



## Vendor Creation Form

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Please complete and sign this form, save it as 'read only' then return it via email to your designated Sunwater representative.

Contact Name of Sunwater Representative:

### DETAILS

Choose:       Goods       Services       Works       Sponsorship

Vendor Entity Name:

Vendor Trading Name:

ABN:      ACN:

*If a Trust, please provide a copy of your Certified Trust Deed (if already supplied, please ignore)*

### ADDRESS

Business Address:

Postal Address:

Contact Name:

Contact Position:

Contact Phone No.

Contact Mobile No.

E-mail (PO):

E-mail (Accounts):

Head Office Address:



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### PAYMENT DETAILS *(Payment Terms: 15 days after receipt of a correctly rendered invoice)*

Electronic Funds Transfer (EFT) Payee

Bank/ Inst. Name: BSB:

Account Name: Account Number:

Please provide one of the following for bank details verification

Bank Deposit Slip Header of Bank Statement

### INSURANCE DETAILS

Insurance certificates are managed via Sunwater's supplier portal, a supplier portal registration email will be received from [sunwater@openwindows.com.au](mailto:sunwater@openwindows.com.au). Upon registering vendors are required to upload the below applicable insurance certificates and maintain certificate currency.

*Note: Vendors receiving sponsorship are not required to provide insurance certificates.*

Insurance Type	Sunwater's minimum requirements
Public & Products Liability	At least \$20M per claim
Work Cover or equivalent	As required by law
Professional Indemnity (if required)	At least \$10M per claim
Third Party Personal Injury and Property Motor Vehicle (if required)	At least \$20M per claim
Contract Works (if required)	At least the value of the contract

### AUTHORISATION

I hereby declare that I am authorised to sign this Vendor Creation Form on behalf of the vendor, and I guarantee that all provided information is correct.

Name:		Position:	
Signature:		Date:	



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### DECLARATION:

Sunwater collects and uses your personal information to provide services and information to its customers, for its business operations and to comply with the law. Our Privacy Policy is available at [www.sunwater.com.au/home/privacy](http://www.sunwater.com.au/home/privacy) (which includes our Credit Reporting Policy) tells you how we usually collect, use and disclose your personal information, credit information and credit eligibility information and how you can ask for access to it or seek correction of it. Our Privacy Policy also contains information about how you can make a complaint and how we will deal with such a complaint.

If you would like further information about our privacy policies and practices, please contact Privacy Contact Officer using the contacts details below.

Sunwater Information Services

(PO Box 15536, City East, Queensland 4002)

Green Square North Tower

Phone: +61 7 3120 0000

Level 9, 515 St Paul's Terrace

Fax: +61 7 3120 0260

Fortitude Valley QLD 4006

E-mail: [IMPrivacyRequests@sunwater.com.au](mailto:IMPrivacyRequests@sunwater.com.au)

*For guidance on conducting business with Sunwater, suppliers and contractors are encouraged to visit the <https://www.sunwater.com.au/about/suppliers-and-contractors/> - Sunwater webpage.*