



Domestic Vendor Creation / Amendment Form

Please use this form to register **Domestic (Australian) bank** details with DFAT.
 Please complete **all** sections of this form. If you have any questions about this form or you need help completing it, contact Financial Operations via accounts@dfat.gov.au.

DFAT Contact to complete: *(Section must be completed prior to sending to supplier)*

DFAT contact _____	Company code _____
Action required _____	Old bank account number: _____
Account type _____	Alternate payee _____
Contract End Date _____	Contracting Agency DFAT Vendor # _____

Supplier Details

Business or individual name

Address

Street address:		
Suburb:	State:	Postcode:

Contact details

Business contact person:	Position/Title:	Telephone:
Remittance email address:		

ABN

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Alternatively complete a [Statement by Supplier form](#)

Do you identify as an indigenous supplier? YES NO

So you identify as a small business (<20 employees) YES NO

Financial Institution Details

I, _____, in my capacity as _____ hereby authorise DFAT to direct payments for goods and/or services to the following account:

BSB

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 Account

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Account Name

Bank Name and Branch

I certify the above details are correct and agree to the attached Supplier/Employee Terms and Conditions.

 Supplier/authorised representative/employee signature

 Date

Please note – Signature is not required when the form is completed & emailed by the supplier/employee directly to accounts@dfat.gov.au

Supplier Terms and Conditions

1. The supplier is responsible for a) the accuracy of the above details; and b) promptly advising the Commonwealth of Australia as represented by the Department of Foreign Affairs and Trade (DFAT) in writing of any changes to the above details.
2. The supplier warrants that the bank account details provided are not false and comply with all applicable laws. The supplier indemnifies DFAT and its officials in relation to any claim, loss, damage (including consequential loss) arising in connection with any negligence or breach by the supplier of these terms and conditions.
3. DFAT has the right to accept the authorised representative's signature as conclusive evidence of that person's authority to execute this agreement on behalf of the supplier, or, if this form is sent via email, DFAT has the right to accept the authorised representative's email sent from an official email address of the supplier, as conclusive evidence of that person's authority to execute this agreement on behalf of the Supplier.
4. DFAT is under no obligation to verify the authorised representative's authority or the bank account details.
5. DFAT complies with the *Privacy Act 1988* (Cth). The supplier/authorised representative acknowledge that these account details will be made available to DFAT staff carrying out their normal duties.
6. DFAT is under no obligation to compensate a supplier if the supplier's email address has been compromised and a Domestic Vendor Creation/Amendment Form is received from the supplier.
7. Payment will be deemed to have been made when DFAT has instructed its bank to credit the account. DFAT will not be responsible for any delays in payment or errors due to factors outside the reasonable control of DFAT, including but not limited to delays or errors in the banking system.
8. The supplier acknowledges that DFAT will make every reasonable effort to remit payments by EFT to the supplier but may also remit payments via alternative methods should it choose to do so.
9. The authorised representative warrants in his/her own right that a) he/she has the authority to bind the supplier to the conditions of this agreement; b) the banking details provided are accurate; and c) the supplier is aware of its responsibilities under this agreement. The authorised representative indemnifies DFAT in relation to any loss or damage (including consequential loss) which DFAT may suffer due to a breach of this warranty.
10. The laws of the Australian Capital Territory apply to this agreement.

Employee Terms and Conditions

1. The employee is responsible for a) the accuracy of the above details; and b) advising DFAT of any changes to the above details, via the Travel portal or this form.
2. DFAT complies with the *Privacy Act 1988* (Cth). The employee acknowledges that these account details will be made available to DFAT staff carrying out their normal duties.
3. Payment will be deemed to have been made when DFAT has instructed its bank to credit the account. DFAT will not be responsible for any delays in payment or errors due to factors outside the reasonable control of DFAT, including but not limited to delays or errors in the banking system.
4. The employee acknowledges that DFAT will make every reasonable effort to remit payments by EFT to the employee but may also remit payments via alternative methods should it choose to do so.