



A.E. Burgess & Sons Ltd

Ulverscroft Road
Leicester
LE4 6BY

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accounts@aeburgess.com
www.aeburgess.com

CREDIT ACCOUNT APPLICATION FORM

1. Business Details

Full Trading name of the Business _____

Description of Business activities _____

Account address _____

_____ Post Code _____

Site address (if different to above) _____

_____ Post Code _____

Accounts Contact _____

Accounts Email _____

Accounts Telephone _____ Accounts Fax _____

Website _____

Company VAT No. _____

Company Registration No _____

SIC 2007 _____

Is the company a registered Waste Carrier? YES / NO (Please circle)

If YES what is the registration No. _____ (Please fax a copy of the certificate)

Payment Method: BACS / Cheque /Monthly DD _____

2. Status (Please tick one box)

Is the applicant : Limited company Partnership Sole trader
Other (please specify) _____

3. Anticipated monthly credit limit required £ _____

4. Details of persons authorised to place orders

Name _____ Position in business _____

Name _____ Position in business _____

Name _____ Position in business _____

Name _____ Position in business _____

5. Limited Companies

Full name of company _____
Company registration number _____
Company registration address _____
_____ Post Code _____
Holding Company (if any) _____

Directors

Director 1 Name _____
 Home address _____

Director 2 Name _____
 Home address _____

Director 2 Name _____
 Home address _____

6. Sole traders and partnerships

(please provide the full name, home address and telephone number of every partner in the firm)

Partner 1 Name _____
 Home address _____
 Date of Birth _____
Partner 2 Name _____
 Home address _____
 Date of Birth _____
Partner 3 Name _____
 Home address _____
 Date of Birth _____

Length of time trading **Years** _____ **Months** _____

7. Trade references

Name and address	Name and address
_____	_____
_____	_____
_____	_____
_____	_____
Post Code _____	Post Code _____
Telephone number _____	Telephone number _____
Fax number _____	Fax number _____
Email _____	Email _____

Data & Use of information

The information on this application will only be used in order to assess your account application. If your application is successful this data will be stored in order to fulfil your contract and orders.

In processing your application for credit facilities we may make enquiries of credit reference agencies or other third parties who may record those enquiries. We may also disclose information about the conduct of your account with us to credit reference agencies or other third parties. The information obtained from or provided to credit reference agencies or other third parties may be used when assessing further applications for credit terms, for debt collection, for tracing and for fraud prevention.

We will not share this information with any other organization for sales or marketing purposes, and none of this data will be sold. Your information will be held and used only to ensure that we can continue to fulfil your contract and orders, and is only shared with third parties in order to complete such orders and contracts, or, if we are legally obliged to do so. Data disclosures will only be relevant to the requirement of the quote/contract/order.

We will keep your personal data as long as is necessary to fulfill contracts and orders and when no longer needed will destroy it securely.

If your application is unsuccessful we will securely destroy this document.

Our full **Privacy Policy** in respect of such data is available on our website: www.aeburgess.com

By signing below, you are confirming you have read the Privacy Policy and consent for AE Burgess & Sons Ltd to use and store your data to fulfil our contractual obligations with you to complete your orders:

Note – For Limited Companies, both sections below must be completed by a Director.

Signed _____ Print name _____

Position _____ Date _____

Payment terms:

1. Payment terms are strictly 30 days from the end of month in which invoice raised. The company retains the right to charge interest on all overdue accounts and compensation for late payment to cover our debt collection costs.
2. Credit limits are set for all customers. Any account exceeding the limit will be placed on stop until settlement has been made.

By signing below, you are confirming that the information stated is true and you are in acceptance of our terms of payment.

Signed _____ Print name _____

Position _____ Date _____