

To: Purchasing & Receivables Officer
Ministry for Primary Industries
PO Box 2526
25 The Terrace
Wellington 6140

Phone: 0-4-894 0187

Email: accountsreceivable@mpi.govt.nz

Date:

From:

Number of pages: 4
(including this cover sheet)

Please find attached an application form for a Credit Account with the Ministry for Primary Industries.

(Please fill out the following information and email or post to the above address)



APPLICATION FOR CREDIT ACCOUNT

Please complete all relevant sections

BUSINESS NAME	Company Name:
	Trading Name:

ADDRESS	Registered Office address:
	Post Code:
	Phone: Fax:
	Accounts Payable email address:
	Trading Address:
	Post Code:
	Address for Invoices:
	Phone: Fax:

GOODS & SERVICES TAX	GST No:
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NZBN Number#	Number:
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For Businesses Involved in Cross Border transactions

BORDER CLEARANCE	Imports : Yes / No
	Exports Yes / No
	Transitional Facility Yes/ No
	NZ Trade Single Window Registration Number

For Businesses Involved in Food Safety and Risk Management Programmes

Food Safety	Food Safety Programme Exemption number:
	Risk Management Programme Identifier:
	Wine Safety Management Plan Identifier:



For all Businesses

BUSINESS TYPE	Nature of Business:
	Date of Registration:
	Financial Controller:
	Contact Details:

For Limited Companies

	<i>Surname</i>	<i>Given Names</i>	<i>Private Address and Postcode</i>	<i>Owned or Rented</i>	<i>Telephone</i>
DIRECTORS					

PARENT SUBSIDIARY OR RELATED BUSINESS	If subsidiary company, name of parent company and shareholding	
	Name of associated companies	

For Trusts

TRUST	Is this Business a Trust? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Trust (<i>Discretionary Unit or Family</i>):
	If Yes state Registered Trust Name	
	Name of the Trustees Empowered to Pledge the Assets of the Trust	



TERMS AND CONDITIONS OF CREDIT FACILITY

I / We apply for credit on the following terms and conditions:

- Service Provider means Ministry for Primary Industries.
- Applicant means company making this application for credit facilities.

The Applicant:

1. Agrees that the following trade references may be approached in order to assist processing of this application:

		<i>OFFICE USE ONLY</i>		
<i>Name of Trade Reference</i>	<i>Phone No.</i>	<i>Terms</i>	<i>Average \$ Value of Purchases Per Month</i>	<i>Comments</i>

2. Warrants that the information in this application is true and correct.
3. Agrees that any change which affects the trading address, legal entity, structure of management or control of the Applicant will be notified to the Service Provider in writing within 7 days of the change becoming effective.
4. Warrants that unless otherwise stated in this application the subject business is not structured on a trusteeship involving discretionary unit or family trusts.
5. Acknowledges that payment must be to the Service Provider at its stated address for payment on or before 25 working days after date of invoice.
6. Acknowledges that a 10% penalty fee may apply if payment is not received within 25 working days of date of invoice.
7. Notify Company of any disputed charges within 14 days of date of invoice.
8. Acknowledges that the credit facilities may be withdrawn if the terms and conditions of this contract are not met.
9. Acknowledges receipt of and agrees to abide by the Service Providers terms and conditions.
10. Agrees that should the Service Provider request this credit application to be supported by a guarantee in the Service Providers standard format and the Applicant undertakes to have the guarantee completed to the Service Providers satisfaction and to be bound by its terms.

Signed by:

Applicant

Name:

Position:

Date:

Ministry for Primary Industries

Name:

Position:

Date: