



# CREDIT ACCOUNT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS AND IN BLACK INK

## SECTION 1 - YOUR BUSINESS DETAILS

Please supply proof of your address, such as a copy of your Driving Licence or a current utility bill no more than 3 months old, and a copy of your business letter headed paper.

Full Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Fax: \_\_\_\_\_  
Trading Name: \_\_\_\_\_ Company Registration No: \_\_\_\_\_

### Business Address

Building Name/  
Number: \_\_\_\_\_  
Street: \_\_\_\_\_  
Town: \_\_\_\_\_  
County: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Business Website: \_\_\_\_\_

### Previous Address (less than 2 years at present address)

Building Name/Number: \_\_\_\_\_  
Street: \_\_\_\_\_  
Town: \_\_\_\_\_  
County: \_\_\_\_\_  
Postcode: \_\_\_\_\_

### BUYING CONTACT

This will be the contact for marketing and price change communications

Full Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### PAYMENT CONTACT

Full Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

BACS  Credit Card  Direct Debit

Will official orders be mandatory?

Yes  No

Is the site address mandatory on invoices?  Yes  No

Do you wish to receive invoices / statements by email?  Yes  No

If yes, please provide an email address: \_\_\_\_\_

### OTHER QUESTIONS

Trading Style:

- Partnership  Sole Trader  
 Ltd Company  Self Build  
 LLP  Other

Have any of the Directors/Partners or Sole Trader been subject of bankruptcy or IVA or had any CCJs registered against them?  
 YES  NO

If a Director, have you been involved in a business which went into liquidation/receivership/administration or CVA?  
 YES  NO

How long have you been established?  
\_\_ YEARS \_\_ MONTHS

When does your financial year end?  
\_\_ DAY \_\_ MONTH

## SECTION 2 - PERSONAL CREDIT GUARANTEE

To be completed by a director(s) of a limited company/members of LLP

In consideration of your agreement to supply goods on credit to the Company applying for credit ("the Company"), I / We are a director, member, authorised person, or authorised on behalf of a director or member. I unconditionally, jointly and severally, personally guarantee payment of all monies due and owing by the Company to Site Equip Ltd, and each of its subsidiaries and successors from time to time. This includes any costs of enforcing this Guarantee. I/We acknowledge and agree that: (a) the initial credit limit (and any subsequently increased credit limit) may be increased from time to time; and (b) if the credit amount is increased at any time, it will be covered by this Personal Guarantee. Notice of the increase to the Company is deemed to be notice to me/us and if the Company uses the increased credit limit, then this is deemed consent by me/us to the increase in credit limit.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

### NAME AND HOME ADDRESS OF DIRECTORS / PARTNERS

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_ Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_



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## SECTION 3 - COMMUNICATIONS PREFERENCES

### Marketing Choices

From time to time Site Equip Ltd would like to send you special offers and information about our products and services. We use your information to assess what we think you might be interested in and tailor what we send you so it is as relevant as possible.

Please tick if you do not wish to receive any information or offers by:  POST  TELEPHONE

Please tick if you would be happy to receive these details by:  Email  SMS

More information about your rights and how we use your personal information can be found in the privacy policy on [www.Site-Equip.co.uk](http://www.Site-Equip.co.uk).

## SECTION 4 - DESCRIPTION OF BUSINESS

Please tick the ONE that best describes your business

- |  |   |
|--|---|
| <input type="checkbox"/> Main Contractors - Commercial | <input type="checkbox"/> Cross hire Company |
| <input type="checkbox"/> Main Contractors - Domestic   | <input type="checkbox"/> Event Organiser    |
| <input type="checkbox"/> General Builder               | <input type="checkbox"/> Event Supplier     |
| <input type="checkbox"/> 3rd Party/Online Merchants    |   |

## SECTION 5 - INSURANCE

Please tick either YES or NO and provide a copy of insurance

Do you have Hired in Plant Insurance?  Yes  No What is the insurance value? \_\_\_\_\_

Do you have Public Liability Insurance?  Yes  No What is the insurance value? \_\_\_\_\_

## SECTION 6 - FINAL CHECK

Before posting your completed application form, please check:

- |  |  |
|--|--|
| <input type="checkbox"/> Fully completed the application form  | <input type="checkbox"/> Filled in your required credit limit      |
| <input type="checkbox"/> Enclosed a proof of address<br>Such as a copy of driving licence or a current utility bill no more than 3 months old. | <input type="checkbox"/> Signed the application form               |
| <input type="checkbox"/> Enclosed a Company letterhead   | <input type="checkbox"/> Confirmed your communications preferences |
|  | <input type="checkbox"/> Copy of Hired in Plant Insurance          |
|  | <input type="checkbox"/> Copy of Public Liability Insurance        |

### BANK DETAILS

Please give full details of your main account

Bank Name: \_\_\_\_\_ Sort Code: \_\_\_\_\_ - \_\_\_\_\_ Account Number: \_\_\_\_\_

### DATA PROTECTION

We will make a search with a Credit Reference Agency, which will keep a record of that search and will share that information with other businesses. In some instances we may also make a search on the personal credit file of principal directors. Should it become necessary to review an account, then again a credit reference may be sought and a record kept. We will monitor and record information relating to your trade performance and such records will be made available to Credit Reference Agencies who will share that information with other businesses when assessing applications for credit and fraud prevention.

You have rights under the Data Protection Act including the right to apply for a copy of your personal information and to correct any inaccuracies.

### SEND TO:

Please detach and retain the Terms and Conditions, these can be found on [www.site-equip.co.uk/terms-and-conditions/](http://www.site-equip.co.uk/terms-and-conditions/) and return your completed application form to:

Site Equip Ltd, The Avenue,  
Lasham, Hampshire, GU34 5SU

Or alternatively you can send your application form by email to [creditcontrol@site-equip.co.uk](mailto:creditcontrol@site-equip.co.uk)

## SECTION 6 - PLEASE READ AND COMPLETE ALL SECTIONS OF THE APPLICATION BEFORE SIGNING THE SECTION BELOW

Please read the Terms and Conditions on pages 3&4 and complete all sections of the application before signing the section below. I/We make this application to open a credit account with Site Equip Limited. I/We understand that the credit terms are that payment is due promptly 30 days from the date of invoice and that if granted credit, I/We agree to pay in accordance with these terms. I/We acknowledge and accept the Site Equip Ltd Terms and Conditions of Hire. For Limited Companies: if incorporated for less than 3 years, must be signed by a current Company Director listed at Companies House. For Sole Traders: Must be signed by the Proprietor. For Partnerships: Must be signed by one of the Partners. For Charities: Must be signed by a Trustee. For all other entities: Must be signed by the person who has financial responsibility (Treasurer/Secretary).

Print Name: \_\_\_\_\_

Signature of Sole Trader /

Date: \_\_\_\_\_

Partner / Director / Applicant: \_\_\_\_\_

Initial Credit Limit Required: \_\_\_\_\_