

Invoicing Requirements for the MLA Group

To ensure that Meat & Livestock Australia Limited ACN 081 678 364, MLA Donor Company ACN 083 304 867 and Integrity Systems Company Limited ACN 134 745 038 (“**MLA Group**”) can efficiently and accurately process payments of invoices and meet legislative requirements, for the following requirements apply to all invoices received by the MLA Group.

All invoices must include the following requirements:

- invoices to be sent by **email** to invoices@mla.com.au
- must be in **pdf** format
- **one** invoice per email
- if project related, must include the **project code** and relevant **milestone**
- must have a **heading** titled invoice or credit
- be attentioned to the related person within the MLA Group. If project related, this will be the nominated **project manager**.
- **invoice number**
- **invoice date**
- **ABN**
- **GST** amount on invoice
- **total** amount on invoice

Please see an [example invoice here](#).