Supplier Details

|  |  |
| --- | --- |
| **Legal Entity Name:** |  |
| **Physical Address:** |  |
|  |  |
| **PO Box Address:** |  |
| **Contact Person:** |  |
| **Telephone number:** |  |
| **Email Address:** |  |
| **GST Number and NZBN:**  **(if New Zealand Registered)** |  |

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| Authority for Direct Credit Payment  (to be completed by an Authorised Representative of the Supplier) | |
| I,   |  | | --- | | (insert full name in block capital letters) | | in my capacity as   |  | | --- | | (insert job title / position) | |
|  |  |
| being a duly Authorised Representative of the above business / company (the Supplier) hereby authorise the Department of Internal Affairs (DIA) to direct credit payments for goods or services supplied to the following account: | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Account Number/IBAN*:***  **(maximum 16 characters)** | | | |  | | |
| **Account Name:** | | | |  | | |
| **Bank Name:** | | | |  | | |
| **Bank Branch, address and country:** | | | |  | | |
| **Swift Code *and* GBP: Sort Code/USD: ABA Code/ *AUD: BSB* (maximum 11 characters)** | | | |  | | |
| Signature of Authorised Representative: | | | | | |
| (signature) | | When completed please send this signed Authority and Acceptable Bank Documentation to: threewaters@dia.govt.nz | | | |
| (date) | |  | | | |
|  | | | | | |
| **DIA Use Only** | | | | | |
| **Requestor** |  | | | **Date** |  |
| **Branch** |  | | | | |
| **Supplier Number** |  | | | | |
| **Organisation** | 1100 – DIA | | | 1200 - CROWN | |
| **Account Group** | Domestic | | | Foreign | |
| **Payment Terms** | **I**mmediate | | | 20th of following month | |

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**Conditions of this Authority**

1. DIA has the right to accept this Authority signed by the Authorised Representative as conclusive evidence of that person's authority to execute this agreement on behalf of the Contractor. DIA is under no obligation to verify the authority of the Authorised Representative or the veracity of the bank account details.
2. DIA will use all reasonable measures to hold this information as confidential and to use it for the purpose of making payments to the Supplier following the provision of goods or services. Both the Supplier and the Authorised Representative acknowledge that DIA may divulge this information pursuant to the Official Information Act, the Privacy Act, in the course of examination by the Audit Office, or where it is required to do so by law.
3. Payment will be deemed to have been made to the Supplier when DIA has instructed its bank to credit the Supplier’s above Bank Account. DIA will not be responsible for any delays in payment or errors due to factors outside its reasonable control including, but not limited to, delays or errors in the banking system.
4. The Supplier undertakes to advise DIA in writing of any changes relating to the above particulars. Upon receipt of such notification DIA shall process all payments in accordance with the amended details provided.
5. The Supplier warrants:
6. that the bank account details provided are correct
7. that the signatory is a duly Authorised Representative of the Supplier
8. the above bank account is held by the Contractor and conforms to all applicable laws
9. The Authorised Representative, in his / her own right, warrants:
10. the banking details provided are correct
11. that he / she has the authority to bind the Contractor to the conditions of this Authority.

8. Both the Supplier and the Authorised Representative jointly and severally indemnify DIA in relation to any loss or damage (including consequent loss), which DIA may suffer due to any breach of the above warranties.

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| Acceptable Bank DocumentationPlease supply one form of any of the following and tick the box. acceptable bank documentation, do not include any balance or transaction information. Bank documentation must be less than 6 months old. | |
|  | **A pre-printed deposit slip** which includes the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder’s name. |
|  | **A bank statement** which includes the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder’s name. |
|  | **A letter from the bank** which includes the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder’s name. This must be signed and stamped by the bank. |
|  | **An internet printout or screenshot** which includes the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder’s name and the web address along the top or bottom of the page. This does not need to be signed and stamped by the bank unless all of the above is not provided on the printout. |
|  | **An ATM printout** which must show the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder’s full name. |