



TRADE ACCOUNT APPLICATION

Ref

Credit limit requested (minimum £3000)

£ Site Card ☐ Signature Card ☐

Payment method will be set as Giro/Other. You will receive a Direct Debit Mandate shortly.

SOLE TRADER ☐ PARTNERSHIP ☐ LIMITED COMPANY ☐ LLP ☐ OTHER ☐

YOUR BUSINESS DETAILS (BLOCK CAPITALS ONLY) NO OF EMPLOYEES TRADE

COMPANY NAME

TRADING NAME (if different)

TRADING ADDRESS

POST CODE DATE EST. POSITION

ACCOUNT CONTACT

COMPANY REGISTRATION NO TELEPHONE

FAX MOBILE

EMAIL ADDRESS

NAMES AND HOME ADDRESSES *N.B Complete D.O.B on page 3*

(SOLE TRADER OR PARTNER 1)

TITLE

*please use full name
N.B Complete D.O.B on page 3*

NAME

ADDRESS

POST CODE

LENGTH OF TIME AT ADDRESS FROM TO *3 years required.
Continue on separate sheet
if necessary.*

(PARTNER 2)

TITLE

*please use full name
N.B Complete D.O.B on page 3*

NAME

ADDRESS

POST CODE

LENGTH OF TIME AT ADDRESS FROM TO *3 years required.
Continue on separate sheet
if necessary.*

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 Act – Use of Your Information: We'd like to keep you updated by email, SMS text, telephone & post with the latest news, monthly special offers and deals from Trade UK and other Kingfisher Group Companies. If you'd prefer not to receive these communications, please tick this box ☐

From time to time we may make portions of our database available to carefully selected organisations whose products may be of interest to you.

If you would prefer not to receive these communications please tick this box ☐

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 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 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 15 of our Trade Account Terms & Conditions, relating to use of personal data. Further details explaining how the information held by ourselves and credit reference and fraud prevention agencies may be used can be obtained from www.trade.co.uk or by telephone on 0845 603 8389, or by writing to Trade UK, Selectapost 1, Hepworth House, Claypit Lane, Leeds, LS2 8SU

By signing this application form you accept that: **A:** you have read, understood and accept the Trade Account Terms and Conditions (set out on page [4]) and the On-line Access Terms and Conditions (a copy of which is available at www.trade.co.uk). **B:** If your application is successful, any purchases made by you using your Trade UK Account will be subject to the Screwfix Direct or B&Q trading terms and conditions (copies of which are available at www.trade.co.uk). **C:** You have read, understood and accept the Trade UK Privacy Policy. **D:** 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. **E: 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.** **F:** 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. **G: 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).**

Authorised signature -
please note: for LTD/PLC/LLP/LP this must be signed by a DIRECTOR

Signature.....

Print..... Date

Store signature -
sign to confirm valid photo ID has been seen

Name (PRINT).....

Position..... Date



YOUR CARDS

All applicants to complete

Ref

Credit limit requested (minimum £3000)

£ Site Card ☐ Signature Card ☐

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FOR STORES: This page only needs to be sent back to Trade UK for multiple signature cards. For individual card accounts and for site cards, simply use the information overleaf for the primary card and below for each site card, you do not need to send this over with the application.

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 please note invoices will be sent to the Trading Address unless detailed otherwise here	Contact Number	Signature for individual cards only	Card or Site Number for store use only



TRADE ACCOUNT CARD TERMS & CONDITIONS

NAMES AND HOME ADDRESSES CONTINUED FROM PAGE 1		
For data security purposes the date of birth fields are located here but must be completed.	(SOLE TRADER OR PARTNER 1) D.O.B	(PARTNER 2) D.O.B

Trade Account Card Terms and Conditions

In these trade account card 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 use of the Account.

1. We will from time to time set a credit limit for the Account and tell you what it is.
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 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.
5. 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 credit card, direct debit, cheque, BACS, Faster Payments or CHAPS or as otherwise notified by us to you.
6. You agree and acknowledge that we shall be under no obligation to include any purchase order number(s) from you on our invoices and we may submit invoices either in paper or electronic form, at our sole discretion.
7. You will be sent, unless otherwise agreed, monthly statements showing details of all purchases which have been charged to the Account.
8. If you do not repay the outstanding balance on the Account in full and on time, you may be charged interest at the rate of 2% per month on any such overdue amounts from the due date until payment is made in full. Interest will be calculated on a daily basis and will normally be added to the Account on each statement date. We will notify you of any interest that is charged. Payment for any interest charged should be received by us by the last day of the month following the month in which the interest was added to the Account. If you do not repay the outstanding balance on the Account in full and on time, we may also add to the Account the costs and reasonable charges we incur.
9. We may close the Account at any time if we give you one month’s notice in writing or immediately on us giving you notice 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):
 - 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
 - 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
 - 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.
10. 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.
11. 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).
12. 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).
13. 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.
14. 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.
15. We will use any personal information you provide in accordance with the Data Protection Act 1998 and only for the purpose of assessing the level of credit we can provide to you and as otherwise permitted by law (the “Purpose”). We will share your personal information with Capital for Enterprise Limited acting as agent on behalf of the Secretary of State for Business, Innovation and Skills and any successor body or agent appointed by the Secretary of State from time to time for the Purpose. By submitting the application, you consent to our use of your personal information as set out in this clause. Our Privacy Policy is available at <http://directory.trade.co.uk/legals/privacy>, or you can call 0845 603 8389 or write to us at Trade UK, Selectapost 1, Hepworth House, Claypit Lane, Leeds, LS2 8SU to obtain a copy of our Privacy Policy by post.
16. Any new trade credit or increased trade credit may only have been able to be provided to you because of a guarantee provided to us by the Secretary of State for Business, Innovation and Skills under the Enterprise Finance Guarantee (EFG) scheme. In the event that we use the EFG scheme, the trade credit to be provided to you by us to the value of the credit limit is to be de minimis aid within the meaning of Commission Regulation 1998/2006 on the application of Articles 87 and 88 of the Treaty to de minimis aid published in the Official Journal of the EU in OJ C155 of 20 June 2008. In signing this account application you confirm to us that the trade credit will not be utilised in an ineligible sector and will not put you in breach of the current de minimis limit for state aid, and you also undertake to adhere to the de minimis limit in the future.
17. This agreement shall be governed by and interpreted according to the laws of England and Wales and you agree to submit to the exclusive jurisdiction of the English Courts.



GUIDANCE ON COMPLETING THIS FORM

Please ensure you complete the form fully and in BLOCK CAPITALS and BLACK INK.
Any missing information could result in a delay in processing your application.

Follow the application using the steps provided:

YOUR FINANCE

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.
The minimum limit you will receive, if successful, is £3,000.

YOUR BUSINESS

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

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

Profession/Trade: Please provide your primary trade

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

Date Established: If a sole trader this will be the date you first started trading, if you are applying as a LTD company the date established will be the date you registered with companies house.

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

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.

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

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) For data security purposes the date of birth fields are located at the top of page 3 but must be completed.

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.

LEGAL REQUIREMENTS

- If you are a Ltd company this section must be signed by a director
- If you are a school then it must be signed by a head teacher or bursar
- If you are a sole trader this section must be signed by the business owner
- If you are a partnership this section must be signed by a partner

Returning The Document:

By post: Trade UK, Selectapost 1, Hepworth House, Claypit Lane, Leeds LS2 8SU

By fax: 0845 603 2622