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

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| **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