



# LOTUS WORKFORCE SOLUTIONS PTY LTD

(Trading as Lotus Workforce Solutions AU)

ACN 695 360 699 | ABN 28 695 360 699

Unit 1, 66 Ramsay St, Haberfield NSW 2045

admin@lotusworkforce.com.au | 0420 271 837

<https://lotusworkforce.com.au>

## CONTRACTOR, SUBCONTRACTOR & WORKER ONBOARDING AGREEMENT

### Construction Labour Services - New South Wales

This document collects the core information Lotus needs to onboard, roster, book, pay and manage contractors, subcontractors and Lotus-booked workers. The final legal engagement basis must be confirmed by Lotus in writing.

#### ENGAGEMENT TYPE - TICK ALL THAT APPLY

☐ Individual independent contractor / ABN worker

☐ Lotus-booked worker registration

☐ Subcontractor business / company / labour provider

☐ Trade specialist / ticketed worker

☐ Other: \_\_\_\_\_

#### PARTY / WORKER DETAILS

Legal Name: \_\_\_\_\_

Business / Trading Name: \_\_\_\_\_

ABN / ACN: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

## 1. NATURE OF RELATIONSHIP AND ENGAGEMENT BASIS

This document is designed as an onboarding and agreement framework for **independent contractors**, **subcontractor businesses** and **Lotus-booked workers**. Where the engagement is contractor or subcontractor based, the party operates under its own ABN and is responsible for its own tax, GST, superannuation, insurance and business expenses unless applicable law requires otherwise.

Where the worker is booked, rostered or engaged under a different legal basis, Lotus may issue further payroll, employment, subcontractor, work order or site-specific documentation. Nothing in this document overrides mandatory rights or obligations under Australian law.

**Important:** final engagement status is determined by the written offer, work order, invoice/payment method, applicable law and the actual working arrangement.

## 2. SERVICES AND ASSIGNMENT SELECTION

The worker/contractor may provide labour, trade or site support services when requested by Lotus. Assignments may occur at various client sites throughout NSW and may be accepted or declined unless a specific work order states otherwise.

### SERVICE TYPE

☐ Construction labour

☐ Construction cleaning

☐ Other: \_\_\_\_\_

☐ Skilled trade services

☐ Warehouse / logistics

☐ Painting and decorating

☐ Traffic / site safety

☐ General site support

☐ Licensed plumbing

**Preferred work areas:** \_\_\_\_\_

## 3. WORKER CATEGORY - SELECT CLEARLY

☐ General labourer

☐ Traffic controller

☐ Licensed plumber

☐ Skilled labourer

☐ EWP operator

☐ Carpentry / formwork

☐ Painter

☐ Working at heights

☐ Plant/operator support

☐ Site support / trade assistant

☐ Confined space

☐ Leading hand / supervisor

☐ Construction cleaner

☐ Forklift / warehouse

☐ Other role

**Other role detail:** \_\_\_\_\_

**Agreed rate / booking notes:** \_\_\_\_\_

## 4. BUSINESS, PERSONAL AND CONTACT PROFILE

### BUSINESS / SUBCONTRACTOR DETAILS

Legal Entity Name: \_\_\_\_\_

Trading Name: \_\_\_\_\_

ABN: \_\_\_\_\_ ACN: \_\_\_\_\_

Business Address: \_\_\_\_\_

Invoice Email: \_\_\_\_\_

☐ GST registered

☐ Not registered for GST

☐ Statement by Supplier required/provided

Tax File Number details are not collected in this PDF. If Lotus legally requires a TFN declaration, it should be completed through the official ATO or other secure process.

## 5. INDIVIDUAL WORKER DETAILS

Full Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## 6. LICENCES, TICKETS AND QUALIFICATIONS

Tick all licences, inductions and tickets currently held. Licence numbers, expiry dates and copies should be provided before any site booking that requires them.

- |                                            |                                             |                                             |
|--------------------------------------------|---------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> White Card        | <input type="checkbox"/> Working at Heights | <input type="checkbox"/> Asbestos Awareness |
| <input type="checkbox"/> Trade Certificate | <input type="checkbox"/> Confined Space     | <input type="checkbox"/> Silica Awareness   |
| <input type="checkbox"/> Driver Licence    | <input type="checkbox"/> EWP Licence        | <input type="checkbox"/> Rail / RIW         |
| <input type="checkbox"/> First Aid / CPR   | <input type="checkbox"/> High Risk Work     | <input type="checkbox"/> Plumbing licence   |
| <input type="checkbox"/> Forklift          | <input type="checkbox"/> Traffic Control    | <input type="checkbox"/> Other              |

Other ticket detail: \_\_\_\_\_

Licence / ticket numbers: \_\_\_\_\_

Expiry dates: \_\_\_\_\_

Documents provided / missing: \_\_\_\_\_

Years of industry experience: \_\_\_\_\_ Trade / specialisation: \_\_\_\_\_

False, expired or incomplete documentation may cause Lotus to decline bookings, pause work allocation or terminate the engagement.

## 7. AVAILABILITY, TRANSPORT AND TOOLS

Available Start Date: \_\_\_\_\_ Preferred Days / Hours: \_\_\_\_\_

Travel Radius / Locations: \_\_\_\_\_

- |                                      |                                           |                                      |                                   |
|--------------------------------------|-------------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Own vehicle | <input type="checkbox"/> Public transport | <input type="checkbox"/> Basic tools | <input type="checkbox"/> No tools |
|--------------------------------------|-------------------------------------------|--------------------------------------|-----------------------------------|

Tools / equipment notes: \_\_\_\_\_

## 8. PAYMENT SETUP AND FINANCIAL ACCOUNT DETAILS

Complete this section carefully so Lotus can set up payment without repeatedly requesting details. Lotus may require verification before changing bank, invoice or remittance details.

### INVOICE, GST AND ACCOUNTS CONTACT

Accounts Contact Name: \_\_\_\_\_

Accounts / Invoice Email: \_\_\_\_\_

Remittance Email: \_\_\_\_\_

☐ GST registered

☐ Not registered for GST

☐ ABN confirmed

### BANK ACCOUNT DETAILS FOR PAYMENTS

Account Name: \_\_\_\_\_

Bank / Institution: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

☐ Bank document / screenshot supplied if requested

☐ I will notify Lotus in writing of changes

Payment may be delayed if bank details, invoices, timesheets, ABN/GST status or onboarding documents are incomplete or inconsistent.

### PAYMENT METHOD / PROCEDURE

☐ Contractor invoice required

☐ Payroll / worker payment setup required

☐ Timesheets required

Preferred payment frequency: \_\_\_\_\_

Payment reference / notes: \_\_\_\_\_

☐ TFN Declaration / tax form provided separately if legally required

Accounting / onboarding setup type:

☐ Supplier / ABN contractor

☐ Payroll / worker setup

☐ Subcontractor company

☐ Other: \_\_\_\_\_

## 9. SUPERANNUATION DETAILS

Complete these details so Lotus has the information required where superannuation contributions are legally payable or agreed. Contractors may remain responsible for their own super unless the Superannuation Guarantee rules require otherwise.

### STANDARD SUPER FUND DETAILS

Member / Worker Name: \_\_\_\_\_

Super Fund Name: \_\_\_\_\_

Fund ABN: \_\_\_\_\_ USI / SPIN: \_\_\_\_\_

Member Number: \_\_\_\_\_

☐ Super choice form / fund confirmation attached

☐ Details to be provided before payment if required

Super notes / special payroll instructions:

## 10. SELF-MANAGED SUPER FUND - IF APPLICABLE

☐ SMSF applies

SMSF Name: \_\_\_\_\_

SMSF ABN: \_\_\_\_\_ Electronic Service Address: \_\_\_\_\_

SMSF BSB: \_\_\_\_\_ SMSF Account No.: \_\_\_\_\_

Trustee / Documents: \_\_\_\_\_

☐ SMSF compliance documents attached where required

### ADDITIONAL SMSF / SUPER PAYMENT INFORMATION

SMSF Account Name: \_\_\_\_\_ Compliance Letter Date: \_\_\_\_\_

SMSF Bank / Institution: \_\_\_\_\_ Payroll Reference: \_\_\_\_\_

SMSF Contact Email: \_\_\_\_\_

SMSF / super follow-up notes:

## 11. INSURANCE AND COMPLIANCE DOCUMENTS

The contractor/subcontractor confirms responsibility for maintaining appropriate insurance where required. Lotus may require certificates of currency before booking work.

☐ Public Liability Insurance

☐ Workers Compensation Insurance - if employing workers

☐ Professional / trade cover if required

☐ Income protection / other cover

Insurance Provider:

\_\_\_\_\_

Policy Number:

\_\_\_\_\_

Expiry Date:

\_\_\_\_\_

☐ Certificate of Currency attached

Failure to maintain required insurance may result in suspension of bookings or termination.

## 12. DOCUMENT CHECKLIST - MUST BE CLEAR BEFORE BOOKING

**Mandatory:** all applicable supporting documents must be attached or supplied before onboarding, booking or payment can be finalised.

☐ I acknowledge required supporting documents must be attached / supplied

☐ Photo ID

☐ White Card

☐ Right to work / VEVO

☐ ABN proof

☐ Trade certificate

☐ Resume / work history

☐ Bank details

☐ Licences/tickets

☐ References

☐ Super details

☐ Insurance certificate

☐ Medical/drug/alcohol if required

☐ Tax / TFN form if required

☐ SWMS acknowledgement

☐ PPE issue form

### DOCUMENT EXPIRY / FOLLOW-UP TRACKER

| Item                    | Expiry / Due Date | Status | Notes |
|-------------------------|-------------------|--------|-------|
| Insurance certificate   | _____             | _____  | _____ |
| Visa / VEVO             | _____             | _____  | _____ |
| White Card              | _____             | _____  | _____ |
| High Risk / EWP         | _____             | _____  | _____ |
| Other required document | _____             | _____  | _____ |

Missing documents / follow up:

\_\_\_\_\_

## 13. WORK HEALTH, SAFETY AND SITE READINESS

The worker/contractor must comply with the Work Health and Safety Act 2011 (NSW), all site safety procedures, PPE requirements, host client rules and lawful directions. The worker/contractor must not attend work under the influence of drugs or alcohol and must immediately report incidents, injuries, hazards, near misses or fitness-for-work concerns.

☐ White Card ready☐ Basic PPE ready☐ Transport available☐ SWMS / JSA understood☐ Medical / task limitations to disclose

Safety or task limitations:

---

Site induction / access notes:

---

## 14. RIGHT TO WORK / VEVO DECLARATION

☐ Australian Citizen☐ Permanent Resident☐ Visa Holder

Visa Type:

---

Visa Expiry:

---

ID Document Type:

---

ID / VEVO Notes:

---

☐ I authorise Lotus to conduct VEVO/right-to-work checks where required

Signature:

---

Date:

---

## 15. PPE ISSUE AND RETURN RECORD

☐ Hard Hat☐ Hi-Vis☐ Gloves☐ Safety Glasses☐ Boots☐ Other:

---

Signature:

---

Date:

---

## 16. CONFIDENTIALITY

The worker/contractor must not disclose confidential information relating to Lotus, including client identities, pricing structures, contracts, internal business processes, rosters, worker details or site information. This obligation continues after termination of the engagement.

Confidential information must only be used for authorised Lotus work and must not be copied, shared, published, photographed or used to approach clients, workers or suppliers outside an approved Lotus assignment.

This duty continues after the engagement ends and applies to oral, written, digital and site information.

## 17. NON-CIRCUMVENTION / NON-POACH

The worker/contractor acknowledges that Lotus introduces host clients, work opportunities and commercial relationships. The worker/contractor must not directly contract with, provide services to, solicit, bypass or accept work from a host client introduced by Lotus without written consent.

This restriction applies during the engagement and for the alternative periods of 12 months, 9 months, 6 months and 3 months after termination, within New South Wales, the Sydney Metropolitan Area and a 25 km radius of any host site worked. Each restraint operates independently to maximise enforceability under NSW law.

This restriction includes direct offers, cash work, side agreements, referrals through another business, use of Lotus introductions, and any arrangement that bypasses Lotus after a client or work opportunity is introduced.

The purpose is to protect Lotus client relationships, goodwill, worker bookings and commercial investment.

Written consent must be obtained from an authorised Lotus representative before any direct arrangement is made.

## 18. INDEMNITY, TERMINATION AND GOVERNING LAW

The contractor/subcontractor indemnifies Lotus against loss, damage or claims arising from negligence, breach of this Agreement, failure to comply with safety obligations, failure to maintain insurance or unlawful conduct, to the extent permitted by law.

Either party may terminate this Agreement with written notice. Lotus may terminate immediately or suspend bookings for safety breaches, fraud, misconduct, insurance lapse, non-compliance, false documents, client complaints, restraint breaches or other material breach.

This Agreement is governed by the laws of New South Wales, Australia. If a clause is found unenforceable, the remaining clauses continue to apply.

Immediate suspension or termination may also apply where required documents are not supplied, licences expire, right-to-work status changes, invoices are false or inconsistent, payment details cannot be verified, or the worker refuses reasonable safety, site or compliance directions.

Before court proceedings, the parties should, where reasonably practicable, try to resolve operational disputes promptly and commercially through authorised representatives. Any invalid provision is to be read down or severed to the minimum extent necessary so the rest of the Agreement continues.

## 19. CONTRACTOR / WORKER REQUESTS AND SPECIAL INSTRUCTIONS

Use this section to tell Lotus how you prefer particular work, rosters, communications or site arrangements to be handled where possible. Lotus will consider these requests but cannot guarantee they will be accepted by a client or suitable for every assignment.

**Preferred tasks / roles:**

\_\_\_\_\_

**Tasks to avoid / restrictions:**

\_\_\_\_\_

**Roster / timing preference:**

\_\_\_\_\_

**Communication preference:**

\_\_\_\_\_

**Detailed request, special work method preference or anything Lotus should know:**

## 20. LOTUS BOOKING NOTES AND OFFICE USE

☐ ABN checked

☐ Bank verified

☐ Super recorded if required

☐ Right to work checked

☐ Tickets verified

☐ Ready to book

**Approved rate / pay basis:**

\_\_\_\_\_

**Confirmed engagement status:**

\_\_\_\_\_

**Checked by:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Internal booking notes:**

## 21. DECLARATION AND ACCEPTANCE

I declare that the information provided in this document is true and complete to the best of my knowledge. I agree to notify Lotus immediately if any licence, visa, insurance, bank, superannuation, tax, safety or contact detail changes.

For contractor/subcontractor engagements, I confirm that I operate under my ABN and will issue valid invoices unless Lotus confirms a different payment process. For Lotus-booked worker arrangements, I acknowledge Lotus may request further payroll or onboarding documentation before booking or payment.

☐ I have read and understood this document

☐ I will update Lotus if details change

## 22. SIGNATURES

| FOR LOTUS WORKFORCE SOLUTIONS PTY LTD                                                 | CONTRACTOR / SUBCONTRACTOR / WORKER |
|---------------------------------------------------------------------------------------|-------------------------------------|
| <b>Lotus Workforce Solutions Pty Ltd</b><br>(Trading as Lotus Workforce Solutions AU) |                                     |
| <b>Name:</b> _____                                                                    | <b>Name:</b> _____                  |
| <b>Position:</b> _____                                                                | <b>ABN:</b> _____                   |
| <b>Signature:</b> _____                                                               | <b>Position / Role:</b> _____       |
| <b>Date:</b> _____                                                                    | <b>Signature:</b> _____             |
|                                                                                       | <b>Date:</b> _____                  |



**Lotus Workforce Solutions Pty Ltd**

ABN: 28 695 360 699 | ACN: 695 360 699 | admin@lotusworkforce.com.au | 0420 271 837

Address: Unit 1, 66 Ramsay St, Haberfield NSW 2045