

TOWNSVILLE CITY COUNCIL



To ensure that your Business details are entered correctly onto our system, please complete this form in its entirety and return it to communitygrants@townsville.qld.gov.au as soon as possible to ensure prompt payment of your invoices.

Please tick one option:

Is this a New Supplier?

Is this an Amendment to a Current Supplier's Details?

Supplier number:

SUPPLIER NAME										
ABN										
Entity Type (Eg. Sole trader, Partnership etc.)										
Head Office	- Postal Address									
	- Business Address									
Townsville Region or Qld Branch Office	- Postal Address									
	- Business Address									
Core Product/Service (e.g. Consultant/Catering)										
Will your organisation be providing services, goods or both?	Services	Goods Both								
Phone No										
Bank Name										
Bank Account Name										
BSB#										
ACC#										
Important: Please provide an Account Confirmation Letter or Similar from your Financial Institution.										
Townsville City Council Contact <i>(Please provide name of TCC employee who is your contact)</i>										
<p>Locality <i>(Please select relevant option/s)</i></p> <table border="0"> <tr> <td>Member of Supply Nation (Accreditation required)</td> <td>Indigenous Business (51% owned)</td> <td>Qld Business</td> <td>Head Office TSV</td> <td>Branch Office > 10 FTE's</td> <td>Branch Office < 10 FTE's</td> <td>Interstate Business</td> <td>Overseas Business</td> </tr> </table>			Member of Supply Nation (Accreditation required)	Indigenous Business (51% owned)	Qld Business	Head Office TSV	Branch Office > 10 FTE's	Branch Office < 10 FTE's	Interstate Business	Overseas Business
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<p>A supplier is considered <u>Local</u> by having its head/branch office based in the Townsville Local Government Area</p>	
<p>Entity Type <i>(Please select relevant option/s)</i></p>	
<p>Government (Local Council, State Government Agency, or Commonwealth Government Agency)</p>	<p>Large Company (See below for definition of a Large Company)</p>
<p>Other (ie. Small-medium enterprise, Non-Government Organisations, etc)</p>	
<p>Large Company <i>(A large company is defined as 'large' for a financial year if it satisfies at least two of the criteria)</i></p>	<ol style="list-style-type: none"> 1. The consolidated revenue for the financial year of the company and any entities it controls is \$50 million or more 2. The value of the consolidated gross assets at the end of the financial year of the company and any entities it controls is \$25 million or more, and 3. The company and any entities it controls have 100 or more employees at the end of the financial year
<p>Transmission Options</p>	<p>Please provide an email address for each of the fields below where applicable.</p> <p>EFT Remittance</p> <p>Purchase Order, Amendment, or Cancellation</p> <p>Recipient Invoice</p> <p>Good Debit Note</p> <p>Return Note</p> <p>Request for Quotation</p>

IMPORTANT: *If any of the above details change please advise us immediately in writing by email, as we are not at liberty to change details without your written authorisation.*

PLEASE NOTE: *Bank Account Changes require additional phone confirmation checks completed by Council Staff.*

Privacy Collection Notice

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the Information Privacy Act 2009 (Qld). We are collecting your personal information in accordance with 'Local Government Act 2009'. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you

TOWNSVILLE CITY COUNCIL



have given us your consent to such disclosure. For further information about how we manage your personal information please see our [Information Privacy Policy](#).

(Please Sign)

(Position)

(Please Print Name)

(Date)

Please return to Community Grants as soon as possible
by **email** communitygrants@townsville.qld.gov.au