

Recipient Created Tax Invoice (RCTI) Agreement

When a dealer completes a Dealer Registration Form, they must also sign and submit this RCTI Agreement

Tips to help you complete this form

- Use a blue or black pen and write in CAPITAL letters
- Complete all sections of the form, sign, and date at the bottom

Have any questions?

If you'd like help completing this form, or if you have any questions, just call us on 1800 066 745 between 8am and 6pm (Australian Eastern Standard Time)

This **agreement** is made on

Between **Suncorp Portfolio Services Limited** ABN 61 063 427 958 (**SPSL**) of GPO Box 2585 Brisbane QLD 4001

And
(insert dealer name)
ABN (**you**)
of (insert address)
 State Postcode

SPSL and you agree to the following terms:

1. This document constitutes an agreement between SPSL and you (**Agreement**).
2. The Agreement applies to all taxable supplies by you in respect of the lodgement with SPSL by you or any of your advisers of applications for Suncorp superannuation products on behalf of your clients.
3. Subject to GST Law and the terms of this Agreement, from the date of this Agreement:
 - a. if you make a taxable supply to SPSL and SPSL is obliged to pay you a fee, it may issue recipient created tax invoices and adjustment notes in respect of that taxable supply; and
 - b. you will not issue a tax invoice or adjustment note for any taxable supply to SPSL in respect of which SPSL has issued or is entitled to issue a recipient created tax invoice or adjustment note.
4. You agree and acknowledge that:
 - a. at the date of this Agreement, you are registered under the GST Law for GST and have a valid ABN as shown at the top of this Agreement; and
 - b. you will give SPSL a minimum 30 days' prior written notice if you intend to cancel or alter your circumstances so that you are no longer entitled to registration under the GST Law for GST and/or to have an ABN; and
 - c. you will notify SPSL in writing immediately if you cease to be registered under the GST Law for GST, you cease to have an ABN or your registration under the GST Law or your right to an ABN is revoked, withdrawn, suspended, limited or made conditional in any way.
5. SPSL separately agrees and acknowledges that:
 - a. at the date of this Agreement, it is registered under the GST Law for GST and it has a valid ABN as shown at the top of this document; and
 - b. it will notify you in writing if it ceases to be registered under the GST Law for GST or it ceases to have an ABN.
6. Each party to the Agreement agrees:
 - a. to comply with the GST Law in so far as it relates to the Agreement; and
 - b. to notify the other in writing if it is no longer able to comply with any requirement of the GST Law."
7. SPSL or you may terminate the Agreement at any time by written notice with or without any period of notice.
8. Each party indemnifies the other from and against any claim, loss or expense another party incurs or suffers in respect of any breach by the indemnifying party of its obligations under this Agreement.
9. In this document:

ABN means an Australian business number issued pursuant to the A New Tax System (Australian Business Number) Act 1999.

GST means Goods and Services Tax for the purposes of A New Tax System (Goods and Services Tax) Act 1999 and any regulations made under that legislation and any relevant ruling of the Australian Tax Office.

GST Law means A New Tax System (Goods and Services Tax) Act 1999 and any regulations made under that legislation and any relevant ruling of the Australian Tax Office. Terms defined in a GST Law has the same meaning in this document.

Executed as an agreement

Signed for and on behalf of **Suncorp Portfolio Services Limited** by a person who is an authorised signatory:

Signature of witness
Print name
Position
Signature of authorised signatory
Print name
Position

Signed for and on behalf of **you** by your authorised signatory :

Signature of witness

Print name

Position

Signature of authorised signatory

Print name

Position

Please send the completed form to:

Email: super@suncorp.com.au

Mail: GPO Box 2585, Brisbane QLD 4001