



## **National TSE Surveillance Program (NTSESP) – Stock Owner Incentive**

Thank you for participating in the National TSE Surveillance Program. You are entitled to receive either of the following incentive payments for your animal/s submitted under this program:

Cattle - \$300 (ex GST) per animal submitted

Sheep - \$100 (ex GST) per animal submitted

If you are registered for GST, please add the applicable GST to these amounts.

In order to receive the incentive payment, you must complete a National TSE Surveillance Program Registration Form (attached) and provide the Department of Regional NSW with either a:

### **1. Valid Tax Invoice**

Your TAX INVOICE must include the following information:

- The words "Tax Invoice"
- Bill to : "Department of Regional NSW"
- Your trading name and postal address
- Valid ABN. If an ABN is not provided, the Department of Regional NSW is required to withhold 49% of the invoice amount and remit it to the Australian Taxation Office.
- If you do not have an ABN, you may be entitled to complete a Statement by Supplier Form. Please seek advice from your Accountant or the ATO.
- Brief description, including the quantity, and a price (see above figures)
- The GST amount (if any) payable
- Total amount due
- Your bank details

**OR**

### **2. Recipient Created Tax Invoice (RCTI) – complete Written Agreement**

A RCTI means that the Department of Regional NSW can issue tax invoices in respect of animals submitted under the National TSE Surveillance Program. To be eligible to enter into an RCTI you must be registered for GST and sign the attached RCTI Written Agreement.

Send the completed National TSE Surveillance Program Registration Form **and** tax invoice **or** signed RCTI Written Agreement to the Department of Regional NSW:

Email: [tse.admin@dpi.nsw.gov.au](mailto:tse.admin@dpi.nsw.gov.au) (preferred delivery method)

Post: NTSESP Claims Coordinator  
Department of Regional NSW  
Locked Bag 21  
Orange NSW 2800

Fax: (02) 6361 9976 clearly marked to the attention of NTSESP Claims Coordinator

If you have any questions regarding the NTSESP Stock Owner Incentive, please contact the NTSESP Claims Coordinator via the above email address or by phone (Mon, Tue, Wed) on (02) 6391 3607.

*Attachments: 2*



This form is required to be completed ONCE only. Stock owners are eligible to receive \$300 per cow and \$100 per sheep submitted. Appropriate GST is to be added to these amounts if you are registered for GST. GST registration status can be found on <http://abr.business.gov.au/>

**Stock owner details**

First name								Last name			
PIC Property Identification Code	N										
ABN											
Legal Name/Trading Name											
Property address											
Postal address											
Email address											
Telephone								Fax			
Mobile											

**Stock owner bank details**

If your bank account details are not shown on your Tax Invoice, proof of the nominated account is required. Proof can include:

- a copy of bank account statement, highlighting the account details with transactions and balances hidden
- notification of account details supplied on company letterhead and signed by a senior officer
- signed Statutory Declaration detailing bank account details, certified by an authorised witness
- copy of notification from State or Federal Government agency displaying bank account details

Account Name											
Institution								Branch			
BSB								Account no.			

**Tax Invoice Options**

- € a Tax Invoice is attached  
**OR**  
 € I require a Recipient Created Tax Invoice. A signed Written Agreement is attached

**Stock owner Declaration**

I declare that the above information is true and correct

Name											
Signature								Date			

**Contact Jo Collins**

- Email to: tse.admin@dpi.nsw.gov.au
- Phone: (02) 6391-3607
- Fax to: (02) 6361 9976 marked to the attention of NTSESP Claims Coordinator
- Mail to: NTSESP Claims Coordinator  
Department of Regional NSW  
Locked Bag 21  
Orange NSW 2800

Privacy notice: Information collected will not be given to any other third party except where required by law. All information provided will be held by the Department of Regional NSW and will be managed in accordance with provisions under the Privacy and Personal Information Protection Act 1998.

Office use only											
Lab Report Number											



## RECIPIENT CREATED TAX INVOICE – WRITTEN AGREEMENT

**RECIPIENT:** Department of Regional NSW [THIS IS THE ONLY ENTITY THAT CAN ENTER  
ABN: 19 948 325 463 INTO AN RCTI AGREEMENT WITHOUT A  
FORMAL AGENCY AGREEMENT]

**SUPPLIER LEGAL NAME:** [REDACTED]

**SUPPLIER TRADING NAME:** [REDACTED]

**SUPPLIER ADDRESS:** [REDACTED]

**SUPPLIER ABN:** [REDACTED]

**SUPPLY PROVIDED:** Animals submitted under the National TSE Surveillance Program

The supplies provided under this RCTI Agreement are taxable supplies as prescribed in the GST legislation. The Department (Recipient) and the Supplier agree as follows:

- a) The Department will issue a Recipient Created Tax Invoice (RCTI) in respect of the taxable supplies made to the Department in respect of animals submitted under the National TSE Surveillance Program;
- b) The Supplier warrants that it is registered for GST and agrees that it shall notify the Department if it ceases to be registered for GST;
- c) The Supplier acknowledges its obligation to report and pay to the ATO the GST specified in the RCTI;
- d) The Department warrants that it is registered for GST and agrees that it shall notify the Supplier if it ceases to be registered for the GST.
- e) The Supplier agrees that it will not issue any document that may be considered a tax invoice in respect of the relevant supplies, after the date of this Agreement;
- f) The Department agrees to issue the Supplier with a RCTI within 28 days of determining the value of the supply;
- g) The Department will issue an adjustment note should the value of the supply change at any stage. A copy of that adjustment note will be supplied to the Supplier within 28 days of that adjustment being determined;
- h) The Department and the Supplier agree any obligation under this Agreement will terminate on the occurrence of either:
  - the Department giving 1 months' notice in writing; or
  - immediately if the Supplier ceases to be registered for GST.

**PRINT NAME 1:** [REDACTED] **PRINT NAME 2:** [REDACTED]

**SIGNATORY 1:** [REDACTED] **SIGNATORY 2:** [REDACTED]  
Signed on behalf of Department of Regional NSW Signed on behalf of Supplier

**DATE:** [REDACTED] **DATE:** [REDACTED]