

BUILDBASE
BUILDING & TIMBER SUPPLIES

HIREBASE
PLANT & TOOL HIRE

ELECTRICBASE
ELECTRICAL & LIGHTING SUPPLIES

BUILDBASE
CIVILS & LINTELS
DRAINAGE & HEAVYSIDE SOLUTIONS

PLUMBASE
PLUMBING | HEATING | SPARES | BATHROOMS

PLUMBASE
INDUSTRIAL

PDM
mains to drains

NDI
NATIONWIDE DRYWALL & INSULATION

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. Self Builders must complete the Self Builder & Home Improver Credit Account Application Form, which can be obtained from your local branch or online.

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
- 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)

N.B If you're a Self Builder, please request a Self Builder & Home Improver Credit Account Application Form from your local branch or online.

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

BUILDBASE
BUILDING & TIMBER SUPPLIES

HIREBASE
PLANT & TOOL HIRE

ELECTRICBASE
ELECTRICAL & LIGHTING SUPPLIES

BUILDBASE CIVILS & LINTELS
DRAINAGE & HEAVYSIDE SOLUTIONS

PLUMBASE
PLUMBING | HEATING | SPARES | BATHROOMS

PLUMBASE INDUSTRIAL

PDM
mains to drains

NDI
NATIONWIDE DRYWALL & INSULATION

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

2

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:			
<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>			
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?			

3

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

4

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:

5

Declaration

By signing below, each signatory confirms and represents (i) that they have read and understood this form, including the Standard Terms and Conditions of Sale ("Terms") set out on the final page (ii) that the business ("Customer") described at section 2 of this form is applying for a Trade Credit Account with Grafton Merchanted GB Limited ("Company") on the Terms (iii) that they have sufficient authority to bind the Customer (iv) that the Customer agrees that all orders it makes using the Trade Credit Account and all orders it otherwise submits to the Company will be offers to contract on the Terms, as may be modified, amended or updated by Grafton from time to time.

Guarantee Agreement: By signing below, each signatory also separately confirms and agrees (i) that they have read the Guarantee Standard Terms ("Guarantee Terms") set out on the final page of this form (ii) that they have had sufficient opportunity to seek independent legal advice about those terms if they require this (iii) that in consideration of the Company promising and/or providing the Customer with a Trade Credit Account or such credit facilities as the Company sees fit, the signatory personally guarantees to the Company (and its successors, transferees and assigns), to pay on demand the Guaranteed Obligations whenever the Customer does not pay any of the Guaranteed Obligations when due (iv) that the Guarantee Terms shall apply to this Guarantee Agreement. **[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

READY?

RIGHT, NOW YOU'VE COMPLETED YOUR APPLICATION FORM, IT'S TIME TO MAKE A FEW CHECKS BEFORE HANDING IT TO YOUR LOCAL BRANCH:

Have you enclosed your company's letterhead?

Have you enclosed a proof of address (Council Tax bill, Telephone bill, Bank or Building Society statement or Credit Card statement)?

Have you filled in sections 1 to 5?

Have you identified your business type?

Has this form been signed by a director(s), partner(s), company secretary or proprietor of the business

Please remember to bring a form of identification (valid passport or driving license) to the branch with you

WHAT NEXT?

Once your application has been processed (it normally takes around 5 working days), we'll provide you with written confirmation of your Trade Credit Account number. This will confirm that your account has been activated and you're ready to start trading with us.

Any queries or questions, please don't hesitate to contact your local branch.

KEY PRIVACY INFORMATION AND CONSENT

HOW INFORMATION ABOUT YOU WILL BE USED KEY PRIVACY INFORMATION

Welcome to Grafton Merchanting GB Ltd's (GMGB) privacy and consent policy.

GMGB are committed to transparency in our dealings with customers, and to obtaining your consent to processing where appropriate.

Our full privacy notice, explaining how and why we use your personal data can be found at <https://www.graftonmerchantinggb.co.uk/privacy-policy>

Where you apply for or operate a credit account with us, please particularly note the following:

We may share your personal data with credit reference agencies, fraud prevention organisations and other such companies for use in credit decisions, for fraud prevention and to pursue debtors. They 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.

Grafton Merchanting GB Ltd 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 the account at any time, a further 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 in the same or related sectors.

By submitting information on this form, you confirm that you have drawn to the attention of all relevant individuals, including but not limited to partners and directors and other householders whose details may be obtained as a result of checks against the addresses you provide, our privacy notice and, in particular, the information above.

MARKETING CONSENT

From time to time we would like to send you information about our products and services which could include discounts and events at your local branch, new products and updates to our ranges, hospitality invites, new or extended services and promotions such as rewards schemes.

We may like to contact you, by post, telephone, email or SMS. If you agree to being contacted in this way, please tick all of the relevant boxes.

Its ok to contact me by:

Post

Email

Phone

SMS

FURTHER INFORMATION

For further information on how your information is used, how we maintain the security of your information, and your rights in relation to information we hold on you, please contact:

The Data Protection Officer
Grafton Group plc
2 Wythall Green Way
Wythall
Birmingham
B47 6LW

[01564 821600]
DPO@graftonplc.com

6 FOR GMGB OFFICE USE ONLY

REGION:	INITIAL CREDIT LIMIT GRANTED: £
BRANCH:	APPROVED BY:
TERRITORY/SDM:	DATE:
ACCOUNT NUMBER:	SIX MONTH REVIEW COMPLETED BY:

