

APPLICATION FOR AN ACCOUNT

General information

Trading Name: _____ A.B.N: _____

Registered Business Name: _____ A.C.N: _____

Business Address: _____

Postal Address: _____

Contact Telephone Number: _____ Facsimile Number: _____

Email: _____

Structure (circle one): Proprietary limited Sole Trader Trustee Public Company Partnership Other

Accounts Detail

Accounts payable contact: _____

Telephone: _____ Facsimile: _____

Email: _____

Do the invoices require a Purchase order number (PO)? YES NO (circle one)

If yes, can you supply a PO now? YES NO (circle one) PO# _____

If no, who can we contact to acquire a PO?: Name: _____

Telephone: _____ Email: _____

Particulars of Directors/Proprietors

1. Name In full: _____ Telephone: _____

Private Address: _____

2. Name In full: _____ Telephone: _____

Private Address: _____

References

1. Business Name _____ Contact: _____

Telephone: _____ Email: _____

2. Business Name: _____ Contact: _____

Telephone: _____ Email: _____

CREDIT TERMS

I/We apply to establish a trade credit facility that we agree to abide by the terms and conditions set out in this application. I/We have read and understood and accept the terms and conditions set out in this application. I/We understand that a credit check will be undertaken as part of this application and confirm that I/We have read, understood, and accept the acknowledgment and authority regarding privacy and use and protection of information.

I/We acknowledge and accept the following:

1. Integral Skills trading terms are **strictly 14 days nett** from the date of invoice.
2. Interest rates will apply to all outstanding amounts at the current CPI rate as set by the Reserve Bank of Australia.
3. Credit facilities may be withdrawn without prior notice.
4. We are subject to penalties and/or legal costs in the collection of overdue accounts.
5. Personal Property Securities Act 2009
This clause recognizes the parties' rights under the Personal Property Securities Act (2009) Cth (PPSA) and, in particular, the existence of a security agreement and the Supplier's right to register its security interest in the Hire and Sale of Equipment on the Personal Property Securities Register.

CANCELLATION POLICY

I/We acknowledge and accept the following:

- Any participant who has enrolled and filled out a booking form for a course and withdraws by giving less than 4 working days' notice, will be charged 20% of the course cost, as in normal circumstances we are unable to re-fill the position. This fee also covers administration costs.
- Any participant who has enrolled and filled out a booking form for a course and withdraws by giving between 4- 7 working days' notice, will be charged 5% of the course cost, as in normal circumstances we are unable to re-fill the position. This fee also covers administration costs.
- Any participant who has enrolled and filled out a booking form for a course and withdraws by giving more than 7 working days' notice, will not be subject to any charges.

REFUND POLICY

I/We acknowledge and accept the following:

Refunds **will** be given in accordance with the below.

- Any admin &/or cancellation fees prescribed below will be charged to the participants credit card number provided at the time of booking.
- Any participant who has paid for a course and withdraws by giving more than 4 working days' notice, is entitled to a refund of the original payment amount less 5% to cover administration & bank fees.
- Any participant who has paid for a course and withdraws by giving less than 4 working days' notice, is entitled to a refund of the original payment amount less 20%, as in normal circumstances we are unable to re-fill the position. This fee also covers administration & bank fees.
- If a course is cancelled by Integral Skills Pty Ltd, the participant is entitled to a full refund or credit.
- If a course is rescheduled by Integral Skills Pty Ltd, any participant who is unable to attend the re-scheduled course is entitled to a full refund.
- If a participant has overpaid a fee, the residual amount will be refunded
- Any request for a refund must be made to Administration.
- Any refunds may be paid by EFTPOS, Direct credit to a nominated bank account, or cheque.

Refunds **will not** be given under the following circumstances:

- Any participant who has paid for a course but has failed to fully attend the course without notifying Integral Skills prior, will not be entitled to a refund.

I hereby agree to the above policies, terms and conditions stated by Integral Skills Pty Ltd.
The information on this account application form is correct to the best of my knowledge.

Signature_____

Print Name:_____

Position:_____

Date:_____

The person completing this application *must be authorised* to sign this application. Integral Skills reserves the right to decline any application at its discretion