

APPLICATION FOR CREDIT FACILITIES



- Please complete all relevant sections
- All applicants - Please supply proof of bank details in one of the following formats:
 - ◊ Copy of a paying in slip
 - ◊ Copy of a cheque
 - ◊ Copy of a recent bank statement (within the last 6 months) with the transactions hidden. The copy must show your bank's name, account name, sort code and bank account number

For non-limited companies, partnerships, or sole traders – please supply photo ID – e.g. A scan of your driving licence, or, a copy of your passport plus a copy of a utility bill dated within the past three months as proof of address.

Please ensure you attach proof of bank details in the required format and ID (if required) to avoid delays in processing your application.

Please complete all relevant sections in full

SECTION 1 - BUSINESS INFORMATION - ALL APPLICANTS

Type of Business (please tick): Limited Partnership Sole Trader Charity Public Sector Academy Trust

Other, Please Specify: _____

Company Trading Name: _____

Trading Address: _____

Postcode: _____

Accounts Payable Contact: _____ Tel No: _____

Email address for invoices: _____ Email address for statements: _____

Name of HSS Branch and Sales colleague you deal with: _____ Are you VAT registered? Y / N

VAT No: _____ Date Trading Commenced: _____

Expected Monthly Spend (£): _____ Requested Credit Limit (£): _____

Are you registered as a Contractor for the Construction Industry Scheme (CIS)? Y / N

Will you include payments to HSS ProService Ltd, on your monthly CIS return? Y / N

Will you be the end user of the construction services provided to you by HSS ProService Ltd? Y / N

(You are an end user if you do not make onward supplies of building or construction services supplied to you)

You may wish to review the VAT Construction Reverse Charge guidance published by HMRC [here](#)

Nature of Business: _____ Are you a registered dealer in controlled oil (RDCO)? Y / N

If Yes, please supply your RDCO Registration number: _____

Name of Bank: _____ Account Name: _____

Sort Code: _____ Account Number: _____

Please indicate which form of proof of bank details is attached (this needs to be a document supplied by your bank - are unable to accept notification of bank details on company headed paper).

- Paying in slip
- Voided cheque
- Bank statement (dated within the last 6 months). This needs to show the bank name and logo, business name, sort code and account number

HSS ProService Ltd. Registered Company No. 11084154. Registered Office: Building Two, Think Park, Mosley Road, Manchester M17 1FQ. HSS ProService is a limited company registered in England & Wales

SECTION 2 - LIMITED COMPANY, PLC, LLP, ACADEMY TRUSTS, CHARITY

Registered Company Name: _____

Company Registration No: _____

Registered Office: _____

Postcode: _____

Charity Registration No (if applicable): _____

Name of parent Co. (if any): _____

Incorporation Date: _____

Director details (only required for limited companies if first year trading accounts have not been filed or company is dormant). Please provide details of up to two current directors: including home addresses, and one director's photo identification.

Director 1: Name: _____ Date of Birth: _____

Home Address: _____

Postcode: _____

Photo Identification Attached? Passport Driving Licence

Director 2: Name: _____ Date of Birth: _____

Home Address: _____

Postcode: _____

Photo Identification Attached? Passport Driving Licence

SECTION 4 - ACCOUNT AND CONTACT DETAILS (FOR MAIN HIRER)

Address for marketing communications (if different from above): _____

Postcode: _____

Name: _____

Position: _____

Tel No: _____

Email: _____

Mobile No: _____

SECTION 7 - LEGAL REQUIREMENTS

I/we declare that the above information is correct and that I/we acknowledge HSS ProService Limited terms and conditions of hire and sale as available on www.hss.com/hire/terms-and-conditions.

I/we agree to your terms of payment, i.e. net cash on our before the end of the month following the month of invoice and understand that failure to comply with this clause will result in the suspension of your account without prior notice and possible legal action. HSS reserve the right to amend, suspend or remove any credit facilities at any time, at its absolute discretion without notice.

I/we agree to notify any invoice queries within 14 days and understand that no extension to credit terms will be granted to unresolved invoice queries notified after this period.

HSS reserve the right to carry out a credit search in relation to this account and any company linkages, we may also credit search the principal partners and directors, all of which may be recorded and shown on subsequent searches. We will monitor and record information relating to your trade performance and such records may be made available to credit reference agencies, credit circle members and other businesses in assessing applications for credit and, if necessary for tracing debtors and fraud prevention. Further details on how we use your information are set out in our Privacy Policy (<https://www.hss.com/hire/privacy-policy>).

The person signing this form is authorised to enter legally binding contracts on behalf of the applicant. I/we agree that it is a condition of you granting credit, that all hires and sales are subject to such terms.

SECTION 3 - NON-LIMITED COMPANY, PARTNERSHIPS, SOLE TRADER

Please supply photo ID - A scan of your driving licence, or a copy of your passport plus a copy of a utility bill dated within the past three months as proof of address.

Proprietor 1: Name: _____ Date of Birth: _____

Home Address: _____

Postcode: _____

Photo Identification Attached? Passport Driving Licence

Utility Bill Attached?

Proprietor 2: Name: _____ Date of Birth: _____

Home Address: _____

Postcode: _____

Photo Identification Attached? Passport Driving Licence

Utility Bill Attached?

SECTION 5 - DAMAGE WAIVER

Do you require Damage Waiver on your account? Y / N

This is presently charged at the rate of 16% of your hire charge Y / N

Please refer to section 7 of our terms & conditions for details of cover which can be found at www.hss.com/hire/terms-and-conditions If you do not require Damage Waiver and have your own hired in-plant insurance, please supply a copy of your valid/current policy schedule. If you require any further information, please contact your branch.

SECTION 6 - PURCHASE ORDER REQUIREMENTS

Do your equipment hires require a purchase order number? Y / N

Do your purchase orders follow a format? If so what is it? _____

Do your purchase orders have a prefix? If so what is it? _____

Should HSS always request a hard copy of the purchase order, or is verbal ordering acceptable? (Please tick):

Hard Copy:

Verbal:

Authorised Signatory: _____

Position: _____

Name: _____

Date: _____

PLEASE CHECK:

- YOU HAVE COMPLETED ALL RELEVANT SECTIONS
- ATTACHED PROOF OF BANK DETAILS IN THE REQUIRED FORMAT
- ATTACHED PROOF OF ID IF REQUIRED

PLEASE RETURN YOUR APPLICATION EITHER TO THE BRANCH YOU ARE DEALING WITH OR TO: creditsanctions@hss.com