

# INFORMATION FOR CONTRACTORS & SUPPLIERS



---

**Business Name:** Sandgate Redcliffe District Cricket Club Inc.  
**ABN:** 11 168 223 579  
**Delivery Address:** H.R. Tanner Complex, Racecourse Road, Deagon QLD 4017  
**Postal Address:** Treasurer SRDCC, 28 Johns Crescent, Boondall QLD 4034  
**Email Address:** [treasurer@gators.org.au](mailto:treasurer@gators.org.au)

---

Invoices (and credit adjustment notes) requiring payment by SRDCC, must adhere to the following criteria:

- All documents must display the words '**Tax Invoice**' or '**Credit Note**' (where relevant);
- All documents must be addressed to the correct entity name, quoting the related ABN and postal address (shown above);
- All invoices must clearly note the name of the SRDCC person who placed the order for goods and/or services, invoice date and a detailed description of the goods and/or services provided;
- All documents must include the Supplier business name, address **and ABN**. All Australian-resident suppliers must provide a valid ABN, even when not charging GST. Generally speaking, SRDCC must withhold 46.5% of the total payment amount in accordance with Australian Taxation Office regulations where a valid ABN is not quoted for payments greater than \$75 and where a 'Statement by a Supplier' (a form to record your reason for not quoting an ABN to an enterprise - available on the ATO website\*) document is not provided to SRDCC;
- Where a Tax Invoice or Credit Note is subject to Australian GST, ideally this should be shown separately, so as to clearly identify the gross amount, GST amount and net amount payable. If, however, the GST to be paid is exactly one-eleventh of the total price, a statement such as 'the total price inclusive of GST' will be accepted;
- Suppliers not registered for GST must state 'Not Registered For GST' on the invoice;
- All documents must be legible, shading on documents must be avoided and handwritten Tax Invoices or Credit Notes are not preferred;
- Payment terms for invoices are 30 days from date of the Supplier invoice being received.

---

\* For further information regarding this requirement, you may wish to consult the ATO Website:

<https://www.ato.gov.au/Business/Manage-your-invoices,-payments-and-records/Employees,-contractors-and-suppliers/Contractors-and-suppliers/>