

## WAITOMO ACCOUNT APPLICATION FORM

TO APPLY FOR A WAITOMO ACCOUNT, PLEASE FILL IN THIS FORM AND RETURN IT TO US BY:

Saving a copy and emailing it back to us OR printing a copy and then scanning and emailing or posting it back to us.

Email: [fuelcard@waitomogroup.co.nz](mailto:fuelcard@waitomogroup.co.nz) By post: PO Box 5125, Hamilton 3242



If you need any assistance completing this form, please call our team on 0800 922 123.

### SECTION 1 - ABOUT YOU

Legal company name:

Trading as (if applicable):

GST number:

Business type:

**Physical address:**

City/town:  Postcode:

**Postal address:**  Same as above?

City/town:  Postcode:

Contact name:

Phone:  Mobile:

Email:

Accounts person contact name:  Same as above?

Phone:  Mobile:

Email:

### CREDIT REFERENCES

#### Reference 1:

Company name:

Contact name:  Phone:  Customer since:

#### Reference 2:

Company name:

Contact name:  Phone:  Customer since:

Estimated monthly spend:

### YOUR COMMUNICATION PREFERENCES

All documentation, including statement invoices will be sent by email.

Would you like to receive weekly price notifications? Yes  No

Preferred email address:

Are you happy to receive other business-related Waitomo marketing materials? Yes  No

## SECTION 2 - ACCESS TO OUR WAITOMO CUSTOMER PORTAL

Our online customer portal gives you 24/7 access to your invoice statements, customer reports and transactional history. Once your account is set up, you'll also be able to use the portal to order new Waitomo Fuel Cards.

Do you want access to the online customer portal? Yes  No

If yes, please provide login details you'd like to use to access your account:

Username (e.g., name or email address - alpha numeric):

Password:

## SECTION 3 - WAITOMO FUEL CARDS

With our Waitomo Fuel Card, you'll be eligible for tailored commercial rates, or our pump price - whichever is best - via our fast-expanding Waitomo network. You'll also benefit from no card or transaction fees, and weekly invoice statements, eliminating the need to keep individual receipts.

**For each card, please provide:**

- ✓ Only one fuel option from the table below. Indicate the card type using the letter to the left of the category e.g., A = All Fuels, B = Diesel & Go Clear etc.

	Description	95	91	Diesel	Go Clear	Carwash
A	All Fuels	✓	✓	✓	✓	
B	Diesel & Go Clear			✓	✓	
C	Diesel Only			✓		
D	Petrol Only	✓	✓			
E	Petrol & Carwash	✓	✓			✓
F	All Fuels & Carwash	✓	✓	✓	✓	✓
G	Diesel & Carwash			✓		✓

- ✓ The 4-digit PIN number you'd like to use.
- ✓ A \$ transaction limit if you want to set this up. Otherwise, a default will be set at \$500 maximum.

Estimated monthly spend:

If you want to link your account with your EROAD account, please provide your vehicle registration number and fleet reference (maximum 8 characters).

If you want to order more than 10 cards, please call our team on 0800 922 123 or email [fuelcard@waitomogroup.co.nz](mailto:fuelcard@waitomogroup.co.nz) and we'll send you a spreadsheet to fill out with all the required details.

Card details			Fuel type	To link to your EROAD account, please provide	
Text you'd like printed on the card (max 30 characters)	PIN number (4 digits)	\$ limit per transaction	Please add type indicated by letter in the above table e.g., A for All Fuels	Vehicle registration	Fleet reference

Postal address for delivery:

If you'd like to be notified when your card(s) is on its way, please provide an email address:

## SECTION 4 - BULK AND ONSITE DELIVERIES

If needed, we can provide bulk deliveries to your site, providing you with a regular and reliable fuel supply, aligned to your fuel usage and storage capacity.

Do you require bulk deliveries? Yes  No

If no, please proceed to section 5. >>

If yes, please provide details of your requirements:

Delivery address 1:

Tank capacity: Diesel:  Unleaded 91:

Delivery address 2:

Tank capacity: Diesel:  Unleaded 91:

Estimated monthly usage: Diesel:  Unleaded 91:

Do you require a purchase order? Yes  No

## SECTION 5 - DIRECT DEBIT AUTHORITY

Unless agreed prior, direct debit payment is required for all Waitomo accounts, and Waitomo Fuel Cards. Statements issued weekly require payment by the following Thursday. Statements issued monthly require payment by the 20<sup>th</sup> of the month.

Name of my account to be debited (acceptor)

Initiator's authorisation code

1 2 2 4 3 0 9

Name of my bank

Bank

Branch

Account

Suffix

From the acceptor to (my bank):

[insert name of acceptor's bank]

I authorise you to debit my account with the amounts of direct debits from **Waitomo Petroleum Limited** with the authorisation code specified on this authority in accordance with this authority until further notice.

I agree that this authority is subject to:

- The bank's terms and conditions that relate to my account, and
- The specific terms and conditions listed below.

Please include the following information on my bank statement

Particulars	Code	Reference
Authorised signature/s		Date

### Specific conditions relating to notices and disputes

I may ask my bank to reserve a direct debit up to 120 calendar days after the debit if

- I don't receive a written notice of the amount and date of each direct debit from the initiator, or
- I receive a written notice but the amount or the date of the debiting is different from the amount or the date specified on the notice.

The initiator may only send a direct debit if you have:

- asked the initiator to send it, and
- agreed the amount of the direct debit.

The initiator is required to give you written notice of the amount and date of each direct debit. If the bank dishonours a direct debit but the initiator sends the direct debit a second time within 5 business days of the original direct debit, the initiator is not required to notify you a second time of the amount and date of the direct debit.

FOR BANK USE ONLY				
Approved	Date received	Recorded by	Checked by	Bank stamp
2430 01/18				

## SECTION 6 - THE LEGAL STUFF

I warrant to Waitomo Petroleum Limited:

- That the above information is to the best of my knowledge and belief, true and correct: and
- That I have carefully read and agree to be bound by the terms and conditions as printed overleaf;
- That I am duly authorised to make this credit account application on behalf of the applicant and of anyone duly authorised to enter into future contracts on behalf of the applicant.

Signed:

Name:

Position:

Date:

# SECTION 7: TERMS AND CONDITIONS

## GENERAL

### 1. What is the purpose of this contract?

- 1.1 This contract sets out the terms and conditions that apply when you (“you” and “your”) establish an account with, and purchase **products** from **Waitomo Petroleum Limited** (“we”, “us” and “our”).
- 1.2 The contract also sets out the additional specific terms that apply to **Waitomo Petroleum Ltd** (“we”, “us”, and “our”) cardholders.

### 2. What information about you can we collect?

- 2.1 You agree that we may obtain information about you to assess your credit worthiness, enforce any rights under this contract and market any of our **products** to any other entity.
- 2.2 You agree that we may give that information to any person for the above purposes. You may request access to any information that we hold about you and ask us to correct any mistakes in it.

### 3. What are the products we are supplying?

- 3.1 In these terms and conditions “**products**” includes, without limitation, the following:
  - the supply of petroleum products including bulk fuel supply, on-site fuel supply, fuel cards, fuel storage solutions (including tanks), lubricants, solvents and cleaning products; and
  - all testing and analysis services; and
  - all products and services identified in any order form, supply request, email, quotation or in any invoice issued by us to you, which documents are deemed to be incorporated into and form part of our contract with you.

### 4. What is the price of the products?

- 4.1 The price of the **products** is as agreed between you and us in writing.
- 4.2 If no price is agreed to in writing, the **products** will be treated as supplied at the current price that we generally supply those **products** at the time we enter the contract with you.
- 4.3 A specific freight charge may apply in addition to the price. The price excludes GST or any other applicable taxes.

### 5. What and when must you pay us?

- 5.1 You agree to pay us:
  - as per your agreed credit terms. For statements issued weekly, in full on or before the Thursday following the date of your invoice. For statements issued monthly, in full on or before the 20th of the month following the date of your invoice (“the due date”);
  - interest on any amount you owe after the due date at the rate of 2.5% per month or part month; and
  - costs, including debt collection and legal costs on a solicitor client basis, which we may incur as a consequence of having to enforce any of our rights contained in this contract.

### 6. When does delivery occur?

- 6.1 We are responsible for the **products** only until they are delivered to you.

### 7. What security rights do we have?

- 7.1 Until you have paid us in full for all **products** supplied, we retain ownership of the products we have supplied.
- 7.2 Until you have paid us in full for all **products** supplied, it is agreed that, pursuant to the Personal Property Securities Act 1999 (“the Act”): (i) we have a security interest in all **products** supplied by us to you; and (ii) this contract which has been agreed to by you, together with any invoice describing the **products** supplied, constitutes a security agreement pursuant to the Act.
- 7.3 If you default (as defined in the Act) or if we consider a default is likely to occur or the products are “at risk” (as defined in the Act”), you give us an irrevocable authority and licence to enter at any reasonable time, premises occupied by you or on which **products** we have supplied are situated and remove and repossess those **products** (“the repossession”), without the requirement for any further notice.
- 7.4 We are not liable for any costs, damages, expenses or losses incurred by you or any third party nor liable in contract or in tort as a result of the repossession and you agree to indemnify us for any costs, damages, expenses or losses incurred as a consequence of the repossession.
- 7.5 It is also agreed that we are not obliged to comply with our obligations under sections 107 (2) (a) to (e) and 107 (g) to (i) of the Act and that you will not register a financing change statement without our prior written consent.
- 7.6 Further you agree to waive your entitlement to receive any verification statement or the notice of sale referred to in section 114 (1) (a) of the Act and that nothing in sections 133 and 134 shall apply.
- 7.7 Following the repossession, we are entitled to sell the repossessed **products** or retain the repossessed **products** and give credit for such reasonable amount as we shall determine.

### 8. What is the limitation on our liability?

- 8.1 The Consumer Guarantees Act 1993, the Contract and Commercial Law Act 2017 and other statutes and regulations may imply warranties or conditions or impose obligations upon us which cannot by law be excluded or contracted out of (“the statutory restrictions”).

- 8.2 Subject to the statutory restrictions, it is agreed by you that we are not liable to you for any loss or damage of any kind whatsoever, arising from the supply of products by us to you, including consequential loss, whether suffered or incurred by you or another person or entity and whether in contract or tort (including negligence) or otherwise and irrespective of whether such loss or damage arises directly or indirectly from **products** provided by us to you.
- 8.3 You agree that you are in trade, and the account is established for trade purposes and accordingly the provisions of the Consumer Guarantees Act 1993 and any other right, duty, or liability arising under a contract of sale by implication of law, do not apply to the supply of products to you.

#### **9. What rights do we have to cancel this contract?**

- 9.1 We have the right by notice to suspend or cancel any part of any contract for the supply of **products** to you if you fail to pay any money owing after the due date or breach any condition contained in this contract.

### **WAITOMO FUEL CARD**

#### **10. What additional specific conditions apply to our cardholders?**

- 10.1 In our cardholder agreement with you the words and phrases below are defined as follows:
- “Account Holder” means, if different from the person whose name is imprinted by us on the card, the person who has entered this agreement with us whose full legal name is stated on the account application;
  - “cardholder” means in respect of a:
    - i) the person whose name is imprinted by Waitomo, on the Card
    - ii) the authorised person representing the company/business whose name is imprinted by Waitomo, on the Card.
  - “Credit/Refund” means a credit/refund assigned to the Cardholder processed via an Electronic Transaction;
  - “Card Cloud network” means Waitomo’s electronic funds transfer at point of sales network;
  - “electronic transaction” means a Waitomo Fuel Card transaction effected through the Card Cloud network;
  - “other goods” means those goods which are not products and, subject to the terms the Waitomo Fuel Card is issued on, are permitted to be purchased by the cardholder by presentation of the Waitomo Fuel Card;
  - “PIN” stands for personal identification number issued by Waitomo to, or selected by, the cardholder in relation to a Waitomo Fuel Card;
  - “products” has the meaning as defined earlier in these terms and conditions;
  - “Waitomo Fuel Card” and “card” mean the Waitomo Fuel Card issued by us to the Cardholder;
  - “Waitomo outlets” means Waitomo Fuel Stops, Waitomo Diesel Stops, Waitomo Dealerships, depots and fuel dispensing facilities throughout New Zealand where Waitomo Fuel Cards are able to be used; and
  - “Waitomo Price” means the relevant price for products agreed in the customer’s account with Waitomo.
  - In this agreement unless the context otherwise requires or specifically otherwise states:
    - i) if the cardholder comprises more than one person, each of those persons’ liability is joint and several;
    - ii) reference to a party or person includes any form of entity and their respective successors, assignees and representatives;
    - iii) amounts are in New Zealand dollars; the singular includes the plural and vice versa and time is of the essence.

#### **11. Who retains ownership of the card?**

- 11.1 Waitomo retains ownership of, and title to, any Waitomo Fuel Card issued to a cardholder.

#### **12. What is the cardholder required to do?**

- 12.1 The cardholder must ensure a valid PIN has been set for the Waitomo Fuel Card for prevention of unauthorised or fraudulent use by any other person.
- 12.2 The cardholder must keep the card in a safe place at all times and ensure no-one else uses it. The cardholder cannot assign or pass on the obligations under this agreement to any other person.

#### **13. How is the card to be used?**

- 13.1 Any cardholder who is authorised by us may use the Waitomo Fuel Card for the purchase of fuel and oil from Waitomo outlets.
- 13.2 No purchase on a Waitomo Fuel Card is complete until the cardholder has properly completed an electronic transaction.
- 13.3 The card cannot be used to obtain cash from a Waitomo outlet or to purchase Waitomo gift vouchers or any other gift or petrol vouchers which may be available at the Waitomo outlet.
- 13.4 Waitomo Fuel Card purchases are charged at the lower of either the Waitomo Price or those which are charged at the relevant Waitomo outlet.
- 13.5 No single transaction on Waitomo Fuel Cards is able to exceed the transaction limit assigned to that card, transactions are not permitted to be split into smaller amounts and processed individually.
- 13.6 Where the cardholder, in any transaction, fails after three attempts to properly enter the PIN and have it accepted by the Card Cloud network, no purchase will be made by the cardholder.
- 13.7 The cardholder shall keep us informed of any change of address of the cardholder during the use of the card and the operation of the account.

#### **14. What costs apply?**

- 14.1 The cardholder will pay to us any transaction fee for each transaction on the Waitomo Fuel Card and any government charges, taxes, duties or levies, including GST, which may be applicable from time to time and any other fees charged by us.

**15. What happens when the card is lost, stolen or mislaid?**

- 15.1 If the card is lost, stolen, mislaid or the PIN number disclosed or if the cardholder knows the card is in the possession of another person, the cardholder shall immediately notify us of the loss and give us all relevant information.
- 15.2 Any delay may make the cardholder and account holder liable for unauthorised transactions processed on the Waitomo Fuel Card before the loss or theft was reported.
- 15.3 Provided the cardholder has complied with these terms and conditions and has made immediate notification of the loss of the card, in the event of subsequent unauthorised use of the card the maximum liability of the cardholder to us shall be \$50.00.
- 15.4 However, where the cardholder has not complied with these terms and conditions and there has been unauthorised use of the card, or when the cardholder has contributed to the loss by unreasonably delaying notification to us of a failure to retain possession of the card or by any fraudulent or negligent act, the cardholder's liability shall be the lesser of:
  - i) the actual loss at the time the cardholder notified us or the maximum amount the cardholder would have been able to access over this period; or
  - ii) the total credit available from the cardholder's account.
- 15.5 If the cardholder's action was unintentional the cardholder still may be liable for the loss if the cardholder has not complied with these terms.

**16. When is a card replaced?**

- 16.1 We will replace any lost, stolen or damaged card, at the cardholder's request and on payment of any applicable fees. Any replacement card will be subject to the terms and conditions of this agreement as if it were the original card.
- 16.2 We may, at any time, charge a fee for a replacement card.

**17. When does a cardholder agreement commence and when does it terminate?**

- 17.1 This agreement shall commence when the cardholder is notified by us that they have authority to use the Waitomo Fuel Card.
- 17.2 The cardholder may terminate this agreement by giving us 14 days' written notice of such termination.
- 17.3 We may terminate this agreement at any time without notice to the cardholder.
- 17.4 On termination, the cardholder will cut the card in two and return both pieces of the card to us.
- 17.5 The cardholder and account holder, if different, will still be liable for any transactions made on the cardholders account and any other liability or obligation under this agreement up to the time of termination.

**18. What other conditions apply to cardholders?**

- 18.1 We may vary any or all of the terms of this agreement at any time by giving the cardholder 21 days' notice in writing if the change affects the cardholder's maximum liability for losses or adjusts any transaction limits.
- 18.2 We may at any time correct any error relating to a transaction on Waitomo Fuel Card, whether or not the correction is in the cardholder's favour.
- 18.3 Any difficulties the cardholder may experience with products or other goods purchased on a Waitomo Fuel Card remain the sole responsibility of the Waitomo outlet from which they were purchased, without recourse to Waitomo.
- 18.4 Any notice given by the cardholder must be marked to the attention of the manager and received by us either by facsimile or post.
- 18.5 Any notice given by us is delivered either to a company's registered office or to an individual's last known address or by public notice in the applicable metropolitan paper.

**19. What also are you agreeing to in this agreement?**

- 19.1 We are not liable for delay or failure to perform our obligations if the cause of the delay or failure is beyond our control.
- 19.2 Whether or not we can satisfy your order, may depend on stock supply.
- 19.3 If we fail to enforce any of the terms and conditions contained in this agreement, it shall not be deemed to be a waiver of any of the rights or obligations we have under this agreement.
- 19.4 If any of these terms and conditions shall be invalid, void or illegal or unenforceable, the validity existence, legality and enforceability of the remaining terms and conditions shall not be affected, prejudiced or impaired.

These terms and conditions are subject exclusively to New Zealand law and any dispute is to be determined exclusively within New Zealand jurisdiction.

## SECTION 8 – PERSONAL GUARANTEE TO ACCOUNT APPLICATION

1. If the customer is a company or is a trust, the director/s or trustee/s signing this contract, in consideration for Waitomo agreeing to supply goods and grant credit to the customer, also sign this contract in their personal capacity as joint and several guarantors of the customer. Accordingly, the guarantor unconditionally guarantees to Waitomo the due and punctual payment by the customer of all monies payable in respect of products.
2. The signatory, as guarantor, indemnifies Waitomo against non-payment by the customer.
3. This personal guarantee is a continuing guarantee and is not discharged by any settlement on account.
4. Liability under this personal guarantee shall not be discharged, abrogated, prejudiced or effected by:
  - The granting of time, credit or other indulgence or other concession to the customer; or
  - Any alteration, modification, variation or addition to any agreement in respect of the supply of the goods; or
  - Any other act, omission or event which, but for this provision, might operate to discharge, the signatory's obligations under this personal guarantee or any of the rights, powers or remedies conferred upon Waitomo by this guarantee or by law.
5. Where any signatory is a trustee of a trust, and is not a beneficiary of that trust, Waitomo agrees that the liability of that trustee shall be limited to the value of the assets of the trust.

## SECTION 9 – SUBMIT YOUR APPLICATION

Save or scan a copy of this form and email it back to us - [fuelcard@waitomogroup.co.nz](mailto:fuelcard@waitomogroup.co.nz)

OR

Scan and post a copy of this form and post it back to us - PO Box 5125, Hamilton 3242

If you're applying for more than 10 Waitomo Fuel Cards, please make sure you also attach your completed Waitomo Fuel Card spreadsheet, with your account application form.



If you need any assistance completing this form, please call our team on 0800 922 123.