



**SECTION 1 Please complete if you are a LTD / PLC / LLP / IP Only (if not please go to SECTION 2)**

Incorporation Name.....Trading Name (if different).....  
 Company Registration Number .....Date Started Trading..... **Please proceed to Section 3**

**SECTION 2 Please complete if you are SOLE TRADER or AN UNINCORPORATED PARTNERSHIP**

Trading Name.....  
 Title.....First Name.....Middle Initial(s).....Surname.....Date of Birth.....  
 Home Address.....PostCode.....  
 Title.....First Name.....Middle Initial(s).....Surname.....Date of Birth.....  
 Home Address.....PostCode.....  
 Title.....First Name.....Middle Initial(s).....Surname.....Date of Birth.....  
 Home Address.....PostCode.....  
 If less than 3 years at current address, please supply previous address(es) to cover at least 3 years (attach separate sheet if required) **Please proceed to Section 3**

**SECTION 3 MAIN TRADING ADDRESS and DELIVERY ADDRESS DETAILS**

Main Trading Address 1.....PostCode.....  
 Delivery Address 1.....PostCode.....  
 Delivery Address 2.....PostCode.....  
 Delivery Address 3.....PostCode.....  
 Adding Addresses here authorises Distribution to delivery to these addresses - Please also add them to your account on the [www.discdistribution.com](http://www.discdistribution.com) website **Please proceed to Section 4**

**SECTION 4 BANKING DETAILS**

**Bank Details**  
 Bank Name.....Account Number.....Sort Code.....  
 Address.....PostCode.....  
 Length of Time with Bank.....Bank Contact..... **Please proceed to Section 5**

**SECTION 5 TRADE REFERENCES and ACCOUNTANTS DETAILS**

**Trade Reference No 1**  
 Company Name.....Credit Terms (Days).....and Limit with this Company...£.....  
 Address.....PostCode.....  
**Trade Reference No 2**  
 Company Name.....Credit Terms (Days).....and Limit with this Company...£.....  
 Address.....PostCode.....  
**Registered Accountant Details**  
 Accountancy Practice Name.....Accountants Name.....  
 Address.....PostCode..... **Please proceed to Section 6**

We will on very rare occasions contact these companies, but we use it mainly for proof of your trading status



**SECTION 6 CONTACT and FINANCIAL DETAILS**

Type of business / organisation ..... Credit Limited Required £ .....

Type of business - Retail / Distribution / Online / Mail Order etc

Trading Address .....

..... PostCode .....

Main Contact Email Address ..... Telephone Number .....

Mobile Number ..... Fax Number ..... Accounts Contact Name \* .....

VAT Number ..... We send INVOICES, STATEMENTS and DELIVERY NOTES by email - Please complete the following .....

Accounts Email Address .....

Delivery Note Email Address .....

(Other Email Address) Please specify department (i.e Sales/Purchasing) .....

\*This should be someone we can contact if we have any query with regard to the completion of this form

Please supply on a separate sheet of paper any additional names of people who are authorised to use the account.

**SECTION 7 DATA PROTECTION NOTICE**

**DATA PROTECTION ACT 1998**

1. We may transfer information about you to our financiers, who:  
 (a) may use, analyse and assess information about you, including the nature of your transactions, and exchange such information with other members of their group of companies and others for credit or financial assessment, market research, statistical analysis, insurance claim, underwriting and training purposes and in making payments and servicing their agreement with us;  
 (b) from time to time, may make searches of your record at credit reference agencies where your record with such agencies may include searches made and information given by other businesses; details of their searches will be kept by such agencies but will not be seen by other organisations that may make searches;  
 (c) may give information about you and your indebtedness to the following:  
 (i) our or their insurers for underwriting and claims purposes;

(ii) any guarantor or indemnifier of your or our obligations to enable them to assess such obligations;  
 (iii) their bankers or any advisers acting on their behalf;  
 (iv) any business to whom your indebtedness or our arrangements with our financiers may be transferred - to facilitate such transfer;  
 (d) may monitor and/or record any phone calls you may have with them, for training and/or security purposes;  
 (e) in the event that they transfer all or any of their rights and obligations under their agreement with us to a third party, may transfer information about you to enable the third party to enforce their rights or comply with the obligations.  
 2. We will provide you with details of our financiers on request, including a contact telephone number if you want to have details of the credit reference agencies and other third parties referred to above from whom they obtain and to whom may give information about you. You also have a right to receive a copy of certain information they hold about you if you apply to them in writing. However a fee will be payable to them, not us

**SECTION 8 LEGAL REQUIREMENTS**

**By signing this agreement you accept that:**

- a) You have read and understood our Terms and Conditions overleaf that may be varied by us from time to time.
- b) The information given by you when applying for this account is correct and we may rely upon it.
- c) You are authorised to bind the Account Holder to this agreement by signing it.
- d) We reserve the right to decline applications and amend or withdraw credit accounts subject to status and/or company policy.
- e) You will supply a relevant purchase order reference with every order, and that we retain the right to withhold delivery until such validation has been received.

I the Director / soletrader agree to guarantee performance of all the company's financial obligations to **Discs Distribution Limited T/A Discs Distribution.com** and its subsidiaries

Signature .....

Name (PRINT) .....

Position .....

Date ..... Mother's Maiden Name .....

(Please note in the case of an incorporated business this form must be signed by a Director)

Mother's Maiden Name is requested as a security measure, that can protect you in event of unauthorised contact between our organisations

By signing this application, you agree that we can use your information in this way.

**Please supply a copy of your company letterhead showing your registration number and registered address, if applicable**

**CHECK LIST**

Company Letterhead enclosed (please tick)

Please ensure you have completed Section 1 or 2 to Section 8 before submission for credit application

Return your completed application form in the first instance for immediate attention

by Fax to +44 (0) 870 762 6777

or scan and email to

accounts@discsdistribution.com and then please post to:

**Discs Distribution Ltd T/A Discs Distribution.com, 6 Harvington Park, Pitstone Green Business Park, Pitstone Nr Tring, Bedfordshire LU7 9GX**

If you have any queries regarding this your application, please do not hesitate to contact by email - [accounts@discsdistribution.com](mailto:accounts@discsdistribution.com) or by Phone on +44 (08) 45 430 8755

**After receiving your completed Trade Credit Application Form it normally takes 72 hours to process  
 We shall inform you immediately by email when we have a decision from our insurers on the amount of qualifying credit that we are able to offer**

**For Internal Use Only**

SF Account Ref ..... Sage Account Ref ..... Entered Into System By .....

Barclays Credit Limit ..... Issued On ..... Entered Into System By .....

DCL ..... Issued On ..... Entered Into System By .....

Account Issued to ..... Issued On ..... ZZZ Reference .....

Sales  Accounts  CRM

Invu  News  ZZZ