



Australian Government

Department of Defence

Defence Materiel
Organisation

DMO

Letter of Recognised Supply (LoRS)

APPLICATION FORM

INTRODUCTION

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

- 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.
- Your referee delegate must be the customer to whom your company supplied the products or services. This can be either a point of contact within Defence or a Defence Prime contractor. **Referee reports must be signed off** by the relevant referee delegate prior to submitting the application.
- The supply to Defence must have **occurred in the past three years**.
- To ensure referee delegates are available it is recommended that applications are submitted within **12 months of supply**.
- **Further information** visit our website at www.defence.gov.au/dmo/id/bao or telephone your local Business Access Office on **1800 621 783**.

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 – 11 digit number
- Business web address – if applicable

SECTION 2: Product and Service Information

Be as specific and accurate as possible as this information will appear on your Letter of Recognised Supply. Inaccurate or generic answers may result in a delay or rejection of your application as details may not be able to be verified.

- Name of product or service that was supplied to Defence – in specific terms.
- Date of supply – enter 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 Defence directly or through a third party (e.g. Defence Prime contractor).
- Name of Defence Area/Prime Contractor – If your company supplied directly to Defence please enter the name of the Defence area or organisation supplied. If your company was subcontracted by a Defence Prime Contractor please enter the name of the Prime Contractor.
- Order Number, Contract Number or Project Number – if supplied directly to Defence this number can be found on your procurement documentation. If subcontracted through a Prime Contractor please provide enough relevant information for referee to complete the report and enable supply verification.
- Project/Unit/Facility supplied – enter the name of the Defence Project, Unit of Facility supplied.
- Defence Outcome or Capability Supplied – this information is optional but if provided will appear on your Letter of Recognised Supply. Discuss with your referee if you require more information.

SECTION 3: Primary Contact Details

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

SECTION 4: Declaration of Acceptance of Letter of Recognised Supply Terms of Use.

Read the Terms of Use located on the back page of the application form. This section of the application form needs to be completed by duly authorised officer of the company (e.g. Owner, Director, CEO, CFO).

Compliance with these Terms of Use will be audited by the DMO. A breach in the Terms of Use will result in the Letter of Recognised Supply being revoked.

SECTION 5: Referee Details

Provide full name and current contact details for your Referee. The Referee must be able to directly comment on your company's successful supply. To ensure that the nominated referee is available it is recommended that they be approached promptly after the supply period. An application can not be processed without a complete and signed Referee Report

SECTION 6: Referee Report

This section is to be completed by the referee nominated in Section 5. Part of the approval process for the Letter of Recognised Supply will include contacting these referees.

**Mail your completed Letter of Recognised Supply to
your State DMO Business Access Office.**

(Addresses located at end of the Application Form)

For enquiries regarding this application

Telephone: Freecall 1800 621 783

LoRS APPLICATION FORM

SECTION 1: Company Details

Company Name

Physical Business Address

City

State

Postcode

Australian Business Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Business Web Address (URL)

SECTION 2: Product and Service Information

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

Name of Product and Service supplied to Defence

Date of Supply

<input type="text"/>	Start Date	<input type="text"/>	End Date
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Supply path (mark with X)

Direct to Defence Subcontract to Prime

Name of Defence Area/Prime Contractor

Order No./Contract No./Project No.

Name of Project/Unit/Facility Supplied

Defence Outcome or Capability Supplied

SECTION 3: Primary Contact Details

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position		
<input type="text"/>		
Postal Address		
<input type="text"/>		
City	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Mobile Telephone	Facsimile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address		
<input type="text"/>		

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 Letter of Recognised Supplier.

I have read the Terms of Use listed and confirm that Company Name will use the Letter of Recognised Supply in accordance with those terms.

I understand that if Company Name breaches the Terms of Use, the Letter of Recognised Supply (LoRS) will be returned to the Commonwealth and may not be used again.

Signed	Name
<input type="text"/>	<input type="text"/> <small>Please print</small>
Company Position	Date
<input type="text"/>	<input type="text"/>

SECTION 5: Referee Details (please refer to directions over page)

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Email	Contact Telephone	
<input type="text"/>	<input type="text"/>	
Position	Unit/Project	
<input type="text"/>	<input type="text"/>	

SECTION 6: Referee Report, The Referee must be able to comment on your company's supply history.

REFEREES NOTE: Retain a copy of this application for your records

Are the answers to Sections One through Five accurate and complete?

Yes/No

Please comment or if answered No – Explain

The specified products/service was supplied in accordance with the terms and conditions of the purchase order or contracting mechanism?

Yes/No

Please comment or if answered No – Explain

Rate the performance of the company against your requirements or specifications.

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

Signed

Name

Please print

Position and Unit/Project

Date

DIRECTIONS TO REFEREE

1. Only complete this Application Form if you are able to comment directly on the relevant supply from the company. Complete the Referee report in full detail. Comments are encouraged. If additional space is required, please attach comments to form.
2. Check details on the Application Form against procurement paperwork to ensure accuracy.
3. Comment on the performance of the company's supply in accordance with agreed specifications etc.
4. Retain a copy of the application form for your records.
5. If you have any questions regarding this application please contact your local Business Access Office – Freecall 1800 621 783.

Business Access Office Mailing Locations by State

BUSINESS ACCESS OFFICE NSW/ACT

Defence Plaza
Level 3, 270 Pitt Street
SYDNEY NSW 2000

BUSINESS ACCESS OFFICE NT

PMB 13
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 Barrack
EDINBURGH 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

THE DEFENCE MATERIEL ORGANISATION'S BUSINESS ACCESS OFFICES

your Defence and industry interface

www.defence.gov.au/dmo/id/bao

TERMS OF USE

Underpinning Principles of the Letter of Recognised of Supply (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 Australian Defence Organisation.
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; and
 - 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 it 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; and
 - 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; or
 - 8.2. breach or alleged breach by the Recipient of these Terms of Use.

Revocation of the LRS

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; and
 - 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. The courts of the Australian Capital Territory shall have non-exclusive jurisdiction to decide any matter arising out of these Terms of Use.