

APPENDIX A

All contractors wishing to be considered for a building or engineering contract grant-aided by the Department of Education must be in possession of a current Tax Exemption Certificate (CIS5 or CIS6) under the Inland Revenue Construction Industry Scheme.

The school's architects for the scheme should therefore ensure that:-

- a. reference to the requirement for a CIS5 or CIS6 Certificate is included in public advertisements for select list or direct tendering; and
- b. tender documents (whether or not the contract is advertised) are not issued to any contractor who does not first produce a CIS5 or CIS6 Certificate.

The school's main consultants when submitting the tenders for the scheme should also provide the Department with written confirmation that all of the main contractors and nominated sub-contractors involved have produced the necessary certificate. A specimen of the confirmation slip which should be completed and sent to the Department is enclosed in Appendix B to this letter. In cases where the Department has agreed that it is not necessary for the school to employ consultants the Principal of the school should complete and sign the confirmation slip. The CIS5 or CIS6 should NOT be sent to the Department.

APPENDIX B

FORMS CIS5 OR CIS6 - TAX EXEMPTION CERTIFICATES

NAME OF SCHOOL _____

TITLE OF SCHEME _____

I hereby confirm that I have satisfied myself that all the undermentioned building contractors are in possession of a current Tax Exemption Certificate CIS5/CIS6 issued under the Inland Revenue Construction Scheme.

NAMES OF CONTRACTORS

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SIGNED _____
(CONSULTANT PRINCIPAL)*

DATE _____

* Delete as appropriate