



### **New Supplier Request Form**

This form is part of a process to determine the eligibility of sub-contractors to meet Drain my Tank's technical, quality and commercial requirements. Your co-operation is requested to complete this document carefully and fully.

### **SECTION 1 - General information**

Company Name	
Registered Address	

Contact Name	Telephone Number
Email Address	
Company Reg Number	
VAT Number	
Subsidiary companies (if applicable)	

### **Insurance Cover**

Insurer Company Name	Type of cover	Limit of Liability	Expiry date
	Public Liability		
	Motor / Fleet		
	Employee Liability		

### **Contact details**

	Name	Telephone	Email
Pricing			
Operational			
Finance			

## **SECTION 2 - Organisation**

### **Disposal facilities available**

Treatment (Biological or Physiochemical)		Recycling - Plastic	
Transfer station		Recycling - Aggregates	
Landfill (Non Haz)		Anaerobic digester	
Landfill (Haz)		Water treatment works	
Incinerator		Soil treatment	
Composting		Solvent recovery	
M.R.F		Consolidation	
Recycling - Metal		WEEE	
Other			

How many locations do you have

Please list below, or attach a separate sheet

Number of employees:

Full time

Part time

### **Accreditations**

ISO 9001		FORS	
ISO14001		Safe Contractor	
OHSAS 18001		Other	

Please supply the following supporting documentation (if applicable)

Insurance certificate (Employers/Public/Motor)		Operator's licence	
Health & Safety Policy		ISO 9001 certificate	
Environmental Policy		ISO 14001 certificate	
Anti-bribery Policy		OHSAS 18001 certificate	
Disposal permits (inc acceptable Low/EWC codes)		FORS certificate	
Waste carriers licence		Safe Contractor certificate	

### **Duty of care policy**

Please provide a copy of your Duty of Care document, or alternatively provide evidence of how you fully discharge your responsibilities under current legislation

**SECTION 3 - Finance**

**Payment Terms**

Please note, our payment terms are 30 days end of the month from invoice date (e.g. January 1st invoice would be paid end of March). All payments are made by BACS. PLEASE SUPPLY BANK DETAILS. Our terms and conditions (see below) will take precedence under all circumstances.

Name of Bank	
Address	
Sort Code	
Account Number	
Credit limit given	
Email for remittances	

**Data Declaration**

Drain my Tank may contact any companies or individuals divulged in this document for the purpose of verifying information.

Please confirm your acceptance

All information provided by the applicant is confidential between Drain my Tank and the applicant. Drain my Tank will not divulge to a third party, any information contained in this document without written consent from the applicant. By signing below you agree to abide by Drain my Tank's Terms and Conditions.

Signed	
Name	
Job Title	
Date	

**INTERNAL USE ONLY BY DRAIN MY TANK**

Contractor status

Acceptance for inclusion on Drain my Tanks sub-contractor database	
Needs site audit	
Needs further details	
Public register check	
Waste management licence	
Waste carriers certificate	

Comments

Compliance sign-off

Date