



# **Payment Times Reporting (Approval of Form and Manner) Instrument 2024**

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I, Robyn Beutel, Payment Times Reporting Regulator, make the following instrument.

Dated                    20 September 2024

Robyn Beutel  
Payment Times Reporting Regulator

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## Part 1—Preliminary

### 1 Name

This instrument is the *Payment Times Reporting (Approval of Form and Manner) Instrument 2024*.

### 2 Commencement

- (1) Each provision of this instrument specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

Commencement information		
Column 1	Column 2	Column 3
Provisions	Commencement	Date/Details
1. The whole of this instrument	The day after this instrument is registered.	

Note: This table relates only to the provisions of this instrument as originally made. It will not be amended to deal with any later amendments of this instrument.

- (2) Any information in column 3 of the table is not part of this instrument. Information may be inserted in this column, or information in it may be edited, in any published version of this instrument.

### 3 Authority

This instrument is made under the *Payment Times Reporting Act 2020*.

### 4 Schedules

Each instrument that is specified in a Schedule to this instrument is amended or repealed as set out in the applicable items in the Schedule concerned, and any other item in a Schedule to this instrument has effect according to its terms.

### 5 Definitions

Note: Expressions have the same meaning in this instrument as in the *Payment Times Reporting Act 2020* as in force from time to time—see paragraph 13(1)(b) of the *Legislation Act 2003*.

In this instrument:

**entity information** has the meaning given by the *Payment Times Reporting Rules 2024*.

**Payment Times Reporting Portal** means the website maintained by the Department for the submission of payment times reports by reporting entities to the Regulator.

Note: At the time this instrument commenced, the Payment Times Reporting Portal was available at <https://www.paymenttimes.gov.au>.

**Part 1** Preliminary

Section 5

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*the Act* means the *Payment Times Reporting Act 2020*.

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## **Part 2—Approval of form and manner**

### **6 Approval of form and manner of giving notices etc**

- (1) Under subsections 10H(4), 10S(3), 14(7) and 27A(3) of the Act, the following form and manner is approved in relation to the giving to the Regulator of a notice, information, report or application covered by subsection (2):
  - (a) in the form of the relevant template available on the Payment Times Reporting Portal; and
  - (b) electronically using the Payment Times Reporting Portal.
- (2) This section applies to:
  - (a) a notice given under subsection 10H(2) of the Act (entity ceased to be a reporting entity); and
  - (b) entity information; and
  - (c) a payment times report; and
  - (d) an application under any of the following provisions of the Act:
    - (i) subsection 10C(1) (application for Regulator to make a volunteering entity determination);
    - (ii) subsection 10F(1) (application for Regulator to make a subsidiary reporting entity determination);
    - (iii) subsection 10M(1) (application for Regulator to make a reporting nominee determination);
    - (iv) subsection 10Q(1) (application for Regulator to make an exempt entity determination);
    - (v) subsection 13A(1) (extensions of time of 28 days or less);
    - (vi) subsection 13B(1) (other extensions of time).

## **Schedule 1—Repeals**

### ***Payment Times Reporting (Form and Manner for Giving Report) Instrument 2021***

#### **1 The whole of the instrument**

Repeal the instrument.