

Self-Billing Agreement

This is an agreement to a Self-Billing procedure between:

Customer name: Legal Services Agency NI **VAT registration number:** D 888808059

and

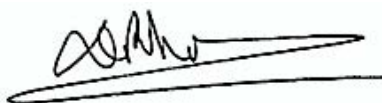
Supplier name: **VAT registration number:**

The Self-Biller (*the Customer*) agrees:

1. To issue Self-Billed invoices for all supplies made to them by Self-Billee (*the Supplier*) until notification is received from the Self-Billee that they wish to end the Self-Billing Agreement.
2. To complete Self-Billed invoices showing the supplier's name, address and VAT registration number, together with all the other details which constitute a full VAT invoice.
3. To make a new Self-Billing agreement in the event that their VAT registration number changes.
4. To inform the supplier if the issue of Self-Billed invoices will be outsourced to a third party.

The Self-Billee agrees:

1. To accept invoices raised by the Self-Biller (*the Customer*) on their behalf until notification is given to the Self-Biller that they wish to end the Self-Billing Agreement.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify the customer immediately if they:
 - change their VAT registration number
 - cease to be VAT registered
 - sell their business, or part of their business.

Signed by:  **Signed by:** _____

On behalf of: Legal Services Agency Northern Ireland **On behalf of:** _____

Date: 27/4/26 **Date:** _____