



Australian Government

Department of Defence

Letter of Recognised Supply (LoRS)

APPLICATION FORM

INTRODUCTION

The Letter of Recognised Supply (LoRS) provides Australian companies with a letter acknowledging their successful supply of products or services to the Australian Defence Organisation (ADO).

ELIGIBILITY

You are eligible to apply for a LoRS if you are an Australian or New Zealand registered business that has supplied products or services;

- directly to Defence (as the prime vendor or Original Equipment Manufacturer) or through to a Defence prime contractor (as the Tier 1 supplier)
- within the last three years
- in accordance with the agreed schedule, budget and performance contract outcomes.



HOW TO COMPLETE THE LoRS APPLICATION

SECTION 1: Company details

- Company name – registered business name.
- Physical address – street address used for Business Access Office visits.
- Australian Business Number / New Zealand Business Number.
- Business website address – if applicable.

SECTION 2: Primary contact details

This contact should be the person in your company to whom the Business Access Office can direct any enquiries.

SECTION 3: Product and service information

- Name of product or service that was supplied to Defence – in specific terms.
- Date of supply – enter the start date and end date of supply. For a one off supply enter the same date in both fields. For continuing supply please enter ONGOING in the end date field.
- Supply path – indicate if your company supplied to Defence directly or through a Defence prime contractor as a Tier 1 supplier.
- Name of Defence area / Prime contractor – If your company supplied directly to Defence please enter the name of the Defence area. If your company supplied direct to a Defence prime contractor please enter the name of the company.
- Order number / Contract number / Project number – if supplied directly to Defence this number can be found on your procurement documentation. If supplied direct to a Defence prime contractor please provide the relevant information that supports your supply to the company.
- Name of project/unit/facility supplied – enter the name of the Defence project, unit or facility for which the goods and/or services were supplied.

SECTION 4: Terms of Use and Declaration of Acceptance

This section of the application form needs to be completed by duly authorised officer of the company (e.g. Owner, Director, Chief Executive Officer, Chief Finance Officer).

Compliance with these Terms of Use will be audited by Defence. A breach in the Terms of Use will result in the LoRS being revoked.

SECTION 5: Supply Report

This section is to be completed by the Defence or prime contractor representative who is able to comment directly on your company's successful supply. An application can not be processed without a complete and signed Supply Report. Defence may contact these representatives as part of the LoRS approval process.

COMPLETED APPLICATIONS

For the application to be considered all sections of this form must be completed in their entirety. Incomplete applications will not be processed and will be returned to the applicant.

It is recommended that applications are submitted within **12 months of supply** to ensure verification of your application is successful.

Please send the completed application form to your local Business Access Office via email to **CASG.BAONetwork@defence.gov.au** OR via mail to

BUSINESS ACCESS OFFICE NSW/ACT Defence Plaza Level 3, 270 Pitt Street SYDNEY NSW 2000	BUSINESS ACCESS OFFICE NT 3 Tybell Street WINNELLIE NT 0820	BUSINESS ACCESS OFFICE QLD Victoria Barracks Brisbane (D2) c/- Gallipoli Barracks ENOGGERA MC QLD 4051
BUSINESS ACCESS OFFICE SA Building 32 Keswick Barracks KESWICK SA 5035	BUSINESS ACCESS OFFICE VIC/TAS Defence Plaza Melbourne Level 3, 661 Bourke Street MELBOURNE VIC 3000	BUSINESS ACCESS OFFICE WA Building 13 – G8 Locked Bag 5001 FREMANTLE WA 6959

Your link between Defence and Australian Industry

LoRS APPLICATION FORM

SECTION 1: Company details

Company name

Physical business address

City

State

Postcode

Australian Business Number / New Zealand Business Number

Business web address (URL)

SECTION 2: Primary contact details

Title

First name

Last name

Position

Postal address

City

State

Postcode

Telephone

Mobile

Facsimile

Email

SECTION 3: Product and service information

Please be detailed and precise in your reply as this information will be used to generate your LoRS. The Commonwealth will have final decision regarding the form and content of the LoRS, particularly in the description of supply.

Name of product and service supplied to Defence

Date of supply

Start date	End date
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Supply path (mark with X)

Direct to Defence

Direct to prime

Name of Defence area / Prime vendor

Order number / Contract number / Project number

Name of project/unit/facility supplied



TERMS OF USE

Underpinning principles of the LoRS

1. The LoRS is intended to provide the recipient company (the recipient) with recognition of their ability to deliver a product and/or service which meets the stringent standards and requirements of the ADO.
2. The LoRS does not provide or represent any endorsement by the Commonwealth regarding a particular product, service or company.

Display, reproduction, reference and use of the LoRS

3. Subject to the following conditions, the recipient may:
 - 3.1. display the LoRS or a copy of the LoRS
 - 3.2. reproduce the LoRS and use the reproduction in the recipient's usual course of business
 - 3.3. reference the LoRS in the recipient's usual course of business.
4. When reproducing the LoRS the recipient must ensure that the LoRS is reproduced in full, with no errors or omissions.
5. When referring to the LoRS the recipient must ensure that:
 - 5.1. the reference is consistent with the underpinning principles of the LoRS in clauses 1 and 2 above
 - 5.2. the reference includes both a description of what was supplied by the recipient and the date of the supply.
6. When using the LoRS, or a copy of the LoRS, the recipient must ensure that the LoRS or the copy is not used in a way which may lead a third party to think that the LoRS represents any sort of endorsement by the Commonwealth.

Liability and Indemnity

7. The recipient acknowledges that the Commonwealth is not liable for any loss or damage caused by the recipient's use of the LoRS.
8. The recipient shall indemnify the Commonwealth, its officers, employees and agents from and against any liability, loss, damage, costs (including the cost of any settlement and legal costs and expenses on a solicitor and own client basis), and expense arising out of or as a consequence of a default or unlawful or negligent act or omission on the part of the recipient, its officers, employees agents or subcontractors incurred or suffered by any person arising from any:
 - 8.1. use by the recipient of the LoRS
 - 8.2. breach or alleged breach by the recipient of these Terms of Use.

Revocation of the LoRS

9. The Commonwealth may immediately revoke the LoRS by written notice to the recipient if the recipient is in breach of these Terms of Use, without prejudice to any other rights of action or remedy which the Commonwealth may have.
10. If the Commonwealth elects to revoke the LoRS, the recipient must:
 - 10.1. immediately either return or destroy the LoRS, as directed by the Commonwealth
 - 10.2. immediately cease all use of the LoRS and destroy any remaining electronic or hard copies in its possession; unless the Commonwealth gives written permission to delay such destruction, return or cessation for a period determined by the Commonwealth.

Applicable law

These Terms of Use will be governed by the laws of the Australian Capital Territory (ACT). The courts of the ACT shall have non-exclusive jurisdiction to decide any matter arising out of these Terms of Use.

SECTION 4: Declaration of Acceptance of LoRS Terms of Use

I , a duly authorised agent acting on behalf of Company name and ABN wish to apply for a LoRS.

I have read the Terms of Use listed and confirm that Company name will use the LoRS in accordance with those terms.

I understand that if Company name breaches the Terms of Use, the LoRS will be returned to the Commonwealth and may not be used again.

Sign

Name

 Please print

Company position

Date



Section 5: Supply Report

Directions

11. Only complete this application form if you are able to comment directly on the relevant supply from the company. Complete the report in full detail. Comments are encouraged. If additional space is required, please attach comments to form.
12. Check details on the application form against procurement paperwork to ensure accuracy.
13. Comment on the performance of the company's supply in accordance with the agreed contracted specifications.
14. If you have any questions regarding this application please contact your local Business Access Office – Freecall 1800 621 783.

Are the details in section 3 accurate and complete?

Yes/No

If answered no, explain

Defence outcome or capability supplied?

Were the specified products and services supplied within the cost allocation, on schedule, and were the required specifications achieved?

Is there any further information that may be relevant to this application?

Details of person completing

First name

Last name

Contact email

Contact telephone

Position

Unit/Project

Sign

Date