

# CREDIT APPLICATION

Please supply full details when completing this document.

1. Complete sections 'Details of Applicant and Payment Terms'
2. Ensure that you understand the Terms and Conditions
3. Sign 'Authorisation' as acceptance of Terms & Conditions as provided
4. Return document via fax on +61 (0)8 9430 4256 or email [accounts@baselinegroup.com.au](mailto:accounts@baselinegroup.com.au)

## Details of Applicant & Payment Terms

Registered Legal Name:

ACN:  ABN:

Business Trading Name:

Registered Office:  
Address:

State:  Postcode:

Phone:  Fax:

Email:

Invoice Billing Address:

State:  Postcode:

Workcover Industry Code:

### COMPANY DIRECTORS: Applies for Registered Proprietary Limited Companies – Excludes Listed Public Company Directors

Name:  Address:

Name:  Address:

Name:  Address:

### If a Partnership or Sole Trader: Principals Names and Addresses

Name:  Address:

Name:  Address:

Name:  Address:

Document Ref	010-FOR	Document Name	Credit Application & T&C		
Document Owner	Caitlin Lawrence	Document Approver	Anna Sarunic		
Version	1	Revision Date	01/07/2024	Review Date	01/07/2024

# CREDIT APPLICATION

Estimated Monthly Credit Required:

Accounts Payable Contact:

Accounts Phone:  Accounts Fax:

Email:

## TRADE REFERENCES:

Name:  Phone:  Fax:

Name:  Phone:  Fax:

Name:  Phone:  Fax:

## PAYMENT TERMS AUTHORISATION:

Client Signature:  Date:

The person signing this application on behalf of the client warrants to BASELINE GROUP (Personnel) Pty Ltd that:

- a) He/she is duly authorized to bind the client to the conditions contained in this application relating to extension of trade credit and conditions of labour hire, and that such conditions are valid and binding obligations of the client; and
- b) The information set out in this document is true and complete.

I/We hereby apply to establish a trade credit facility with Baseline Group (Personnel) Pty Ltd, and agree to abide by the conditions set out in this application. I/We understand that a credit check will be undertaken as part of this application and confirm that I/We have read, understood and accepted the acknowledgment authority regarding privacy and use and protection of information. I/We also acknowledge having received a copy of these terms and conditions relating to extension of credit and conditions of Labour Hire.

## Terms and Conditions – Trade Credit

### Application of these conditions

These conditions apply to any extension of credit by Baseline Group (Personnel) Pty Ltd and/or its subsidiaries. ("Baseline Group (Personnel) Pty Ltd") to the Applicant whose details are set out in the "Details of Applicant" ("the client"). Baseline Group (Personnel) Pty Ltd will not be bound by any additional or conflicting conditions including but not limited to conditions contained in any Purchase Order unless they are accepted in writing by a Baseline Group (Personnel) Pty Ltd Director.

### Payment Terms

Invoices are rendered weekly with any accompanying timesheets. Client will be charged as per timesheet that has been duly authorized by a company representative. These are substantially for wages which are paid each week by Baseline Group (Personnel) Pty Ltd. **All invoices are therefore payable within 14 days from the date of the invoice**, or within such longer period as is agreed in writing by a Baseline Group (Personnel) Pty Ltd Director.

### Claims for Credit

Any queries in relation to an invoice must be notified to Baseline Group (Personnel) Pty Ltd within three (3) days of the client's receipt of invoice, failing which, the invoice is considered accepted and must be paid in full by the due date without deduction. The client will use its best efforts and provide all necessary information and co-operation to enable any legitimate queries relating to any invoice to be resolved promptly. Nothing in this condition affects Baseline Group (Personnel) Pty Ltd's entitlement to be paid the full amount properly due to it and any applicable late settlement fee.

### Right to Withdraw Credit

Baseline Group (Personnel) Pty Ltd may withdraw any extension of credit to the client at any time at Baseline Group (Personnel) Pty Ltd's discretion.

### Conditions of Labour Hire

All services provided by Baseline Group (Personnel) Pty Ltd to the client are provided upon and are subject to Baseline Group (Personnel) Pty Ltd's terms and conditions (as amended by Baseline Group (Personnel) Pty Ltd from time to time), the current version of which is located on our website at [www.baselinegroup.com.au](http://www.baselinegroup.com.au). By submitting this application the client expressly accepts and agrees to be bound by such terms and conditions.

### Jurisdiction

The applicable law to this application (and the conditions contained in it) is that of the State of Western Australia or at Baseline Group (Personnel) Pty Ltd's option that of the state or Territory of the Commonwealth of Australia in which the relevant services are being provided by Baseline Group (Personnel) Pty Ltd to the client.

Any proceedings arising under or in respect of this application (or the conditions contained in it) are to be taken in the State of Western Australia or at Baseline Group (Personnel) Pty Ltd's option in the state or Territory of the Commonwealth of Australia in which the relevant services were provided by Baseline Group (Personnel) Pty Ltd to the Client.

### Costs

In addition to any applicable late settlement fee the client agrees to pay Baseline Group (Personnel) Pty Ltd all reasonable and proper collection costs (including legal costs and disbursements on a solicitor and own client base) incurred by Baseline Group (Personnel) Pty Ltd in connection with recovery of monies owed by the client to Baseline Group (Personnel) Pty Ltd.

### Privacy Act

The client agrees that Baseline Group (Personnel) Pty Ltd :

- 8.1 has informed the client that it may give information of the types set out in section 18E (1) of the privacy Act 1988 (Cwth) about the client to a credit reporting agency (Section 18E (8) c) Privacy Act 1988 (Cwth);
- 8.2 may request and obtain a credit report from a credit reporting agency for the purpose of:
  - 8.2.1 assessing the client's application for commercial credit (Section 18K (1) (b) Privacy act (Cwth);
  - 8.2.2 assessing whether to accept the client as a guarantor in respect of a loan provided by Baseline Group (Personnel) Pty Ltd to or applied for by a person other than the client (Section 18K(1)c) Privacy Act 1988 (Cwth); or
  - 8.2.3 Collecting payments that are overdue in respect of commercial credit provided by Baseline Group (Personnel) Pty Ltd to the client whilst any monies remain outstanding. (Section 18K (1) (h) Privacy Act 1988 (Cwth).
- 8.3 may use information obtained from a person or body carrying on a business or undertaking involving the provision of information about the commercial credit worthiness of persons for the purpose of assessing the client's application for the credit that concerns the clients' commercial activities or commercial credit worthiness (Section 18L(4) Privacy Act 1988 (C

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