



## New Account Application Form: Trade

I/WE HEREBY MAKE APPLICATION TO **VERITY PUBLISHERS** FOR CREDIT FACILITIES TO BE GRANTED TO ME/US, AND FOR THE OPENING OF A CREDIT ACCOUNT IN MY/OUR NAME(S)

NAME OF APPLICANT

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(THE CUSTOMER)

TO CONDUCT BUSINESS WITH

**VERITY PUBLISHERS**

(THE SUPPLIER)

- Please attach the following documents to your completed and signed application form which has been initialled on all pages:
  1. ID copy of all directors
  2. A copy of your entity's CM1 or CK1 form
  3. Company Tax Clearance Certificate
- Please note that by submitting the **New Account Application** to **Verity Publishers**, you are **authorising** us to carry out a **credit check**
- The 'Applicant' means the **natural person** or **legal entity** wanting to open a **Credit Account** with Verity Publishers



**NEW ACCOUNT APPLICATION FORM - TRADE**

**1. PARTICULARS OF APPLICANT:**

**1.1 Business Details**

<b>Type of Business</b>	Public Company <input type="checkbox"/>	Private Company <input type="checkbox"/>	Close Corporation <input type="checkbox"/>
Tick where appropriate	Partnership <input type="checkbox"/>	Business Trust <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>
<b>Registered Name:</b>			
<b>Trading Name:</b>			
<b>Company Reg. No:</b>		<b>VAT Reg No:</b>	

**2. Departmental Contact Details**

Dept	Contact Name	Email Address	Direct Tel / Ext	Designation
Sales				
Orders				
Acc Payable				

**3. Details of Directors / Members / Trustees / Partners / Owners**

*(NB: Proof of Residence and Copy of ID to be supplied)*

Full Names	ID no	% Holding	Married Yes/no	Marriage Type	Home Address

**4. Trade References**

*(N.B: Applicant must supply not less than two references)*

Name	A/C Number	Credit Limit	Years of Trading	Tel No	Type of Business <i>(e.g., Publisher)</i>

**5. APPLICANT'S DELIVERY & POSTAL ADDRESS**

<b>Delivery Address</b>			
<b>Province</b>			
	<b>Post Code</b>	<input type="text"/>	<input type="text"/>
<b>Postal Address</b>			
	<b>Post Code</b>	<input type="text"/>	<input type="text"/>
<b>Web Address</b>			
<b>Contact Person</b> <i>(Regarding Credit Appl.)</i>		<b>Designation</b>	
<b>Business Tel No:</b>		<b>Fax No:</b>	
<b>Cell Phone No:</b>			
<b>Email Address</b>			

**6. Financial / Banking Details**

<b>Financial Institution Name</b>			
<b>Account Holder' Name</b>		<b>Branch Name</b>	
<b>Account Type</b>		<b>Account No:</b>	
<b>How long has the account been in operation?</b>			

**Order Conditions** *(Please tick ✓ or circle ○ applicable answer)*

<b>Will you accept substitutions for your orders</b> <i>(e.g., if you order an old ISBN or out of print title should we automatically substitute it with the new ISBN or related available title?)</i>	<b>Yes</b>	<b>No</b>
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I/WE warrant and certify that:

1. The information contained in this Application is true and correct and I/WE undertake to notify Verity Publishers of any changes to the particulars given in this application.
2. I am/we are duly authorized to sign this Application and Declaration:

SIGNED ..... this ..... day of .....20.....

On behalf of (insert Applicant's Name and Official Stamp):

(Applicant's Name)

(Applicant's Stamp)

**Return and Refund Policy**

All books sold on SOR (at trade quantity discounts) are returnable in good condition, for a refund, within a period of six months. To be eligible for a refund or exchange, books must be returned in a re-saleable (mint) condition. To complete your refund or exchange, we require a proof of purchase attached to the returned books.

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Name of Signatory

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Designation

**FOR OFFICE USE**

References checked by \_\_\_\_\_ /\_\_\_/20..... Account number \_\_\_\_\_

Account approved by \_\_\_\_\_ /\_\_\_/20..... Credit R \_\_\_\_\_

Documents received \_\_\_\_\_ /\_\_\_/20..... Terms \_\_\_\_\_ days \_\_\_\_\_

Processed by \_\_\_\_\_ /\_\_\_/20.....

Backorders / substitutions accepted? Yes  No

Customer notified by \_\_\_\_\_ /\_\_\_/20.....

Notes \_\_\_\_\_  
\_\_\_\_\_

Verity Publishers Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_