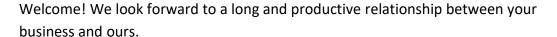
UBS & You – What to Expect





Below is a quick run through of what to expect.

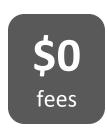
- 1. We will call you for a quick chat to make sure our interests are aligned.
 - Discuss rates, trade capacity and the expectations for Insurance works.
- 2. If the call is mutually successful, we will send you an email invite to register on our LinkSafe platform.
 - This portal manages the compliance requirements set by our insurance partners and legislation.
- 3. Once you have registered in LinkSafe, we will review the prequalification questions and documents uploaded then let you know if your application was successful, or if more information is required.
 - We usually get this done within 24 hours of submitting the prequal documents.
- 4. Once Prequalification is approved, we will issue a Contract for your review and signature.
 - o The email will come from PandaDoc docs@transactional.pandadoc.net
- 5. Once the contract is signed, you can begin inviting your employees and representatives to complete the online UBS Induction.
 - All people who will be going onsite must complete the induction to be eligible to work.
- 6. Your business will be added to our claims management system NetSuite, and we will begin issuing Work Orders.
- 7. We will perform regular reviews of your work, to ensure it meets the necessary standards.
 - This will include speaking to the customer to ensure they had a positive experience.
- 8. Keep in touch feedback from both sides is very important.
 - Let us know what we do well and what we need to work on, and we will do the same.



This might seem intimidating, but it is generally a quick process which is mostly determined by you. Speedy Contractors with the correct documentation can be onboarded in as little as 2 days, and the induction process takes less than 30 minutes per person.

UBS & LinkSafe – How to Register

Maintaining compliance to legislative and partner requirements is simplified though our contractor management platform LinkSafe – which is no-subscription and 100% cost-free to our contractors.





100% Australian owned and operated.

- ✓ Keep all relevant documents, licences, insurance, and credentials safe in one place.
- ✓ Each Contractor gets an individual and secure portal to easily manage their business details, with automated reminders when documents are about to expire.
- ✓ Easily enrol and induct your employees and representatives online, ensuring the UBS Induction is completed on time, every time.
- ✓ All emails from LinkSafe come from uniquebuilding@linksafe.email

Step 1 - Getting Started

Gather your documents

- Public & Product Liability (minimum \$20,000,000).
- Workcover (if the business has employees).
- Construction Induction cards.
- Relevant Trade licences or registrations.
- Professional Indemnity (Assessors, Engineers, Surveyors & Building Designers only).
- Personal Accident and Disability insurance (on-site company directors or partners only).
- Other insurance as required by law.

Step 2 - Prequalification

Start the online questionnaire

- Allow 20-25min to complete the initial registration.
- To start, click the link in the 'Unique Building Services Pre-Qualification' email.
- Complete all relevant questions not everything will be applicable to your business.
- Upload your documents when prompted.

Make sure you select ALL trade types that your business is qualified or registered to perform – we can only issue work orders for the specific trade types approved in LinkSafe.

Step 3 - Induction

Invite Inductees

- Once your Prequal is approved, you will receive an email inviting you to register ALL employees or representatives who go onsite.
- Forward the link in the 'Unique Building Services -Please Induct Your Staff' email to your inductees.
- The online UBS Induction must be completed <u>prior</u> to going onsite.

To ensure ongoing compliance, remember to invite all future employees as they join your team.

