



# SCREEN NSW Supplier Registration/Change Details Form

Use this form to register as a supplier of goods & services to NSW Trade & Investment or to change your details. If you are a small business supplier please also register at <http://services.nsw.gov.au/DTIRIS30days> .

All supplies of goods & services are subject to our standard general purchase agreement terms and conditions which can be found at <http://www.trade.nsw.gov.au/legal/purchase-order-terms> .

## Supplier Details

Entity Name	
Trading Name (if different)	
ABN	
Are you changing existing details or a new supplier?	<input type="checkbox"/> New supplier <input type="checkbox"/> Change of existing details

## Address Information

<b>Ordering Address:</b>		
<b>Email:</b>		
	Phone Number:	Fax Number:
<b>Payment Address (if different)</b>		
<b>Email address:</b>		
	Phone Number:	Fax Number:

## EFT Payment Information

Account name			
Institution		Branch	
BSB		Account no.	

## Declaration

I declare I am authorised to provide the above information on behalf of the Supplier listed

Name			
Signature		Date	
Job Title / Position			

## NSW Trade & Investment Contact

Name	
------	--

## Submitting this signed & completed form

- ➔ Scan & email to [finance.enquiries@industry.nsw.gov.au](mailto:finance.enquiries@industry.nsw.gov.au) (preferred), or
- ➔ Fax to 02 6391 3512 marked to the attention of Business Services Centre

Privacy: Any personal information provided by you on this form is being collected by NSW Trade & Investment for business, accounting and reporting purposes. It may be disclosed to other government agencies for those purposes. The information has been provided voluntarily. If you do not provide it, NSW Trade & Investment may not be able to order supplies or make payments. The information will be stored securely. You may access or correct your information by contacting NSW Trade & Investment, Locked Bag 21, Orange NSW 2800. Our full privacy policy is at <http://www.industry.nsw.gov.au/legal/privacy> .

<b>Office use only</b>			
Entered by		Date	
ByDesign Supplier No.		Company Code	