

UBS & You – What to Expect

Welcome! We look forward to a long and productive relationship between your business and ours.



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.
 - 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 through our contractor management platform LinkSafe – which is no-subscription and 100% cost-free to our contractors.

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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 prior to going onsite.

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

