

MEMBERSHIP REQUEST

Employee Authorisation

Membership Number:

Please select applicable –

I wish to add the following employee to our Master Builder membership record and allow them access as instructed below:

OR

I wish to remove the following employee from our Master Builder membership record.

Employee Details

Name:

Email Address:

Title:

Work Mobile:

Level of Authorisation (Please tick box if adding employee)

Authorised Rep	Training Contact	Insurance Contact
Additional Rep	OHS Contact	Shop Contact
Accounts Contact	IR Contact	Legal Contact
Membership Contact	Building Services Contact	eContracts Access

NOTE: PLEASE READ THE CONTACT DESCRIPTIONS ON PAGE 2 FOR FURTHER CLARIFICATION ON THE LEVELS OF AUTHORISATION. ONLY ONE EMPLOYEE PER FORM WILL BE ACCEPTED.

Please note that this form must be signed by a Director or an Authorised Representative of the company/business.

Full Name:

Signature:

Date:

Please return to:

Membership Department
Master Builders
332 Albert Street
East Melbourne, VIC 3002

Email: membershipadmin@mbav.com.au
Fax: 03 9416 2239

What does each Authorisation mean?

Employee Authorisation

Authorised Representative: Primary contact that has full access to Association services. The Authorised Rep is able to charge on account and add/remove employees from the account.

Additional Rep: Secondary contact who has full access to Association services. The Additional Rep is able to charge on account and add/remove employees from the account.

Accounts Contact: Payment of invoices, authority to request copies of invoices.

Membership Contact: Authorised to speak with our Membership department regarding membership enquiries, apprenticeships, upgrades on membership, etc.

Training Contact: Authorised to enrol employees and make payment for Master Builders training courses.

OHS Contact: Authorised to speak with our OHS department regarding OH&S advice or obligations, and safety audits.

Industrial Relations Contact: Authorised to speak with our Industrial Relations department regarding wage advice, union disputes, terminations, etc.

Building Services Contact: Employee is authorised to speak with our Building Services Department regarding technical advice, building inspections or building permits.

Insurance Contact: Authorised to speak with our Insurance department.

Shop Contact: Authorised to purchase items from our shop and authority to place these purchases on account.

Legal Contact: Authorised to speak with our legal department regarding contract or legal advice.

eContracts Access: Authorised individual access the Master Builders eContracts program

IS YOUR BUILDER A MASTER BUILDER?

