

Important Information Relating to Invoice Submission

CD Commercial Projects Pty Ltd will only process invoices for payment if the following conditions are met:

- Tax Invoice along with supporting Subcontract Statement for that invoice as one PDF attachment to be either emailed to: invoices@cdcg.com.au

or mailed to:

CD Commercial Projects Pty Ltd, Suite 01, Level 2, 2A Lord Street Botany NSW 2019

- The Tax Invoice must:
 - be issued to the correct company name i.e. **CD Commercial Projects Pty Ltd**
 - include our project reference number, project name or valid CD order number
- The Tax Invoice must be a Valid Tax invoice as per current Australian Taxation Office Legislation

<https://www.ato.gov.au/Business/GST/Tax-invoices/>

Note:

The Tax Invoice and Subcontract Statement must be submitted as one PDF attachment. Fax copies or emails direct to Project Managers will not be accepted.

Insurance Requirements:

A current **Certificate of Currency** will be required for each required insurance policy.

A **'Pty Ltd Company'** is required to have:

- Workers Compensation Insurance
- Public Liability Insurance (minimum \$20,000,000)

Note: A consultant is also required to have Professional Indemnity Insurance

A **'Sole Trader'** or **'Partnership'** is required to have:

- Personal Accident/Sickness Insurance or Workers Compensation Insurance
- Public Liability Insurance (minimum \$20,000,000)
- Valid Contractor Licence
- Registered for GST

Note: A consultant is also required to have Professional Indemnity Insurance