



ABCO Quick Reference Guide for Applicants and ABCs

Adding Contractors, Expert Consultants and Sublessees

ABCs and ABC Admins are the only users who can add or amend Contractors, Expert Consultants and Sublessee/Occupier/Tenant at any time during the application lifecycle.

Applicants are not able to add/amend these fields after submission.

Contractors

The ABC can add contractors by clicking **Contractors** under the Application section. ABCs will be prompted to provide the following details:

- Company Name (mandatory)
- ABN/ACN (not mandatory)
- Building Activity Type (mandatory)
- Registration/License/Accreditation Number (not mandatory)
- Address: Address Line 1, Town/Suburb, State/Territory, Postcode (mandatory)
- Contact: Primary Phone and Email (mandatory), Title, Name and Secondary Phone (not mandatory)

Assessment >

Application ▾

- Application Details
- Applicant Information
- Applicant Contact
- Building Activity Details
- Contractors** →
- Expert Consultants
- Sublessee/Occupier/Tenant
- Performance Solution
- Required Additional Information
- Program of Work

Contractors

If you have information available for contractors to be engaged in this building activity, please enter it below. Please enter the principal or primary contractor details as the first contractor. A maximum of 50 can be added.

Actions ▾

Company Name ↑	Building Activity Type	Email
There are no records to display.		

Save and Next

Expert Consultants

The ABC can add consultants by clicking **Expert Consultants** under the Application section. ABCs will be prompted to provide the following details:

- Title (not mandatory)
- First and Last name (mandatory)
- Company Name (not mandatory)
- Registration/License/Accreditation Number (not mandatory)
- Building Activity Type (mandatory)
- Expert Type (mandatory)

Expert Consultants

If you have information available for expert consultants to be engaged in this building activity, please enter it below. A maximum of 50 can be added.

Actions

First Name ↑ Last Name Building Activity Type Expert Type

There are no records to display.

Save and Next

Sublessee/Occupier/Tenant

The ABC can add sublessees by clicking **Sublessee/Occupier/Tenant** under the Application section and selecting Yes to 'Are the Sublessee/Occupier/Tenant known?'. ABCs will be prompted to provide the following details:

- Sublessee/Occupier/Tenant Name (mandatory)
- Address Line 1, Town/Suburb, State/Territory, Postcode (mandatory)

Sublessee/Occupier/Tenant

If you have information available for sublessees or occupiers or tenants to be involved in this activity, enter below. A maximum of 50 can be added. If not, please proceed to the next section.

Are the Sublessee/Occupier/Tenant details known? *

☐ No ☒ Yes

This field cannot be modified until all records are removed from the grid below.

Sublessee/Occupier/Tenant Name ↑ Address Line 1 Town/Suburb State/Territory Postcode

There are no records to display.

Save and Next