

ACCOUNTS PAYABLE SUPPLIER FORM



GENERAL INFORMATION

New Supplier Existing Supplier

Legal Entity Name:

Business / Trading Name:

Address:

Phone Number:

Mobile:

ABN:

ACN:

Are you registered for GST?

Yes No

Are you registered with ecoBiz? Please attach evidence of registration.

Yes No

Are you Climate Active Certified? Please attach a copy as evidence of your certification.

Yes No

Please ensure the name and ABN/ACN on your invoice correctly identifies with the name and ABN registered with the ATO. If not registered for an ABN please provide a ["STATEMENT BY SUPPLIER"](#). Supplier will not be created without this statement.

PAYMENT DETAILS

Bank:

Account Name:

BSB Number:

Account Number:

Email for Remittances:

Note 1: Cairns Regional Council will take reasonable steps to verify the accuracy of bank account details provided, however it is under no obligation to do so and accepts no liability for errors, omissions or losses resulting from incorrect or fraudulent banking information provided by the Supplier. The Supplier is responsible to ensure that bank account details provided are correct and valid.

Note 2: Cairns Regional Council takes no responsibility for any delay in payment or errors due to factors outside reasonable control, including but not limited to delays or errors in the banking system or errors in the account details supplied.

Note 3: Any changes to bank account details must be promptly notified to Cairns Regional Council in writing to the below address.

PURCHASE ORDERS (PO's)

Email for receiving PO's:

SIGNATURE:

Name:

Position:

Signature:

Date:

We declare that: (1) the information on this form is correct, and (2) we have read and accept the [Standard Terms and Conditions for Goods and Services](#) of Cairns Regional Council which are available on the Council's website www.cairns.qld.gov.au. Where Suppliers have executed an alternative contract, the Supplier is bound by the Terms and Conditions of that Contract.

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of Supplier Information. Your personal information is handled in accordance with the [Information Privacy Act 2009](#) and will be accessed only by persons authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.

Please email the completed form to apenquiry@ Cairns Regional Council.