



CD COMMERCIAL PROJECTS PTY LTD
ABN 16 107 387 655 • Builders Licence No. 177618C

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@cdconstruction.com.au or mailed to: Unit 2, Level 2, 8 Lord Street Botany NSW 2019
No fax copies or emails direct to Project Managers will be accepted
- 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/bus/how-to-set-out-tax-invoices-and-invoices/>
- The Tax Invoice must be accompanied by a correctly completed Subcontractor's Statement (this can be found on NSW Fair Trading Website), relevant Insurance Certificates of Currency and other detailed documentation

Insurance Requirements:

A 'Pty Ltd Company' is required to have:

- Workers Compensation Insurance
- Public Liability Insurance (minimum \$10,000,000.00)

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 \$10,000,000.00)
- Valid Contractor Licence
- Registered for GST

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