



Tuesday, 20 September 2011

Re: ALMC Contractor Compliance Management

(Attn: xxx)
(Company name)
(Address)

Dear xxx,

ALMC is committed to providing a safe and environmentally responsible place of work for its employees and contractors.

Part of this commitment is to continually review our business practices in order to meet our statutory and compliance obligations. As such we are changing the way we monitor and track our compliance requirements expected of our contractors and will no longer be utilising the Accredited Contractor Program (ACP).

We are pleased to announce that ALMC has entered into an agreement with Ipro Solutions who will provide use of their service called Ipro LiVe to enable all contractors of ALMC to enter their compliance requirements in the web portal.

What is the service?

Ipro Live is an online (24/7) web based verification data portal of contractor information. It provides a management service that allows both legislative and client specific prerequisites in a centralised national database whilst assuring non-compliance is identified at any point prior or during engagement.

Benefits for the contractor in registering with Ipro LiVe

- 1. You will reduce in house costs:** your business will not need to provide information in various formats to several customers; this will reduce costs through the elimination of the administrative labour and related expenses such as mailings, record storage, document management, responding to enquiries).
- 2. You will minimise Risk:** Ipro Live will assure that all your data is compliant by sending you automatic reminders and offering assistance to meet our compliance requirements. Ipro Live helps to ensure that you remain compliant and that you receive adequate warning when you are nearing or have incurred.
This will reduce a big risk of insurance lost, poor safety performance documentation or other unwanted risk that could result your business lost.
- 3. You will build and expand Customer Relationships and Network:** by joining Ipro Live you are entitled to use your compliance data with nine other customers free of charge . this is included in the annual subscription amount payable. You are also increasing the number of potential new clients as your information is posted to a secure, convenient website for review by your prospects and customers.

4. **Your business will increase time efficiency:** Ipro Live will manage maintenance and collection of compliance data, which will allow you to stay focus on business opportunities in today's competitive market. Ipro Live also offer support (included in the annual registration fee) in producing appropriate documents for your business (e.g. OHS Policy, Drugs and Alcohol Policy etc.).
5. **You will provide an easier and more client friendly collection of record:** Ipro Live help you deliver important information to your prospects and customers without having to respond individually to each inquiry. Ipro Live helps you eliminate sending out the same information over and over again in different formats to your many customers and prospects. Ipro Live also ensure that your most current information is provided to your customers on every occasion.

Registration Cost

The contractor cost to subscribe and register with Ipro Live is dependent upon the size and structure of your organization:

- \$275.00 per annum including GST (5 employees or less)
- \$550.00 per annum including GST (6 employees or greater)

How to register:

1. For existing Contractors already subscribed:

- If you have already registered with Ipro Live, no further fees are payable.
- Click on Client & Conditions option on your main view page
- Select ALMC from the drop-down list in Add New Client/Region/Industry Association
- Then make the appropriate selection in the *client* listing with your region and industry association.

2. Contractors currently not subscribed to Ipro Live:

- Go to Web page www.iprolive.com
- Click on New User option
- Enter the required details
- A User name and Password will be automatically forwarded to your email address
- You will then need to make the required payment in order to use the system

Method of Payment:

Payment can be made by using PayPal, bank transfer, or via B-Pay

Additionally, please find enclosed a brochure outlining the benefits of using the Ipro Live system.

If you have any further enquiries contact Ipro Live Customer Service on 1300 IPRO LIVE or 1300 477 654.

Yours sincerely,

Neil Hannotte
PH: (07) 3361 0919
HSSE Specialist