

 **BUILDBASE**  
BUILDING & TIMBER SUPPLIES

 **HIREBASE**  
PLANT & TOOL HIRE

 **ELECTRICBASE**  
ELECTRICAL & LIGHTING SUPPLIES

# TRADE CREDIT ACCOUNT APPLICATION FORM



Grafton Merchants GB

# APPLICATION FOR CREDIT ACCOUNT AND GUARANTEE FORM

## GUIDANCE NOTES

**We aim to process all applications promptly. Applications that are incorrect or incomplete will be delayed, so please read these guidelines carefully before completing the application.**

Please read the Data Protection Notice.

Please read, sign and retain a copy of the Terms & Conditions of Business.

**Section 1** Please identify your business type.

**Section 2** Must be completed by ALL APPLICANTS  
Please provide a letterhead.

**Section 3** Must be completed by Directors, Company Secretary, Sole Traders, Partners and trustees.  
Please supply all dates of birth for all applicants.

**Section 4** Must be completed by all applicants.

**Section 5** For Limited/LLP and PLC a Director(s) or Company Secretary will need to sign the application.

For sole traders the owner of the account needs to sign.

For Partnerships all partners need to sign.

For Clubs/Associations the Secretary/Treasurer needs to sign.

**Section 6** DO NOT complete this Section - OFFICE USE ONLY.

**Note:** If you are uncertain as to any aspect of completion of this form you should seek independent legal advice.

PLEASE CAN ALL SOLE TRADERS/PARTNERSHIP APPLICANTS ENCLOSE SUITABLE EVIDENCE OF THEIR HOME ADDRESS.

Examples of this include Council Tax Bill, Telephone bill, Bank or Building Society statement or Credit Card statement.

Acceptable forms of ID include a valid passport or driving licence. These will be photocopied by our branch staff and retained on file. Thank you for reading these notes and for submitting your completed application form together with suitable proof of your address and identity, which should be returned to your LOCAL BRANCH.

## 1 What is the Nature of your Business?

### Group 1

- Building Contractor
- General Builder
- Property Developers
- Self Builder
- Window / Conservatory Installer
- Air Conditioning installer
- Bathroom Installer
- Gas Installers
- Heating Engineer
- Plumber
- Solar / PV Installer
- M&E Contractor
- Pipework Contractor

### Group 2

- Architect / Surveyor
- Bricklayer
- Carpenter / Joiner
- Ceiling / Partition Specialist
- Decorator
- DryLiners / Plasterers
- Exhibition contractors
- Insulation / Cladding
- Interior Designer
- Kitchen Installer
- Landscaper
- Other Specialist trade
- Roofer
- Scaffolder
- Shop / office fitter
- Wall & Floor Tilers
- Handyman

### Group 3

- Civil Engineers
- Demolition
- Drainage & Sewer services
- Engineering
- Glass manufacturer
- Groundworker
- Plant / Tool Hire
- Road builder / maintenance
- Electrical Engineer
- Electrician
- Colleagues
- Consumer

### Group 4

- Accommodation (landlord, guest houses, hotels)
- Agricultural
- Automotive/Aviation/Marine
- Business Services
- Cleaning contractors
- Estate/Letting agents
- Leisure Industry
- Residential Care
- Service Engineer
- Education
- Healthcare
- Housing Association
- Other Public Sector

### Group 5

- Other merchant / distributor
- Builders Merchants
- Manufacturer
- Plumbers Merchant
- Retailer / Consumer Services
- Other (please specify)

**Which brand(s) would you like to open an account with;**

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**PLEASE COMPLETE ALL WHITE SECTIONS IN BLOCK CAPITALS & RETURN TO YOUR LOCAL BRANCH**

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Business/Trading Name:			
Business/Trading Address:			
Post Code:			
Telephone No:		Fax No:	
Main Contact email Address:			
Mobile No:			
Co. Registration No:		Date of Incorporation:	
How long has your business been established?	Years	Number of Employees:	Annual Turnover £
Previous Address: (if less than 2 years at present address)			
Post Code:			
Type of Business: P.L.C. <input type="checkbox"/> Private Limited Co. <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> LLP <input type="checkbox"/> Other <input type="checkbox"/> <small>Please state</small>			
Anticipated monthly spend on materials: £			
Letterhead & proof of address enclosed with this application form: <input type="checkbox"/>			
Do you wish to receive statements / invoices by e-mail?			Yes / No
If yes, E-mail Address:			
Name and contact details of who deals with invoice queries and payments:			
Do you wish all goods to be supplied against an official Order Number?			Yes / No
If No, please state who may collect goods on your account:			
<b><i>If a list of names is not provided or password given, we will assume all goods on your account are drawn with your authority.</i></b>			
Is a site address mandatory on all invoices?			Yes / No
Have any of the directors, owners or partners of this business held any other credit accounts with any company in the Grafton Group?			Yes / No
If Yes please specify:			
Which other Merchants do you hold an account with?			

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<b>Directors / Company Secretary / Sole Traders / Partners / Trustees</b>	
Full Name:	
Address:	
Date of Birth:	
Full Name:	
Address:	
Date of Birth:	
Full Name:	
Address:	
Date of Birth:	

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**Your Bank Details:** Please give full details of your main account

Bank Name

Sort Code  -  - Account Number **Trade References**

Company Name:

Telephone No:

Company Address:

Company Name:

Telephone No:

Company Address:

Company Name:

Telephone No:

Company Address:

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**Declaration**

Each signatory below, as an authorised representative of the applicant Customer, hereby applies for a Trade Credit Account and agrees, on behalf of the Customer, to pay the Account by the last working day of each month following the month of delivery in accordance with Grafton Merchating GB Ltd's ("Grafton") conditions of sale ("Conditions"). By signing below, each signatory confirms that they have read and accept Grafton's Conditions on behalf of the Customer and acknowledge and agree that the Conditions (as modified, amended or updated by Grafton from time to time) shall apply to the Account and to all sales of Grafton goods or services.

By signing below, each signatory also agrees to personally guarantee the performance of all contracts with Grafton by the Customer, including any financial obligations arising from any changes in the credit limit of the Account made by Grafton from time to time. In the event of failure or default, or non-compliance with the Conditions or the terms of any contract, Grafton has the right to proceed against the signatory personally. **Should be signed by a director(s), partner(s), company secretary or proprietor of the business.**

Signed

Print name:

Date:

Signed

Print name:

Date:

Signed

Print name:

Date:

Signed

Print name:

Date:

**Please remember to attach a company letterhead or proof of address with your application**

# 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 us and other businesses. In some instances we may also make a search on the personal credit file of principal directors. We may also pass or share your information with carefully selected third parties for the purposes of account opening, credit vetting and account management. 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 available to Credit Reference Agencies who will share that information with other businesses when assessing applications for credit and fraud prevention. For the purposes of credit referencing we may also share information with other businesses.

By submitting information on this form, you confirm that you have the consent of all relevant individuals to the processing of their personal data for the purposes stated, including but not limited to partners, directors and other householders whose details may be obtained as a result of checks against the addresses you provide.

*Under the Data Protection Act you have the right to apply for a copy of the information we hold on you, for which we may charge a small fee.*

## 6 FOR GMGB OFFICE USE ONLY

REGION:

INITIAL CREDIT LIMIT GRANTED: £

BRANCH:

APPROVED BY:

TERRITORY/SDM:

DATE:

ACCOUNT NUMBER:

SIX MONTH REVIEW COMPLETED BY:



## Grafton Merchants GB

### RESPECTING YOUR PRIVACY

We will record your purchasing preferences and may use your information for marketing purposes. We may pass your information to other Grafton Group plc companies or carefully selected third parties who may wish to contact you with offers of goods and services which may be of interest to you.

Please tick if you **do not** want other companies, carefully selected by us, to contact you with details of goods and services offered by them.

As well as by telephone if you would like to be contacted by SMS or email please provide your details below.

**Mobile Telephone Number:**

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**Email Address:**

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