



January 2017

To Whom It May Concern:

RE: MIRVAC CONTRACTOR MANAGEMENT SYSTEM

Mirvac utilises Rapid Induct for our induction process which is user friendly and provides Mirvac Facility Management with up to date and accurate information regarding your company.

The system features include:

- One website where you create a secure password allowing you to access and manage your company information, insurance and safety documentation and employee inductions
 - Access and the ability to view which of your employees have been issued and completed and induction and to which Mirvac site(s); and
 - Provides you with the ability to issue induction passwords immediately to future employees as required
1. Go to www.mirvacam.com.au
 2. Select Contractors, then select Contractor Registration and Inductions
 3. To register, click on the New Contractor link. To access your profile if you have already registered, click Existing Contractor
 4. A Step by Step guide is available on the MirvacAM website which may assist with the registration and induction process

Induction costs are paid directly to Rapid Global via the online payment process. This 'user pay' system helps to ensure contractor's employees only complete inductions applicable to properties where they carry out work for Mirvac. Further information regarding the method of payment is given when purchasing credits through your Rapid Induct profile.

Cost of Inductions:

General Induction	\$11.00 incl. GST
Site Specific Induction	\$11.00 incl. GST
Total per employee for one site =	\$22.00 incl. GST (If additional site inductions are required, these will be completed at \$11.00 per induction).

Inductions are valid for 3 years from completion date.

All Mirvac engaged contractors and Tenant Contractors conducting building impact works or working in common areas must have completed the Mirvac General and Site Specific inductions and must log on and off using the on-site contractor management terminal (CMS).

Contractors and Service Providers that fail to complete the induction process and utilise the on-site terminal may be in breach of the Service Agreement and may not be paid.

Thank you for your cooperation. If you have any concerns or queries please contact the Tenant Liaison Centre during normal business hours on 1800 134 166 or email mamhse@mirvac.com.

Kind regards,

Mirvac Facility Management
(Retail and Office & Industrial)

Mirvac Limited
ABN 92 003 280 699

Mirvac Funds Limited
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AFSL 233121
Responsible Entity for Mirvac Property Trust
ARSN 086 780 645

Mirvac Funds Management Limited
ABN 78 067 417 663
AFSL 220718

Mirvac Wholesale Funds
Management Limited
ABN 36 076 204 727

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ABN 65 003 342 452