## **SGUL NEW SUPPLIER DETAILS FORM**

**This form is for prospective suppliers to complete and return to the requestor.**

**It needs to be completed IN FULL to avoid delays.**

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| 1. **SUPPLIER CONTACT DETAILS**
 |
| **Name:** |  | **Position:** |  |
| **Email:** |  | **Telephone:** | **If not UK, include international dialling code** |
| 1. **COMPANY DETAILS**
 |
| **Supplier name:** |  |
| **Trading name:** |  |
| **Company reg. no.:** |  | **VAT reg. no:** |  |
| **GENERAL/SALES ADDRESS:** |
| **Street address:** |  | **Town:** |  |
| **County:** |  | **Country:** |  |
| **Email:** |  | **Postcode:** |  |
| **Website URL:** |  | **Telephone:** |  |
| **PAYMENT/REMITTANCE ADDRESS:** |
| **Street address:** |  | **Town:** |  |
| **County:** |  | **Country:** |  |
| **Email:**  |  | **Postcode:** |  |
| **Website URL:** |  | **Telephone:** |  |
| **OTHER DETAILS:** |
| **Main Activity of the Business:** |  |
| **Is this an SME** (i.e. Small or Medium Enterprise - less than 250 employees and less than £25m annual turnover)**?** | [ ]  **Yes** [ ]  **No**  |
| 1. **BANK DETAILS (Provide the following bank details on a separate signed company letterheaded document)**
 |
| **Bank name:** |  | **Street address:** |  |
| **Town:** |  | **County:** |  |
| **Country:** |  | **Postcode:** |  |
| **Account no.:** |  | **Sort code:** | **Without spaces or hyphens** |
| **IBAN no.:** | **Without spaces or hyphens** | **SWIFT no.:** |  |
| **Currency:** | Choose an item. | **If ‘Other’, please specify**  |  |
| **Bank Payee name for invoice payments:** |  |
| **If bank payee name differs from company name, please provide an explanation:** |  |