



grace
ELECTRONICS LIMITED

Unit 12, Business Village,
Blackbushe Business Park
Yateley, Hampshire. GU46 6GA
Tel: 01252 667788 Fax: 01252 667799
Website: www.grace.co.uk

Dear Sirs,

Our new Terms of Trading

Please find enclosed our new standard Terms of Trading, which will apply to all your future orders with us with immediate effect.

Please:

1. Sign the attached form and return it to us, and
2. Keep this letter with your records.

We are also pleased to advise you, that we are now enabled to collect payments by direct debit. Clients wishing to make use of this convenient method of payment can benefit from extended payment terms in addition to reduced administration. For further information please contact the Credit Control Department.

If you are a sole trader or partnership, may we please refer you to the notice attached to this letter in respect of the Data Protection Act.

Yours faithfully

Credit Control

Acknowledgement of receipt of advice of new Trading Terms

To: Grace Electronics Ltd

From:

We acknowledge receipt of a copy of your new standard Terms of Trading and we understand that the new terms will apply to all our future orders with you with immediate effect.

Signed:

Name (in block capitals please):

Position (e.g. Managing Director, Company Secretary):

Date:

Data Protection Act 1998 Notice

Words shown in *italics* are defined in the Data Protection Act 1998 ("the Act").

Where you provide us with *personal data* ("data"), you understand that the data will be held securely, in confidence and *processed* for the purpose of carrying out our business and associated activities ("Activities"). You accept that we may consult with and disclose the data to credit reference agencies, banks, credit insurers and other responsible organisations outside our business that we have nominated ("third parties"), and that such third parties may process the data. You understand that under the Act you have a right to know what data we hold on you, if you apply to us in writing and pay the applicable fee.

1. We may transfer information about you to our bankers/financiers, in order for them to provide their services to us and other customers of theirs and to help them to (a) obtain credit insurance (b) undertake credit control (c) undertake assessment and analysis (including credit scoring, market, product and statistical analysis) (d) securitise debts and (e) protect their interests.
2. We or our bankers/financiers may make credit reference agency searches in respect of your business and its principles. Please note that credit reference agencies make a record of searches, which may be used to prevent fraud or money laundering, or by other subscribers to make credit decisions about you.
3. Our bankers/financiers may give information about you and your indebtedness to the following for the purposes stated:
 - a) any other divisions or associated companies of theirs – for the business purposes of such divisions or companies;
 - b) our of their insurers, to quote for and issue any credit policy or to deal with any claims;
 - c) any advisers acting on our or their behalf – so the advisers can carry out their services;
 - d) any business to whom your indebtedness or our financing arrangements with them may be transferred to facilitate such transfer;
 - e) to any person to whom they have a duty of disclosure or to whom the law permits disclosure;
4. Our bankers/financiers may make decisions about you solely using an automated decision making process, such as credit scoring; however, they will tell us (and in turn we will tell you) if they make a significant decision only using such a process. Through us you can then request a review of their decision using other means;
5. Our bankers/financiers may monitor and/or record your phone calls to them for training and/or security purposes.
6. We will provide you with details of our bankers on request, including a contact telephone number from where you can obtain details of the credit reference agencies used by them and any third parties to whom information is transferred.