

Apply for a Trade Account

Opening a Trade Account will take approximately 5 minutes with the required documentation to hand. Once you have submitted your application it will be sent to the New Accounts team for review. Whilst the New Accounts team aim to contact you within 24 hours, the process usually takes about three working days, while credit accounts are usually set up within 5 to 10 working days dependent on reference response.

Checklist - information required

For All Applications

- ✓ **Web Administrator** - name and contact details
- ✓ **Bank Details** - address, sort code, account number, number of years account held
- ✓ **Financial turnover** - for last year, this year and **year end date**

For Limited and Non-Limited Companies

- ✓ **Company Registration Number** (if applicable)
- ✓ **VAT Registered Number** (if applicable)
- ✓ **Address** of the registered owner

Checklist - attachments required

For Limited Companies

- ✓ Recent **utility bill** at the registered company address / invoice address
- ✓ **VAT certificate** or recent **VAT return** (if applicable)

For Non-Limited Companies

- ✓ Recent **utility bill** at the registered company address / invoice address.
- ✓ **VAT certificate** or recent **VAT return** (if applicable).
- ✓ Latest **financial statements**