

# Preferred Supplier Application Form

## Section 1 – Company Details

ACCOUNTS RECEIVABLE			
<b>Company Name:</b>			
<b>Trading Name:</b>			
<b>ABN:</b>			
<b>Type of Business:</b>			
<b>Postal Address:</b>			
<b>Accounts Contact:</b>			
<b>Phone Number:</b>			
<b>Fax Number:</b>			
<b>Email Address:</b>			
<b>Website:</b>			
BANKING DETAILS FOR PAYMENTS BY EFT			
<b>Name of Bank:</b>		<b>Name of Branch:</b>	
<b>BSB Number:</b>		<b>Account Number:</b>	
<b>Name of Account:</b>			
SITE / DIVISION SPECIFIC CONTACT DETAILS (If applicable. Attach more pages if necessary)			
<b>Site Name:</b>			
<b>Site Address:</b>			
INDIVIDUAL CONTACT DETAILS (If applicable, i.e: sales, services, drivers, etc. Attach more pages if necessary)			
<b>Contact Name:</b>			
<b>Position:</b>		<b>Mobile Number:</b>	
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>Email Address:</b>			
<b>Contact Name:</b>			
<b>Position:</b>		<b>Mobile Number:</b>	
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>Email Address:</b>			
<b>Contact Name:</b>			
<b>Position:</b>		<b>Mobile Number:</b>	
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>Email Address:</b>			

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## Section 2 – Insurance Details

- **Sections 2.a and 2.b** must be completed if you (the supplier) will have employees carrying out work on any Conundrum Holdings Pty Ltd site.
- **Section 2.a, 2.b & 2.c** must be completed before you will be permitted to deliver any quarry or concrete products on behalf of Conundrum Holdings Pty Ltd.
- **We will require a copy of the certificates of currency relating to these sections.**

### Section 2.a

### PUBLIC LIABILITY

(Required if you will have employees carrying out work on a Conundrum Holdings Pty Ltd site or delivering quarry or concrete products on behalf of Conundrum Holdings Pty Ltd.)

*Conundrum Holdings Pty Ltd requests a minimum of \$20,000,000.00 if persons are working on site.*

Have you supplied Conundrum Holdings Pty Ltd with a Certificate of Currency? **Y / N**

Is the interest of Conundrum Holdings Pty Ltd noted? **Y / N**

Policy number: \_\_\_\_\_

Policy expiry date: \_\_\_\_\_

Policy Limit: \_\_\_\_\_

### Section 2.b

### WORK COVER

(Required if you will have employees carrying out work on a Conundrum Holdings Pty Ltd site or delivering quarry or concrete products on behalf of Conundrum Holdings Pty Ltd)

Have you supplied Conundrum Holdings Pty Ltd with a Certificate of Currency? **Y / N**

Work Cover policy number: \_\_\_\_\_

Work Cover policy expiry date: \_\_\_\_\_

### Section 2.c

### EQUIPMENT / MOTOR COMPOSITE POLICY

(Required if you will be delivering quarry or concrete products on behalf of Conundrum Holdings Pty Ltd.)

*Covering equipment material loss or damage.*

Have you supplied Conundrum Holdings Pty Ltd with a Certificate of Currency? **Y / N**

Description: \_\_\_\_\_

Policy number: \_\_\_\_\_

Policy expiry date: \_\_\_\_\_

Description: \_\_\_\_\_

Policy number: \_\_\_\_\_

Policy expiry date: \_\_\_\_\_

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## Section 3 – Supply Conditions and Declaration

### CONUNDRUM HOLDINGS PTY LTD CONDITIONS FOR PREFERRED SUPPLIERS

1. An order number must be documented on all invoices submitted to Conundrum Holdings Pty Ltd (Conundrum) before any payment can be made. You shall not accept any order from a Conundrum representative without first sighting an associated *Conundrum Holdings Pty Ltd Purchase Order*.
2. The Quarry *Weighbridge Docket* [CH 21.i.0050] constitutes an order for the delivery of quarry products on behalf of Conundrum.
3. You must supply Conundrum with all invoices and statements within 10 working days from the first day of the month in which payment is due. Invoices received after this time may cause a delay in payment.
4. Due to the likelihood of activities comparable to construction work being carried out on its work sites, Conundrum has made the decision to apply Part 5.1 – *Construction* of the Victorian *Occupational Health and Safety Regulations 2007* (the OHS Regulations) to all extractive and processing sites under its control. As such you, as a preferred supplier, will be required to comply with the following:
  - a. All persons shall undergo a site specific induction as per clause 5.1.12 of the OHS Regulations before entering or carrying out any work on a Conundrum work site and shall adhere to the policies and procedures outlined during this induction at all times, including where applicable:
    - i. visitor registration and supervision;
    - ii. hazard identification and risk mitigation;
    - iii. isolation and lockout;
    - iv. permit to work systems;
    - v. personal protective equipment;
    - vi. emergency response; and
    - vii. incident reporting.
  - b. All persons are required to undertake WorkSafe approved construction induction training as per clause 5.1.20 of the OHS Regulations before entering or working on a Conundrum site. Personnel will be permitted to work on site for a maximum of 28 days without having completed construction induction training, however they will be required to undergo an extended site induction which will incur a charge of \$100 to you.
  - c. You will be required to provide a Safe Work Method Statement (SWMS) before conducting any high risk construction work, as per clause 5.1.9 of the OHS Regulations.
5. Requirements 4.a. and 4.b. above also apply if you will be delivering quarry or concrete products off site on behalf of Conundrum.
6. You shall ensure that any person engaged by you to complete the work nominated on the *Conundrum Holdings Pty Ltd Purchase Order* is appropriately qualified to complete that work.
7. You shall ensure that you have taken the appropriate measures to meet the requirements of all relevant Acts and Regulations applicable when working on a Conundrum work site or when delivering quarry or concrete products off site on behalf of Conundrum.
8. You will be required to assist in any investigation concerning the goods and/or services provided by you resulting from non-compliance to these conditions or any other documented Conundrum conditions, policies and/or procedures.
9. Any information obtained through engaged supply of goods and/or services in any way with Conundrum is strictly confidential. It therefore cannot be used with intent to cause detriment to the company or to gain directly or indirectly any financial advantage for you or any other person.
10. You shall declare all possible conflicts of interest that may arise between yourself and other parties associated with Conundrum.
11. You must notify Conundrum of any change to, or renewal, lapse, cancellation or termination of any of the company details or insurance policies documented in the *Preferred Supplier Application Form* [CH 25.iii.0237].

### CONFIRMATION OF UNDERSTANDING THE ABOVE CONDITIONS

I \_\_\_\_\_, as authorised representative of \_\_\_\_\_, acknowledge that I have read and understood the Conundrum Holdings Pty Ltd Conditions for Preferred Suppliers above and assure that as a preferred supplier, the company agrees to comply with all matters raised within this document.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ONCE COMPLETE, PLEASE RETURN THIS FORM ALONG WITH ANY REQUIRED ATTACHMENTS TO:

**Conundrum Holdings Pty Ltd, P.O BOX 100 KILMORE, VIC, 3764 or FAX: (03) 5782 0188**

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