

## Shopfitter Pre-registration Checklist

### SHOPFITTER CHECKLIST

1. **Contact Details**  
Required: Name, Address, Phone Number, Fax Number, Mobile Number, and Email.
2. **Workers Compensation Insurance**  
Required: Payment showing - declared wages, correct industry tariff rate, number of employees covered, and expiry date.
3. **Company Prospectus**  
Required: A copy of your company's most recent prospectus (if applicable).
4. **Superannuation**  
Required: Print out of payment.
5. **Construction Industry OH&S Induction Training Course**  
Required: Proof of construction induction training required

### RETAILER CHECKLIST

1. **Contact Details**  
Required: Name, Address, Phone Number, Fax Number, Mobile Number, and Email.
2. **Certification of EH&S Management System for Lessee's Works and Principal Contractor Appointment.**
3. **Authorisation for Shopfitter (to act as Principal Contractor and Lessee's representative).**
4. **Public Liability Insurance**  
Required: Certificate of Currency for \$20,000,000.