



CREDIT APPLICATION FORM

BRANCH

Please fill in all the fields with your actual information. Completion and accuracy of information are necessary for quick credit approval.

1. General Information			
Company Name			
(Current Address)	Building	No.	Moo
			Soi
			Street
Sub-District	District	Province	Postal Code
Telephone	Fax	Mobile Phone	
(PP. 20 Address)	Building	No.	Moo
			Soi
			Street
Sub-District	District	Province	Postal Code
Telephone	Fax	Mobile Phone	
TAX I.D. Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Registered Capital	Baht
Company Place	<input type="checkbox"/> Owned	<input type="checkbox"/> Long Lease	<input type="checkbox"/> Rent
	<input type="checkbox"/> Others (Please Identify)		
Business Type	Product Categories to Order		
2. Applicant's Company Branch Information			
Applicant's Company Branch	Address		Telephone
1)			
2)			
3. Applicant's Bank Information			
Bank Name	Branch	Bank Account	Telephone
1)			
2)			
4. Applicant's Supplier References			
Supplier Name	Product Categories Purchased	Contact Person	Telephone
1)			
2)			
5. Applicant's Authorized Person Information			
Name of Authorized Person	Position	Authorized Signature	Telephone
1)			
2)			
3)			
Company Seal		Authorized Signature () Applicant Date / /	

6. Purchase Order Information				
1. Does your company issue PO before purchasing? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Others (Please Identify)				
2. If yes, PO must be send to HWC before making the purchase. Note that late PO submission will not be accepted.				
3. How would you like to make an order? (Able to select more than one)				
<input type="checkbox"/> Call to Order	<input type="checkbox"/> Fax PO	<input type="checkbox"/> Walk In to Order	<input type="checkbox"/> Others (Please Identify)	
4. Have you ever shopping at HWC Before?				
<input type="checkbox"/> No	<input type="checkbox"/> Yes (Please specify the name of the Sales Order Officers)			
7. Delivery Information				
1. How would you like to receive the products ordered? <input type="checkbox"/> Pick Up at Store <input type="checkbox"/> HWC Delivery				
2. If required HWC delivery, please specify the address as well as your preferred date and time for receiving the products ordered.				
<input type="checkbox"/> Same as current address	<input type="checkbox"/> Same as PP. 20	<input type="checkbox"/> Others (Please Identify)		
Building	No.	Moo	Soi	Street
Sub-District	District	Province	Postal Code	
Telephone	Fax	Mobile Phone		
Preferred receiving date and time		Contact Person		
3. To receive the products ordered, does your company process require your company seal to stamp on the receiving document?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Others (Please Identify)		
8. Store Pick Up Regulation				
For customer's convenience, HWC provides two ways for approved applicants to select and pick up the products ordered directly at HWC Store as the following.				
1. Purchase Order (PO) – Pick-up persons must show the PO, with authorized signature and company seal, in order to check out the products orders at the cashier counters.				
2. Approved Persons – HWC will allow only approved persons to select and pick up the products ordered. Note that approved persons are required to present their I.D. Cards before checking out the cashier counters.				
If pick-up persons do not have PO and the name in the approved person lists, the pick-up persons must contact HWC Sales Order (SO) counter for assistance. Otherwise, HWC reserves the right to refuse the products ordered check out.				
Approved persons who are able to select and pick up the products ordered at HWC store are as the following.				
First Name	Last Name	Position	I.D. Card Number	Telephone
Company Seal		Authorized Signature _____ () Applicant Date / /		

- If approved applicants would like to update the approved person lists, please contact HWC Accounting Department.
- HWC reserves the right to refuse responsibilities of all damages due to changing or updating of the approved person lists without notifying to HWC.

9. Invoice/Billing Information

1. Required PO attached together with invoice/billing? ☐ Yes ☐ No ☐ Others (Please Identify)
2. If yes, PO must be sent to HWC before product delivery. Otherwise, HWC reserves the right to invoice/billing without PO attached.
3. How would you like to receive the invoice? ☐ Receive at HWC Store ☐ By Fax ☐ By Mail ☐ By HWC Messenger
4. Invoice/Billing Address ☐ Same as current address ☐ Same as PP. 20 ☐ Others (Please Identify)
- Building No. Moo Soi Street
- Sub-District District Province Postal Code
- Telephone Fax Mobile Phone
- Contact time Contact Person
5. HWC's last invoice cycle date is on 30th of each month.
6. HWC will provide electronic invoice (in picture file format) with your authorized receiver's signature.

10. Credit Limit Information

Required Credit Limit Baht

Contact Person (In case we would like to ask for more information) Telephone Fax

11. Credit and Payment Conditions

1. Credit Range 30 days. Start counting from the month purchase.
- For Example :
- 1) Purchasing during 1/10/2022-31/10/2022
- 2) 30 days of credit counting from the month purchased, then payment due date is 30/11/2022
- 3) Last payment date not later than 5/12/2022
2. Amount of Purchase
- 2.1 For products ordered picking up at HWC store, minimum purchase of 300 Baht is required.
- 2.2 For HWC delivery, minimum purchase of 1,000 Baht is required.
- 2.3 Monthly purchase of 10,000 Baht is required.
- 2.4 For monthly purchase less than 10,000 Baht, HWC reserves the right to invoice/billing via telephone and receive the payment via money transfer to HWC's bank account only.
3. Hold of Credit Approval Pending payment more than 60 days since the payment due date, HWC reserves the right to temporarily hold the credit until the pending payment is completely paid.
4. Credit Cancellation No purchasing transactions for 3 months and/or pending payment more than 90 days since the payment due date, HWC reserves to automatically cancel the credit permanently.

Company Seal

Authorized Signature

()

Applicant

Date / /

12. เอกสารประกอบการพิจารณาขอเครดิตการซื้อสินค้า

Please provide 1 set of the following required documents, with company seal and authorized signature on each page.

- ☐ A copy of Certificate of Company/Partnership Registration issued not more than 90 days.
- ☐ A copy of the ID card of the person who is authorized to act for and on behalf of the company/partnership.
- ☐ A copy of VAT Registration (PP. 20)
- ☐ A copy of Bank Statement of the last 6 months or a Letter of Bank Guarantee for Baht

(If the applicant is the construction company, Bank Guarantee is strictly required.)

- ☐ A copy of current maps and addresses of applicant's company as well as delivery site, invoice submission, and cheque receiving place, if located in different locations.
- ☐ A Letter of Authority, if applicant is not the company/partnership authorized person.

Please send this Credit Application Form and required documents above to HWC branch that you would like to obtain the credit approval (All HWC addresses are shown on the last page of this Credit Application Form) attention to Store Manager (Credit Application).

13. Other Credit Conditions

1. Approved applicants can check out the products ordered at approved HWC braches only.
2. HWC reserves the right to hold or cancel the credit of applicants without prior notices.
3. Approved applicant must notify HWC in writing if there is any changing or updating in approved person list, address, and other significant information written in this Credit Application Form. Otherwise, HWC reserves the right to refuse responsibilities of all damages due to changing or updating of those information without notifying to HWC.
4. HWC reserves the right to change any credit conditions of this Credit Application Form without prior notice.
5. If approved applicant does not follow all the conditions stated in this Credit Application Form, approved applicant must responsible for all damages and expenses.

I hereby certify that information contained herein is complete and correct. I agree to follow all the rules and conditions stated in this Credit Application Form as well as the additional conditions of HWC that may have in the future.

Company Seal

Authorized Signature

()

Applicant

Date / /

AGREEMENT LF SURETYSHIP

(Guarantee of debt arising from the purchase of goods of services)

Date.....

I the undersigned.....Age.....Address.....

.....ID:

Which will be called "Guarantor", agreed to make this agreement to guaranty the guaranty the debt of (company name).....which is referred to as "debtor" to Hardwarehouse Corporation Co.,Ltd. Which is called "Creditor"

1. The debtor has purchased products from Hardwarehouse Corporation Co.,Ltd. (Head Office) or (Branch) and the guarantor agrees to guarantee the debts occurred and agrees to pay all the overdue debts unconditionally.
2. The guarantor agrees not to withdraw the guarantee under this agreement.
3. In case the creditor and debtor have additional conditions, the guarantor remains committed as a guarantor against the creditor.
4. Any notice or other communication related to this agreement shall be deemed to have been received when delivered to the above address.

IN WITNESS WHEREOF, the Guarantor has signed this signed this Guaranty on the date mentioned above.

Sign.....The guarantor
(.....)

Sig.....Witness
(.....)

Sig.....Witness
(.....)

Hardwarehouse Corporation Co.,Ltd.

Please keep this part (Page 5 and 6) for your future references.

Credit and Payment Conditions	
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3. Purchase Order	If your company issues PO before purchasing. PO must be send to HWC before making the purchase. Note that the late PO submission will not be accepted.
4. Changes of Information	Approved applicant must notify HWC in writing if there is any changing or updating in approved person list, address, and other significant information written in the Credit Application Form. Otherwise, HWC reserves the right to refuse responsibilities of all damages due to changing or updating of those information without notifying HWC.
5. Hold of Credit Approval	Pending payment more than 60 days since the payment due date, HWC reserves the right to temporarily hold the credit until the pending payment is completely paid.
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Bank Account Information	
	<p>Hardwarehouse Corporation Co.,Ltd. (Head Office) or (Branch)</p> <p>Account Name: Hardwarehouse Corporation Co.,Ltd.</p> <p><input type="checkbox"/> Ayudhya Bank – Bangbor Branch Account No.: 378-1-91622-0 Account Type: Saving</p> <p><input type="checkbox"/> Kasikorn Bank – Bangbor Branch Account No.: 137-2-64821-6 Account Type: Saving</p> <p><input type="checkbox"/> Bangkok Bank – Bangplee Branch Account No.: 216-4-33608-9 Account Type: Saving</p> <p><input type="checkbox"/> Siam Commercial Bank – Bangbor Branch Account No.: 339-2-78957-0 Account Type: Saving</p>