



CREDIT ACCOUNT APPLICATION FORM

- Applications that are incomplete or illegible will be delayed.
- Please complete all sections which apply to your company type.
Limited Companies: Ignore sections 6 & 7. Sole Traders/Partnership/Self Builders: Ignore section 5.
- Please return this form to the above address, including a sample of your letterhead, and in the case of sole traders, partnerships, and self-build applicants a proof of address, e.g. a current utility bill.
- Please note that for Self Build applications we require evidence of the funding of the project, e.g. a mortgage/loan offer letter, or a bank statement.
- This form should be signed by a duly authorised principal (director/partner/proprietor) of the company.
- Please read our Terms and Conditions of Sale and Data Protection Statement before signing and returning this form.
- Please note that you may email or fax your application to us which will enable us to begin processing the application immediately, however we will still require the signed original for our records.

1 Trading Name & Address

Business/Trading Name:	
Address:	
Postcode:	Telephone No:
Mobile No:	
Email:	

2 Invoice/Statement Address (if different from above).

Address:	
Postcode:	Telephone No:
Contact Name:	Email:
Email address for invoices/statements:	

3 Account Details

Credit Limit Requested:
Estimated annual spend on materials:
TBS Sales Contact:
Are official order numbers required on invoices? <input type="checkbox"/> Yes <input type="checkbox"/> No Format:

4 Business Details

Type of business: <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Self Build <input type="checkbox"/> PLC <input type="checkbox"/> Other (please specify):
Number of years trading:

5 Limited Company Details

If you are a Limited Company please provide your company details below:

Company registration number:	Date of incorporation:
Registered address:	
Principal Director(s) name(s):	
Holding/parent company name and registration number:	

6 Personal Details

If you are a Sole Trader, Partnership, or Self Build, please provide details of all Proprietors/Partners/Applicants below (continue on a separate sheet if necessary):

APPLICANT 1	Full Name:	APPLICANT 2	Full Name:
Home Address:		Home Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Mobile No:		Mobile No:	
Is the above property: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Mortgaged		Is the above property: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Mortgaged	
Date of Birth:		Date of Birth:	
Email:		Email:	
Previous Address (if less than 3 years at current address):		Previous Address (if less than 3 years at current address):	
Length of time at address:		Length of time at address:	

7 Self-Build Details

If you are a Self-Build applicant, please provide the details below:

Occupation:	Employer:
Approximate Salary:	
What is the nature of your project (e.g. new build, extension):	
How is your project to be funded (e.g. bank loan, building society advance, own funds):	
Project Address:	
What is the expected start date and duration of your project:	

8 Trade References

Please provide two trade references, preferably companies where your monthly turnover is similar to the credit limit requested. Please provide at least one builders merchant where possible. Please do not give associated companies.

NB: Jewsons, Travis Perkins, Ridgeons and Howdens do not give trade references.

REFERENCE 1	REFERENCE 2
Company Name:	Company Name:
Address:	Address:
Tel:	Tel:
Email:	Email:
Contact:	Contact:
Who do you buy the majority of your building materials from:	

9 Bank Details

Please provide the details of the bank account that payments will be made from:

Name & Address of Bank:	
Sort Code:	Account Number:

10 Other Details

In the section below, "principals" refers to all directors, partners, or proprietors of your business.

Have any of the principals previously applied for a credit account with us: If yes, please give name and address of business:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any of the principals associated with other companies: If yes, please give company names:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have any of the principals been involved in a liquidation, bankruptcy, IVA, CVA, receivership, or been the subject of a CCJ:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the business is new, please provide details of previous employment of principals for the past five years, together with positions held:		

11 Data Protection Statement

We will make a search with a Credit Reference Agency, which will keep a record of that search and will share that information with other businesses. In some instances we may also make a search on the personal credit file of the principals (directors, partners, proprietors, individuals).

The account will be reviewed on a regular basis and a credit reference may be sought and a record kept. Subject to satisfactory status and payment experience, credit terms may be adjusted as required. In the event of the credit terms or limit being exceeded, you will be notified. We reserve the right to withhold supplies until such time as a satisfactory payment is made. The account will also be reviewed after any prolonged period of inactivity and the credit facility may be suspended through lack of use.

We will monitor and record information relating to your trade performance and such records will be available to other lenders and Credit Reference Agencies who will share that information with other businesses when assessing applications for credit and fraud prevention.

Under the Data Protection Act/General Data Protection Regulation (GDPR) you have a right to apply for a copy of the information we hold on you and to correct any inaccuracies. For details of our Privacy Policy please go to <http://www.tiptreebs.co.uk/privacy.htm>

12 Signatures

This form must be signed by the sole trader, all partners, and if a limited company a duly authorised director.

I hereby apply for a credit account and declare that the information given is accurate. By signing below you: <ul style="list-style-type: none">• Acknowledge that you have received our terms and conditions of sale or hire.• Acknowledge and agree to trade in accordance with the terms and conditions of sale or hire as applicable at the date of transaction.• Agree to pay the account by the last working day of each month following the month of delivery in accordance with the conditions of sale.• Agree that Tiptree Building Supplies Ltd may hold and use relevant data as set out in the Data Protection Statement and clause 10 of the terms and conditions of sale.• Agree to be contacted with details of special offers, corporate events, and other marketing material that may be of interest to you. This does not affect correspondence regarding your account. Email <input type="checkbox"/> Post <input type="checkbox"/>	
Signed:	Signed:
Print name:	Print name:
Position:	Position:
Date:	Date:

When complete, please return this form to the address on page 1, making sure you enclose:

- Your letterhead.
- Proof of address.
- Evidence of funding (self-build applicants only).