



23 Thames Road, Barking, IG11 0HN  
 Tel: 020 8981 5007 Fax: 020 8981 6004  
 Mobile: 07772 023007  
 Email: Jdavison@citymetalsrecycling.co.uk  
 Web: www.citymetalsrecycling.co.uk

## **NEW ACCOUNT SET UP**

Dear New Customer

Thank you for your enquiry to become a new customer/supplier of City Metals Recycling Ltd. To process a new account on our system, we will need you to complete the attached forms and supply a copy of the below documents before any trade commences, this is to ensure we for fill our due diligence checks.

The Information provided will be treated in the strictest confidence and will remain in house. It will not be passed on to any third parties.

This is a new practice recommended by HMRC under the scheme “ [KNOW YOUR CUSTOMER](#)”

<b>Completed Account Form (Attached)</b>	
<b>Completed Self-bill Agreement (Attached) - if applicable</b>	
<b>VAT Registration Certificate</b>	
<b>Company Incorporation Certificate</b>	
<b>Company Bank Details</b>	

If you need any assistance in completing the forms please contact the office on: [02089815007](tel:02089815007)  
 Once completed please return the forms and requested documents to [accounts@citymetalsrecycling.co.uk](mailto:accounts@citymetalsrecycling.co.uk)



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## ACCOUNT APPLICATION FORM

<b>Registered Company Name:</b>		
<b>Registered Company Address:</b>		
<b>Post Code:</b>		
<b>Telephone Number:</b>		
<b>VAT Registration Number:</b>		
<b>Account Dept. Email Address:</b>		
<b>Sort Code:</b>		
<b>Bank Account Number:</b>		

On behalf of the company above, agreeing that you have full authority to sign on the company's behalf	
<b>Signed:</b>	<b>Date:</b>
<b>Print Name:</b>	
<b>Position within the Company :</b>	

On behalf of City Metals Recycling Ltd	
<b>Signed:</b>	<b>Date:</b>