

CUSTOMER TRADING ACCOUNT QUESTIONNAIRE

Please answer all questions and provide the supporting evidence where required.

PART 1 – CUSTOMER'S DETAILS		
1.1	Customer Name: (As registered with company house)	
1.2	Trading Name (s) : (if applicable)	
1.3	Customers Legal Status: Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company - Limited <input type="checkbox"/> Plc <input type="checkbox"/>	
1.4	Company Registration Number	
1.5	Customer Address: (Registered Office)	
1.6	Trading / Correspondence address: (if different from above)	
1.7	Managing Director:	
1.8	Contact Name:	
1.9	Telephone Number:	
1.10	Mobile Number:	
1.11	Email Address:	
1.12	Website Address:	
1.13	UTR No.: (CIS / Tax Ref.)	Copy Enclosed: Yes / No
1.14	VAT No:	Copy Enclosed: Yes / No
1.15	SIC Code (Standard Industrial Classification Code)	
1.16	Date of Commencement of Trading:	
1.17	Required Product or Services:	
1.18	Service Area:	
1.19	Credit Limit Required:	

PART 2 – Marketing Information

2.1	QS / Buying officer's Name:		
2.2	Office Address if different from above:		
2.3	Legal Status:		
2.4	Correspondence address:		
2.5	Position:		
2.6	Telephone Number:		
2.7	Mobile Number:		
2.8	Email Address:		
2.9	Portal Address:		
2.10	Required Product or Services:		
2.11	Service Area:		

PART 3 – COMMERCIAL AND FINANCIAL

3.1	Name of your Bank:		
3.2	Bank Address:		
3.3	Account Number:		
3.4	Sort Code:		

PART 4 – ACCREDITATIONS

4.1	Do you have a SSIP accreditation:	Yes / No Working towards it	Have you attached your certificate: Yes / No
4.2	Do you have ISO:9001:	Yes / No	Have you attached your certificate: Yes / No
4.3	Do you have ISO:14001	Yes / No	Have you attached your certificate: Yes / No
4.4	Do you have OHSAS 18001:	Yes / No	Have you attached your certificate: Yes / No
4.5	Do you have FORS certification:	Yes / No	Have you attached your certificate: Yes / No
4.6	Do you have CLOCS certification:	Yes / No	Have you attached your certificate: Yes / No

PART 5 – INSURANCE

	Type of Liability	Amount	Excess	Expiry	Copy Attached
5.1	Employers Liability		£		
5.2	Public Liability		£		
5.3	Professional Indemnity		£		
5.4	Contractors all risk		£		
5.5	Do you have a broker:				
5.6	Name of broker:				
5.7	Contact Name:				
5.8	Contact Number:				
5.9	Contact Email:				
5.10	Contact Address:				

PART 6 – ENVIRONMENTAL

6.1	Has your company set environmental objectives:	Yes / No / NA	Have you enclosed supporting evidence: Yes/No
6.2	Have you a FSC Certificate:	Yes / No / NA	Have you enclosed supporting evidence: Yes/No
6.3	Have you a waste licence:	Yes / No / NA	Have you enclosed supporting evidence: Yes/No
6.4	Do you have procedures for:	Waste Minimisation: Yes / No Pollution Prevention: Yes / No Water Minimisation: Yes / No	

PART 7 – QUALITY

7.1	Do you have a quality management system:	Yes / No	
7.2	Do you have a documented inspection procedure:	Yes / No	Have you enclosed supporting evidence: Yes/No
7.3	Are records kept of inspection / tests performed:	Yes / No	Have you enclosed supporting evidence: Yes/No
7.4	Is your inspection / test equipment regular calibrated:	Yes / No	Have you enclosed supporting evidence: Yes/No
7.5	Do you have an effective system for reviewing your customers order requirements:	Yes / No	Have you enclosed supporting evidence: Yes/No
7.6	Do you have a system for preventing the release of non-confirming products:	Yes / No	Have you enclosed supporting evidence: Yes/No
7.7	Do you have a system for implementing remedial action to correct defective workmanship materials:	Yes / No	Have you enclosed supporting evidence: Yes / No
7.8	Do you have a system for assessing your manufacturer quality systems / capabilities:	Yes / No	Have you enclosed supporting evidence: Yes / No

PART 8 – POLICIES AND PROCEDURES

8.1	Do you have an Equal Opportunities and Ethical Policy:	Yes / No	Have you enclosed supporting evidence: Yes / No
8.2	Do you have a bribery and Corruption Policy	Yes / No	Have you enclosed supporting evidence: Yes / No
8.3	Do you have a sourcing Policy:	Yes / No	Have you enclosed supporting evidence: Yes / No
8.4	Do you have a Fair Trading Policy:	Yes / No	Have you enclosed supporting evidence: Yes / No

PART 9 – REFERENCES

	Company Name and Address	Contact Name	Telephone Number	Email Address
9.1				
9.2				
9.3				

PART 10 – DECLARATION

We/I hereby declare that the information provided is true to the best of our/my knowledge and belief and we/I understand that if false information has been given this may be considered a ground for termination of any contract which may be entered into.

In the event of default by the Buyer to the Seller under any Contract for any reason (for the avoidance of doubt including without limitation bankruptcy, insolvency or re-financing) then the Directors of the Buyer if it is a limited company or public limited company shall jointly and severally undertake to indemnify the Seller and guarantee payment immediately on demand for any debts owing including all costs and expenses incurred by the Seller in recovering the said sums owed

Signed on behalf of: (Full company Name)	
Credit Terms Agreed	Strictly 30 Days Nett
Signature	
Print Name	
Position	
Date	

PART 11 – FOR INTERNAL USE ONLY

To be completed by Sivyer Group Credit Team

Terms and Conditions:	Signed copy received- Yes:	No:
Authorised by Credit Manager:		
Account Details:	MSA :	Sage:
Credit Limit Information:		
Date:		