



Conundrum Holdings Pty. Ltd.

All correspondence: P.O Box 100, Kilmore, Victoria, 3764
Head Office – Phone: (03) 5781 0103 Email: supplier@conholdings.com.au
A.C.N. 007 076 020 A.B.N. 39 007 076 020

4 April 2019

Dear Sir/Madam,

RE: Preferred Supplier Application Form

Attached to this covering letter are the following documents which will need to be completed, returned and approved before any order can be placed with your company.

- *Preferred Supplier Application Form* [CH 25.iii.0237]
 - **Sections 1 & 3** are required to be completed by all suppliers
 - **Section 2** only needs to be completed by suppliers who will have employees carrying out work on a Conundrum Holdings Pty Ltd site.
- *Conditions of Preferred Suppliers Status* [CH.25.iii.0239]

Please return the completed form to me at your earliest convenience either by post or email.

I would like to take this opportunity to welcome you as a new preferred supplier of the company and inform you that a purchase order number must be provided on all invoices submitted before payments can be made. Please ensure a purchase order is supplied to you before accepting any order for goods and/or services from a Conundrum Holdings Pty Ltd representative.

Yours faithfully,

Grace Hill
Trainee Administration & Personnel Manager
Conundrum Holdings Pty Ltd

Preferred Supplier Application Form

Section 1 – Company Details

ACCOUNTS RECEIVABLE			
Company Name:			
Trading Name:			
ABN:		Registered for GST?	Yes / No
Type of Business:			
Postal Address:			
Accounts Contact:			
Position held:			
Phone Number:			
Email Address:			
Website:			
BANKING DETAILS FOR PAYMENTS BY EFT			
Name of Bank:		Name of Branch:	
BSB Number:		Account Number:	
Name of Account:			
INDIVIDUAL CONTACT DETAILS (If applicable, i.e. sales, services, drivers, etc. attach more pages if necessary)			
Contact Name:			
Position:		Mobile Number:	
Phone Number:		Email Address:	
Contact Name:			
Position:		Mobile Number:	
Phone Number:		Email Address:	
Contact Name:			
Position:		Mobile Number:	
Phone Number:		Email Address:	

Preferred Supplier Application Form

Section 2 – Insurance Details

Section 2.a

PUBLIC LIABILITY

(Required if you will have employees carrying out work on a Conundrum Holdings Pty Ltd site)
Conundrum Holdings Pty Ltd requests a minimum of \$20,000,000.00 if persons are working on site.

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

Policy number: _____

Policy expiry date: _____

Policy Limit: _____

Note: A copy of the current Certificate of Currency must be attached to this application.

Section 2.b

WORK COVER

(Required if you will have employees carrying out work on a Conundrum Holdings Pty Ltd site)

Work Cover policy number: _____

Work Cover policy expiry date: _____

Note: A copy of the current Certificate of Currency must be attached to this application.

Section 3 –Declaration

CONFIRMATION OF UNDERSTANDING CONDITIONS

I _____, as authorised representative
of _____, acknowledge that I have read
and understood the Conundrum Holdings Pty Ltd *Conditions of Preferred Suppliers Status* [CH 25.iii.0239] 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

EMAIL: supplier@conholdings.com.au

Conditions of Preferred Supplier Status

1. All Preferred Suppliers

- 1.1. You shall not accept any order from a Conundrum representative without first sighting an associated *Conundrum Holdings Pty Ltd Purchase Order* [CH 25.ii.1331].
- 1.2. You shall ensure that any person engaged by you to complete the work nominated on the *Conundrum Holdings Pty Ltd Purchase Order* [CH 25.ii.1331] is appropriately qualified to complete that work.
- 1.3. A *Conundrum Holdings Pty Ltd Purchase Order* [CH 25.ii.1331] number must be documented on all invoices submitted to Conundrum Holdings Pty Ltd (Conundrum) before any payment can be made.
- 1.4. 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.
- 1.5. Conundrum Holdings Pty Ltd's standard payment terms are end of month following the month the invoice is dated, unless otherwise agreed prior to ordering of goods/services.
- 1.6. You must notify Conundrum of any change to, 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].
- 1.7. 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.
- 1.8. 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.
- 1.9. You shall declare all possible conflicts of interest that may arise between yourself and other parties associated with Conundrum.
- 1.10. In relation to delivery of goods ordered, Conundrum will not be held accountable for circumstances beyond our control (i.e. weather).

2. Preferred Suppliers who work on-site

- 2.1. Due to the likelihood of activities comparable to construction work being carried out on its 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:
 - 2.1.1. 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 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.
 - 2.1.2. Site specific inductions are undertaken online at the Conundrum website: www.conholdings.com.au
 - 2.1.3. 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 such induction training.
 - 2.1.4. 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.
- 2.2. 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 site.

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