

# NEW CREDITOR REQUEST



If ABN is not applicable – a completed ‘Statement by Supplier’ form is required

## Business Particulars:

Name of Company / Partnership / Sole Trader:			
Business Name:			
Invoice issued in the name of:			
ABN:		Nature of Business / Industry:	
Street Address:			
Postal Address:			

Are you are Registered Member of NT Indigenous Business Network	<input type="checkbox"/>	or Supply Nation	<input type="checkbox"/>
Please tick the relevant box above and provide your Membership No			

## Accounts Contact Details:

Contact Name:		Accounts Phone:		Accounts Fax:	
Accounts Email:					

## Payment Information:

BSB No:		Account Number:	
Bank & Branch:		Account Name:	
Payment Terms*:			*If not advised – Default Terms are 30 days EOM

### Privacy Statement

The information requested in this form is being collected by Council for the purpose of updating our administrative systems to be able to carry out Council's functions. If you do not provide the information Council may not be able to process your personal details. Council may disclose the information provided by you on this form to a third party, as required or authorised by the City of Darwin By-Laws of the Local Government Act or in accordance with the Information Act or our Privacy Policy which is available on our website [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au) or on request from Council's office. You may obtain access to your personal information held by Council by submitting a request for information form that is available on our website or from the "Information Officer" (08) 89300300.

By signing below I acknowledge I have read and agree with the Privacy Statement and that the information supplied is correct

Name:		Position:		
Signature:		Email:		
		Date:		Phone:

PTO

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OFFICE USE ONLY					
Requesting Officer Name:		Resp No:		Authority Administrator	
Officer Signature:		Date:		NAR Number:	
Authorising Exec Man Name:		Resp No:		Manager Signature:	
Authorising Signature:		Date:		NAR Created Date:	
Completed Form to be sent to Records for processing					