

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

Supplier/Subcontractor name:

Supplier/Subcontractor address:

Supplier/Subcontractor VAT registration number:

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 subcontract or 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-billee) 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-billee) 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 raised 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 for supplies 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:

(the subcontractor)

Print Name:

Job Title:

Date (must be completed):

Please note that this self-billing agreement applies to the whole of Vistry Group and is applicable to all the entities and VAT registrations in the appendix. This approach has been agreed with HMRC. The appendix will be reviewed and updated periodically, please contact self.billing@vistrygroup.co.uk for a revised list if required. A copy of the agreement can also be found in the CQMS self-billing module, and is also held at the following link - <https://cqms-ltd.co.uk/vistry-group-supplier-guidance/>.