

## Document pack for Sole Traders or unregistered Partnerships/Trusts

Thanks for applying for an account with T&G, we're looking forward to working with you!

Below is some key info to help guide you through the process, and if you need help please call our friendly customer services team at **0508 800 100** or email us at: [info@tandg.global](mailto:info@tandg.global) and we'll be happy to answer any questions.

### You'll need to be:

- An authorised business representative over 18 years old
- Authorised to open an account, and to set up a direct debit
- Prepared to be a personal guarantor for the account.

### Checklist – to send back to us:

- ☐ Completed the **Direct Debit** form attached
- ☐ Provided **proof of ID** of the authorised buyer *if you haven't already given us this*.  
Passport photo page or NZ Drivers licence.
- ☐ Provided **proof of bank account** for the direct debit payments, such as a scan or a screen grab showing account name and number. This is so that we can check we will be deducting from the correct account.

### What happens next?

- Email the items above to [info@tandg.global](mailto:info@tandg.global)
- Once we have all the documents we need, we'll do a credit check to assess your application.
- Someone from our sales team at your local market will give you a call to help explain how it works.
- Once your application is approved, our customer service team will send you a **welcome email** with everything you need to get started including a FirstPick account for our online-ordering site. We will also send you a more detailed welcome pack in the post.

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#### T&G Customer Services

2 Monahan Road, Mt Wellington, Auckland. PO Box 290 Shortland Street, Auckland 1140

**Freephone (NZ):** 0508 800 100    **DDI:** +64 9 573 8700

**EMAIL:** [info@tandg.global](mailto:info@tandg.global)    [www.tandg.global](http://www.tandg.global)

# T&G Direct Debit Form



APPLICATION NUMBER:

Name of account to be debited:

**AUTHORITY  
TO ACCEPT  
DIRECT DEBITS**  
(Not to operate as an  
assignment or agreement)  
agreement)

Account details:

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Bank

Branch number

--	--	--	--	--	--	--	--

Account number

--	--	--

Suffix

To the Manager: please print full postal address clearly

Bank	
Branch	
Address	

**AUTHORISATION CODE**

0 2 1 9 3 4 2

Date:

I/We authorise you until further notice in writing to debit my/our account with you with all amounts which

**T&G Global Ltd**

(hereinafter referred to as the Initiator)

the registered initiator of the above Authorisation Code, may initiate by Direct Debit.

I/We acknowledge and accept that the Bank accepts this authority only upon the conditions listed on this form.

Information to appear in my/our bank statement:

Payer Particulars

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Payer Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Payer Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Account

\_\_\_\_\_

Authorised Signature(s)

\_\_\_\_\_

Approved

\_\_\_\_\_

1934

06

09

For Bank Use Only

Date  
Received:

Recorded  
By:

Checked  
By:

BANK  
STAMP

Original – Retain at Branch  
Copy – Forward to Initiator if requested

## **1. The Initiator**

- (a) Has agreed to give advance notice (in the form of a notice, account statement or invoice) of the net amount of each Direct Debit and the due date of the debiting at least two business days before the date when the Direct Debit will be initiated. This advance notice must be provided in writing (including by electronic means and SMS where the Customer has provided prior written consent (including by electronic means including SMS) to communicate electronically).

The advance notice will include the following message:-

“Unless advice to the contrary is received from you by the due date (initiating date) on this notice, an amount equal to the closing balance of this notice (the net amount) will be deducted from your nominated account on the due date.”

- (b) May, upon the relationship which gave rise to this Authority being terminated, give notice to the Bank that no further Direct Debits are to be initiated under the Authority. Upon receipt of such notice the Bank may terminate this Authority as to future payments by notice in writing to me/us.

## **2. The Customer may:**

- (a) At any time, terminate this Authority as to future payments by giving notice of termination to the Bank and to the Initiator by means agreed by the customer, Bank and Initiator.
- (b) Stop payment of any Direct Debit to be initiated under this authority by the Initiator by giving written notice to the Bank prior to the Direct Debit being paid by the Bank

## **3. The Customer acknowledges that:**

- (a) This authority will remain in full force and effect in respect of all Direct Debits passed to my/our account in good faith notwithstanding my/our death, bankruptcy or other revocation of this authority until actual notice of such event is received by the Bank.
- (b) In any event this authority is subject to any arrangement now or hereafter existing between me/us and the Bank in relation to my/our account.
- (c) Any dispute as to the correctness or validity of an amount debited to my/our account shall not be the concern of the Bank except in so far as the Direct Debit has not been paid in accordance with this authority. Any other dispute lies between me/us and the Initiator.
- (d) Where the Bank has used reasonable care and skill in acting in accordance with this authority, the Bank accepts no responsibility or liability in respect of:-
  - the accuracy of information about Direct Debits on Bank statements; and
  - any variations between notices given by the Initiator and the amounts of Direct
- (e) The Bank is not responsible for, or under any liability in respect of the Initiator's failure to give notice in accordance with 1(a) nor for the non-receipt or late receipt of notice by me/us for any reason whatsoever. In any such situation the dispute lies between me/us and the Initiator.

## **4. The Bank may:**

- (a) In its absolute discretion conclusively determine the order of priority of payment by it of any monies pursuant to this or any other authority, cheque or draft properly signed by me/us and given to or drawn on the Bank.
- (b) At any time terminate this authority as to future payments by notice in writing to me/us.
- (c) Charge its current fees for this service in force from time-to-time.