



SELECTED TENDERERS CHECKLIST

FOR CONTRACTS: \$50,000 & \$50,000 TO \$150,000

Name of persons/ Firm/ Company: **A & DJ BUILDING SERVICES**Address: **NO 85 URANA RD YARRAWARRAH**Post Code: **2233**Contact No: **(02) 9520 4749**Licence Details: No: **41894**Type: **BUILDERS LICENCE**Expires: **1/08/2013**

: No:

Type:

Expires:

Type of Work: **BUILDING WORKS UP TO \$150,000**

Brief Work History: Existing Selected Tenderer for the MSB. Current Selected Tenderer for NSW Dept of Public Works, NSW parliamentary building services and South-East Area Health Service. 18 years as a Selected Tenderer.

References:

Work: 1. [REDACTED]

2. [REDACTED]

Financial: 1. [REDACTED]

Insurances:Workers Comp Insurer: **ALLIANZ** Cover: **\$103,740 (Wages)** Expiry Date: **30/6/11** Sighted: **YES**Public Liability Insurer: **QBE** Cover: **\$10M** Expiry Date: **28/02/12** Sighted: **YES**

Comments: _____

Previously on selected contractors list: YES/NO **NO**

Check contractors performance reports: YES/ NO/ N/A Suitable for future works: YES / NO

If NO details: _____

Safety: Copy Safety Management Plan in accordance with OH & S Act 2000:Sighted **YES**

Nominate work areas:

Newcastle/ Lake
Macquarie

Wyang.



Singleton



Picton

Up to \$50,000



\$50,000 to \$150,00

SUITABILITY OF CONTRACTOR FOR DEFINED REPAIRS **YES** / NOContractor notified of eligibility: **YES** / NO

TENDER DELEGATES: [Signature]

Date: _____

APPLICATION FORM

SELECTED TENDERERS FOR WORKS

UP TO \$50,000 & \$50,000 to \$150,000



Name of persons/ Firm/ Company: A & D J BUILDING SERVICES
 Address: 85 URANA ROAD, YARRAWARRAH Post Code: 2233

Phone Nos.	Licence Type	Licence Nos.
9520-4749 (Office)	BUILDERS LICENCE	41894 1/8/13
(Mobile)		

Type of Work Applying For: BUILDING WORKS UP TO \$150,000

Brief Work History: EXISTING SELECTED TENDERER FOR M.S.B.

CURRENT SELECTED TENDERER FOR NSW DEPT OF PUBLIC WORKS,
NSW PARLIAMENTARY BUILDING SERVICES & SOUTH EAST
AREA HEALTH SERVICE. 18 YEARS AS A SELECTED TENDERER

Please attach any additional information.

Work Referees: (Name, 1. [REDACTED])

Address & Contact No.) 2. [REDACTED]

Financial Referees: 1. [REDACTED]

(Name, Address & Contact No - eg. from Accountant) ACCOUNTANTS (15 years +)

Insurances

	Insurer	Policy No	Amount Cover	Date Expires
Workers Compensation	ALLIANZ	[REDACTED]	103,740	30-6-11
Public Liability	QBE	[REDACTED]	10,000,000	28-2-12

* Please attach copies of the above policies.

Provide a copy of your/ firm/ company Safety Management Plan in accordance with OH & S Act 2000

Please nominate preferred work areas:

☐

Newcastle/ Lake
Macquarie

☐

Wyong

☐

Singleton

☒

Picton

I/We hereby agree to comply with the Mine Subsidence Board's policy for tenderers and general conditions of contract for all work up to the value of:

Up to \$50,000 ☒

\$50,000 to \$150,000 ☒

Signature of Contractor: D. Salmon Date: 17-5-11

Name (in block letters): DAVID SALMON

APPLICATION FORM

CHECK LIST

Have you supplied the following information:

TICK

- Your name, address and contact numbers. ☒
- Type of work applied for. ☒
- Two (2) work and one (1) financial referee with contact numbers
(Current written financial reference, signed and dated from Accountant possibly acceptable) ☒
- Copy of current workers compensation and public liability policies. ☒
- Supply a signed and dated copy of your or your company safety management plan. ☒
- Select the areas of preferred work. ☒
- Selected financial category (up to \$50K/ \$50K to \$150K) ☒
- Sign and date the application form. ☒
- Send applications to:

Application for Tender Invitations
 The Secretary
 Mine Subsidence Board
 PO Box 488G
 Newcastle 2300
- Applications close Friday 27th May 2011

NOTE:

If any of the above information is missing from your application form you will not be eligible to be selected on the Mine subsidence Boards selective tender list.

Please attach this check list with your application form.

Signature of Contractor: David Salmon Date: 17-5-11

Name (in block letters): DAVID SALMON

A & D. J. BUILDING SERVICES

85 URANA RD, YARRAWARRAH. 2233.

Ph 9520-4749

Mobile 0419-424570

Fax 9520-4324

Lic. No 41894

ABN 92 373 909 489

Application for Tender Invitations
The Secretary
Mine Subsidence Board
P.O. Box 488G,
Newcastle 2300

Tender Application

17-5-2011

Dear Sir/ Madam,

Please find attached completed application form including requested information. Note: We have included a copy of our Company Safety Management Policy and a Safe Work Method Statement.

A full Site Specific Safety Management Plan is available upon request.

If you need any further information please do hesitate to call me.



DAVID SALMON
Manager

SAFE WORK METHOD STATEMENT FORM

Carpentry – Remove walls, fittings etc

Insert name and address of Company →	A & Dj Building Services ABN: 92 373 909 489		THIS GENERIC SAFE WORK METHOD STATEMENT (SWMS) HAS BEEN DEVELOPED IN CONSULTATION WITH THE WORKFORCE. ANY SITE SPECIFICS MUST BE ASSESSED AND ADDED TO THIS SWMS PRIOR TO COMMENCEMENT OF WORK. Signature _____ Date ____/____/____ <small>*Eq. Supervisor</small>	
Description of the work to be undertaken →	Carpentry – Dismantle & remove walls, fittings etc		Work Site / Office →	Level 1, 139 Macquarie St, Sydney
Step by step sequence involved in doing the work (attach additional page if more room is needed to list steps) ↓	Risk and rating for each step Safety / Environmental Risk ↓ Rating ↓	Safety Controls that will be in place to minimise these hazards/risks ↓ <i>Including all precautions to be taken to protect health and safety, & health and safety instructions to be given to persons involved in the work.</i> NOTE: Mandatory personal protective equipment including UV protective clothing, boots and helmets are not included in the following Controls but are required on all sites in accordance with Department policy.		
Access and isolate work area	Move objects/obstacles - manual handling injury. Unauthorised access	3	Manual handling techniques as per training, team lifting, lifting aid Barricades, signage, alternate access	
Dismantle and stack partitions, doors, fittings etc	Falls Electric Drill - clothing/body caught in moving parts, lacerations COPY	2	Refer SWMS for mobile scaffolding Check guards are working correctly before using plant & equipment. Keep clear of moving parts / do not allow equipment to come in close proximity to your body or clothing, restrain loose flowing clothing, wear gloves except where hands may closely approach moving parts of equipment and get caught, remove items (eg. jewellery, lanyards with ID Card attached) that may catch on equipment. Don't put down equipment until it has stopped rotating or moving. Use two hands when equipment is designed to be held by two hands (as per manufacturers' requirements)	
Remove debris from work area to waste bins / trucks	Loss of control of equipment Electrocution from power tools/leads.	3 1	Power tools & leads tested every month & tagged. Elevate leads off ground above 2.0 metres. Visual inspection of power tools & leads prior to use. Handle, carry & place doors keeping back straight & lift with legs. Handle in a team if load is excessive. Power tools & leads tested every month & tagged. Elevate leads off ground above 2.0m. Visual inspection of power tools & leads prior to use.	
	Back strain from handling compressed fibrous sheets. Electrocution from power tools/leads.	3 1		

Clean up and restore area	Relocate objects - manual handling injury, trips Cuts Environmental contamination – waste.	3	Manual handling techniques as per training, team lifting, lifting aids, keep access clear Gloves if appropriate Contain all waste and take off site
SITE SPECIFIC REQUIREMENTS			
Remove debris from site	Public & building staff entering work area	3	Organise work for out of hours where possible. Advise building staff
(Parts of) Legislation, Regulations, Codes, Standards & Procedures applicable to the work and where these are kept →	Material Safety Data Sheets located on site with Team Leader. Codes of Practice: Electrical Practices for Construction Work, Control of Workplace Hazardous Substances; Safety Guide: Portable Ladders; OHS Act 2000 & Regulations 2001 (Ch's 4 part 4.4, 6 part 6.4, 8 parts 8.1-4) at local office. Hazardous Substances Regulation, National Code of Practice for Manual Handling, Workplace Injury Management and Workers Compensation Act (Ch 3, 4, 6, 7) with/available from OHS&R Coordinator on site.		

COPY

RISK ASSESSMENT RECKONER		HOW LIKELY IS IT TO BE THAT BAD?			
HOW BAD IS IT LIKELY TO BE?		++ Very likely: could happen at any time	+ Likely: could happen some time	- Unlikely: could happen, but very rarely	-Very unlikely: could happen but probably never will
Kill or cause permanent disability or ill health ☹	1	1	1	2	3
Long term illness or serious injury !!!	1	1	2	3	4
Medical attention and several days off work !!	2	2	3	4	5
First aid needed !	3	3	4	5	6

(Adapted from WorkCover NSW HAZPACK Worksheet)

Please identify the risk involved and place the rating number in the "Rating" Column on page 1. The numbers show you how important it is to do something, i.e. ratings 1-3 are to be considered high risk, 4-6 are low risk. Environmental risks are to be listed on page 1 but a rating is not required for these risks.

Provide a description of what training is given to people involved with the work →	Site Induction, Instruction on wearing of Personal Protective Equipment, Hazardous substances/MSDS controls and recommendations, manual handling training	WorkCover permits and licenses required to complete the work and where these are kept ↓
List the names and qualifications of those responsible for training them →	Team leader / Supervisor – Line supervisor training; manual handling training David Salmon, OHS&R Coordinator (Hazardous substances/MSDS controls and recommendations)	N/A
Identify the resources, plant and equipment that will most likely be used on site eg. ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguishers, tools & materials ↓	List the details of the inspection and maintenance checks that will be or have been carried out on the plant and equipment ↓	Signatures of staff who have read and understand the work activities described in the Safe Work Method Statement ↓
Electrical plant, leads	Tested and tagged monthly. Visual inspection prior to use.	Deann McMahon
Fire extinguisher	Bi-annual inspection	David Cannon
		David Salmon
List the names of person(s) responsible for supervising/inspecting work ↓		
Person(s) responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools		
Name: David Salmon	Position: Director	Signature: _____
		Date: 17-5-10

A & D.J Building Services

Phone: 9520 4749

Fax: 9520 4324

Mobile: 0419 424570

Email: a.salmon@bigpond.com
489

85 Urana Road

Yarrawarra

NSW 2233

ABN 92 373 909

COMPANY SAFETY MANAGEMENT PLAN

CLIENT: Mine Subsidence Board
ADDRESS: 117 Bull St
Newcastle West 2300
SUPERS REP: Malcolm McLeod

CONTACT DETAILS: **Phone:** (02) 4926 9750
Fax: (02) 4929 1032
Mobile:

Project: Various Mine Subsidence Projects in NSW

Safety Management Plan
Prepared by :

David Salmon
Construction Manager
A & DJ Building Services
17.05.11

1.0 Introduction

This document sets out the safety management strategy to be adopted by the Principal Contractor A & DJ Building Services during the course of the (Multi Trades) contracts on the various building sites project managed by David Salmon (Managing Director).

The document is not designed to replace the Schedule of Health Safety & Environmental requirements as stated in the Special Conditions of Contract, but will be used to provide verification of the actions of **A & DJ Building Services** in relation to these requirements.

This document and subsequent additions will be made available to **Clients** for the purpose of auditing.

2.0 QMS / OHS&E Policy

A & DJ Building Services provides services in a manner that meets all Contractual Legislation and Regulatory requirements. The Policy of **A & DJ Building Services** is to satisfy our clients requirements. **Total Quality Management** is the basis on which our services and the conduct of our business operations will be built.

A & DJ Building Services further recognises that, to maintain customer satisfaction, we must conform to expectations and needs. We shall completely fulfil our obligations in accordance with the OH & S Act, 2000, related Legislation, OHS&E Standards, and Specifications as agreed to, in entering each contract. Whilst at the same time, ensuring that our Operations are performed with total commitment to OHS&E Best Practice Standards.

All staff and sub-contractors are required to comply with our Policy, and have been made aware of, and will be continually reminded of, the need to comply with A & DJ Building Services OHS&E Legislation, and Company Policy.

Company Quality, Occupational Health and Safety, Injury/illness Management & Environmental Objectives are:

- A healthy and safe working environment, with particular attention to Customer Safety;
- Safe System of Work will be used at all times;
- To ensure fully Safe / Committed & Competent employees / and Sub-contractors;
- Incident/injury Management will be used which ensure managed recovery if workers are injured;
- Compliance with the Environmental Legislation.
- Quality internal audits of systems
- External quality audits
- Customer satisfaction audits
- Follow up corrective actions on audits and inspections

To achieve these Objectives and continual improvement of objectives that A & DJ Building Services will establish and maintain an effective on-going Quality, Health, Safety, and Environmental Management System, backed up by adequate training, which will enable our staff to follow operating practices which will effectively safeguard all who come in contact with our work.

We recognise the importance of providing a Safe and Quality Management System to our clients, and we will extend our Policy to encouraging all Suppliers and Sub-contractors to apply the same principles to their operations, especially when providing product or service to, or on behalf of, A & DJ Building Services. We have a clear commitment to our clients, Staff and Associated Consultants / Sub-Contractors to continually upgrade and improve our Quality Management System and Occupational Health and Safety performance. We also accept that failure to comply with the above Policy can exact heavy penalties from the Law, and from our Customers.

David Salmon.....



17-5-11

Director

Signature

Date

3.0 Safety Policy

At A & DJ Building Services our Occupational Health, Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.


The objectives of our Safety Policy are:

- To achieve an accident free workplace.
- To make health and safety an integral part of every managerial and supervisory position.
- To ensure health and safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health and safety management is dependent on:

1. Pro-active planning of all work activities with due consideration given to Implementing occupational health and safety (OHS) controls that are suitable to each given situation.
2. Understanding the total work process and associated OHS risks.
3. Ensuring the work team is totally committed to achieving our objectives.
4. Ensuring that open and honest communication exists between management and all employees.

David Salmon.....



17-5-11

Director

Signature

Date

4.0 Environmental Protection Policy

It is the policy of **A & DJ Building Services** to offer maximum protection to the environment in which we work so as to protect our unique flora and fauna and to comply with prevailing legislation. Our commitment to proper Environmental Protection is considered to be a vital component of our approach to total Quality Management on all **A & DJ Building Services** sites.

A & DJ Building Services is committed to:

- Complying with all relevant environmental legislation, regulations, codes of practice and contractual conditions
- Preventing pollution of the environment by activities over which we have control
- Conducting business with suppliers who have a commitment to responsible environmental management
- Continually improving our environmental management performance by regular reviews and setting realistic environmental objectives and target.
- Recycle all suitable materials in order to reduce the volume of waste being placed in landfill
- Use noise suppressors on machinery
- Protect trees during construction/maintenance
- Do not burn off any waste products or off-cuts
- Identify and protect heritage items present on site
- Minimise water use for cleaning

We will establish waste removal and / or treatment systems to protect all water ways, and identify and protect all delicate environmental features, **in keeping with the Environmental Impact Statements in the areas in which we work.**

Compliance with this Policy is mandatory for all employees and contractors and is a condition of employment and contract. Through training and education of all employees and contractors will assist in meeting the objectives of this policy.

David Salmon.....



17-5-11

Director

Signature

Date

5.0 Drug and Alcohol Policy

A & DJ Building Services provides a work environment which aims to ensure the health, safety, respect and productivity of all employees. The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers. The use of such substances may result in the risk of injury or a threat to the well-being of the impaired employee, other employees, and customers of the employer as well as members of the public.

A & DJ Building Services policy is that no employee is to commence work or return to work, whilst under the influence of alcohol or illegal drugs.

The purpose of this policy is to maintain a work environment that is free from the effects of alcohol or drugs.

- The consumption of alcohol and illegal drugs is strictly prohibited on the work site.
- Smoking is strictly prohibited on the work site.

David Salmon.....

Director



Signature

17-5-11

Date

6.0 Industrial Relations Statement

A & DJ Building Services is an organization committed to providing a positive Industrial Relations environment to conduct work activities.

This covers:

- **The NSW Industrial Relations Act 1996** which includes provisions relating to Parental Leave, Enterprise Agreements, Employee Records, Unfair Dismissal and the Right of Entry of Union Officials and Industrial Inspectors.
- **The Annual Holidays Act 1944** which covers provisions for annual leave.
- **The Long Service Leave Act 1955** which sets out provisions for long service leave
- **The Occupational Health & Safety Act 2000** which covers the health, safety and welfare of everyone in the workplace.
- **The Anti-Discrimination Act 1977** which prohibits discrimination and harassment in the workplace. Included in this legislation is equal Employment Opportunity compliance for everyone to have fair and equitable access to jobs, employment conditions, training and promotional opportunities.

David Salmon.....



17-5-11

Director

Signature

Date

7.0 Anti- Discrimination Statement

A & DJ Building Services is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position. Employees are valued according to how well they perform their duties and their ability and enthusiasm to maintain **A & DJ Building Services** expected standards of service.

A & DJ Building Services does not tolerate any form of discrimination. We believe all employees have the right to work in an environment free from discrimination and harassment.

Discrimination undermines proper working relationships and may cause low morale, absenteeism and resignations.

Under Federal and State anti-discrimination laws, discrimination in employment on the following grounds is against the law:

- sex, marital status, pregnancy, parental status, age, race, impairment, religion, political belief and activity, criminal record, trade union activity, social origin, lawful sexual activity.

All managers and supervisors must ensure that all employees are treated equitably and are not subjected to discrimination. They must also ensure that people, who make complaints, or witnesses, are not victimized in any way.

All reports of discrimination or harassment will be treated seriously and investigated promptly, confidently and impartially.

Disciplinary action will be taken against anyone who discriminates against a co-worker. Discipline may involve a warning, counselling or dismissal, depending on the circumstances.

David Salmon.....



17-5-11

Director

Signature

Date

8.0 Sexual Harassment Statement

A & DJ Building Services considers sexual harassment an unacceptable form of behaviour which will not be tolerated under any circumstances. This policy reflects the belief that all employees should be able to work in an environment free from intimidation and sexual harassment.

Sexual harassment may cause the loss of trained and talented employees, and damage staff morale and productivity.

All managers and supervisors must ensure that all employees are treated equitably and are not subject to sexual harassment. They must also ensure that people who make complaints or witnesses are not victimized in any way.

Any reports of sexual harassment will be treated seriously and investigated promptly, confidently and impartially.

Disciplinary action will be taken against anyone who harasses a co-worker, customer / client or supplier. Discipline may involve a warning, counselling or dismissal, depending on the circumstances.

David Salmon.....



17-5-11

Director

Signature

Date

9.0 PROTECTION OF CHILDREN AND OTHER VULNERABLE PEOPLE

A & DJ Building Services will not employ or permit to be employed on work under the Contract at the site a person whom the Principal advises the Contractor poses unacceptable risks to children or other vulnerable people cared for at that site

A & DJ Building Services will not employ or permit to be employed on work under the Contract at the site a person who has been convicted of a serious sex offence and is a prohibited person under the Child Protection (Prohibited Employment) Act 1998 (NSW).

A & DJ Building Services will include in all site inductions an explanation of the child protection policy. A completed Prohibited Employment Declaration will be required for all persons on site.

David Salmon.....



17-5-11

Director

Signature

Date

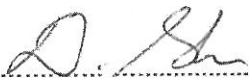
10.0 Injury Management and Return to Work Policy

A & DJ Building Services is committed to ensuring that each employee is covered by and understands the following workplace based occupational Injury Management & Return to Work Policy.

A & DJ Building Services shall:

- actively seek to prevent injury and illness through the provision of a safe and healthy working environment;
- ensure that, where necessary, the Injury Management & Return to Work process is commenced as soon as possible after injury in a manner consistent with the medical advice given;
- ensure that return to work by an injured employee takes place as soon as possible and that this becomes a normal expectation and practice;
- wherever possible, provide alternative duties for an injured employee as part of the Injury Management and Return to Work process with consideration for any partial disability;
- consult with employees and their representatives on any important matters concerning the Injury Management and Return to Work process
- ensure that participation in the Injury Management and Return to Work program will not be detrimental to the injured employee;
- ensure that participation is properly maintained to confirm with internal company procedures and statutory requirements;

David Salmon.....



17-5-11

Director


Signature

Date

NSW Online Licence Check

<<Back

1 results found for licence number **41894**. Click on Licensee for more details.

 **David John Salmon**

Current Contractor Licence #: 41894

Start date: 02/08/1989 , **Expiry date:** 01/08/2013

Registered Address: 85 Urana Road, YARRAWARRAH, NSW 2233

Licence information in the public register is as at 20/05/2011 11:35:08 AM. Recent transactions may not be shown

**Business Pack Insurance
Certificate of Currency**

QBE Insurance (Australia) Ltd
Head Office
82 Pitt Street
Sydney NSW 2000
ABN: 78 003 191 035
AFS Licence No: 239545



Policy Number [REDACTED]

Issued By
QBE Insurance (Australia) Ltd

Period of Insurance
From 28/02/2011
To 28/02/2012 at 4pm

This certificate acknowledges that the policy referred to is in force for the period shown.
Details of the cover are listed below.

The Insured

DAVID SALMON THE TRUSTEE FOR SALMON FAMI

A AND DJ BUILDING SERVICES

Cover Details

Location 85 URANA ROAD, YARRAWARRAH NSW 2233

Risk Number 1

Business CARPENTER

Interested Party None Noted

Broadform Liability Section

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$10,000,000
Products liability, in aggregate		\$10,000,000
Property in Your physical and legal control	\$100,000	
Excess	\$250 for property damage claims only \$0 for personal injury claims	

Allianz Australia Worker's Compensation (NSW) Limited
ACN 003 087 545 ABN 17 003 087 545

As agent for The NSW WorkCover Scheme
ABN. 83 564 379 108 002



A & DJ BUILDING SERVICES
85 URANA RD
YARRAWARRAH
NSW 2233

CERTIFICATE OF CURRENCY

Dear Sir/Madam,

1. STATEMENT OF COVERAGE

The following policy of insurance covers the full amount of the employer's liability under the *Workers Compensation Act 1987*.

This Certificate is valid from 30/06/2010 to 30/06/2011

The information provided in this Certificate of Currency is correct at: **4 August 2010**

2. EMPLOYERS INFORMATION

POLICY NUMBER



LEGAL NAME

DAVID SALMON ATF THE TRUSTEE FOR SALMON FAMILY TRUST T/A A & DJ BUILDING SERVICES

TRADING NAME

A & DJ BUILDING SERVICES

ABN

92 373 909 489

ACN/ARBN

000000000

WorkCover Industry Classification Number (WIC)	Industry	Number of Workers	Wages
411300	COMMERCIAL CONSTRUCTION	2	\$103,740

* Number of workers includes contractors/deemed workers

* Total wages estimated for the current period

GPO BOX 5429
Sydney NSW 2001

1/2

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