

Credit Account Application Form



Detach and retain the Terms & Conditions on pages 3.
Return completed form to:

DHS Hartwood, Drumhead road,
Chorley North Business Park,
Chorley, Lancashire PR6 7BT

Before you send your application, please make sure:

- All mandatory sections are complete and signed.
- You've attached a copy of your ID (Driving licence or passport) and proof of address (utility bill or bank statement less than 3 months old).
- Letterheaded paper is enclosed.

Please complete in block capitals and in black ink. * Are mandatory fields to be completed.

1. Your Business Details

Trading Style* (Please tick) Sole Trader Partnership Limited Company LLP Self Build Other

Full Company / Customer Name*

Trading Name (if applicable)

Company Registration Number (if applicable)

Trading Address (for invoices/correspondence)*

Building Name/Number*

Street*

Town*

County*

Postcode*

Registered Address (for ltd companies as shown on companies house)*

Building Name/Number*

Street*

Town*

County*

Postcode*

Number of years you have been established

Contact Details*

Mobile Number*

Buyer Contact Name

Buyer Email

Payment Contact Name*

Payment Tel. No*

Payment Email*

Email Address for invoices/Statements

Will official orders be mandatory? Yes No

Is the site address mandatory on invoices? Yes No

Do you wish to receive invoices/statements via email Yes No

Have you or your business ever had CCJs or been involved in insolvency action
(Bankruptcy/IVA/Liquidation/Administration/CVA) Yes No

2. Names and Home Addresses of Proprietors / Directors*

Full Name Full Name Full Name

Date of Birth Date of Birth Date of Birth

Building Name/Number* Building Name/Number* Building Name/Number*

Street* Street* Street*

Town* Town* Town*

County* County* County*

Postcode* Postcode* Postcode*

Previous address if less than 2 years

Building Name/Number*

Street*

Town*

County*

Postcode*

Previous address if less than 2 years

Building Name/Number*

Street*

Town*

County*

Postcode*

Previous address if less than 2 years

Building Name/Number*

Street*

Town*

County*

Postcode*

3. Trade References

Name Other Accounts in Highbourne Group

Credit Limit

Tel No

Please turn over

COMPANY USE ONLY

Account No.

Date Opened

Signed off credit

Graydon number

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4. Data Protection / Marketing Choices*

We will make a search with a Credit Reference Agency, which will keep a record of that search and will share that information with other businesses. In some instances we may also make a search on the personal credit file of principal directors. Should it become necessary to review an account, then again a credit reference may be sought and a record kept. We will monitor and record information relating to your trade performance and such records will be made available to Credit Reference Agencies who will share that information with other businesses when assessing applications for credit and fraud prevention.

The Highbourne Group uses centralised finance and customer management systems. Your information may be accessible by others in the Group for administrative and analytical purposes. We also use various service providers, some of whom may be located in other countries, so your information may be transferred outside the United Kingdom. You have rights under the Data Protection Act including the right to apply for a copy of your personal information and to correct any inaccuracies.

Marketing Choices

From time to time we would like to send you special offers and information about our products and services. We use your information to assess what we think you might be interested in and tailor what we send you so it is as relevant as possible.

Please tick if you consent to receive information by: Post Telephone
Email SMS

Please tick if you would like other companies in the Highbourne Group to contact you with details of products and services offered by them

More information about your rights and how we use your personal information can be found in the privacy policy on our website

5. Description of Business* (Please tick the one that best describes your business)

General P&H/Boiler Installation & Maintenance	<input type="checkbox"/>	Plumbing and Heating Merchants & Construction Material Suppliers/DIY Shops	<input type="checkbox"/>
Housing Association & Maintenance Partnerships	<input type="checkbox"/>	Domestic Heating Installation/Maintenance Engineer	<input type="checkbox"/>
General Maintenance & Repair Contractors	<input type="checkbox"/>	Homeowner	<input type="checkbox"/>
Local Authorities/Central Government/MOD	<input type="checkbox"/>	DIY Enthusiast	<input type="checkbox"/>
Landlords & Land Agents	<input type="checkbox"/>	Plumber	<input type="checkbox"/>
Other Business & Professional Services	<input type="checkbox"/>	Gas Engineer	<input type="checkbox"/>

6. Personal Credit Guarantee

In consideration of your agreement to supply goods on credit to the Company applying for credit ("the Company"), I/We are a director, member, authorised person, or authorised on behalf of a director or member. I/We unconditionally, jointly and severally, personally guarantee payment of all monies due and owing by the Company to Direct Heating Spares LTD, and each of its subsidiaries and successors from time to time. This includes any costs of enforcing this Guarantee.

I/We acknowledge and agree that: (a) the initial credit limit (and any subsequently increased credit limit) may be increased from time to time; and (b) if the credit amount is increased at any time, it will be covered by this Personal Guarantee. Notice of the increase to the Company is deemed to be notice to me/us and if the Company uses the increased credit limit, then this is deemed consent by me/us to the increase in credit limit.

Signature	<input type="text"/>	Signature	<input type="text"/>	Signature	<input type="text"/>
Full Name	<input type="text"/>	Full Name	<input type="text"/>	Full Name	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>	Date	<input type="text"/>

7. Application for Credit and Agreement to Terms and Conditions* - This section is mandatory. The form will be returned if not completed and signed.

Please read the Terms & Conditions on pages 3 and complete all sections of the application before signing the section below.

I/We make this application to open a credit account with Direct Heating Spares LTD. I/We understand that the credit terms are that payment is due promptly at the end of the month following the date of invoice and that if granted credit, I/We agree to pay in accordance with these terms.

I/We acknowledge and accept the Highbourne Group Sale Terms

Initial Credit Limit (£)	<input type="text"/>	For limited companies: If incorporated less than 3 years, must be signed by a current Company Director listed at Companies House.
Signature of Sole Trader / Partner / Director / Applicant	<input type="text"/>	For Sole Traders: Must be signed by the Proprietor For Partnerships: Must be signed by one of the Partners
Position	<input type="text"/>	For Charities: Must be signed by a Trustee
Date	<input type="text"/>	For all other entities: Must be signed by the person who has financial responsibility (Treasurer/ Secretary).
Print Name	<input type="text"/>	

