

Explanations/Assistance for completing the new client account form

1. **Registered Name of Company**
Please fill in the name of your company as registered with local authorities, including its legal form.
2. **National registration number**
Please note here your registration number of your national chamber of commerce/business register.
3. **Legal Form**
e.g. LLC/LTD/GmbH/SAS/B.V.
4. **Group affiliation**
Does your company belong to a group of companies?
5. **Branch**
6. **Authorization to represent/Name of Directors**
7. **Registered Address**
Please use address as registered/invoice address.
8. **VAT Number**
If based in the EU, please fill in your VAT Number starting the 2 letters identifying your country, e.g. DE128595647.
Otherwise, please state national tax ID.
9. **Zip Code/City/Province/Country**
Please use here details of registered/billing address.
10. **Delivery address**
Please fill in address details for physical deliveries.
11. **Zip Code/City/Province/Country**
Please use here details for physical deliveries.
12. **Additional details, which need to be included on formal documents, e.g. invoices:**
Please fill in any additional details which are essentially such as taxation numbers, client account numbers, etc.
13. **Mailbox electronic invoices**
We send our invoices via e-mail, please note here e-mail address for electronic invoicing. If paper invoices via post are mandatory, please note here.
14. **Mailbox electronic delivery note**
We send our delivery notes via e-mail, please note here e-mail address for electronic delivery notes. If paper delivery notes via post are mandatory, please note here.
15. **Contacts**
Please note here your main contact persons for purchases/deliveries and accounting.