



Request for New Supplier Form

Company Details	
Company Name:	
Company ABN:	
Postal Address:	
Business Address:	

What Type of Goods/Services do You Supply	
Goods/Services Supplied:	

International Companies are Required to Supply Business Registration Certificate/Documents (Refer to ASIC website for more information on Foreign Companies)	
Australian Registered Body Number - "ARBN"	

Contact Details	
Remittance Advice Email:	
Purchase Order Email:	
Contact Person Name:	
Contact Number:	

Bank Details: <i>Please supply banking details on company letter head or a blank company invoice</i>			
RQ Payment Terms:	30 Days from Invoice Date	Payment Reference:	RQ

Verification <i>(Please sign to verify that the above information is true and correct and you agree to Racing Queensland's payment terms as stated unless otherwise agreed to in writing)</i>			
Name:			
Signature:		Date:	

Racing Queensland use only

Racing Queensland Requestor Name and Signature <i>Requestor to submit electronically to procurement@racingqueensland.com.au</i>			
Name:			
Signature:		Date:	

Racing Queensland Procurement Manager Name and Signature			
Name:			
Signature:		Date:	

Racing Queensland Finance use only					
BSB Check:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ABN Check:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No ABN – Is Withholding Tax to be Applied:				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approved by Finance (name):				Date:	
New Supplier Code:			Email Applicant:	Yes <input type="checkbox"/>	No <input type="checkbox"/>