



# MOTOR TRADE CUSTOMERS

To apply for an account, please complete this form and send a cheque made payable to Manheim Auctions, Limited. (£70 inc. VAT).\*

After completion of the application form, please send to:

**The Credit Management Team  
Manheim Auctions Colchester  
Colchester Road, Frating  
Colchester  
Essex  
CO7 7DX**

\*Refer to Terms and Conditions

## Additional Information

We will need you to supply the following information depending on the type of account you require.

	Cleared Funds	Cheque Facility
Proof of ID*	✓	✓
Proof of Address**	✓	✓
Signed Status Enquiry Form		✓
Trade References		✓
Proof of Trade***	✓	✓

\* Please supply a copy of your photographic Driving Licence or Passport.

\*\* Please supply a utility or landline phone bill (not mobile).

\*\*\* Please supply two recent invoices (not Manheim) or trade insurance documents.

For Office Use Only

Authorisation: .....

Date: .....

# Terms & Conditions

**MANHEIM**  
Auctions



Your Buyer Account Card is issued strictly for your own personal use and must not be used by any other person.

If a Buyer Account Card is lost or stolen, please notify the Group Credit Control Department on 0844 856 4599 immediately (an administration fee may be payable).

Our cashiers will require presentation of a valid Buyer Account Card at the time of payment. Failure to do so may result in a delay in the release of vehicles purchased.

Settlement of invoices must be made in full by 5pm on the next working day following the auction.

Any cheque not met on first presentation will result in the immediate suspension of your account buying facilities.

In the event of a returned cheque and subsequent suspension there will be a £60 administration fee made payable to Manheim Auctions Limited ("Manheim") before reinstatement is considered.

Should your purchase limit be exceeded you may be requested to settle any excess in cleared funds (e.g. cash or electronic funds transfer) before vehicles are released.

All cheques must be drawn on the bank account stated on your Buyer Account Application Form or any subsequent amendment form.

All vehicles are accepted, offered for auction and sold subject to our standard Terms and Conditions of Business which are exhibited about the premises and copies may be obtained from all our Auction Centres. These standard Terms and Conditions shall apply regardless of whether your account application is successful or not.

Any changes to your circumstances which may effect your Buyer's Account must be notified to us as soon as possible. (Amendment forms for this purpose are available at all our Auction Centres).

All Manheim Account holders must purchase a minimum of 12 units per annum. If not, an Account Renewal Fee of £60 will be applied. For more information please contact Group Credit Control on 0844 856 4599.

Payment of the application fee is no guarantee that your application will be accepted. The fee is non refundable.

Your Buyer Account status is subject to periodic review and may be withdrawn or have the credit limit reduced without prior notification.

On an annual basis you will be sent a short questionnaire to validate the information held about you by Manheim.

Please note that the fees shown above may vary from time to time. For the latest details, please contact Group Credit Control on 0844 856 4599.

When you register as an account holder with Manheim you acknowledge that we may from time to time need to contact you so that we can monitor and improve the services we provide to you. You also acknowledge and agree to our use of your information in the following way: we may contact you by post, email, telephone and/or fax to ask you for feedback and also provide you with information about our new or existing products and services that we think you might benefit from. If you do not wish to receive this information regarding our products and services please write to Subscriptions, Buyer Services at Central House, Leeds Road, Rothwell, Leeds, LS26 0JE where we will register your details for a period of 12 months. After 12 months has expired we may contact you to find out if you are still happy to not receive information about our products and services and update your preferences accordingly.

Manheim operates a strict anti-money laundering policy throughout all auction centres and you will be required to comply with its terms. A copy of the policy (which contains guidance relating to identification requirements and cash handling procedures) can be obtained by contacting Group Credit Control on 0844 856 4599. Should Manheim have a reasonable belief that you are or may be in breach of this policy, Manheim reserves the right to withdraw your Buyer's Account immediately and without notice.

**This information is used to create your account**

Company Name \_\_\_\_\_ Primary Contact \_\_\_\_\_

Trading Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Trading Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ Web Address \_\_\_\_\_

Email Address \_\_\_\_\_

To help us validate your account details over the phone or in the event that a cardholder forgets to bring their card **please choose a 4 digit pin number** \_ \_ \_ \_

Are you a franchise dealer? Yes  No

If this account requires other card holders, please add their details below:

Name	Contact details	Date of birth	Signature
	Mobile		
	Email		
	Mobile		
	Email		
	Mobile		
	Email		
	Mobile		
	Email		

I / We confirm that I / we have read and agree to be bound by the enclosed Terms and Conditions

Signature \_\_\_\_\_ Date \_\_\_\_\_

Status: Director  Partner  Owner  (Check appropriate box)

## Information we need if you wish to have a Cheque Account

LTD    PLC    (Check box)    Company registration No. \_\_\_\_\_

VAT No. 

G	B								
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How long have you been trading? \_\_\_\_\_ years

**Purchase limit required for this account:** £

## Partnerships/Sole Traders

Please supply full details of proprietor(s)/partner(s) below, including full name and address:

Full Name	1.	2.	3.
Date of Birth			
Home Address			
Postcode Telephone No.			
How long at Address?	years    months	years    months	years    months
If less than 2 years - please state previous address			
Postcode			

## References

We may wish to verify your application through third parties. If you hold an account with another auction or any other business, please supply details of two of them:

Auction Address		Auction Address	
Postcode Telephone No.		Postcode Telephone No.	
Business Address		Business Address	
Postcode Telephone No.		Postcode Telephone No.	

## Bank Account Details on which Cheques are to be drawn

We can only accept cheques for bank accounts supplied.

You must sign the bottom of this form for us to process your Cheque Account application.

Bank Account Name \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Bank Sort Code 

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Bank Account No. 

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How long has the account been held? \_\_\_\_\_ years \_\_\_\_\_ months

A Bank Status Enquiry is required, therefore please sign the overleaf 'Application for a Status Enquiry' form.

In order to process your application, Manheim may wish to check the accuracy of the details you have provided in this application form and the status of your credit profile. Manheim may therefore perform checks with fraud prevention and credit reference agencies.

The information will be used to assist Manheim with (1) the decision to offer you cheque facilities and/or related services; (2) verifying your identity; (3) the prevention of fraud, theft and money laundering; (4) debt recovery; and (5) managing your Buyers Account. Manheim may also use your information for statistical analysis.

Any information about you obtained from this application form and any agencies will be used and stored in line with Manheim's Data Protection policies and the Data Protection Act 1998.

## Declaration

I/We agree to Manheim performing credit and fraud prevention checks on the information provided in this application form and their subsequent use of that data.

I/We agree to be bound by the terms and conditions both referred to and contained herein.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Status: Director  Partner  Owner  (Check appropriate box)

**You must sign the bottom of this form  
to give your consent to a bank referencing check.**

Credit Control Department  
Manheim Auctions Colchester  
Colchester Road, Frating  
Colchester  
Essex  
CO7 7DX

Our Ref: \_\_\_\_\_ Date: \_\_\_\_\_

Reply to be sent to the Credit Control Department at the above address.

Enquiry Regarding: \_\_\_\_\_  
\_\_\_\_\_

Bank Account / Building Society No: \_\_\_\_\_

Please provide your opinion concerning the ability of your customer to operate a Buyer's Cheque Account with a credit limit of £ \_\_\_\_\_ in any 7 days, in connection with payment for vehicles purchased at auction. Without this information, we may be unable to afford your customer cheque paying facilities. Your customer has also stated they have held their account with you for \_\_\_\_ years. Please confirm if this is accurate.

Credit Controller for and on behalf of Manheim Auctions Limited.

**Please enter the Bank Name as detailed earlier and sign and date:**

***Status Enquiry Consent***

I/We authorise Manheim to apply to \_\_\_\_\_ for the purposes of obtaining a bank reference.

I/We authorise \_\_\_\_\_ to provide the requested information to Manheim for the purpose of opening an auction cheque account facility.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

# Manheim Auctions

## Fair Processing Notice

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### Who We Are?

Manheim Auctions Limited (“We”, “Us”, “Our”) is a company registered in the UK (number 00448761) whose registered office is at Central House, Leeds Road, Rothwell, Leeds, LS26 0JE and is part of the Manheim group of companies (“Manheim Group”). Our parent is Manheim Auctions Inc (based in Atlanta, USA), which is a wholly owned subsidiary of Cox Enterprises Inc. We are committed to protecting your privacy and therefore data protection is important to Manheim. If you have any queries on this statement or matters related to your data then you may contact us via email on [dataprotection@manheim.co.uk](mailto:dataprotection@manheim.co.uk) or write to: The Group Data Protection Manager, Manheim Auctions, Central House, Leeds Road, Rothwell, Leeds, LS26 0JE.

### Why we hold the information

We will store and process your information held on the Manheim Group computer databases or in any other way. By your “information” we mean personal and transactional information we (a) obtain from you or from third parties (such as credit reference agencies or other organisations if you have applied for an account), or (b) from the transactions you make through us.

We will not disclose any such information outside of the Manheim Group except:

- As required by law or regulation. We co-operate with law enforcement inquiries, as well as other third parties to enforce laws, such as fraud, money laundering and other crimes. We can (and you authorise us to) disclose any information about you to law enforcement or other government officials as we, in our sole discretion, believe necessary or appropriate, in connection with an investigation or fraud or other activity that is illegal or may expose us or you to legal liability. Further, we can (and you authorise us to) disclose your details where in our sole discretion we believe it necessary or appropriate in connection with an investigation of fraud, insurance investigations or an unlawful activity, to a party whom we consider has a legitimate interest in any such investigation.
- To verify your identity we may pass your information to, and obtain information from, organisations involved in the prevention and detection of fraud, money laundering and other crimes.
- If you apply to open an account with us we will make searches about you at credit reference agencies, for use in the assessment of financial risk.

If we transfer your information to a service provider or agent in another country, we will do our best to make sure that the service provider or agent agrees to apply the same levels of protection as we are required to apply to information held in the UK and to use the information for providing the service to us. However, some of these organisations’ databases may be maintained outside the European Economic Area (“EEA”) and not regulated by the same data protection principles as apply in the EEA.

Information which you supply to us in the form of your name and address (but not any other information) will be verified as described above, and, in continuing to trade with us, we regard you as giving your consent to this. If you do not wish for this information to be used in this way, please contact us as mentioned below and tell us, though this may affect our ability to continue to trade with you.

### What we do with it

We will use the information provided by you for the following purposes; administration of records, marketing and public relations for us and third parties (selected at our discretion) and trading. We may disclose or share your information to our agents or service providers for these purposes, with offers of goods or services or other information relating to the activities of Manheim.

Manheim Group and third parties (selected at our discretion) will use your information to manage your account(s), provide our services, and to develop and improve our services to you, for example by informing you about auctions and services (including those of others) which may be of interest to you. We, or such third parties, may contact you by mail, telephone, sms text messaging, email or fax (using the contact details provided, as updated from time-to-time). You may opt out of receiving marketing messages, amend your contact details or change your preferred method of contact. Please email us at [buyerservices@manheim.co.uk](mailto:buyerservices@manheim.co.uk) or [dataprotection@manheim.co.uk](mailto:dataprotection@manheim.co.uk) or call us on 0844 856 4607.

Under the terms of the Data Protection Act you have the right to have access to information we hold about you on our records. This act allows us to charge a fee for this service. Should you wish to exercise this right please write to: The Group Data Protection Officer, Manheim Auctions, Central House, Leeds Road, Rothwell, Leeds, LS26 0JE.

**Date effective: March 2012**