

The Manager

Payment terms for bookings with Territory Discoveries

Territory Discoveries has recently received a request to add your travel agency to our Agents Database. In order for us to do this, Territory Discoveries will require a signed Recipient Created Tax Invoice (RCTI) agreement. RCTI's will be sent monthly to your agency once the agreement has been returned to our finance department. Please read below if you would like information on RCTI's

Payment Options

- **Cheques - Will not be accepted**

- **Credit Card**

We accept all major credit cards. Merchant Fees apply.

Consumer Credit Card – The card will be charged the gross value of the booking

The commission will be refunded to the travel agent.

Travel Agency Corporate Card – The card will be charged the nett value of the booking.

Please advise at the time of payment which type of credit card is being utilised..

- **Moneydirect**

Please ensure that your Moneydirect payment is entered by 2pm on the due day to ensure your documents are issued and your booking is not cancelled.

Supplier Code AANT

Booking Number must be 2 alpha and 6 numeric eg. **NT001234**

- **SmartMoney**

Please ensure that your SmartMoney payment is entered by 2pm on the due day to ensure your documents are issued and your booking is not cancelled.

Supplier Code TDAUS

Booking Number must be 2 alpha and 6 numeric eg. **NT001234**

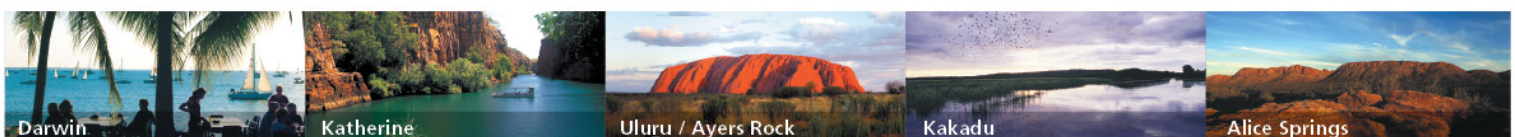
- **ENett**

Enett allows agents to make net remit payments via your CalypsoNet bookings. Please log-on to www.enett.com and select "new User? Click here to register"

- **Direct Deposit**

If using this method of payment please ensure the bank enters the booking number to ensure the money reaches the correct booking. Our details are:

Bank Account Name	Territory Discoveries
Bank	Westpac
BSB	035301
Account	470321



INFORMATION RE RCTI's

To comply with the Goods and Services Tax legislation which came into effect on 1 July 2000 and following the agents/principle GST relationship, Travel Agencies are required to issue tax invoices for commission earned by them on each booking made with, or on behalf of, Wholesalers.

Ordinarily under the general GST rules, the supplier of a 'taxable supply' (that is you, the Travel Agent) will be required to give the recipient (Territory Discoveries) a 'tax invoice' for the supply.

However it would be mutually beneficial for all parties, if 'recipients' notify you, as the 'supplier', of the value of the goods or services supplied by you. The recipient is essentially preparing the 'tax invoice' for you. This will ensure that you are not required to prepare a tax invoice for the commissions due to you by the Wholesalers.

This type of invoice is called a **Recipient Created Tax Invoice (RCTI)**. Territory Discoveries, as Wholesalers, are the recipients of your supply of services.

You will still be required, if GST – registered, to account to the ATO for GST on the taxable supplies (being the commission you earn) you provide to, Territory Discoveries. Applying the system as suggested will not prevent you from being entitled to claim any input tax credits for the GST portion of costs incurred on acquiring goods and services which relate to that supply.

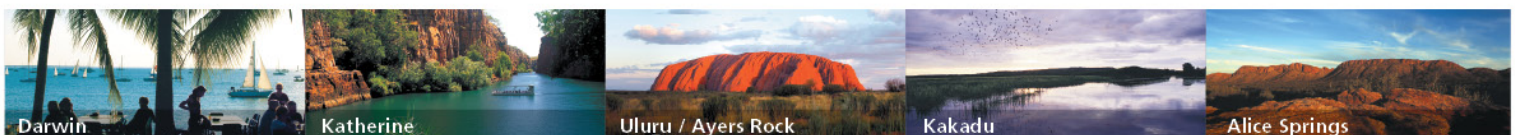
What do you need to do?

In order for Territory Discoveries to prepare a 'RCTI' on your behalf, we attach a written agreement that requires:

- Your signature where indicated;
- **To be returned to our via fax 1800 808 666 ASAP.**

In addition, it is important to note the following rights and obligations.

- You must be registered for GST at the time the invoice is issued and the RCTI must show your Australian Business Number (ABN);
- Territory Discoveries must issue a copy of the 'recipient created tax invoice' to you, and retain the original;
- Territory Discoveries must issue an 'recipient created adjustment note' to you in relation to adjustment events, as defined in the GST Act;
- Territory Discoveries must reasonably comply with their obligations under the taxation laws;
- You must not issue a document that would otherwise be a tax invoice in respect of the same transaction (ie the commission that is dealt with in the RCTI issued by Territory Discoveries, on or after



the date that you sign the attached document, where you have agreed to an RCTI being issued by the above parties;

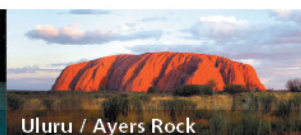
- Territory Discoveries must not issue a document that would otherwise be a RCTI, on or after the date when any party to the 'written agreement' fails to comply with any of the requirements of the proposed determination, or gives written notice that they no longer wish to participate in this agree fashion; and
- Penalties may apply if false statements are made in your tax invoice.

If you have any queries in relation to this matter, please do not hesitate to contact me on **reservationaccounts@nt.gov.au**.

Yours faithfully,

Susan Chambers

Reservation Accounts Manager



Recipient Created Tax Invoices – Agreement

Agreement Between: **TOURISM NT trading as TERRITORY DISCOVERIES (ABN 43 978 766 299)**, established under section 5 of the *Tourism NT Act* of 43 Mitchell Street, Darwin in the Northern Territory of Australia **(the Recipient)**

And: **[INSERT FULL NAME OF TRAVEL AGENT] trading as [INSERT TRADING NAME IF APPLICABLE] (ABN [insert ABN], of [insert address of travel agent] (the Supplier)**

The parties hereby agree that, in accordance with the provision of the GST Legislation, Regulations and Rulings, for the purposes of providing 'tax invoices' in respect of taxable supplies made by the Supplier to the Recipient, they shall utilise the Recipient Created Tax Invoice (RCTI) option for commission, which comprises the following obligations and responsibilities:

- a) The Recipient will issue Recipient Created Tax Invoices and, where applicable, Recipient Created Adjustment Notes, in respect of the supplies made by the Supplier;
- b) The Supplier agrees not to issue tax invoices or adjustment notes in respect of these same supplies;
- c) The Supplier (you) and the recipient (Territory Discoveries) acknowledge that they are, and will be registered for GST purposes on entering into this agreement..
- d) The Recipient indemnifies the Supplier for any liability for GST and any penalty that may arise from an understatement of the GST payable on any supply for which it issues a recipient created tax invoice.
- e) The supplier will notify the recipient if it ceases to be registered for GST purposes
- f) The recipient will notify the Supplier if it ceases to be registered for GST purposes

Travel Agency Name _____

Business ABN: _____

Name: _____

Position: _____

Signature _____

Date _____

E-mail address _____

(Supply only if you would like your RCTI's to be emailed to a different address than your normal booking documentation. MUST support PDF format.)

