

Supplier Application Form

Tree of Hope 61-63 Camden Road, Tunbridge Wells, Kent.
TN1 2QE

01892 535525



New suppliers to Tree of Hope must complete this Supplier Application Form. By signing this form where indicated, you agree to accept Tree of Hope Terms and conditions, and Privacy Policy.

Supplier Contact Details

Supplier Name
Supplier Address
Post Code

Contact Name
Tel
Email
Date Established

Accounting Details (If different from above)

Address
Post Code

Contact Name
Tel
Email

Type of Business

Please indicate what type of business supplier relationship you intend to have with Tree of Hope

Provider of services
Provider of specialised disability equipment
Please tick which of the following describes you and/or your organisation:-
Self Employed
Sole Trader
Limited Liability Company

Provider of goods
Manufacturer of goods

Please give a brief description of your business below

Company Registration Number (if applicable)

Charity Registration Number (if applicable)

VAT Registration Number (if applicable)

If you supply products manufactured by others please list the relevant safety and quality standards

Bank Details

Account Name
Account Number
For Overseas Companies Only
Bank Name
Address

Sort Code

Swift Code
IBAN Number

To combat fraud any change to these bank details are to be in writing on headed note paper, signed by the signatory on this Agreement and posted to Tree of Hope, 61-63 Camden Road, Tunbridge Wells, Kent. TN1 2QE

Please Supply Supporting Documents with this Application

If your organisation provides services directly to Tree of Hope children please refer to our safeguarding for supplier’s policy, this will be included within this application pack.

Enhanced Disclosure and Barring (DBS) certificates must be obtained for all staff working directly with Tree of Hope children.

1. Enhanced DBS Certificate

A copy of an Enhanced DBS Certificate for each member of staff, detailing any disclosures, along with any explanations.

(On receipt of receiving the DBS Enhanced Certificate we will accept the information as read. However, it is your responsibility to notify The Tree of Hope of any changes to your circumstances, this to safeguard families).

DBS Information (Certificate/Digital) listed below

Name (Caps)	DOB
DBS Reference	Signed consent to keep/access their records

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New DBS Enhanced Applicants

Those applying for an Enhanced DBS Certificate, can register for their details to be accessed through the government website, this must be done within 30 days of an application. In this case, all we would require is your DBS Enhanced Certificate reference.

Note: By signing this application you are giving permission for The Tree of Hope to access your details online.

2. Accounts

- a. Previous Tax Year’s (Corporate, only)
- b. Previous Tax Year Self-Assessment Form (a copy of page ‘one’ only is required)

NOTE: The Accounts/Self-Assessment Form will be shredded once checked

3. Public Liability

NOTE: This document will be retained and you will be asked to provide its renewal on expiry.

4. Practising Certificate

HCPC Reference:

If you are not registered with the health & care professions council, would you please provide a copy of your practising Certificate or other qualification.

NOTE: All certificates will be shredded once checked. We will not keep a photocopy or any copy or representation of the contents of the certificate. However, notwithstanding the above, we may keep a record of the name of the subject, the type of qualification and HCPC/Certification Reference number.

Conditions of Purchase

1. Approval

Before agreeing to order from the vendor, the charity requires sight of the vendor's latest accounts or a tax self-assessment (front page only) for businesses and individuals and company/charity registration number ; public liability insurance; DBS Enhanced Certificate (required, if working directly with child) and practising certificate where appropriate.

2. Shipment

If delivery is not made by the date agreed, the charity may, in addition to its other rights, cancel an order without any liability whatsoever. If in order to comply with an agreed delivery date it becomes necessary for the Vendor to ship by a more expensive method, any increased transport costs shall be paid by the Vendor unless the necessity for such changed has been caused by the charity

3. Price & Payment

The charity's standard payment terms are end of the following month from date of invoice or service delivery. Payment cannot be made for goods or services not yet received/provided. or where insufficient funds are available in the campaign account. The price stated in any order must separately include all charged for packing, special handling and carriage. No modification or adjustment of the stated price may be made without the signed agreement of the charity.

4. Delivery

Delivery is not complete until goods have been received and accepted in full. The risk of loss and damage prior to completion of delivery shall be upon the Vendor. The charity reserves the right to refuse COD shipments.

5. Identification

All invoices, packing lists, shipping notices and other written documents pertaining to an order must contain the full delivery address and child's reference.

6. Governing Law

The interpretation and performance of these conditions will be governed by the law of England and the EEC.

Declaration

By signing this Application form, I can confirm that the details given are true to the best of my knowledge and that I am authorised by the company named above to supply these details. I also hereby confirm that I have read and accept on behalf of the company named above the Tree of Hope terms and conditions below,

Signed

Print Name

Position

Date

Returned documents to be checked and completed by Tree of Hope

Supplier Application:

Enhanced DBS Certificate Number:

Accounts:

Public Liability Expiry Date:

Practising Certificate - HCPS Reference:

Signed

Dated