

## SUPPLIER UPDATE DETAILS FORM



This form is to be used to provide all current and updated details of an existing supplier which will enable Council to accurately revise the details in our approved creditors and suppliers' database.

**The form MUST be completed and submitted electronically.**

<b>SUPPLIER'S CURRENT DETAILS (must be provided to verify existing details)</b>			
Supplier Name			
Type of Goods / Service Supplied			
ABN (11 digits)			
Mailing Address			
Suburb			
State		Postcode	
Mobile Number			
Orders Email Address			
Contact Name (Sales / Orders)			
Contact Telephone Number (include area code)			
Accounts Email Address			
Contact Name (Accounts Receivable)			
BSB Number		Account Number	
Account Name			

<b>SUPPLIER'S NEW DETAILS</b>			
Supplier Name			
Type of Goods / Service Supplied			
ABN (11 digits)			
Mailing Address			
Suburb			
State		Postcode	
Mobile Number			
Orders Email Address			
Contact Name (Sales / Orders)			
Contact Telephone Number (include area code)			
Accounts Email Address			
Contact Name (Accounts Receivable)			

*(continued on page 2)*

FINANCIAL INFORMATION			
Acceptance of Kiama Council's Terms and Conditions of Supply and Procurement			Yes      No
Acceptance of Kiama Council's Statement of Business Ethics			Yes      No
BSB Number		Account Number	
Account Name			
Completed By			
Company Position Held			
I certify I am authorised to provide the banking details as supplied on this form		Yes	No

YOUR PRIVACY
<p>The personal details requested on this form are required to assist Kiama Council process, assess and manage this notification. Access to this information is restricted to Kiama Council's Supply and Procurement Section, Kiama Council Officers, Legal Representatives and other service providers acting on behalf of Kiama Council.</p> <p>Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register. Enquiries can be addressed to the Public Officer on 4232 0444.</p>

OFFICE USE ONLY			
Supplier Details Updated in PU & AP & NAR	Yes	No	Date

## SUBMIT

For **email client**  
eg: MS Outlook

## SAVE to File

For **Webmail** eg; Gmail, Hotmail, etc  
Save the document to your computer and email to  
creditors@kiama.nsw.gov.au