



Bank of Valletta p.l.c.
58, Triq San Żakkarija,
Il-Belt Valletta VLT 1130 - Malta
T: (356) 2131 2020
E: customercare@bov.com **bov.com**

TRADE DIRECTORY FORM

Date: _____

Please fill in this form with all required details. Send signed copy via email to the department requiring your details. Kindly ensure that the supplier's name provided in this form is reflected on the invoices.

Supplier's Name:

Supplier's Address:

Supplier's Tel No:

Supplier's Mobile No:

Supplier's Fax No:

Supplier's email address:

Supplier's contact person name & surname:

Supplier's website (if applicable):

Supplier's VAT No. (if applicable):

Supplier's ID No. / Passport No. / Company Registration No.:

Supplier's Bank Details

Bank's Name:

Bank's Address:

Bank BIC / SWIFT Code

Account Currency

IBAN:

For payments in GBP / USD the bank account number and routing number are to be inserted wherever applicable;

Bank Account No.

Routing No.

I agree to the following Terms & Conditions

- Data Protection**
Any personal data included in the Trade Directory Form (the "Form") submitted shall be processed pursuant to the Bank's privacy notice, which tells you what to expect us to do with the personal information which you are providing by means of this form, is available online at www.bov.com/content/privacy or in a hard copy by asking the Bank representative assisting you.
- The form is necessary for the creation of new suppliers or to advise the Bank of any updates to existing data. Either way, the form is to be completed in full and returned to the Bank as described above.
- Supplier's Name, Bank account name and name on invoice must all be identical.
- The Bank is fully indemnified for any damages which may arise or originate from incorrect data entered on the Form by the Supplier.
- The Bank reserves the right to withhold any payments until the Form is received in the requested manner and uploaded into the bank's system, which may take up to two weeks from receipt of the form.
- Bank of Valletta p.l.c. shall only consider changes or amendments to the existing data if there are effected on a new form and sent to the Bank as indicated above. Any amendments or changes not effected to the Form, including but not only on the official invoice, shall not be considered as official changes by the Bank.
- The Bank will be unable to effect payment if the supplier has been sued out with a Garnishee Order, unless this is counter-warranted.

Supplier's authorised signatory

Supplier's authorised signatory I.D. Card No.