ADDITIONAL DETAILS FORM 4

BANKRUPTCY

NSW GOVERNMENT | Fair Trading

13 32 20 www.fairtrading.nsw.gov.au

FAIR TRADING

1. Completing this form

You should complete this form if you are an applicant or a licensee for a contractor licence or a qualified supervisor certificate and:

- If you are an individual that is a current bankrupt, has been discharged from bankruptcy in the last 3 years or has entered into other arrangements due to personal insolvency.
- If you are an individual member of a partnership, that is a current bankrupt, has been discharged from bankruptcy in the last 3 years or has entered into other arrangements due to personal insolvency.
- If you are an individual director of a company, that is a current bankrupt, has been discharged from bankruptcy in the last 3 years or has entered into other arrangements due to personal insolvency.

This form is to assist you in providing the required details and allow the prompt assessment of your application. Failure to provide sufficiently detailed information below can affect the outcome of your application as Fair Trading will be unable to assess your circumstances. If you require more space than the text boxes provided to answer a question in this form, please attach and number additional pages.

Tradespersons certificates holders/applicants are not required to complete this additional details form.

2. Note to individuals completing this form

Current bankruptcy

- If you are currently bankrupt, Fair Trading cannot issue you a contractor licence in the categories of: Building or Swimming Pool Building.
- In all other cases, following assessment of the relevant information, should Fair Trading determine to grant an authority and it is a contractor licence; it will be conditioned with the following: "Only for contracts up to $20000".

Discharged from bankruptcy within the last 3 years

- Following assessment of the relevant information, should Fair Trading determine to grant an authority for any category and it is a contractor licence it may be subject to conditions

This information is provided for a:

☐ New application or ☐ Renewal application or ☐ Update of an existing licence

Licence number or Application number *(if known)*:

Australian Financial Security Authority reference number *(if known)*:

3. What type of details are required?

☐ Tick here that you are enclosing the Trustee's Report filed with Australian Financial Security Authority (AFSA) **and** the Statement of Affairs submitted to AFSA (you **MUST** include **PART B** of the Statement of Affairs paperwork submitted to AFSA). You may need to contact AFSA for further information *(mandatory)*.

☐ Tick here to indicate that you are applying for or are seeking to retain a **contractor licence** and accordingly are enclosing a statement from your accountant demonstrating your financial viability to complete contracts in the future for residential building or specialist work if issued with a contractor licence. The accountant's statement must include a **current statement of affairs / balance sheet and a projected income and expenditure** *(mandatory for contractor licences not certificates)*.

3.1 When did you first become aware that you were experiencing financial difficulties or that there was a problem with finances?

In accordance with section 12 of the *Licensing and Registration (Uniform Procedures) Act 2002* this additional details form and any supporting attachments are part of the application form submitted by the applicant making application for an authority under the *Home Building Act 1989*.

3. What type of details are required? *(Continued)*

3.2 What were the reasons or circumstances that existed for the financial problems being experienced?

3.3 Once you became aware of the financial difficulties, what actions did you take to address the financial pressures arising?

3.4 What steps did you take to avoid the bankruptcy or having to enter into arrangements because of insolvency?

3.5 Provide any supporting evidence of steps taken attached to this additional details form.

3.6 Any additional information that you may wish to provide for consideration in assessment of your application in regards to the bankruptcy.

4. Declaration

I, _____ *(insert full legal name of the Individual, Member or Director that this additional details form relates to)* born on _____ *(insert Date of Birth)* declare that:

- I have provided true and correct information.
- I understand that the provision of false or misleading information by me may result in proceedings being brought against me under the *Crimes Act, 1900* that could lead to imprisonment for up to 2 years and/or fines of up to $22,000.
- I understand that the provision of false or misleading information may result in Fair Trading assessing me as not being a fit and proper person under the *Home Building Act, 1989* and may affect the outcome of my application.
- I have read and understand the information required to be provided in this statement.
- I authorise Fair Trading to make the necessary enquiries with any organisation or individual to verify the information I have provided on this form and any organisation or individual to disclose relevant information to Fair Trading for these purposes.

Applicant's Signature

_____ Date ☐☐/☐☐/☐☐