

Credit Account Application Form

HITACHI

Please complete all sections of this credit account application form. In order for us to open your account please sign section 6 confirming that you agree to adhere to the terms and conditions listed below. Completed forms should be returned to Hitachi Construction Machinery (UK) Ltd, Monkton Business Park North, Hebburn, Tyne & Wear, NE31 2JZ.

Section 1 Customer Details

Company Trading Name			
Trading Address (including post code)			
Registered Office Address (If different from above)			
Name of Account Contact		Telephone Number	
Position of Account Contact		Fax Number	
Email Address			

Section 2 Company information

Type Of Business (Please tick relevant box)	<input type="checkbox"/> Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader	Are your premises (partnerships / sole traders only)	<input type="checkbox"/> Owned By You <input type="checkbox"/> Other <input type="checkbox"/> Leased by you
Description of Business			
Company Registration Number		Amount applied for	£
Company VAT Number		What date will you make payment	
Number of Years In Business	[] Years / [] Months	How will you pay?	<input type="checkbox"/> BACS <input type="checkbox"/> Cheque <input type="checkbox"/> Card

Section 3 Export of Goods and Services

Do you currently export good and/or services	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no go to section 4)	Countries you export to	
Description of exports		Frequency of exports	

Section 4 Details of company directors

Director Name		Director Name	
Director Address (including post code)		Director Address (including post code)	
Do you hold other directorships	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no go to section 5)	Do you hold other directorships	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no go to section 5)
Details of other directorships		Details of other directorships	

Section 5 Trade References

Trade Reference Name		Trade Reference Name	
Address (including post code)		Address (including post code)	
Telephone Number		Telephone Number	
Fax Number		Fax Number	
Email Address		Email Address	
Association with trade reference	<input type="checkbox"/> Yes <input type="checkbox"/> No	Association with trade reference	<input type="checkbox"/> Yes <input type="checkbox"/> No

TERMS AND CONDITIONS OF CREDIT FACILITIES

1. Credit will not be granted until the application form has been fully completed and references taken up and reviewed.
2. Customers holding approved credit account facilities with this company will be required to settle their accounts on or before the 30th of the month following the month of the invoice.
3. Where the credit terms and/or credit limit are exceeded, we reserve the right to charge interest at a rate of 5% above the Barclays Bank plc base rate, accruing daily.
4. Failure to comply with these terms and conditions may result in the withdrawal of credit facilities and any sums outstanding will become payable, in full, immediately upon notice, the customer will also lose benefit of any previously agreed discounts or special terms.
5. **The company reserves the right to withdraw credit facilities and demand immediate payment of all monies outstanding, at their discretion.**
6. **Periodic reviews will be conducted to monitor account activity. Accounts that have not traded for 12 months will be reviewed. Continually late paying accounts will be closed. Accounts will only be re-opened after up-to-date application has been submitted and reviewed.**
7. Special order parts cannot be returned for credit.
8. Goods correctly supplied will only be accepted for return at the discretion of the management, in which case a handling charge will be applied.
9. In the event of short delivery or any other grievance, the company should be notified within seven days from date of invoice/delivery. Failure to do so will result in that and future claims being dismissed.
10. The company reserves the right to amend and/or withdraw credit facilities and terms at any time.

Section 6 Confirmation. This section should be completed by the owner, director or officer of the company applying for credit facilities. Information supplied in the course of this application may be passed to a third party for the purposes of credit, reference checking or recovery, and I / we accept that this information may be reviewed from time to time, in the future. I / we accept the above Terms and Conditions of Credit Facilities.

Please also supply a copy of headed paper along with this credit request form.

Signed (on behalf of applicant)		Name	
Date		Position in company	

Section 7 HCMUK Internal Office Use Only

Application referred By		Depot	
Application referred Date		Department	
Comments			

Credit Check Passed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Check Score	
Trade Reference 1 checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trade Reference 2 checked	<input type="checkbox"/> Yes <input type="checkbox"/> No

Amount Authorised		Credit Terms Authorised	
Authorised By		Signature	
Authorised Date			

All account applications in excess of £10,000 require dual authorisation.

Authorised By		Depot	
Authorised Date		Department	