**RECIPIENT CREATED TAX INVOICE AGREEMENT**

Use this form to create a Recipient Created Tax Invoice (RCTI) agreement with the Town of Port Hedland.

The Town of Port Hedland [ABN 19 220 085 226 25] (the “Recipient”) has entered into one or more arrangements with the following Contractor, Contractor Name ABN [xx xxx xxx xxx xx] (the “Contractor”).

**Part 1 - Terms**

The Parties agree that:

* The Contractor warrants that it is registered for GST purposes at the time of countersigning this letter and has notified the Recipient of its ABN details.
* The Contractor must notify the Recipient immediately if the Contractor ceases to be registered for GST purposes.
* The Contractor must not issue any Tax Invoices in respect of those supplies /services to the Recipient listed below.

|  |  |
| --- | --- |
| **Contract No.** | **Contract Title** |
| RFT/RFQ xxxxx | xxxxxxxxxxxxx |
| RFT/RFQ xxxxx | xxxxxxxxxxxxx |
| RFT/RFQ xxxxx | xxxxxxxxxxxxx |
| RFT/RFQ xxxxx | xxxxxxxxxxxxx |
| RFT/RFQ xxxxx | xxxxxxxxxxxxx |

* The Recipient warrants that it is registered for GST purposes at the time of countersigning this letter and has notified the Contractor of its ABN details.
* The Recipient will notify the Contractor immediately if it ceases to be registered for GST purposes.
* The Recipient will issue Recipient Created Tax Invoices in respect of supplies/services by the Contractor to the Recipient under the arrangement.

**Part 2 - Authorisations**

The terms of this agreement will be governed by and construed in accordance with the laws in force in Western Australia. By countersigning this letter in the space below, both parties warrant that they are properly authorised to agree to the terms of this letter which, when countersigned, will become legally binding.

**This agreement is in place:**

From: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Start Date)

To: Indefinitely OR Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (End Date)

*List indefinitely or specify date – delete this red wording*

|  |  |  |
| --- | --- | --- |
|  | Principal | |
|  | Signed by the  Town of Port Hedland  in accordance with section 9.49A of *the Local Government Act 1995* (WA) by | |
| sign here ► |  |  |
|  |  |  |
| print name and position | Carl Askew  Chief Executive Officer |  |
| Date: |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Contractor** | |
|  | Signed by  **NAME [ABN xx xxx xxx xxx xx]**  in accordance with section 127 of the *Corporations Act 2001* (Cth) by | |
| *sign here* ► | ------------------------------------------------------ | -------------------------------------------------------- |
|  | Director/Company Secretary | Director |
| *print name* | ------------------------------------------------------ | -------------------------------------------------------- |
| *Date* | ------------------------------------------------------ | -------------------------------------------------------- |