Australian Business Self-Declaration Form

Template guidance (remove prior to use): This template is **optional** for use by relevant entities when confirming the Australian businesses status of a potential supplier for the purposes of applying the Consideration of Australian businesses in paragraph 5.4 of the Commonwealth Procurement Rules. This template should be completed and signed by the potential tenderer and returned to the relevant entity at the time of, or prior to, approaching the market and/or as part of the tender documentation.

The Commonwealth, as represented by [insert name of relevant entity] seeks to confirm that [insert name and, if applicable, ABN, of potential tenderer] meets the definition of an Australian business as per the definition in the [Commonwealth Procurement Rules](https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules)[[1]](#footnote-1) (including a New Zealand business):

*Australian business –*

* *is a business, including any parent business, that:*
  + *has 50% or more Australian ownership, or is principally traded on an Australian equities market; and*
  + *is an Australian resident for tax purposes; and*
* *is a business that has its principal place of business in Australia;*

*For the purpose of paragraph 5.4 only, an Australian business also includes a New Zealand business.*

*New Zealand business – as defined in New Zealand’s Government Procurement Rules, available at*[*www.procurement.govt.nz*](https://www.procurement.govt.nz/)

This declaration does not represent an approach to market nor does it guarantee inclusion in a future approach to market or an offer of a contract.

**Declaration**

I [insert name and position of person authorised to respond on behalf of the potential tenderer] confirm that [insert business name and, if applicable, ABN, of potential tenderer] is:

an Australian business as per the definition outlined above and in the Commonwealth Procurement Rules, or

a New Zealand business as per the definition outlined above and in the Commonwealth Procurement Rules.

I believe that the statement in this declaration is true as at the date this declaration is made.

Signature of person making the declaration

[insert Day/Month/Year]

[Optional: insert email address and/or telephone number of person making the declaration]

1. <https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules> [↑](#footnote-ref-1)