**A Recruitment Agency Limited Self-Billing Agreement**

THIS AGREEMENT is made on the \_\_\_\_\_\_ \_\_\_\_day of\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ in the year 20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BETWEEN: - [Supplier name] (hereinafter called “the Supplier”)

whose registered details are as follows:

Name:

Company Name

Address

Postcode

VAT Reg. No.

Company Reg. No.

and

A Recruitment Agency Limited, whose registered office is situated at No 5 London Street, London, W12Y 7KY

Conditions of Acceptance

1. The above company [the Supplier] agrees to provide A Recruitment Agency Limited with a copy of its current VAT Registration Certificate and Certificate of Incorporation.

2. The supplier must not raise VAT invoices in respect of supplies under this agreement.

3. A Recruitment Agency Limited will supply a valid self-bill VAT invoice to the supplier for services supplied on a weekly basis or when the Supplier submits a timesheet.

4. The Supplier will immediately notify A Recruitment Agency Limited of any changes in its VAT registration position that would affect the application of the system, for example, ceases to be registered, transfers the business as a going concern or becomes registered under another VAT number.

5. A Recruitment Agency Limited may request the supplier to provide details of any changes in these details once a year or at any other time. The supplier will provide the required information within 30 days of the request.

6. The Supplier gives permission for A Recruitment Agency Limited to disclose the supplier name, address and VAT registration number to HM Revenue & Customs as a member of the A Recruitment Agency Limited self-billing scheme.

7. Withdrawal, of or from the self billing invoice scheme may be instigated by either party in writing.

SIGNED FOR AND ON BEHALF OF

The Supplier:

SIGNED FOR AND ON BEHALF OF

A Recruitment Agency