

Northpower

Electricity Pricing Policy

Effective 1 April 2026

1 Introduction

Northpower owns the electricity distribution network which delivers power to the Whangārei and Kaipara regions. This policy describes how we apply our Electricity Pricing Schedule.

Each connection to the Northpower electricity network is allocated to a price category code in one of the main pricing groups:

2 Residential & general

Residential price categories

Residential price category codes can only be allocated to ICPs which are “domestic premises” as defined in Section 5 of the Electricity Industry Act 2010. This includes premises that are used or intended for occupation by a person principally as a place of residence, and does not include places such as hotels, motels, hostels, hospitals, and other places that provide temporary accommodation.

For the avoidance of doubt, we do not consider holiday homes which are rented through platforms such as AirBnB and Bookabach to meet the definition of “domestic premises” on the basis that they are used to provide temporary accommodation and are not intended for occupation by a person principally as a place of residence.

Residential sites must have non-half hour metering installed (i.e. metering that can measure real energy (kWh) but not reactive energy (kVArh) or apparent energy (kVAh). Consumption data must be submitted to us in an EIEP1 format.

Price category code	Description	Eligibility
DM1 DM1-TOU	Low fixed price plan option for residential consumers who use less than 8,000kWh p.a.	Domestic premises which are a principal place of residence.
DM7 DM7-TOU	Standard fixed price plan option for residential consumers who use more than 8,000kWh p.a.	Domestic premises which are a principal place of residence.
DM3 DM3-TOU	Price plan for domestic premises which are not a principal place of residence.	Domestic premises which are not a principal place of residence.

DM1 and DM7 are offered in order to comply with the Low Fixed Charge Regulations. As such, to opt into or retain allocation to these price category codes, demonstration of eligibility under those regulations may be required.

General price categories

General price category codes apply to ICPs which do not meet the definition of “domestic premises”.

The sites covered by these codes include commercial and industrial premises, schools, farms, community facilities, pumps, sheds, telecommunication cabinets, and streetlights. General also includes separate ICPs at residential properties which are for loads such as pumps and sheds.

General sites must have non-half hour metering installed (i.e. metering that can measure real energy (kWh) but not reactive energy (kVArh) or apparent energy (kVAh). Consumption data must be submitted to us in an EIEP1 format.

Price category code	Description	Eligibility
ND1 ND1-TOU	Connections up to and including 70kVA (100A)	<ul style="list-style-type: none"> • Non-domestic premises up to and including 70kVA (100A). • Supply must be fused at 100A or less. • ICP must have whole-current metering.
ND2 ND2-TOU	Connections over 70kVA (100A)	<ul style="list-style-type: none"> • Non-domestic premises over 70kVA (100A). • ICP must have CT metering.
ND5	Irrigation & pumps	<ul style="list-style-type: none"> • ICP must only supply pumps or irrigation schemes. • This plan allows for supply on a day/night meter, where separate registers measure the electricity consumed between 0700-2300 and 2300-0700. A relay placed after the day/night meter allows Northpower to control the supply through this meter for up to 2 hours per day. • Uncontrolled and Controlled 22-hour supplies are also available on this plan, with flat rates which do not vary by time of day. • ICPs must have a CN22 relay placed after the day/night meters to be eligible for this plan.
ND6	Unmetered 24 Hour <3,000kWh p.a.	<ul style="list-style-type: none"> • This plan is for unmetered uncontrolled load which has a flat load profile, for roadside telecommunication cabinets and similar installations. • ICPs must have annual consumption of less than 3,000kWh p.a. • Connections are subject to the unmetered limitations in the Electricity Industry Participation Code.
ND14	Unmetered 24 Hour >=3,000kWh p.a.	<ul style="list-style-type: none"> • This plan is for unmetered uncontrolled load which has a flat load profile, for roadside telecommunication cabinets and similar installations. • ICPs must have annual consumption of more than or equal to 3,000kWh p.a. and meet the requirements of Part 10 Clause 10.14 of the Code. • Connections are subject to the unmetered limitations in the Electricity Industry Participation Code.

Price category code	Description	Eligibility
ND12	Builders temporary supply	<ul style="list-style-type: none"> • This plan is for temporary supplies whilst a premises is constructed. • Once a permanent supply is commissioned, the ICP must be re-allocated to a different price category code. • An ICP cannot be allocated to a normal price category code until the permanent supply is commissioned. • Maximum duration for a builder's temporary supply is 24 months. • Not to be used to supply a dwelling, shed, caravan, pump, electric fence, etc.
ND13	Long term disconnected	<ul style="list-style-type: none"> • This plan is for ICPs where the meters have been removed and service line disconnected at the network connection point, but permission has not been provided by the owner to permanently decommission the supply. • ICPs cannot be transferred from ND13 until a compliant service line has been installed and Certificate of Compliance sighted by Northpower.
EG3	Distributed generation < 1MW	<ul style="list-style-type: none"> • This plan is for ICPs which are dedicated generation connections (i.e. do not have any load except that which is ancillary to running the generation plant) and which are under 1MW. • It is for ICPs with non-HHR metering and generation/consumption data must be submitted to us in an EIEP1 format. There is an equivalent plan available for sites with HHR metering installed.

Component codes

The following price component codes apply to residential and general price category codes (noting not all price components codes apply to all price category codes):

Description	Applies to
Daily price	The number of days the ICP's point of connection is energised.
Daily price (fixture/day)	This price component code applies when there are multiple fixtures connected to an unmetered ICP and applies per fixture per day. The first fixture on the ICP is charged using the daily price component code, and all subsequent fixtures are charged using the daily price (Fixture/Day) component code.
Uncontrolled	The volume of electricity (kWh) distributed to the ICP where Northpower does not have the ability to load control.
Peak, shoulder & off-peak	The volume of electricity (kWh) distributed to the ICP during the relevant timeframe where the network does not have the ability to load control. See Time of Use section for more information.
Controlled 18	The volume of electricity (kWh) distributed to the ICP where the load is controlled by Northpower using our ripple controller, and we may control supply for up to 6 hours per calendar day (i.e. the supply is available for at least 18 hours). We may determine the times that we control the supply.
Controlled 22	The volume of electricity (kWh) distributed to the ICP where the load is controlled by Northpower using our ripple controller, and we may control supply for up to 2 hours per calendar day (i.e. the supply is available for at least 22 hours). We may determine the times that we control the supply.
Night	The volume of electricity (kWh) distributed to the ICP where the load is controlled by Northpower using our ripple controller, and we will only make the supply available between the hours of 11pm and 7am .
Metered lighting	The volume of electricity (kWh) distributed to the ICP where a separate register measures consumption relating to lighting which is switched on during non-daylight hours by a Northpower ripple controller.
Controlled day	The volume of electricity (kWh) distributed to the ICP between 0700-2300 , measured through a day/night meter and controllable by Northpower using our relay for up to 2 hours a day .

Component codes continued

Description	Applies to
Controlled night	The volume of electricity (kWh) distributed to the ICP between 2300-0700 , measured through a day/night meter and controllable by Northpower using our relay for up to 2 hours a day .
Unmetered	The volume of electricity (kWh) distributed to the ICP, calculated based upon the estimated consumption by the connected equipment.
Export generation	The volume of electricity (kWh) exported from the ICP back into Northpower's distribution network.
Export generation peak winter, peak summer, shoulder & off-peak	The volume of electricity (kWh) exported from the ICP back into Northpower's distribution network during the relevant timeframe . See Time of Use section for more information. These component codes are only applicable to ICPs eligible for negative charge for peak injection as required under Part 12A.7 of the Code.
Import	The volume of electricity (kWh) imported to a dedicated Generation ICP.

All energy conveyed through the point of connection must be appropriately attributed by the retailer to a price component code using the above descriptions. If there is not an appropriate price component code, the volume must be submitted as Uncontrolled or Peak (as relevant to the price category code). Please see below for additional information regarding Northpower's residential and general Time of Use price category codes.

Controlled load

As outlined in the Component Codes section, our lines prices may vary based upon the hours that the supply is available, and whether we can control (i.e. disconnect) load at the ICP to manage demand on our network, by way of a Northpower owned and managed ripple controller.

Controlled loads must be separately metered and permanently wired (i.e. you must not be able to unplug the device and plug it into a socket connected to the uncontrolled meter). For example, on our network hot water cylinders are generally controlled by way of a Northpower ripple controller (a device which we can send signals to, to turn the power on and off remotely). They are hard wired to this device.

Not all types of load control are available on all price category codes. If there is not a price component code for the load control type on the relevant price category code, the consumption must be attributed to the uncontrolled price component code for default price category codes, or the peak price component code for ToU price category codes.

In emergency conditions, Northpower may control load for longer than the 6 hours (for Controlled 18) or 2 hours (for Controlled 22) normally allowed.

If for any reason another party (including the retailer, MEP, and any other party) can control the load, the price component code for that supply must be reverted to the applicable uncontrolled or peak price component code.

Time of Use

Time of Use (“ToU”) pricing is mandatory on our network for residential consumers and small to medium businesses where the customer has a communicating smart meter. This means for consumers on ToU pricing, our lines charges will vary based on the time of day that electricity is consumed.

For the purpose of export generation, peak winter means the peak period between 1 May and 30 September, and peak summer means the peak period between 1 October to 30 April.

Time of Use table*

Time periods	Peak	Shoulder	Off-peak
Work days	07:00 – 09:30	9:30 – 17:30	22:00 – 07:00
	17:30 – 20:00	20:00 – 22:00	
Weekends and public holidays (incl Northland regional holidays only)	No peak period	07:00 – 22:00	

*Residential and general connections only

Payments for injection

As required under Part 12A.7 of the Code, for residential or small business consumers, distributors are required to provide a negative charge for injection that applies at times when demand in the region where the ICPs in that price category are located is likely to, on average and over time, drive future network investment.

Eligible ICPs on our network include all ICPs with communicating smart meters under residential and ND1-TOU price categories. ICPs without a smart meter or with a non-communicating smart meter will not be offered the negative injection payments, as peak generation data cannot be supplied.

Eligible price category code

DM1-TOU	DM7-TOU	DM3-TOU	ND1-TOU
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The negative charge is included in the price component code of export generation peak winter, which is the net amount of export generation charge and this negative injection payment to avoid duplicate volume submission from retailers.

Where non-time sliced generation data is provided for an eligible ICP (e.g. we should have been supplied Peak/Shoulder/Off peak), our billing system will default the generation volume to off-peak. Retailers may use the wash-up process to provide corrected data by supplying generation data in a peak/shoulder/off-peak format.

For more details on the amount of this negative injection payment and how we have established this amount, please refer to our Pricing Schedule and Pricing Methodology documents.

Non-communicating meters

ToU Price Category Codes will apply to all Residential and General Consumers with a communicating AMI meter, as indicated by “Y” in the AMI Comm field of the Metering Attributes section in the EA registry, except where a consumer has a legacy meter or a smart meter that does not communicate. These connections will be exempt from ToU pricing and will instead be charged a single default rate for uncontrolled usage.

Where a retailer considers that a meter has stopped communicating, we expect the retailer to engage with its MEP to organise for remedial action to fix the meter and/or restore its communication. It must estimate the reads until communications are restored.

The only exemption to ToU pricing is for GBUG, which is the only provider of pre-pay services on our network. This exemption will be reviewed on an annual basis, with a view to removing it if an alternative retailer offers a prepay service which complies with our ToU pricing requirements.

Retailers unable to provide billing data

In the event that a retailer chooses to trade at an ICP with a communicating AMI meter where it is unable to provide time-sliced data in an EIEP1 format (i.e. consumption summarised and reported against the peak, shoulder, and off-peak price component codes) and submits consumption data as Uncontrolled, or as a single ToU price component code, we will default this consumption to Peak.

ToU price plans

We have established price plans for our ToU pricing structures. Default plans exist for ICPs with non-communicating meters only.

Please see below for the ToU price categories and their default equivalents.

Customer group	Pricing structure	Price category code
Residential LFC	Default	DM1
	TOU	DM1-TOU
Residential standard	Default	DM7
	TOU	DM7-TOU
Non-principal residence	Default	DM3
	TOU	DM3-TOU
General < 100A	Default	ND1
	TOU	ND1-TOU
General > 100A	Default	ND2
	TOU	ND2-TOU

If a consumer belongs to one of the above consumer groups, it will be assigned to the relevant ToU price category code unless the ICP has a legacy meter, or a smart meter that doesn't communicate. Retailers are responsible for requesting price category code changes. If a retailer considers that the meter at an ICP is not communicating, it may request a price category code change via an EIEP8 file submitted via the Registry Hub.

We will assess the request based on the information we have available, including from the Registry, and whether the previous retailer (if relevant) was submitting time-sliced data, and decide whether to change the price category code allocation based on whether we believe the meter to be communicating.

In order to process a change from ToU to non-ToU where a meter was previously communicating, the retailer will need to provide evidence that the meter is now permanently non-communicating (i.e. it has not communicated for at least 3 months) and that they have attempted to resolve the communications issue with the MEP. If we agree with the retailer, we may back date the price category code change up to 3 months.

All other requests should be made in a timely manner as they will not be backdated, and retailers must submit time sliced EIEP1 data for any period of time that an ICP is on a ToU price category code.

All requests for an ICP to change Price Category Code must be made using the latest version of the Industry EIEP8 file format. The EIEP8 file must be delivered to Northpower via the Registry Hub SFTP file transfer system. Requests delivered via email may not be actioned.

We may periodically review the Price Category Code for an ICP and notify Retailers of where customers are on the incorrect price category code.

Estimates and incorrect data

In the event that a MEP is unable to provide data for a period of time to enable the retailer to provide volumes against the ToU price component codes in the EIEP1 file, the retailer is responsible for submitting a reasonable estimate of the readings. The wash-up process can be used to correct the difference when an actual read is subsequently obtained.

Where non-time sliced data (e.g. Uncontrolled) is provided for an ICP on a ToU price category code (e.g. we should have been supplied Peak/Shoulder/Off peak) our billing system will default the consumption to peak, as an Uncontrolled price component code does not exist on the ToU price category codes. Retailers may use the wash-up process to provide corrected data by supplying consumption data in a peak/shoulder/off-peak format. Similarly, where only shoulder or only off-peak consumption is submitted, this will also be defaulted to peak.

3 Streetlights

The ND7 price category code is for unmetered streetlights owned by a public or private entity (i.e. local council, NZTA, or gated community). These are operated from “dusk to dawn” using a Northpower ripple relay.

Streetlights are charged a daily price per fixture, and a per kWh charge. Retailers are required to submit the number of fixtures using the Fixture unit of measure (fixed charge) and the kWh unit of measure for the total kWh consumed by all fixtures (variable charge) in their EIEP1 file.

4 Large commercial & industrial

These price plans are designed for large commercial and industrial sites with significant electricity requirements, and in most cases either have a dedicated transformer or connect to the Northpower network at high voltage. Examples include supermarkets, sawmills, large office blocks, and other high consumption sites.

These sites must have half hour metering installed which read real energy (kWh) together with either or both reactive energy (kVARh) or apparent energy (kVAh) and consumption data must be submitted in an EIEP3 file. They must also not be a domestic premises.

Price category code	Description	Eligibility
LC1	Low voltage - kWh based	ICP is supplied from Northpower’s low voltage network via a transformer which is owned by Northpower and shared with other ICPs
LC2	Low voltage - capacity based	
LC3	Low voltage - dedicated transformer	ICP is supplied from a transformer which is owned by Northpower and dedicated to the supply of the ICP (or ICPs if the customer or the ultimate owner of the customer is the same).

Price category code	Description	Eligibility
LC4	High voltage	ICP is supplied from Northpower’s high voltage (11kV or higher) network.
EG4	Distributed generation	This plan is for ICPs which are: <ul style="list-style-type: none"> dedicated to generation (i.e. do not have any load except that which is ancillary to running the DG plant) and are under 1MW Have HHR metering installed Generation/consumption data must be submitted to us in an EIEP3 format.

ICPs with Category 2 metering which would otherwise be required to be on LC3, may opt into LC1 in order to avoid inefficiently downgrading their metering to NHH in order to change from capacity to kWh-based charges. Note that EIEP3 data must still be provided under the LC1 price category code.

Sites with Category 3 and above metering are not able to downgrade their metering to NHH, and therefore may not opt into LC1.

Price component codes

The price component codes that apply to these plans are:

Description	Applies to
Daily	The number of days the ICP's point of connection is energised.
Peak	Volume of electricity (kWh) distributed to the ICP during peak periods.
Shoulder	Volume of electricity (kWh) distributed to the ICP during shoulder periods.
Off-peak	Volume of electricity (kWh) distributed to the ICP during off-peak periods.
Capacity	<p>The maximum allowable capacity that the ICP can draw from Northpower network as at the last day of the month, as determined by Northpower. In determining the capacity, Northpower will take into account the below factors, in addition to any other factors which it considers relevant to the ICP:</p> <p>Low voltage: Fuse Capacity Transformer: Transformer Capacity or any other current limiting device High voltage: Customer's Transformer Capacity or any other current limiting device</p>
Demand	The average of the ICP's 10 highest half hour kVA demands between 7am and 10pm (including weekends and public holidays) calculated across the month.
Excess demand	The difference between the anytime maximum demand (i.e. single highest half hour kVA demand) and the ICP's capacity, where the consumer's anytime maximum demand is greater than the capacity. Charge is calculated as the (highest half hour period demand (in kVA) during the month less capacity) x rate x days in month.
Power factor	The power factor amount.
Export generation	The volume of electricity (kWh) exported from the ICP back into Northpower's distribution network.
Import	The volume of electricity (kWh) imported by the Generation ICP.

The peak, shoulder, and off-peak time periods for LC1 are as below:

Time periods	Peak	Shoulder	Off-peak
All days	07:00 – 09:30	9:30 – 17:30	22:00 – 07:00
	17:30 – 20:00	20:00 – 22:00	

Note there are no variation to rates for weekends or public holidays.

Capacity

The following applies to all large commercial & industrial sites:

- Northpower may require the consumer’s demand not to exceed the capacity of their connection at any time.
- Changes to the capacity of the consumer’s point of connection may be requested by the customer or their retailer.
- Northpower may pass some or all of the costs associated with the change in capacity on to the customer or their retailer (depending on who requests the change) including removal of stranded assets such as transformers. This includes charging for removal of assets dedicated to either a site or an ICP where the ICP is decommissioned.
- Changes to the consumer’s capacity are subject to the agreement of Northpower and the availability of capacity on Northpower’s network and may be subject to additional charges including capital contributions.
- Where a customer has all of the ICPs on a transformer (or all of the customers are related parties as determined by Northpower), the transformer will be treated as dedicated and the ICPs will be allocated to LC3. The installed capacity of the transformer will be split across the ICPs.

The following applies to low voltage sites and transformer sites:

- The customer may request change to the current limiting device to reduce chargeable capacity. The ability to be available to offer a reduction in capacity via fuse rating reduction may not be physically possible due to physical hardware restrictions, therefore each request must be assessed on its own merits. For customers with dedicated transformers, if the request is not physically possible through re-fusing, Northpower may require the customer to fund the transformer downgrade in order to reduce chargeable capacity.
- Any change to the consumer’s capacity may require the current limiting device (such as a fuse or transformer) to be changed to the nearest standard capacity, at the customer’s cost.
- The consumer may only select capacities which may be practically implemented by a current limiting device (e.g. standard fuse sizes, transformer sizes, etc.).
- Northpower may estimate the capacity of a LV connection using historical peak data where the transformer is shared, and it is impractical to check the fuse size installed.

The following applies to high voltage sites:

- The capacity of the site is based on the transformer capacity that the customer has installed, or any other current limiting device installed on Northpower network side at customer’s cost.
- The customer and retailer are responsible for advising of and requesting approval for any changes to the transformer capacity at their site.
- Minimum chargeable capacity is 500kVA.

The application of excess demand prices does not imply or guarantee the availability of any additional capacity over and above the ICP’s chargeable capacity.

We encourage retailers to check the capacity determined by Northpower prior to commencement of the pricing year and engage with us if they believe it does not accurately reflect the capacity of their connection to the network. Northpower will not backdate changes to any capacity charges, whether they reflect a change in asset configuration or a change in Northpower’s assessment and determination of the capacity of a connection. **Retailers are responsible for communicating with their customers regarding capacity charges.**

Power factor

Northpower requires consumers to maintain a power factor of greater than 0.95 lagging.

If the consumer's power factor is below 0.95 lagging, Northpower may apply power factor prices. Where the consumer's metering equipment does not record power factor, Northpower may install power factor monitoring equipment and monitor the consumer's power factor and may charge the consumer or its retailer for this equipment and monitoring.

The power factor amount is determined each month where a consumer's power factor is less than 0.95 lagging. This power factor amount (kVArh) is represented by twice the largest difference between the consumer's kVArh recorded in any one half-hour period and the kWh demand divided by three recorded in the same half-hour period, during each month.

Capital contribution

Customers which were historically on the ND9 price category code were not charged a capital contribution by Northpower, and as such if they wish to switch from a capacity to a kWh-based plan, a capital contribution will be payable.

5 Very large industrial

The IND price category code is used for very large industrial consumers with individual pricing. These sites are generally supplied at HV and have assets which are dedicated to their supply.

This price category code includes all distributed generation sites with capacity of 1MW or greater, and all embedded networks regardless of capacity.

We assess charges for these consumers on an individual basis, in line with our Pricing Methodology and using our Cost of Supply model.

6 Process for assigning price category codes

We are responsible for assigning a price category code to each ICP supplied from our network, and use information from retailers, such as that provided in the EIEP4 Customer Information Files, and consumers to make these decisions. As such, where the use of a premises changes, we require that retailers communicate the changes to Northpower so that we can update the price category code if required. Changes to price category codes are applied from the date that we become aware of new information or receive a price category code change request (which we accept) from a retailer.

Retailer initiated price category code changes between Residential Low User and Residential Standard will be limited to one per ICP in a rolling 12-month period, unless the account holder at the ICP changes.

If a customer wishes to switch to or retain the lower fixed pricing available under the Low Fixed Charge regulations, they may need to demonstrate their eligibility for the pricing available under this regulation. Northpower is not required to provide these price category codes to consumers who are not eligible under the Low Fixed Charge regulations, and thus the onus falls on the consumer to demonstrate their eligibility in order to assert their rights under that regulation. Northpower will not backdate price category code changes to any date earlier than the date that evidence of eligibility is supplied.

7 Data requirements

Traders must provide all information that Northpower reasonably requires to enable it to calculate the Distribution Services charges payable by the Trader to Northpower. Traders are required to provide Northpower with consumption data files in the following industry file formats:

Price category	Price category code	Description	Metering type	Data format
Residential	DM1 DM1-TOU	Principal place of residence – low user	Non-half hour	EIEP1 replacement normalised
	DM3 DM3-TOU	Non-principal place of residence		
	DM7 DM7-TOU	Principal place of residence –standard user		
General	ND1 ND1-TOU	Up to 70kVA		
	ND2 ND2-TOU	Over 70kVa		
	ND5	Irrigation and pumps		
	ND6	Unmetered 24 hour <3,000kWh p.a.		
	ND12	Builders temporary supply		
	ND14	Unmetered 24 hour distributed load >+ 3,000kWh p.a.		
	EG3	Generation < 1MW		
	ND7	Unmetered public lighting	Unmetered	EIEP1 replacement normalised

Price category	Price category code	Description	Metering type	Data format
Large commercial & industrial	LC1	Volume based pricing	Half hour	EIEP3
	LC2	Capacity based pricing (shared LV transformer)		
	LC3	Capacity based pricing (dedicated LV transformer)		
	LC4	Capacity based pricing (HV connection)		
	EG4	Generation < 1MW		
Very large industrial	IND	Very large industrial		

If a trader provides EIEP3 format consumption data (instead of EIEP1) to Northpower for any ICP, Northpower will transfer that ICP to the applicable half-hour metered price category code (LC1 to LC4).

If a retailer sends us consumption data relating to a period that an ICP is not active in the Registry, we may assume that the Registry status is incorrect, and bill either or both of the consumption and the daily charge accordingly based on the data supplied by the retailer.

Northpower requires traders to provide wash-up EIEP1 format replacement normalised files for months 3, 7, and 14, in addition to the month 0 initial file.

Where traders provide information under an EIEP format, they must comply with the relevant EIEP file format and use the latest published version of the file format. Traders must provide the information by the dates and times specified under the Default Distributer Agreement, or if not specified in the DDA then as specified in the relevant EIEP.

Where requested, retailers must provide a copy of their Distributed Unmetered Load Database (e.g. streetlight database) for the purposes of validating the billing data submitted.

8 Late, incorrect, or incomplete consumption data

Where EIEP files, data, or information is provided late, contains errors, or is incomplete, we reserve the right to charge on the basis of actual time spent by a billing analyst to review, correct, validate, and reconcile the information, at the rate of \$150 per hour plus GST.

9 Late payment

Where a retailer does not pay an undisputed invoice by or on the due date, we may recoup our costs to collect the unpaid amount, including debt collection agency costs, and our internal time at the rate of \$150 per hour plus GST.

