



**ARMADA**  
ACCOUNTANTS & ADVISORS

*strength in numbers*

## Client Details Form

New Client     Existing Client

We would appreciate you taking the time to complete the following form, so we can ensure our records are up to date. If you have any questions, please do not hesitate to ask for assistance.

INDIVIDUAL DETAILS		
Names: Surname		
First Name's		
Title		
Tax File Number		
Place and Date of Birth:		
Addresses: Postal		
Residential		
Numbers: Home		
Mobile		
Fax		
Email Address:		
Childs Name/s and D.O.B		
BUSINESS DETAILS		
Names: Business		
Trading Name		
ABN:		
ACN:		
Addresses: Business		
Postal		
Numbers: Business		
Fax		
Email Address:		
DOCUMENT ID		
Please provide a Document ID (Driver's License or Passport) to reception for security purposes		
Office Use Only <input type="checkbox"/> Document ID provided (Driver's License/Passport)		Form continues over page

**ARE THERE ANY SPECIAL INSTRUCTIONS FOR US TO NOTE WHEN CONTACTING YOU?**


**PLEASE COMPLETE THE FOLLOWING SO THAT WE MAY BETTER MEET YOUR NEEDS.**

Would you like to receive newsletters from us?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How would you like to receive our newsletters?	<input type="checkbox"/> Email <input type="checkbox"/> Post

**NEW CLIENTS ONLY TO COMPLETE**

How did you hear about Armada?	<input type="checkbox"/> Yellow Pages Print Guide	<input type="checkbox"/> Yellow Pages Online	<input type="checkbox"/> Top 5
	<input type="checkbox"/> Internet/Website	<input type="checkbox"/> Referral	<input type="checkbox"/> Seminar
	<input type="checkbox"/> Pamphlet/Brochure	<input type="checkbox"/> WA Business News	
If you were referred to Armada, please tell us who referred you:	-----		

**PAYMENT TERMS AND CONDITIONS**

**1. Definition and Payment**

**1.1** "Seller" shall mean Armada Pty Ltd T/A Armada or its successors and assigns.

**1.2** "Client" shall mean the person or entity as defined above.

**1.3** Time for payment for the Services shall be of the essence and payment will be due fourteen (14) days following the date of the invoice.

**2. Privacy Act 1988**

**2.1** The Client agrees that the Seller may exchange information about the Client with any credit providers named in a consumer credit report issued by a reporting agency for the following purposes:

- (a) to assess an application by the Client;
- (b) to notify other credit providers of a default by the Client;
- (c) to exchange information with other credit providers as to the status of this credit account, where the Client is in default with other credit providers; and
- (d) to assess the credit worthiness of the Client.

**2.2** The Client consents to the Seller being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).

**2.3** The Client agrees that Personal Data provided may be used and retained by the Seller for the following purposes and for other purposes as shall be agreed between the Client and the Seller or required by law from time to time:

- (a) provision of Services;
- (b) analysing, verifying and/or checking the Client's credit, payment and/or status in relation to provision of Services;
- (c) processing of any payment instructions, direct debit facilities and/or credit facilities requested by Client; and
- (d) enabling the daily operation of Client's account and/or the collection of amounts outstanding in the Client's account in relation to the Services.

**2.4** The Seller may give, information about the Client to a credit reporting agency for the following purposes:

- (a) to obtain a consumer credit report about the Client; and or
- (b) allow the credit reporting agency to create or maintain a credit information file containing information about the Client.

**3. Default**

**3.1** Interest on overdue invoices shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of two and one half percent (2.5%) per calendar month (and at the Seller' sole discretion such interest shall compound monthly at such a rate) after as well as before any judgment.

**3.2** In the event that the Client's payment is dishonoured for any reason the Client shall be liable for any dishonour fees incurred by the Seller.

**3.3** If the Client defaults in payment of any invoice when due, the Client shall indemnify the Seller from and against all costs and disbursements incurred by the Seller in pursuing the debt including legal costs on a solicitor and own client basis and the Seller' collection agency costs.

**3.4** Without prejudice to any other remedies the Seller may have, if at any time the Client is in breach of any obligation (including those relating to payment) the Seller may suspend or terminate the supply of Services to the Client and any of its other obligations under the terms and conditions. The Seller will not be liable to the Client for any loss or damage the Client suffers because the Seller has exercised its rights under this clause.

**3.5** If any account remains overdue after thirty (30) days then an amount of the greater of twenty dollars (\$20.00) or ten percent (10%) of the amount overdue (up to a maximum of two hundred dollars (\$200.00)) shall be levied for administration fees which sum shall become immediately due and payable.

**3.6** Without prejudice to the Seller' other remedies at law the Seller shall be entitled to cancel all or any part of any order of the Client which remains unperformed and all amounts owing to the Seller shall, whether or not due for payment, become immediately payable in the event that:

- (a) any money payable to the Seller becomes overdue, or in the Seller' opinion the Client will be unable to meet its payments as they fall due;
- or
- (b) the Client becomes insolvent, convenes a meeting with its creditors or proposes or enters into an arrangement with creditors, or makes an assignment for the benefit of its creditors; or
- (c) a receiver, manager, liquidator (provisional or otherwise) or similar person is appointed in respect of the Client or any asset of the Client.

I certify that the above information is true and correct. I authorise the use of my personal information as detailed in the Privacy Act clause (clause 2) above. I have read and understand the PAYMENT TERMS AND CONDITIONS (above) which form part of this Client Information Form and agree to be bound by these conditions.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM**

**OFFICE USE ONLY**

Code	<input type="checkbox"/> Checked Former Contacts List
Family Group Code	
Director	<input type="checkbox"/> KN <input type="checkbox"/> MC <input type="checkbox"/> SO <input type="checkbox"/> TF <input type="checkbox"/> ARY <input type="checkbox"/> GW
Manager	<input type="checkbox"/> TW <input type="checkbox"/> HL <input type="checkbox"/> LC
Accountant	
District	<input type="checkbox"/> Metro <input type="checkbox"/> NW <input type="checkbox"/> SW <input type="checkbox"/> Interstate <input type="checkbox"/> Cocos <input type="checkbox"/> CI <input type="checkbox"/> Overseas <input type="checkbox"/> _____
Advertising Source	
Client Type	<input type="checkbox"/> A class <input type="checkbox"/> B class <input type="checkbox"/> C class <input type="checkbox"/> High net worth individual <input type="checkbox"/> Individual - ITR only <input type="checkbox"/> Audit <input type="checkbox"/> AIS Client <input type="checkbox"/> N/A
Estimated Fees	\$ _____
Newsletter	<input type="checkbox"/> Yes <input type="checkbox"/> No

Add client to ATO Tax Agent Portal

Create Tax Return for the year \_\_\_\_\_

**ASSOCIATED**

	Name _____
	Name _____
	Name _____
	Name _____
	Name _____
	Name _____
	Name _____
	Name _____
	Name _____
	Name _____
	Name _____

Entered By		Date	
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PO Box 42, Mt Lawley WA 6929  
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