

INDEPENDENT CONTRACTOR REQUIREMENTS

In order for you to register as an Independent Contractor with Design & Build Recruitment Pty Ltd you must meet the below requirements:

INSURANCES

At a minimum, you must hold the below insurances and provide us with a copy of each;

- Public Liability
- Professional Indemnity, and
- Work Cover

ABN

- Hold an active and current ABN Number
- Entity Type must be a Private Company (Pty Ltd), *we cannot process Sole Traders, Partnerships or Trusts*

BANK ACCOUNT

- The ATO requires all Independent Contractors operating as a company to have a separate bank account for tax purposes

RECIPIENT CREATED TAX INVOICE

- This Agreement is sent to you with your contract and must be signed. It gives Public Sector People permission to issue a Tax Invoice on your behalf so that any payment to you will include the relevant GST, if applicable

If the above requirements are not met, Public Sector People will be unable to pay you as an Independent Contractor and you will be registered as a PAYG.

For more information regarding required insurance for small businesses, please follow the below link.

<https://www.business.vic.gov.au/setting-up-a-business/how-to-start-a-business/find-the-right-insurance>