

# **Eastcorp Business Services Pty Ltd**

## **Standard Work Form**

SWF-01-012	Credit Application/Terms of Trade	Revision No.:1
------------	-----------------------------------	----------------



Standard Work Form

SWF-01-012

**Credit Application/Terms of Trade**

Approved By: A East		Date approved:	01/01/2008
---------------------	--	----------------	------------

## Standard Work Form

Eastcorp Business Services Pty Ltd  
Credit Application/Terms of Trade

### Credit Application Form

Name of Company/Organisation	
Trading Name (if different from above)	
Registered Address	_____
	_____
	_____
Invoice Mailing Address	
	_____
	_____
	_____
Accounts Contact Person	_____
Telephone No.	_____
Fax No	_____
Email contact	_____
Trade References	
Organisation	_____
Contact/Telephone	_____
Organisation	_____
Contact/Telephone	_____
Eastcorp Business Services Pty Ltd – Office Use Only	
Date Received	_____
Date Approved	_____
Approved By	_____
Credit Limit	_____

## **Standard Work Form**

Eastcorp Business Services Pty Ltd  
Credit Application/Terms of Trade

### **TERMS AND CONDITIONS OF CREDIT**

1. The Applicant warrants that the information comprised overleaf is accurate, correct and complete and is supplied for the purpose of obtaining credit.
2. The person / s signing below warrant that he / she is duly authorized by the Applicant to apply for credit and execute this Application on its behalf.
3. In the event of Eastcorp Business Services Pty Ltd granting credit facilities to the Applicant then:-
  - (a) All accounts are to be settled in full within fourteen (14) days of date noted on the Eastcorp Business Services Pty Ltd statement and / or invoice or within the terms as individually agreed. Credit facilities may only continue if payment is maintained in accordance with those agreed trading terms.
  - (b) Should the Applicant default in making any payment in accordance with the agreed trading terms, then all monies due to Eastcorp Business Services Pty Ltd shall immediately become due and payable. Eastcorp Business Services Pty Ltd shall be entitled to charge interest at the rate of 1.5% per invoicing period on all overdue amounts from the date due for payment until the date of actual payment.
  - (c) Any expense and / or costs or disbursements incurred by Eastcorp Business Services Pty Ltd in recovering any outstanding monies including debt collection agency fees and legal costs shall be paid by the Applicant.
  - (d) It is expressly understood and agreed that this credit arrangement may be terminated at any time by Eastcorp Business Services Pty Ltd. In that event, all monies owing to Eastcorp Business Services Pty Ltd will be immediately due and payable.
  - (e) Eastcorp Business Services Pty Ltd may at any stage during the continuance of the credit arrangement impose as a condition precedent to the grant of further credit that the Applicant give such security or additional security as Eastcorp Business Services Pty Ltd shall in its discretion think fit. Eastcorp Business Services Pty Ltd shall be entitled to withhold supply of goods or further credit until such security or additional security is obtained.

#### **Trust**

4. Where the Applicant is a Trustee, the Applicant shall be liable on the account and in addition the assets of the Trust shall be available to meet payment of any monies due and owing to Eastcorp Business Services Pty Ltd.

## **Standard Work Form**

Eastcorp Business Services Pty Ltd

Credit Application/Terms of Trade

### **Change of Ownership / Particulars**

5. The Applicant will notify Eastcorp Business Services Pty Ltd no later than 14 days after any change of ownership, change in its particulars, any alteration or addition to shareholders or directors, and any change, alteration or addition to the Applicant's internal structure and senior management

### **Privacy Act**

6. The Applicant and, in the case of a corporate Applicant, its directors, hereby authorises and unconditionally grants its consent to Eastcorp Business Services Pty Ltd obtaining from a credit reporting agency or other person or company, information and / or reports concerning it from time to time during the continuance of its credit account so as to assist Eastcorp Business Services Pty Ltd in deciding whether to grant credit or continue to grant credit to it or for collecting overdue payments in respect of commercial credit applied for or provided to it. The Applicant further authorises and consents to Eastcorp Business Services Pty Ltd obtaining and disclosing information about its credit worthiness to and from credit reporting agencies and credit providers (including identity particulars and details of overdue payments), who have or are or intend to enter into some commercial or business dealings with it and / or grant credit to it. For the purposes of this paragraph 'report' and 'information' include any credit report originating from a credit reporting agency or any other record or information that has any bearing on the Applicant's creditworthiness, credit standing, credit history, credit capacity and personal information.

### **Acknowledgement**

7. The Applicant and signatories appearing below hereby acknowledge receipt of a copy of this Application and Eastcorp Business Services Pty Ltd's terms and conditions of trading, and agree to be bound by the same.

Signed for and on behalf of the Applicant

Name:
Position:
Date: