



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](mailto: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 Planning, Industry & Environment  
 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 Planning, Industry & Environment 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:** NSW Department of Planning, Industry & Environment  
ABN: 20 770 707 468 [THIS IS THE ONLY ENTITY THAT CAN ENTER 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 NSW Department of Planning, Industry & Environment      Signed on behalf of Supplier

**DATE:** [Redacted] **DATE:** [Redacted]