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**CONFIDENTIAL**

## NEW ACCOUNT CREDIT APPLICATION

Maximum terms are 30 days for payment any accounts.

COMPLETE IN FULL BY APPLICANT/S \_\_\_\_\_ DATE \_\_\_\_\_

i) COMPANY NAME IN FULL \_\_\_\_\_

ii) TRADING NAME IN FULL \_\_\_\_\_

iii) NAME OF PARTNERS/SOLE TRADERS IN FULL \_\_\_\_\_

iv) PHONE NUMBER \_\_\_\_\_ v) EMAIL \_\_\_\_\_

REGISTERED OFFICE ADDRESS \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

BUSINESS ADDRESS (if different from above) \_\_\_\_\_

### NAME(S) & ADDRESSES OF PARTNERS/DIRECTORS

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

IF APPLICANT COMPANY AFFILIATED TO A TRADING GROUP OR HOLDING COMPANY GIVE NAME AND ADDRESS OF PRINCIPAL TRADING COMPANY \_\_\_\_\_

### TRADE REFERENCES (LOCAL ONLY)

1. \_\_\_\_\_ PH \_\_\_\_\_ FAX \_\_\_\_\_

2. \_\_\_\_\_ PH \_\_\_\_\_ FAX \_\_\_\_\_

3. \_\_\_\_\_ PH \_\_\_\_\_ FAX \_\_\_\_\_

4. \_\_\_\_\_ PH \_\_\_\_\_ FAX \_\_\_\_\_

BANK \_\_\_\_\_ BRANCH \_\_\_\_\_

NAME OF ACCOUNTANTS \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

HAVE ANY OF THE ABOVE INDIVIDUALS BEEN DECLARED BANKRUPT?  
 HAS THE COMPANY/BUSINESS BEEN REFUSED CREDIT?

### OFFICE USE ONLY - DO NOT COMPLETE

TRADE REFERENCES RESULT INITIAL VALUE OF CREDIT ACCOUNT \_\_\_\_\_

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

### CREDIT CHECK for NEW CUSTOMER

1. Get a completed CREDIT APPLICATION from the customer. YES  NO
2. ABN Lookup : <http://www.abr.business.gov.au/Index.aspx>
  - a. Check registered business name matches Credit Application YES  NO
  - b. Check that company is REGISTERED FOR GST YES  NO
  - c. Check business start date is not in the future or expired. YES  NO
3. Phone credit references & ask :
  - a. What is your trading terms with the customer ? \_\_\_\_\_
  - b. Do they pay within terms ? \_\_\_\_\_
  - c. What is their average monthly purchases amount ? \_\_\_\_\_
  - d. How long has the customer been trading with them ? \_\_\_\_\_
  - e. Do they have any comments/recommendations regarding the customer ? \_\_\_\_\_

CREDIT APPROVED/DECLINED

SIGNED \_\_\_\_\_ ACCOUNT No. \_\_\_\_\_

PURSUANT TO THIS CREDIT APPLICATION I HEREBY AUTHORISE YOU TO MAKE ANY NECESSARY ENQUIRIES IN RESPECT OF ANY OF THE TRADE REFERENCES ETC. SHOWN HEREIN

In the event that this Application for Credit is approved I hereby agree with the Supplier to abide by all the following terms and conditions:

1. that notwithstanding any change in my trading structure I will remain personally liable for all goods and services requested by me or my agents;
2. to pay for all goods sold and delivered or services provided in accordance with the terms of the invoice (payment) or within such other period or time as may be notified to me from time to time by the Supplier;
3. in the event that any sequestration order is made affecting my property or I give any authority to a trustee under Section 88 of the Bankruptcy Act, or I commit any act of bankruptcy or any petition for my winding up, or I am placed in receivership, or any official manager is appointed, or I cease to trade or carry on my business in the usual manner, any amount then due by me to you shall become immediately payable or the goods returned is so desired by the supplier;
4. that I have been supplied with a copy of the conditions of sale current at the date hereof;
5. that all sales of goods are made and services are provided to me by the Supplier only upon the terms contained in the Supplier's condition of sale. Until altered conditions of sale are notified to me I agree that the current conditions of sale shall continue to apply;
6. that a certificate signed by the manager, accountant, secretary, credit manager or credit officer for the time being of the Supplier in respect of any sale or delivery or price of any goods or the provision or price of any services by the Supplier or the amount due owing or payable from time to time to the Supplier in respect of the sale of goods, the provision of services or on any account whatsoever as at the date or dates set out in such certificate shall in all courts and at all times be prima facie evidence of the facts therein stated;
7.
  - a) ownership of the goods contained in each delivery ("the goods") shall remain with the supplier which reserves the right to dispose of the goods until payment has been received in full or until such time as I sell the goods to my customers by way of bona fide sale at full market value;
  - b) until payment in full for the goods has been received by the Supplier I shall hold the goods as bailee for the seller, provided however that I may, in the ordinary course of my business, use any of the goods to make up other products or sell any of the goods to make up other products or sell any of the goods on condition that should the Supplier so require I will assign to the Supplier my rights in respect of the sale price thereof;
  - c) I hereby acknowledge that until payment in full for the goods has been received by the Supplier I am under no obligation to the Supplier to account to the seller for the proceeds of the sale of the goods sold by me in the normal course of my business;
  - d) if any of the goods are on-sold I agree to place the proceeds of sale for the goods into a bank account conducted in my name and acknowledge that I will not withdraw any of those moneys until payment in full for the goods has been received by the Supplier;
  - e) I agree forthwith to insure the goods for their full insurable value against loss or damage by fire, theft, accident and other such risks.
8. that I will indemnify the Supplier against and agree to reimburse it for any expenses it may incur in recovering or attempting to recover payment from me of the amounts which may from time to time be overdue. These costs include legal court, solicitors, debt collections agency commissions and fees;
9. that the Supplier may at any time and from time to time alter its conditions of sale or the terms of payment and such altered conditions or terms shall apply in respect of all transactions taking place after notification to me of such altered conditions of sale or terms of payment;
10. that the Supplier may at any time or from time to time without assigning any reason therefore refuse to extend any further credit to me and that its approval of this application does not require the Supplier to extend to me any particular amount of credit;
11. that where there is more than one customer each customer shall be jointly and severally liable hereunder and in this application and all terms hereof the singular shall be read and construed as including the plural.

SIGNED BY SOLE TRADER/INDIVIDUAL

WITNESS BY

.....  
*Print Signatories Name*

.....  
*Print Name of Witness*

SIGNED BY PARTNERS

.....  
.....  
*Print Signatories Names*

.....  
.....  
*Print Name of Witness*

SIGNED BY DIRECTORS UNDER COMMON SEAL

.....  
.....  
*Print Signatories Names of Directors*

.....  
.....  
*Print Name of Witness*

SIGNED BY PERSONAL GUARANTORS

.....  
.....  
*Print Personal Guarantors Names*

.....  
.....  
*Print Name of Witness*

ACCOUNT AUTHORISED BY: .....

DATE: .....

\$.....  
AUTHORISED CREDIT LIMIT