



## Credit Account Application

Please print clearly or complete digitally. Fields marked \* are required.

### 1. BUSINESS DETAILS

<b>Trade / Business Name *</b>	<b>Date of Application *</b>
<b>NZBN (NZ Business Number)</b>	<b>GST Number</b>
<b>Type of Business (e.g. Ltd, Sole Trader, Partnership, Trust)</b>	<b>Operating Since</b>

<b>Postal Address *</b>

<b>Delivery Address (if different from postal)</b>

<b>Telephone *</b>	<b>Mobile</b>
<b>Email Address *</b>	<b>Website (if applicable)</b>
<b>Bank Name *</b>	<b>Branch</b>
<b>Bank Account Number *</b>	<b>Accountant / Bookkeeper</b>
<b>Accountant Phone / Email</b>	<b>Estimated Monthly Spend (\$)</b>
<b>Credit Limit Requested (\$)</b>	

### 2. PROPRIETOR / DIRECTOR(S)

Provide details for all directors or proprietors. Additional directors may be listed on a separate page.

<b>Full Name (Director 1) *</b>

<b>Residential Address *</b>	<b>Date of Birth *</b>



<b>Full Name (Director 2, if applicable)</b>

<b>Residential Address</b>	<b>Date of Birth</b>

### 3. TRADE REFERENCES

Please provide at least two trade references from suppliers you have dealt with in the past 12 months. A third reference is recommended.

<b>Reference 1 – Company Name *</b>	<b>Contact Name &amp; Phone *</b>
<b>Reference 2 – Company Name *</b>	<b>Contact Name &amp; Phone *</b>
<b>Reference 3 – Company Name</b>	<b>Contact Name &amp; Phone</b>

### 4. APPLICANT DECLARATIONS

**By signing below, the Applicant(s) declare and agree that:**

1. The information provided in this application is true, accurate, and complete to the best of their knowledge.
2. They have read and agree to be bound by Silbery Roofing Ltd's Terms and Conditions of Trade, a current copy of which is available at [www.silbery.co.nz/terms](http://www.silbery.co.nz/terms) (the 'Terms'). The Terms form part of every contract for supply of goods by Silbery Roofing Ltd.
3. Payment will be made in accordance with the Terms, including by the 20th of the month following the month of invoice unless otherwise agreed in writing.
4. They will notify Silbery Roofing Ltd promptly of any change in address, business structure, ownership, or contact details.
5. They consent to Silbery Roofing Ltd collecting, holding, and disclosing their personal information in accordance with the Privacy Act 2020 and as described in Section 6 of this application.
6. They authorise Silbery Roofing Ltd to make enquiries with the trade referees listed above, and to obtain credit reports from any credit reporting agency, for the purpose of assessing this application and ongoing credit management.
7. Neither the business nor any of its directors or proprietors are currently subject to any insolvency proceedings, bankruptcy, court judgments, or debt recovery actions, except as disclosed in writing with this application.

<i>Authorised Signature *</i>	<i>Full Name (Print) *</i>	<i>Title / Role</i>	<i>Date *</i>

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<i>Signature (Director 2)</i>	<i>Full Name (Print)</i>	<i>Date</i>
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**PERSONAL GUARANTEE**

Silbery Roofing Ltd – Credit Account

**IMPORTANT NOTICE TO GUARANTOR:** This is a legally binding unlimited personal guarantee. By signing this document you accept full personal liability for all debts owed to Silbery Roofing Ltd by the business named below. You are strongly encouraged to seek independent legal advice before signing.

I / We (Guarantor):

<b>Full Name of Guarantor(s) *</b>
<b>Residential Address *</b>
<b>Full Name of Company / Business being guaranteed *</b>

**Terms of Guarantee**

In consideration of Silbery Roofing Ltd ('Silberys') agreeing to supply goods on credit to the above-named company or business, I/we irrevocably and unconditionally guarantee to Silberys the due and punctual payment of all moneys now or in the future owing by the above-named company or business to Silberys, including all principal, default interest, and recovery costs, howsoever arising.

There shall be no limit on my/our total liability under this guarantee, except as may be expressly agreed in writing with a director of Silberys.

This guarantee is a continuing guarantee and shall not be affected, discharged, or reduced by: (a) any time or indulgence granted to the company or business by Silberys; (b) any variation or extension of credit terms; (c) any waiver by Silberys; (d) the insolvency, liquidation, or dissolution of the company or business; or (e) any other matter or circumstance which would otherwise release a guarantor.

As between myself/ourselves and Silberys, I/we agree to be treated as principal debtor and to be jointly and severally liable with the company or business accordingly.

*Acknowledgement: I/We acknowledge that I/We have been advised to obtain independent legal advice before signing this guarantee, and I/We either have done so or have chosen not to do so and accept the consequences.*

<i>Guarantor Signature *</i>	<i>Full Name (Print) *</i>	<i>Date *</i>

<i>Witness Signature *</i>	<i>Witness Full Name (Print) *</i>	<i>Witness Occupation</i>

<i>Guarantor Signature 2 (if applicable)</i>	<i>Full Name (Print)</i>	<i>Date</i>



<i>Witness Signature</i>	<i>Witness Full Name (Print)</i>	<i>Witness Occupation</i>



## 5. PRIVACY ACT 2020 – DISCLOSURE AND CONSENT

Silbery Roofing Ltd – Credit Account Application

### Collection of Information

Silbery Roofing Ltd ('Silberys') collects personal information about you in this application for the following purposes:

- (a) Assessing your application for a credit account;
- (b) Managing and administering your credit account;
- (c) Recovering any amounts you may owe; and
- (d) Communicating with you about Silberys' products and services.

### Disclosure of Information

Silberys may disclose your personal information to:

- (a) Credit reporting agencies and credit bureaus, for the purpose of assessing your creditworthiness and maintaining credit records;
- (b) Debt collection agencies, in the event of default;
- (c) Silberys' legal advisers, accountants, and professional advisers; and
- (d) Any other person as required or permitted by law.

### Your Rights

You are not required to provide the information requested in this application. However, if you do not, Silberys may be unable to assess your application or provide credit terms.

Under the Privacy Act 2020, you have the right to request access to personal information Silberys holds about you, and to request correction of that information if it is inaccurate. To make such a request, contact Silberys at:

Email: [accounts@silbery.co.nz](mailto:accounts@silbery.co.nz)

Post: Privacy Officer, Silbery Roofing Ltd, 69 Montgomery Crescent, Clouston Park, Upper Hutt 5018

### Mandatory Breach Notification

In the event of a notifiable privacy breach affecting your personal information, Silberys is required under the Privacy Act 2020 to notify you and the Office of the Privacy Commissioner as soon as reasonably practicable.

*By signing below, I/we consent to the collection, use, and disclosure of my/our personal information by Silbery Roofing Ltd as described above, and I/we acknowledge that I/we have read and understood this Privacy Disclosure.*

<i>Applicant Signature *</i>	<i>Full Name (Print) *</i>	<i>Date *</i>

**Please return completed applications to: [accounts@silbery.co.nz](mailto:accounts@silbery.co.nz) or 69 Montgomery Crescent, Upper Hutt 5018**