

MODULE GUIDANCE:

VISTRY GROUP SELF BILLING AGREEMENT

Purpose:

Self-billing is a commercial arrangement between a supplier (you) and a customer (Vistry) in which the customer prepares the supplier's invoice and forwards a copy to the supplier with the payment.

Both customer and supplier must be VAT registered; if you are not VAT registered you will not be able to complete a self billing agreement and must ensure you inform CQMS so your supplier profile can be updated.

Standards:

- All highlighted sections of the self billing agreement need to be completed.
- The signature must be a 'real' signature, either handwritten or scanned in. Please note that typed signatures will not be accepted, including those in an electronic handwriting font.
- Your full legal company name must be entered at the top and bottom, abbreviations cannot be accepted:

Self-Billing Agreement
Vistry Group

This is an agreement between the following parties and all sections highlighted in yellow must be completed, signed and dated:

Supplier/Subcontractor name:	CQMS Limited
Supplier/Subcontractor address:	The Annexe, The Maltings, Wharf Road, Grantham, Lincolnshire NG31 6BH
Supplier/Subcontractor VAT registration number:	648013939

and

Customer name:	Vistry Group and the entities listed on the appendix
Customer address:	11 Tower View, Kings Hill, West Malling, Kent, England, ME19 4UY
Customer VAT registration number:	Various, please refer to the Appendix for full list of entities and their VAT numbers

In relation to the supplier/subcontractor acting as a subcontractor under the terms and conditions of the subcontract for a particular project.

The customer (self-biller) agrees:

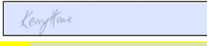
1. To issue invoices/payment certificates for all supplies made by the supplier/subcontractor (self-biller) in accordance with the subcontract terms and conditions until 12 months from the date of signature of this agreement.
2. To raise VAT invoices on behalf of the supplier/sub-contractor, quoting the supplier/subcontractor's name, address and VAT registration number.
3. To consider issuing another self-billing agreement should the supplier/subcontractor advise that its VAT registration number has changed, or if there is any other circumstance, notified by the supplier/subcontractor, that requires a new self-billing agreement under the terms of VAT law (SI 1995/2518).
4. To inform the supplier/subcontractor if a decision is made to outsource the preparation of the self-billed invoices/payment certificates to a third party.

The supplier/subcontractor (self-biller) agrees:

1. To accept that supplier/subcontractor are entering into a self-billing agreement with all the entities and VAT registrations listed in the Appendix.
2. To accept self-billed invoices/payment certificates issued by the customer in accordance with the subcontract terms and conditions until 12 months from the date of this agreement across all the entities and VAT registrations.
3. That it will not raise any sales VAT invoices or payment certificates made to the customer.
4. Confirm that it will advise the customer in writing immediately if:
 - Its VAT registration number changes
 - It ceases to be VAT registered
 - All of or part of the business is sold or transferred to another party.
5. That it will agree to and sign another self-billing agreement proposed by the customer;
 - If the supplier/subcontractor's VAT registration number changes; or
 - 12 months after the date of signing this self-billing agreement; or
 - due to a change in requirements set out by HMRC

Signed by:
For and behalf of: Vistry Group (The Customer)
Print Name: Joanna Constantine
Job Title: Group Tax Director

*** PLEASE ENSURE YOU SIGN AND DATE THIS AGREEMENT BELOW ***

Signed by: 

For and behalf of: CQMS Limited (the subcontractor)

Print Name: Kerry Howe

Job Title: Director

Date (must be completed): 07/08/2023

For limited companies and limited liability partnerships (LLPs):

The full company name as it appears on the VAT certificate.

For partnerships:

The full company name as it appears on the VAT certificate. This is usually in the form of:

Mr J Doe & Mrs J Doe T/A Doe Builders

For sole traders:

The name as it appears on the VAT certificate. This is usually in the form of:

Mr J Doe T/A Doe Builders

- It is Vistry Group's expectation that all companies will self bill, unless you fall into one or more of the following categories:
 - Designers
 - Consultants
 - Catering suppliers
 - Group suppliers
 - Labour/recruitment agencies
 - Non-VAT registered companies
- If you do not meet any of the criteria above, and select 'I wish to invoice' this will need to be verified with, and accepted by, Vistry prior to CQMS accepting the module response.

The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com

Requirements:

For VAT purposes you'll have to do all of the following:

- sign and keep a copy of the self-billing agreement
- agree not to issue any sales invoices to your customer for any transaction during the period of the agreement
- agree to accept the self-billing invoices that your customer issues
- tell CQMS and your customer at once if you change your VAT registration number, cancel your VAT registration, or transfer your business as a going concern

Entities covered by the Self Billing Agreement:

The list of entities covered by the self billing agreement may be updated from time to time by Vistry as entities are added or removed. For the current list please refer to the 'Self Billing Appendix' within the Module Documents area within the module or on the CQMS website at <https://cqms-ltd.co.uk/vistry-group-supplier-guidance/>

Renewal:

The self billing agreement is valid for 12 months from the date it is signed. It therefore needs to be re-completed on an annual basis. CQMS will issue reminders in advance to individuals listed as 'contacts' on your supplier profile.

Termination:

If you wish to terminate an existing self billing agreement, please contact CQMS and request a Self Billing Termination Agreement form. Please note this will need to be authorised and accepted by Vistry Group.