

## CORPORATE SERVICES

### FINANCE – REVENUE

---

## **CREDIT APPLICATION**

### TERMS AND CONDITIONS

Prior to issuing any credit, applicants are required to complete the attached Credit Application form and return to Debtors for processing. The responsibility of providing the credit references rests with the applicant, and credit terms cannot be provided until all the necessary information has been received and evaluated. The nominated credit references will be contacted and the applicant will be advised if credit terms will be granted.

We would like to take this opportunity to advise that the City of Karratha's **trading terms are strictly 40 days** from the date of the invoices and we request that the account be conducted within this limit. Failure to pay the invoices on time will result in Credit being cancelled.

Minimum credit account amount is \$50.00 per month, otherwise cash/cheque terms will apply.

All requests for Council's services must be accompanied by a Purchase Order or a Letter of Approval from the customer. This will ensure that the service provided has been appropriately authorised by the customer. Purchase Orders and Letters of Approval may cover either a single occurrence, project or event, list of authorised officers who can use the account or a time frame for services e.g. one month/six month/ one year.

If it is requested that a service be charged to an account other than that of the customer, a written "Letter of Authority" from that company/person (whose account is to be charged) must be presented for each service. However, this company/person must already have an approved account with the City of Karratha otherwise cash/cheque terms will apply.

A "Letter of Authority" **must be** on company letterhead and contain:

- ABN number
- Address, telephone and fax numbers
- Dates authorisation is effective
- State the Council service/s the customer is permitted to use
- State that they are willing to accept the charges'
- Be signed by an authorised representative of the company

**Privacy Collection Notice:** You are providing personal information which will be used for the purpose of delivering services and carrying out council business.

Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given permission or the disclosure is required by law.

# CORPORATE SERVICES

FINANCE – REVENUE



## CREDIT APPLICATION

Registered Name: \_\_\_\_\_

Trading Name: \_\_\_\_\_

ABN Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

State Principle Activity: \_\_\_\_\_

Name of Directors, Partners or Owners: \_\_\_\_\_

**(Please Tick✓)**    Sole Trader    Company/Partnership    Personal    Trustee

Please supply three (3) credit references (including phone number and email address) for your account.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate which Council services the account will be used for:

Refuse Disposal    Community Services    Health - Annual Registrations    Airport Services    Other \_\_\_\_\_

I/We hereby apply for a credit account as per the details submitted and understand that if credit is granted it will be subject to the following conditions:

1. The customer must notify the City of Karratha in writing of any changes to the following:
  - Postal or business address
  - Ownership or Directors of the business
2. That Council's Trading Terms are 40 days from date of invoice, please ensure payment is made within that time to avoid being charged interest on the overdue amount, penalty interest charges are levied at the prescribed rate (currently 11% per annum and accrued on a daily basis) on the overdue amounts as per section 6.13(1) of the Local Government Act 1995.
3. I/We understand that Council reserves the right to withdraw further credit without notice if the applicants do not adhere to the above conditions.
4. I/We agree that the City of Karratha may, under the Privacy Act 1998, obtain a consumer credit report containing information about me/us from a credit reporting agency for the purpose of assessing my/our application for commercial credit.
5. I/We agree the subsequent conduct of the credit account may be disclosed by the City of Karratha to a credit reporting agency.
6. I/We state the information contained in this application is true and correct and I/We agree to the City of Karratha's terms and conditions as stated.
7. I/We agree to the City of Karratha being given a consumer credit report to collect overdue payments on commercial credit (Section 18k (1) (h) Privacy Act 1998).

\_\_\_\_\_  
Name of Authorised Represented

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return completed form to: Fax: (08) 9185 1626 or Email: [debtors@karratha.wa.gov.au](mailto:debtors@karratha.wa.gov.au)**