



## APPLICATION FOR CREDIT FACILITIES

1. Full Name:.....
2. Full Trading Title:.....
3. Full Address:.....  
.....  
.....
- Telephone Number:..... Fax No:..... Email:.....
4. Type Of Business: Sole Trader ☐ Partnership / LLP ☐ PLC / Limited Company ☐
5. Nature Of Business:.....
6. If LLP, Limited Company or Public Limited Company Provide Registered Office Address:  
.....  
.....
7. Year Of Incorporation:.....
8. If Partnership Give Full Names & Private Addresses of All Partners:  
.....  
.....
9. Please provide a memorable word:.....
- IF YOU ARE APPLYING FOR A TRADE CARD YOU DO NOT NEED TO COMPLETE SECTIONS 10,11 & 12.**  
**IF YOU ARE APPLYING FOR AN ACCOUNT FOR QUICKEST RESPONSE PLEASE ENSURE YOU INCLUDE REFEREE'S EMAIL ADDRESSES.**
10. Average Monthly Credit Required:.....
11. Bankers Name:.....  
Bankers Address:.....  
Account Number:..... Sort Code:.....
12. Credit References:
- a) Name:.....  
Address:.....  
Telephone Number:..... Fax Number:..... Email:.....
- b) Name:.....  
Address:.....  
Telephone Number:..... Fax Number:..... Email:.....
- c) Name:.....  
Address:.....  
Telephone Number:..... Fax Number:..... Email:.....
- 13: **DECLARATION BY APPLICANT:**  
***I agree to abide by your TERMS & CONDITIONS.***

Signed:..... Print:..... Date:.....

**THIS APPLICATION MUST BE ACCOMPANIED BY A LETTERHEAD**



TOTEM TIMBER PLYMOUTH LIMITED, ST. JOHN'S ROAD, CATTEDOWN, PLYMOUTH PL4 0PA. TEL. (01752) 266390 FAX. (01752) 225299

### **Privacy Notice for Customers of Totem Timber Plymouth Ltd.**

As your supplier, Totem Timber Plymouth Ltd. (we), may hold certain information about you (personal data), which we need to perform relevant services in relation to our trading relationship. Our standard policy is to keep information and data for only as long as is necessary to meet the purposes for which it is collected, it is then disposed of using managed and secure methods. Under The General Data Protection Regulation (GDPR) law applicable from 25<sup>th</sup> May 2018 we provide this notice to give you the information regarding the data we may hold about you, why we hold it, how we use it and what safeguards are in place to ensure it is protected.

#### **Why we hold your data:**

Totem Timber Plymouth Ltd is a data controller in respect of your personal information for the purposes of applicable data protection legislation. It may require-in certain limited circumstances-with your consent, to use such data on a legal basis.

The legal basis for our use of your personal data will generally be one or more of the following;

- 1) For legitimate interests of setting up your customer account and establishing your credit status.
- 2) To process your data to meet our obligations to facilitate the running of your custom with us.

We will not use your data for business interests if they are considered to override your interests, rights or freedoms.

You can withdraw your consent for allowing us to hold such data at any time by contacting us. Any subsequent withdrawal of consent will not affect prior processing of personal data.

#### **What data we hold and where we obtain it:**

The information we hold and process may include contact details including name, address, telephone numbers and email addresses. We obtain this personal data only from you.

We may also obtain data from the credit referees/ public databases that you supplied when applying to trade with us. If you do not provide such information this could mean we are unable to trade with you, and meet obligations within our trading arrangement.

#### **Who the information may be shared with:**

In the main we share your personal data with NO-ONE. However in certain circumstances we may be legally obliged to share some of your information with others. These may include Government or law enforcement agencies including HMRC (Her Majesty's Revenue and Customs), Credit Rating, Debt Collection and similar agencies.

#### **Your rights:**

You have a number of rights under the GDPR including the right to see the information we hold about you, request personal data be amended if inaccurate or incomplete, delete personal data where there is no reason for its continued use, block or restrict the processing of your personal data and object to the processing of your personal data.

If you wish to exercise any of these rights, please contact The Company Secretary at the address below.

You can obtain further information from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk)