



NATIONAL CONVENTION CENTRE CANBERRA

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31 Constitution Ave
CANBERRA ACT 2601
Tel: 02 6276 5200

4 December 2024

National Convention Centre Canberra (NCCC)

Contact : Tanve Kaley

Contact Email: s 47F

Contact Phone: s 47F

Event Contact: s 47F

Event Name: APSC Graduate Program Welcome Day 2025

Event Date Date: Wednesday 5 March 2025 to Thursday 6 March 2025

Company: Australian Public Service Commission

Invoice number: 16864

Due Date: Friday 15 November 2024

PO Details 4500173913 - 2024-2599 - Venue Hire and Catering - 2025 APSGDP Welcome Day NCCC Exhibition Hall.

PRO-FORMA INVOICE

Transaction Type	Charge Type	Due Date	Amount
Charge	Initial Deposit	Friday 15 November 2024	\$10,000.00
Balance Due			\$10,000.00

Please send a Remittance Advice including the invoice reference number, company name, and event date to: **National Convention Centre Canberra - Accounts Receivable** act.accounts@ihg.com

PAYMENT METHODS:

Direct Deposit:

Account Name: National Convention Centre Canberra

Bank Name: s 22

Branch: s 22

BSB Number: s 22

Account Number: s 22

(INTL) Swift Code: HKBAU2S

Credit Card:

Please note, credit card payments incur a Merchant Service Fee (MSF) of 1.5% for Visa, Mastercard, and American Express, and 3% for Diners Club. This fee will be added to the total amount payable.

Payments made in cash, by company cheque, or via direct deposit do not incur a service fee.

Regarding the GST component of the invoice, we would like to advise the following:

*Section 99-5 of A New Tax System (Goods and Services Tax) Act 1999 and subsequent ATO determinations specify that "giving a deposit as security does not constitute consideration," and as a consequence, no taxable supply is made when a deposit is requested or paid. If required for the client's records, and/or to avoid withholding tax implications, the NCCC is pleased to issue an invoice for the requested deposit, quoting our ABN. However, this invoice will **not** include a GST component.*

The taxable supply is ultimately made when the service (i.e., the function) is provided. After the function has taken place, a tax invoice will be issued by the NCCC, indicating the total cost of the function inclusive of GST, with any deposits and prepayments applied.