**NOMINEE POLICY – effective 9 June 2020**

**DRAFT ONLY – SUBJECT TO REVIEW FROM COLA Registrar**

INSERT COMPANY NAME has appointed INSERT NOMINEE(S) NAME(S) as the nominee pursuant to the requirements outlined in the *Construction Occupations (Licensing) Act 2004*.

It is a condition of this appointment that the nominee provide the following to INSERT COMPANY NAME on a regular (INSERT TIME) basis:

* Situation Report on each active job and/or construction site.

In addition, INSERT COMPANY NAME will:

* Attend regular meetings with the nominee to ensure that the nominee is supervised;
* If there are directors or partners of INSERT COMPANY NAME that are not the nominee, those directors or partners will conduct quarterly site inspections on each active job or construction site to ensure that the reports provided by the nominee to INSERT COMPANY NAME are accurate.