**NEW/REACTIVATE SUPPLIER REQUEST - SUPPLIER DETAILS The prospective supplier  
must complete this form in full to avoid delays**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. SUPPLIER CONTACT DETAILS** | | | | | | | | | | |
| **Name:** |  | | | **Position:** | | |  | | | |
| **Email:** |  | | | **Telephone:** | | |  | | | |
| **B. INDIVIDUALS OR INDIVIDUALS WORKING THROUGH AN INTERMEDIARY1** | | | | | | | | | | |
| **Are you an individual working, or providing the service/s, on your own?** | | | | | | | | | | **□ Yes □ No** |
| **Are you an individual or individuals working through an intermediary1 such as an agency, a limited company, business partnership or unincorporated association or some other business organisation?**  **If ‘Yes’, please provide your full name/s:** | | | | | | | | | | **□ Yes □ No** |
| **Do any of the individuals to be involved in delivering the work have significant control of, or financial interest in (i.e. 5% or above) the intermediary?** | | | | | | | | | | **□ Yes □ No** |
| **Can the service you will be providing be classified as consultancy, teaching or lecturing?** | | | | | | | | | | **□ Yes □ No** |
| **C. COMPANY DETAILS** | | | | | | | | | | |
| **Company (or Agency/Intermediary) name in full:** | | | | | | | | | | |
| **Address Line:** | | |  | | | | | | | |
| **City/Town:** | | |  | | | **Post code:** | | |  | |
| **Country:** | | |  | | | **Vat No.:** | | |  | |
| **Company Registration No.:** | | |  | | | **Is this an SME?2:** | | | **□ Yes □ No** | |
| **Website:** | | |  | | | | | | | |
| **Purchase order email:** | | |  | | | **Remittance email:** | | |  | |
| **D. BANK DETAILS** | | | | | | | | | | |
| **Bank Account Number:** | |  | | | **Bank Sort Code:** | | |  | | |
| **IBAN (if applicable):** | |  | | | **SWIFT (if applicable)** | | |  | | |
| **Bank Payee name for invoice payments:** | | | | |  | | | | | |
| **If bank payee name differs from company name, please provide an explanation:** | | | | |  | | | | | |
| **You may be contacted to confirm company bank details** | | | | | | | | | | |

**1** An [intermediary](https://www.gov.uk/guidance/employment-status-employment-intermediaries%23who-is-an-employment-intermediary) is any person who makes arrangements for an individual to work for a third party or pay for work done for a third party. An employment intermediary is also known as an agency.

**2**[~~SME~~ –](https://www.gov.uk/government/collections/mid-sized-businesses) Small or Medium Enterprise (less than 250 em[p](https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/privacy-notices/2021-22/affiliates/)loyees and less than £25m annual turnover)

New Supplier Request – Supplier Details

November 2024