

## Trade Application Form (UK)

### Section 1 General information

Name of Company / Firm / Partnership: (*'You'/'The Applicant'*) .....

Trading Address: .....

.....

.....

..... Postcode: .....

Telephone No: ..... Fax No: .....

Email: ..... VAT No: .....

Address of Head Office: (*If not as above*) .....

.....

.....

..... Postcode: .....

Telephone No: ..... Fax No: .....

Email: ..... Website Address: .....

Type of Business: .....

Name of Music Buyer: .....

Name of Accounts Manager: .....

Bankers Name & Address: .....

.....

Account No: ..... Sort Code: .....

### Section 2 Company details

**If you ARE a Limited Company complete the following sections (2a-f),  
otherwise proceed to section (2g).**

**2a)** Your Registered Company No: .....

**2b)** Address of Registered Office: .....

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.....

..... Postcode: .....

**2c)** Amount of Issued Share Capital: .....

**2d)** Names & Private Addresses of ALL Directors & Secretary: *(Continue on seperate sheet if required)* .....

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**ALL Director's must complete the 'Director's Personal Guarantee Deed of Agreement Form'**

I have completed the 'Director's Personal Guarantee Deed of Agreement Form. *(Tick box)*

**2e)** How long has the business been established?: .....

**2f)** No. of Branches? Please give names & addresses: *(Continue on a seperate sheet if required)* .....

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**If you are NOT a Limited Company complete the following section (2g), otherwise proceed to section 3.**

**2g)** If you are a Firm or Partnership please state names, private addresses and telephone numbers of ALL Proprietors / Partners: *(Continue on a seperate sheet if required)* .....

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**Section 3 Charities**

If you are a registered charity please state your registered charity number:

**Section 4 Trade References**

Please give full names, addresses and telephone numbers of TWO Companies to whom we may contact for Trade References:

Company Name (1): .....

Company Address: .....

.....

Postcode: ..... Telephone No: .....

Company Name (2): .....

Company Address: .....

.....

Postcode: ..... Telephone No: .....

I, the undersigned on behalf of the applicant understand and agree that the following terms shall apply to all purchases from My Gifts Trade & Music Exchange (Manchester) Ltd. My Gifts Trade are wholly owned trading businesses of Music Exchange (Manchester) Limited.

The Applicant has received, read & understood our Standard Terms and Conditions of purchase and payment below and agrees to them. The Standard Terms and Conditions below shall apply to all contracts for the sale of goods by My Gifts Trade & Music Exchange (Manchester) Limited, to the applicant to the exclusion of all other terms and conditions including any terms and conditions which the applicant may purport to apply under any purchase order confirmation of order or similar document.

All orders for goods shall be deemed to be an offer by the Applicant to purchase goods pursuant to these conditions and the Standard Terms and Conditions below. Acceptance of this agreement and/or acceptance of delivery of the goods shall be deemed conclusive evidence of the applicants acceptance of these conditions and the Standard Terms and Conditions below.

All invoices monies due to My Gifts Trade are due to Music Exchange (Manchester) Limited, a wholly owned trading business to whom all debts are payable.

Any variation to these conditions and the Standard Terms and Conditions below (and any special terms and conditions agreed between the parties) shall be inapplicable unless agreed in writing by My Gifts Trade or Music Exchange (Manchester) Limited.

My Gifts Trade or Music Exchange (Manchester) Limited will retain title to goods supplied until the full amount of any invoice in which the goods are listed has been paid in full in accordance with the Standard Terms and Conditions below.

All Invoices will be paid to My Gifts Trade or Music Exchange (Manchester) Limited within 30 days of the last day of the month in which they were issued or the Goods were delivered or deemed to be delivered (whichever is the earlier).

Limited Companies - Director's personal guarantees are required from all directors for companies with a share capital of under ten thousand pounds. (Please complete attached form). We require companies with a share capital of under £10,000, to complete a Directors Personal Guarantee Form before an account can be opened.

Non Limited Companies – All partners/proprietors agree by signing the application that they are responsible for the payment of all debts to My Gifts Trade or Music Exchange (Manchester) Limited for all goods and services provided within 60 days of the invoice dates and will complete the personal guarantee in the attached form.

All successful Applicants will be given a credit limit which will be reviewed from time to time. If Applicants wish to exceed this then Director's or other guarantees may be required.

If invoices are to various branches a consolidated statement will be sent to the Head Office.

If the Applicant is a partnership this form must be signed by All partners. If the Applicant is a company then this form must be signed by a Director.

Signed: .....

Print Name: .....

Position: .....

Date: .....

Signed: .....

Print Name: .....

Position: .....

Date: .....

Signed: .....

Print Name: .....

Position: .....

Date: .....

Signed: .....

Print Name: .....

Position: .....

Date: .....



## Director's Personal Guarantee Deed of Agreement Form

This is a 'Director's Personal Guarantee Deed of Agreement form' on behalf of:

.....  
(Name of company applying for a credit account)

I (Full name) .....

of (Full private address) .....

..... Postcode: ..... Telephone No: .....

Mobile No: ..... Email: .....

A Director of the above named company

Registered at: (Full address of registered office) .....

..... Postcode: .....

Company Registered No: .....

In consideration of **My Gifts Trade & Music Exchange (Manchester) Limited** providing credit to the above named company, I do hereby agree that in the event of the above named company failing to satisfy in full any outstanding invoices rendered by **My Gifts Trade & Music Exchange (Manchester) Limited** within ninety days of receipt of invoice. I will personally guarantee to pay **My Gifts Trade or Music Exchange (Manchester) Limited** all sums outstanding up to a maximum of £10,000 per director of the above company on any invoices rendered which remain unpaid within a further twenty days and in accordance with the standard Terms and Conditions below.

Signed: .....

Dated: ..... Signed as a Deed by: (Print Name) .....

A Director of: (Name of Company) .....

Signed in the presence of the following witness:

Signed by Witness: .....

Name of Witness: (Print Name) .....

Address of Witness: .....

..... Postcode: .....

To be completed by all Directors of all Limited Companies applying to open an account.



## Personal Guarantee Deed of Agreement Form

This is a 'Personal Guarantee Deed of Agreement form' on behalf of:

.....  
(Name of company applying for a credit)

I (Full name) .....

Of (Full private address) .....

.....  
.....

..... Postcode: ..... Telephone No: .....

Mobile No: ..... Email: .....

**A Partner/owner of the above named company**

In consideration of My Gifts Trade & Music Exchange (Manchester) Limited providing credit to the above named company, I do hereby agree that in the event of the above named company failing to satisfy in full any outstanding invoices rendered by My Gifts Trade & Music Exchange (Manchester) Limited within ninety days of receipt of invoice. I will personally guarantee to pay My Gifts Trade or Music Exchange (Manchester) Limited all sums outstanding up to a maximum of £10,000 on any invoices rendered which remain unpaid within a further twenty days and in accordance with the standard Terms and Conditions below.

Signed: .....

Dated: ..... Signed as a Deed by: (Print Name) .....

A Partner/owner of: (Name of Business) .....

Signed in the presence of the following witness:

Signed by Witness: .....

Name of Witness: (Print Name) .....

Address of Witness: .....

.....

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..... Postcode: .....

To be completed by all partners/owners of all unincorporated businesss applying to open an account.

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