Small and Medium Enterprise
Self-Declaration Form

Template guidance (remove prior to use): This template is **optional** for use by relevant entities when confirming the small and medium enterprise status of a business for the purposes of applying Commonwealth Procurement Rules Appendix A Exemption 17. This template should be completed and signed by the potential tenderer and returned to the relevant entity at the time of, or prior to, approaching the market.

The Commonwealth, as represented by [insert name of relevant entity] seeks to confirm that [insert name and, if applicable, ABN, of potential tenderer] meets the definition of a small and medium enterprise (SME) as per the definition in the [Commonwealth Procurement Rules](https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules) (https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules):

*Small and Medium Enterprises – an Australian or New Zealand firm with fewer than 200 full-time equivalent employees.*

This declaration does not represent an approach to market nor does it guarantee inclusion in a future approach to market or an offer of a contract.

**Declaration**

I [insert name and position of person authorised to respond on behalf of the potential tenderer] confirm that [insert name and, if applicable, ABN, of potential tenderer] is an SME as per the definition outlined above and in the Commonwealth Procurement Rules.

I believe that the statement in this declaration is true as at the date this declaration is made.

Signature of person making the declaration

[insert Day/Month/Year]

[Optional: insert email address and/or telephone number of person making the declaration]

Template guidance (remove prior to use): The relevant entity may choose to accept electronic signatures where the relevant entity deems it appropriate to do so. The signature block should be amended accordingly.