity. This should include financial reports from the past 3 years for related parties with substantive financial transactions to the building entity.
- [ ] Financial evidence – Sole Trader or partnership.
  - [ ] Please attach Taxation Returns for the past 3 years, the most recent not being more than 12 months old (not Notifications of Assessment)
  - [ ] Statement of working capital (required where accounts are more than 3 months old) supported by:
    - Bank and credit card statements
    - Current creditors list
    - Current debtors list
- [ ] Financial evidence – Company or Trust.
  - [ ] Please attach financial statements for the past 3 years. These must be full and final accounts as prepared by an accountant and signed off by directors, including trading statement, Profit & Loss sheets, Balance sheet and notes for accounts. If financials are older than 9 months please provide interim statements which are no more than 3 months old.
- [ ] Additional supporting evidence required to demonstrate capability/experience for requested contract limits above standard limits or for multi-units (e.g. CV's and technical references from architects or structural engineers setting out previous job values, job description, completion date, the role of the applicant and contract value).
- [ ] For new Entities requesting turnover of above $5 million:
  - [ ] Display home information
  - [ ] Business plan
  - [ ] Cash flow forecasts for builders with over $30 million turnover.

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