

Dear Supplier

Unitec New Zealand Limited (Unitec) - Notice to Supplier

Unitec New Zealand Ltd is a registered limited liability company, and a fully owned subsidiary of Te Pūkenga - New Zealand Institute of Skills and Technology. Unitec is a Crown Entity in accordance with the Crown Entities Act 2004 and is not required to accept supplier trading terms and conditions (including credit terms) in connection with purchasing goods and/or services.

Unitec directors do not sign supplier forms or credit applications on behalf of Unitec as their role is purely a governance role. Unitec's board of directors is independently appointed by Te Pūkenga and the directors do not own any shares in either Te Pūkenga or Unitec as both are ultimately owned by the Crown. Unitec's directors and officers are not permitted to provide personal guarantees.

The Unitec Purchase Order with a system-generated reference number (PO) is the only means of committing Unitec to expenditure for the supply of goods and/or services. All PO's are subject to Unitec's Purchase Order Terms (attached). A PO guarantees payment to the supplier, provided that the goods and/or services have been delivered in accordance with Unitec's instructions and the Purchase Order Terms, and receipted into Unitec's system.

Attached is our information for suppliers which should provide all the information required to set up Unitec in your own financial system.

If you have any questions or require any further information regarding Unitec's corporate status, please contact our legal department at Legal@unitec.ac.nz.

On behalf of Unitec New Zealand Limited



Manasi Khatkul
Acting Head of Finance

June 2022