



An Roinn Post, Fiontar agus Nuálaíochta
Department of Jobs, Enterprise and Innovation

**Prompt Payment Official Notice
Reminder**

It is a Government requirement that all central Government Departments, the Health Service Executive, the local authorities and all other public sector bodies, (excluding commercial Semi-State bodies) pay their suppliers within 15 calendar days of receipt of a valid invoice.

This arrangement does not alter contractual relationships and does not change the legal position in relation to late payments.

In accordance with the recommendation of the Advisory Group for Small Business and the Action Plan for Jobs, Key Actions 3.44 and 7.13.2, and to support compliance with the new 15 day Prompt Payment requirement for all public sector bodies and agencies (excluding commercial Semi-State bodies), the Department of Jobs, Enterprise and Innovation has prepared the above Official Notice.

Industry Representative Associations should make this Official Notice available (including online) for use by their members (for example, to accompany invoices and/or referral in instances of non-adherence).

Small Businesses can attach an Official Notice of the new payment requirements to relevant invoices. Small businesses themselves should refer instances of non-adherence to the relevant Government Department, public sector body and State Agency.

Copies of this Notice are also available on the Department of Jobs, Enterprise and Innovation website.