|  |
| --- |
| **National Institute for Biological Standards and Control. FORM AR2 (07/13)****NEW ACCOUNT APPLICATION FORM / CUSTOMER APPLICATION FOR CREDIT****Please send the completed and correctly authorised application form and a blank copy of your official company letterhead to** **cfar@nibsc.org** |

|  |  |
| --- | --- |
| 1. Full company name
 |       |
| 1. Companies House registration number (if applicable)
 |       |
| 1. Company registered address
 |       |
| 1. Trading address including postcode
 |       |
| 1. Business sector - please tick one
 |
| [ ] NHS body [ ] Government body [ ] Local Authority [ ] Commercial organisation [ ] Other |
| 1. VAT / IRS registration number **(Mandatory)**
 |       |
| 1. Invoice address
 | Delivery address |
|  |       |       |
| 1. Credit limit
 | £1000.00 | Expected annual spend with the NIBSC | £      |
| Contact details for invoice & payment processing department:  |       |
| 1. Name
 |       |
| Address  |       |
| Telephone number  |       | Email |       |
| **NIBSC useful information** **Orders** **CFAR@nibsc.org****Website** [**www.nibsc.org/spotlight/centre\_for\_aids\_reagents.aspx**](http://www.nibsc.org/spotlight/centre_for_aids_reagents.aspx)**Ordering** [**www.nibsc.org/spotlight/centre\_for\_aids\_reagents/ordering\_reagents.aspx**](http://www.nibsc.org/spotlight/centre_for_aids_reagents/ordering_reagents.aspx) |
| **Conditions of granting credit accepted by the applicant:** The application must be signed by a Director or Finance Manager of the organisation who has the authority to agree to the NIBSC terms and conditions, which are applicable at the time of supply. NIBSC reserves the right to change its terms and conditions throughout the lifetime of this credit agreement, which can be found on its website at www.nibsc.org. Note that the credit facility may be stopped if the account exceeds the agreed credit limit or falls into arrears, and legal action may be taken to recover monies due. Title of goods will pass only upon full payment.  |
| **Signature**  |       |
| **Position**  |       |
| **Print name**  |       |
| **Date**  |       |