

Terms of Credit and Application for Credit at Ports of Jersey

Company Name:

Address:

.....

Email:

BANKING DETAILS

Sort Code: **Account No:**

IBAN:

Account Name:

Bank Address:

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Please provide 2 business references

1.

Address:

.....

Tel: **Email:**

2.

Address:

.....

Tel: **Email:**

Please return this form to:

Credit Controller, Finance Department, Ports of Jersey, St Peter, Jersey, JE1 1BY

Terms of Credit

From 1 January 2015

1. Invoices will be rendered monthly and must be settled within a period of 30 days following the date of the invoice. The invoice must be made in full and any incorrect charge or other error must be notified to:

The Credit Controller, Finance Department, Ports of Jersey, St Peter, Jersey, JE1 1BY. Telephone +44 (0)1534 446299, Fax +44 (0)1534 446297

Where any discrepancies are verified, these will be dealt with by the Finance Department by issuing the relevant invoice or credit note, as appropriate.

2. Settlement of invoices may be made by:

- Direct Debit
- Cheques – made payable to ‘The Treasurer of the States’ and forwarded to the Credit Controller
- Credit Card – payment can be made over the telephone to the Finance Department.
- BACS Transfer – bank details may be obtained from the Credit Controller. All charges relating to BACS transfers must be borne by the payer

3. Where applicable, GST at the appropriate rate will be applied.

4. Where an invoice remains unpaid beyond the period of credit granted, Ports of Jersey reserve the right to charge interest at a rate of 0.75% a month on the charges outstanding for late payments, with a minimum charge of £5.

5. Ports of Jersey will make an administration charge of £25 for each occurrence of the following events:

- Cheques that are returned unpaid by the bank marked ‘refer to drawer’
- Direct debit payments that are refused by the paying bank owing to insufficient funds

6. If accounts are not fully paid within the prescribed period, Ports of Jersey reserve the right to revert to cash payments without further notice and / or seek recovery of the outstanding amount through recourse to the relevant courts. If Ports of Jersey has to commence legal proceedings to recover amounts owed the Customer will be liable for a legal recovery administration charge of £125 plus legal fees and court costs

7. When any monthly credit facilities have been withdrawn, they may only be reinstated upon receipt of a deposit equivalent to the highest monthly account during the preceding twelve month period or other such sum as may be determined by the Accounting Officer, Ports of Jersey.

8. If there has been no activity on a credit account for a continuous period of twelve months, the account will lapse and a fresh application will have to be made if it is decided to reactivate the account by the company concerned.

9. Ports of Jersey reserve the right to alter, suspend, cancel or otherwise vary these conditions at any time. The current version of the terms and conditions shall be those that are available on the website: www.ports.je

10. For the avoidance of doubt, these Terms of Credit supersede any previous Terms of Credit and in the event of conflict between the provisions of these Terms of Credit and contents of any other agreement entered into by or on behalf of Jersey Harbours or Jersey Airport, the provisions of these Terms of Credit shall prevail.

Andrew Boustouler
Group Finance & Business Resources Director
March 2015