



# TRADE CREDIT ACCOUNT APPLICATION

<b>Office Use Only</b>												
Reference Number:	6	3	3	1	6	4	0	0				
Store Signature (Sign to confirm valid photo card driver's licence or passport for the applicant has been seen)												
Name:	Signature:											
Position:											Date:	
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## Section 1 - Your Business

How did you hear about us? Electricfix  Plumbfix  Screwfix

Profession / Trade: .....

Date Established: ..... Number of Employees: .....

### Business Type

Charity  Charity Limited By Guarantee  Govt Department / Local Auth / Trust  Industrial Provident  Limited Partnership   
Limited Company  Limited Liability Partnership  Partnership  Plc  Sole Trader

### Only complete if you are a Ltd / PLC / LLP / IP / Charity

Incorporated or Charity Name: .....

Trading Name (if different from above): .....

Trading Address: ..... Post Code: .....

Company or Charity Registration Number (Note: this is not your VAT Number): .....

### Only complete if you are a Sole trader, an Unincorporated Partnership, Government Body or Local Authority

(Please note that personal details are not required if Government Body/Local Authority).

Trading Name: .....

Trading Address: ..... Post Code: .....

Title: ..... First Name: ..... Title: ..... First Name: .....

Middle Initial (s): ..... Surname: ..... Middle Initial (s): ..... Surname: .....

Date of Birth: ..... Date of Birth: .....

Home Address: ..... Home Address: .....

Postcode: ..... Postcode: .....

Time at address from: ..... To: ..... Time at address from: ..... To: .....

***If less than three years at current address, please supply previous address(s) to cover at least three years within Section 5 – Page 2***

## Section 2 - Contacting You

Telephone Number: ..... Mobile Number: .....

Fax Number: ..... Email Address: .....

Account Contact Name: ..... Account Contact's Position: .....

## Section 3 - Your Finance and Invoices

Credit Limit Required: £.....

Invoices / statements will automatically be sent by email (pdf). Please supply email address: .....

Alternatively, I will use the web portal to print invoices/statements  Or, I require copies posted: Monthly  Every Ten Days

## Section 4 - Legal Requirements

It is important that you read and understand the section below entitled **Use of Your Information** and **Credit Reference and Fraud Prevention Agencies**.

By signing this application, you agree that we can use your information in the following ways:

**Data Protection – Use of Your Information:** We would like to send you information about products and services, promotions, special offers, news and events. Please tick the boxes below to let us know how we can contact you: Email  Phone  Post  SMS  Your personal data will be handled in accordance with our Privacy Policy. Available at www.trade.co.uk. By signing this application form you confirm you have read, understood and accept our Privacy Policy.

**Data Protection/Money Laundering Act: Credit Reference and Fraud Prevention Agencies:** Before granting credit and in adherence to the Money Laundering Laws as well as detecting fraud and confirming identity, we may periodically search the files of credit reference agencies and keep a record of that search. This will leave a record of that search on your credit file. We may share details with credit reference agencies and other organisations for these purposes and for the purposes of updating such organisations with your payment performance information. You have the right to access your credit file. For more information go to www.experian.co.uk. You also have the right to apply in writing for a copy of the personal data we hold about you. If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud or money laundering. Law Enforcement Agencies may access and use this information. Please also note clause 24 of our Trade Account Terms & Conditions. Further details explaining how the information held by us and credit reference and fraud prevention agencies may be used can be obtained by telephone on 0845 603 8389, or by writing to Trade UK, Selectapost 1, Hepworth House, Claypit Lane, Leeds, LS2 8SU.

**An email will be sent to the email address you provide containing a link which will allow you to electronically accept that:** **A:** You have read and understood the Trade Account Terms and Conditions (set out on page 3) and the On-line Access Terms and Conditions and the Trading Terms and Conditions for TradePoint and Screwfix. **B:** You have read, understood and accept the Trade UK Privacy Policy. **C:** All information provided by you when making an application for a Trade UK Account is up-to-date, correct and may be relied upon by us. **D:** If you are signing on behalf of a firm or company, you are an authorised representative of that organisation and are entitled to legally bind that organisation. **E:** We may, in our sole discretion, decline your application without reason and may amend or withdraw any credit facility we grant in accordance with the Trade Account Terms and Conditions. **F:** If the organisation in whose name the Trade UK Account will be held is (a) a company and you are a director of the company, or (b) a partnership and you are a partner in that partnership, you will personally guarantee performance of all of that organisation's current and future financial obligations to Trade UK (including any subsequent increase(s) in the credit facility extended to that organisation). **G:** By signing this Application and agreeing to the guarantee you may become personally liable instead of or as well as the Company.

**An email will be sent to the email address you provide below, containing a link which will allow you to electronically sign. Please note for Ltd / PLC / LLP / LP this form must be electronically signed by a director**

Director/Proprietor's Name:  Position:

Director/Proprietor's Email Address:  Date:



**TRADE CREDIT  
ACCOUNT APPLICATION**

<b>Office Use Only</b>	Reference Number: <input type="text" value="6"/> <input type="text" value="3"/> <input type="text" value="3"/> <input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="4"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Section 5 – Additional Information**

**Previous Address(s) - If less than three years at current address, please supply previous address(s) to cover at least three years**

Home Address: .....  
 .....  
 Postcode: .....  
 Time at address from: ..... To: .....

Home Address: .....  
 .....  
 Postcode: .....  
 Time at address from: ..... To: .....

**Card Options**

Please indicate if you wish to have either individual signature or purchasing site cards issued on this account. Please tick one box.

Individual Signature Cards

Purchasing Site Cards

Please complete the details of the cards you require below – continue on a separate sheet if required.

Individual or Site Name	Invoice Name & Address Details <small>Please note invoices will be sent to the Trading Address unless detailed otherwise here</small>	Contact Number	Signature <small>For individual cards only</small>	Card or Site Number <small>For store use only</small>



# TRADE ACCOUNT CARD TERMS AND CONDITIONS

## Trade Account Card Terms and Conditions

In these trade account terms and conditions, “we” or “us” means Screwfix Direct Limited, trading as Trade UK; “you” means the person, firm or company named on the trade card application form; and “our” or “your” shall be construed accordingly. This is an agreement between us and you to provide a trade card (the “Account”) which you can use to make purchases from our stores and/or UK B&Q stores (including online stores). You will be deemed to have consented to these terms by your signing of the application form.

This account is to facilitate trade credit only. It is a non-regulated agreement and as such is not governed by the Consumer Credit Act. We will consider pursuing a prosecution for fraud against any individual(s) falsely applying or subsequently being granted credit in a consumer capacity.

1. We will from time to time set a credit limit for the Account and tell you what it is. This may be done verbally or by specific letter or by virtue of the statement which will reflect a change to the limit offered.
2. We will issue to you an authorised card or cards (“Trade Card(s)”) for your use with the Account. The Trade Card must be presented in order to purchase goods or services on the Account.
3. You will supply a relevant purchase order reference with every order, and we retain the right to withhold delivery until such validation has been received.
4. You agree and acknowledge that we shall be under no obligation to include any purchase order number(s) from you on our invoices.
5. Any invoice query must be submitted in writing within 21 days from the date of invoice otherwise the invoice shall be deemed to be accepted by you.
6. Invoices are available by you to download free of charge from the TUK web portal, if you require us to issue you with copy invoice(s) and statement(s) we reserve the right to charge £5 for each item requested.
7. You will be given a receipt for any Account purchases at the time of purchase or you will be sent a receipt with any goods delivered or when services are provided. Please keep these receipts for your records.
8. You will be sent an invoice for each purchase and, unless we otherwise agree with you in writing, payment must be made by the last day of the month following the month in which the purchase was made. Any payment to us must be in Pounds Sterling by way of direct debit, cheque, BACS, Faster Payments or CHAPS or as otherwise notified by us to you.
9. If you present a cheque or Direct Debit that is dishonoured or fails, we may debit your account with any charge or cost incurred by us as a consequence.
10. The Customer shall indemnify the Company, against all costs (including legal costs) and expenses incurred by the Company in recovering amounts due from the Customer, or exercising its rights including any administration fee incurred if the Company refers a late/non payment dispute to its lawyers or collection agents.
11. Even if we have provided you with credit previously we reserve the right to refuse to complete any order if payment of the account or your credit rating is not satisfactory to us.
12. If the organisation in whose name the Trade UK Account will be held is (a) a company, and you are a director of the company, or (b) an LLP and you are a member of that LLP, you will personally guarantee the performance of all of that organisation’s current and future financial obligations to Trade UK (including any subsequent increase(s) in the credit facility extended to that organisation).
13. You may not withhold payment of any invoice or other amount due to us by reason of any right of set off or counterclaim, which you may have, or allege to have. We shall be entitled at all times to set off any debt or claim which we may have against you against any sums due from us to you.
14. The goods shall be at your risk. In spite of delivery having been made, ownership (also known as “title”) in the goods shall not pass to you until you have paid the price for the goods in full and no other sums whatsoever shall be due to us from you. Until title in the goods passes from us, you shall; (i) not be entitled to use the goods; (ii) safely hold the goods for us; (iii) return the goods to us immediately if we ask you to; and (iv) be liable to us for any loss, damage or destruction of the goods. In addition, until title in the goods passes from us to you, you shall store the goods at your own cost separately from other goods in your possession and marked in such a way that they are clearly identified as our property and grant, and in the case of third parties shall procure, the company and its agents and employees an irrevocable licence at any time to access and enter any premises where the goods are, or may be stored, to inspect, repossess and remove them.
15. The format of our invoice and statements to you will solely be dictated by us and we will not enter into any variation of our format unless any proposed variations are requested in writing at least six months in advance and expressly agreed by us. Any cost of an agreed variation shall be borne by you unless expressly agreed otherwise.

16. You will be sent, unless otherwise agreed, monthly statements showing details of all purchases which have been charged to the Account.

17. If you do not repay the outstanding balance on the Account in full and on time, interest is payable at the rate of 2% per month on any such overdue amounts from the due date until payment is made in full (including any accrued interest) whether before or after judgment, together with any reasonable legal or other recovery costs. The 2% interest charge is a default charge and represents a pre-estimate of our losses incurred as a result of your default in failing to settle your account in full by the due date. Interest will be calculated on a daily basis. We will notify you of the interest that is charged. In addition we shall be entitled to claim interest, fixed sum compensation and reasonable costs under the Late Payment of Commercial Debts (Interest) Act 1998 (as amended by the Late Payment of Commercial Debts Regulations 2013) where you fail to make payment of any amount properly due on its due date.

18A. We may close the Account at any time, at our sole discretion, with immediate effect.

18. We may close the Account at any time with immediate effect on us giving you notice verbally or in writing if you exceed the credit limit or if you break any of these terms or the terms on which you purchased goods or if any of the following happens (or we reasonably believe is likely to happen). If your account is closed, you will become liable to pay any amount outstanding on the account immediately upon receiving a request from us to do so:

18.1) if you are a company any step, application, order, proceeding or appointment for a distress, execution, composition or arrangement with creditors, winding up, dissolution, administration, receivership (administrative or otherwise) or bankruptcy is taken or made, or you are unable to pay your debts; or

18.2) if you are an individual, you die or any step, application, order, proceeding or appointment for execution, composition or arrangement with your creditors, or for bankruptcy is taken or made, or you are unable to pay your debts; or

18.3) if you are a partnership, any step, application, order, proceeding or appointment for execution, composition or arrangement with creditors, winding up, dissolution, administration, receivership (administrative or otherwise), bankruptcy is taken or made, or you are unable to pay its debts as they fall due.

19. You may end this agreement at any time by giving us notice provided that you have paid in full any outstanding balances on your Account.

20. You must tell us immediately if you become aware that the Account is being misused, whether fraudulently or in any other way; if any Trade Card(s) on the Account has been lost, stolen or misused; or the Account statement appears to wrongly include any item. Until you notify us of these events, so that we can stop the use of any Trade Card or investigate any misuse of the Account, you will be liable for any losses we suffer as a result of any misuse of the Account and any Trade Cards. Where we have good reason to do so, we may cancel, suspend or restrict the right to use a Trade Card(s).

21. We shall not (to the fullest extent permitted by law) be liable to you under this agreement (including if we are unable to comply with our obligations due to any event beyond our reasonable control).

22. We may send you any notice at the address specified on your application form, any trading address you may have from time to time, or at any other address you notify to us in writing and you must tell us if you change your address. Our contact details are: Trade UK, Selectapost 28, Sheffield, S97 3GE or any other address we may notify to you in writing. Any notices must be given by first class post and will be regarded as served 2 days after the date of posting. If we relax any of these terms, this may be just a temporary measure or a special case, and we may strictly enforce the term(s) again at any time.

23. We may vary these terms on giving you 30 days' written notice, and no other variations shall be valid unless agreed in writing by us and you.

24. We will use any personal information you provide in accordance with all applicable laws and regulations that relate to data protection and privacy, including the EU General Data Protection Regulation for the purpose of assessing the level of credit we can provide to you and as otherwise permitted by law (the "Purpose"). We may share details with credit reference agencies and other organisations for these purposes and for the purposes of updating such organisations with your payment performance information. If false or inaccurate information is provided or fraud is identified, details will be passed to fraud prevention agencies to prevent fraud or money laundering. Law Enforcement agencies may access and use this information.

25. This agreement shall be governed by and construed in accordance with the law of England and Wales and all disputes arising in connection with the Contract shall be submitted to the non-exclusive jurisdiction of the English Courts. If the Customer is domiciled in Scotland (according to the Civil Jurisdiction and Judgments Act 1982) or Goods are delivered to the Customer in Scotland, the Company may elect that the Contract shall be governed by and construed in accordance with Scottish law and/or all disputes arising in connection with the Contract shall be submitted to the jurisdiction of the Scottish Courts.



## GUIDANCE ON COMPLETING THIS FORM

Please ensure you complete the form fully and in block capitals, any missing information could result in a delay in processing your application.

Follow the application using the steps provided:

### Your Business

**Profession/Trade:** Please provide your primary trade

**Date Established:** If a sole trader this will be the date you first started trading, if you are applying as a Limited Company the date established will be the date you registered with Companies House.

**No. of Employees:** This is the number of employees in the business as a whole.

**Business Type:** Select your company type E.g. Sole Trader, Limited Company, Plc, Government Dept, Local Authority, Trust, Partnership, LLP, Charity, Charity Ltd by Guarantee, Industrial Provident.

**Trading Name:** This is the trading name of your company, this may be different to your registered name

**Trading Address:** This is the address you trade from, if you are a sole trader and trade from home then duplicate your home address

**Registered or Charity Name:** The name your business is registered as with Companies House

**Company or Charity Registration Number:** Please note this is not your V.A.T number.

**Names & Home Address (Sole Trader and Partnership Only):** Along with date of birth and time at address

(This must be years and months and must amount to 3 years – please use page 2 for additional address if needed)

### Contacting You

**Account contact and position:** The contact for all your account queries, for a ltd company this is usually someone in the Accounts/Administration department.

**Telephone and Email:** These details must belong to the contact.

### Your Finance and Invoices

**Credit Limit:** Please enter your required credit limit, enter as high a limit as you think you need, if we are unable to match this we may offer you a lower limit.

**Invoices:** Please select invoice type required.

### Legal Requirements

If you are a Ltd company this section must be signed by a director. If you are a Partnership this section must be signed by a partner included in section 1. If you are a school then it must be signed by a head teacher or bursar.

### Your Cards

**Card Types:** Signature cards can only be used by the signatory and no-one else. Site cards can be used by anyone, providing it is accompanied with a valid Purchase Order. In all cases, when purchasing in-store, the card must be present. If you have chosen Individual cards then we require the signatures of the individuals.