

CREDIT APPLICATION

Terms and Conditions

Prior to issuing any credit, applicants are required to complete the attached Credit Application form and return to Debtors for processing. The responsibility of providing the credit references rests with the applicant, and credit terms cannot be provided until all the necessary information has been received and evaluated. The nominated credit references will be contacted, and the applicant will be advised if credit terms will be granted.

We would like to take this opportunity to advise that the City's **trading terms are strictly 40 days** from the date of the invoices, these terms are governed by council policy and cannot be amended. Failure to pay the invoices on time will result in Credit being cancelled.

All requests for City services must be accompanied by a Purchase Order or a Letter of Approval from the customer. This will ensure that the service provided has been appropriately authorised by the customer. Purchase Orders and Letters of Approval may cover either a single occurrence, project or event, list of authorised officers who can use the account or a time frame for services e.g. one month / six months / one year.

If it is requested that a service be charged to an account other than that of the customer, a written "Letter of Authority" from that company/person (whose account is to be charged) must be presented for each service. However, the company/person must already have an approved account with the City of Karratha otherwise cash/EFT terms will apply.

A "Letter of Authority" **must be** on company letterhead and contain:

- ABN number
- Address, telephone and fax numbers
- Date authorisation is effective
- State the City service/s the customer is permitted to use
- State that they are willing to accept the charges'
- Be signed by an authorised representative of the company

Privacy Collection Notice: You are providing personal information which will be used for the purpose of delivering services and carrying out City business.

Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given permission, or the discloser is required by law.

Registered Name: _____

Trading Name: _____

ABN Number: _____

Postal Address: _____ State: _____ Postcode: _____

Business Address: _____ State: _____ Postcode: _____

Accounts Payable Contact Name: _____

Telephone: _____ Mobile: _____

Email: _____

Principle Activity : _____

How long have you been trading? : _____

(Please Tick ✓) Sole Trader Company/Partnership Personal Trustee

Details of owner (if sole trader) partners (if Partnership) or directors (if Company)

Full Name: _____ Full Name: _____

Mobile: _____ Mobile: _____

Email: _____ Email: _____

Full Name: _____ Full Name: _____

Mobile: _____ Mobile: _____

Email: _____ Email: _____

Please supply **three** (3) credit references (including phone number and email address) for your account.

Name: _____

Phone Number: _____ Email: _____

Name: _____

Phone Number: _____ Email: _____

Name: _____

Phone Number: _____ Email: _____

CORPORATE SERVICES
FINANCE – REVENUE

CREDIT APPLICATION

Please indicate which Council services the account will be used for:

Refuse Disposal Community Services Health - Annual Registrations Airport Services Other: _____

Credit Limit Required: _____

Are purchase orders mandatory? If yes, please note no service or goods will be provided unless a PO is produced prior.

Yes No

I/We hereby apply for a credit account as per the details submitted and understand that if credit is granted it will be subject to the following conditions:

The customer must notify the City of Karratha in writing of any changes to the following:

- Postal or business address
- Ownership or Directors of the business

That City' of Karratha's Trading Terms are 40 days from date of invoice as per the policy, please ensure payment is made within that time to avoid being charged interest on the overdue amount. Penalty interest charges are levied at the prescribed rate on the overdue amounts as per section 6.13(1) of the *Local Government Act 1995*. The applicable penalty interest rate can be found in the current year's Schedule of Fees and Charges published by the City of Karratha.

I/We understand that the City of Karratha reserves the right to withdraw further credit without notice if the applicants do not adhere to the above conditions.

I/We agree that the City of Karratha may, under the *Privacy Act 1998*, obtain a consumer credit report containing information about me/us from a credit reporting agency for the purpose of assessing my/our application for commercial credit.

I/We agree the subsequent conduct of the credit account may be disclosed by the City of Karratha to a credit reporting agency.

I/We agree to the City of Karratha being given a consumer credit report to collect overdue payments on commercial credit (Section 18k (1) (h) *Privacy Act 1998*).

I/We state the information contained in this application is true and correct and I/We agree to the City of Karratha's terms and conditions as stated.

Name of Authorised Representative

Signature

Date

Position

Please return completed form to: Email: debtors@karratha.wa.gov.au