

VEHICLE BOOKING SYSTEM (VBS) APPLICATION FORM

Company Name _____

*Limited Company / Plc / Sole Trader / Partnership / LLP

(*Please delete as appropriate)

RHIDES/VBS User Name *(delete as appropriate)* _____

Destin 8 Code *(if applicable)* _____

Company Registration No. *(if applicable)* _____

VAT Registration No. *(if applicable)* _____

Invoice Address

Sole Trader/Partners Full Name(s) and Home Address(es)

Postcode _____

Postcode _____

All Partners must complete – please use an additional sheet if required.

Contact name for invoice _____

Contact name for VBS (if different) _____

Email Address _____

Email Address* _____

**An active email address is required to use and gain access to VBS.*

Telephone No. _____

Telephone No. _____

We confirm that the above information is correct and undertake to notify the Port of Felixstowe in writing of any revisions thereto.

Authorised Name** _____

Position _____

Signature _____

Date _____

Use of this account will be deemed acceptance of our Terms and Conditions.

Terms & Conditions:

These terms are in addition to The Felixstowe Dock and Railway Company's (FDRC) General Trading Terms and Conditions, which apply to the provision of VBS and any other services provided by FDRC.

<https://www.portoffelixstowe.co.uk/index.php/tools/required/files/download?fileID=1922>

The tariff for VBS and details of how VBS will operate will be published on FDRC's website (<https://vbs.portoffelixstowe.co.uk>), and both may be revised by FDRC from time to time.

VBS will be available to customers, on acceptance of a Direct Debit mandate by FDRC's banking facility.

**The customer must ensure that both the VBS application form and the Direct Debit mandate are signed by one of its authorised signatories. The customer agrees to indemnify FDRC for all costs, liabilities and losses incurred by FDRC as a result of the customer failing to comply with this requirement.

Cancellation of Direct Debits and returned and unpaid Direct Debits will lead to the removal of access to VBS.

Transactions will be invoiced on a monthly basis, and made available online via customers' VBS accounts. Payment will be taken by Direct Debit on the 25th day of the month following the month in which the invoice was raised for or, if this is not a working day, on the next working day.

Any bona fide query on any invoice is to be raised by the customer in writing within 30 days of the date of the invoice, or the customer shall be deemed to have accepted such invoice.

The customer shall bear the risk of misuse of any passwords, security devices or other means of access used to obtain connection to the customer's VBS account.

By signing this application form you agree that we may process your personal data in accordance with our privacy policy <http://www.portoffelixstowe.co.uk/legal-information/privacy-policy/>

For further information on VBS, please refer to the VBS section of the website (<http://vbs.portoffelixstowe.co.uk/>).

Please return to: VBS Finance Administrator, Tomline House, The Dock, Felixstowe, Suffolk IP11 3SY

Internal Use:

Credit Control:

Customer account created _____ (Date & Initial)

Customer account No. _____

Copy sent to VBS Administrator _____ (Date & Initial)

VBS Administrator (Name) _____

Date received _____

Details entered _____

Login generated & Email sent _____ (Date & Initial)

