

DHL Express (Ireland) Account Application Form



PLEASE RETURN THIS FORM TO: FAX 01 870 1515 or EMAIL ie.sales.lead@dhl.com

1. SERVICE REQUIRED – DHL SALES REPRESENTATIVE TO COMPLETE

Domestic <input type="checkbox"/>	Europlus <input type="checkbox"/>	Europlus Import <input type="checkbox"/>	Air Import <input type="checkbox"/>	Air Export <input type="checkbox"/>	Same Day <input type="checkbox"/>
TERRITORY CODE	INDUSTRY CODE	ROUTE CODE/STATION	MAJOR ACCOUNT CODE	SEGMENT WDF	

2. CUSTOMER DETAILS

Business Name: _____
(This Must Be Your Full Legally Registered Name)

Address Details: _____

Main Contact: _____ **Job Title:** _____

Direct Contact Number: _____ **Email Address:** _____

Company Phone Number: _____ **Company Fax Number:** _____

Company Registration Number: _____ **Company VAT Number:** _____

Vat Free Authorisation No: Yes No (If yes please provide a copy for implimentation)

Do You Already Have An Account With DHL? Yes No

If Yes, Please State Your Account Number(S): _____

3. COMPANY COLLECTION ADDRESS (Please include details of the individual who will book the collection/deliveries with DHL Express)

Company Collection Name: _____

Company Address Details _____

Contact Name Making The Booking : _____ **Direct Contact Number:** _____

Email Address: _____

4. COMPANY INVOICING – 1st Payment Option (Only complete this section if you wish to pay for your DHL Express shipments via Electronic Money Transfer or Cheque)

If you wish to settle your account via electronic money transfer or cheque please complete the details below and you will receive a weekly invoice, which you can then instruct your bank to pay accordling.

Accounts Contact Person: _____ **Direct Contact Number:** _____

Invoicing Address Details: _____

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5. COMPANY INVOICING – 2nd Payment Option (Only complete this section if you wish to pay for your DHL Express shipments via Direct Debit)

Sign up to a Direct Debit, which is the most convenient and efficient method of paying for your DHL Express Shipments. Simply, complete the mandate form below and we will set you up within 5 working days (subject to verification of your bank details)

Bank or Building Society Name: _____

Address Details: _____

Account Sort Code: _____ Account IBAN Number: _____

I/ we authorise you until further notice in writing to charge my/our account, variable amounts which DHL Express may debit by Direct Debit.

I understand that these instructions are subject to the safeguards assured by the Direct Debit Guarantee. Please remember, to cancel or amend your DHL Express Direct Debit at any time, simply call 01 870 1520

Finally, in order to keep us informed for your monthly bill please supply us with the below details:

Accounts Contact Person: _____ Direct Contact Number: _____

Email Address: _____ Fax Number: _____

6. SECURITY STATUS – MUST BE COMPLETED FOR SECURITY PURPOSES

DHL must satisfy the Department of Transport (DoT) that "facility security" meets the statutory requirements of the Air Cargo Security programme, which is published by DoT. The following checklist must be completed to verify compliance levels.

Business Name: _____ Contact Person: _____

(This Must Be Your Full Legally Registered Name)

Responsible nominee: _____

(See attached Security Instructions for definition)

What is the nature of your business? _____

Will material that does not originate from you be sent on this DHL account(s)? YES NO

Are you a Regulated Agent with DoT or a Known Consignor with CMG? YES NO

If YES, please state your DoT listing number and attach a copy of your cert: _____

Please see attached Security Instructions as set down by the Department of Transport under EC Regulation

2320/2002. Please read these instructions and sign and return a copy along with your completed application form.

FOR DHL USE ONLY - Security Flag to be applied (to be completed by DHL)

Security Check Known Account Regulated

7. CUSTOMS INFORMATION FOR IMPORTING INTO IRELAND

Do you have a TAN (Trader Account Number) account? YES NO

If Yes, please supply your TAN account number: _____

I hereby give permission for DHL Express to use our TAN (trader account no): _____ when clearing inbound shipments on behalf of the above company name

8. PRODUCTS AND SERVICES INFORMATION

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DHL is currently developing a range of email services designed to ensure you always have access to the latest DHL local and global news, service enhancements, operational improvements and competitions.

Please indicate if you do not wish to receive this information

9. AUTHORISATION

1. DHL Express (Ireland) Limited agrees to provide you the customer ("You") with transportation services ("Services") in reliance of the information given by You on this application form and Your signature below is Your acknowledgement that the information provided is accurate.
2. The Services are provided in accordance with DHL's standard terms and conditions of Carriage as varied from time to time ("Terms") a copy of which are set out on our website (www.dhl.ie) and a paper copy can be provided to you on request. By signing below You confirm that You have read and understood the Terms and agree to be bound by the Terms. This application form, DHL's current tariff schedule, the Terms and any other schedules provided to You by DHL relating to the Services constitute the agreement between You and DHL and any variations to this agreement will only be effective if agreed in writing by authorised DHL personnel.
3. DHL may make searches about You with credit reference agencies who will supply DHL with credit information as well as information from the Electoral Register so as to allow DHL to verify Your identity and credit record. These agencies will record details of the search whether or not this application proceeds. You (and/or Your principal Partners) hereby consent to such searches being made and any information being obtained from these searches being used by DHL and any of its associated or affiliated companies.
4. DHL will use any personal information it collects about You in order to carry out the Services quickly and efficiently and in order to bill You and contact You when necessary in relation to the Services. DHL will not share this information with anyone other than companies associated or affiliated with DHL. All information is stored securely .
5. The tariff included in this proposal is based upon the shipping profile provided by you and the tariff is only sustainable if anticipated volumes match those actual shipped. Therefore, DHL reserves the right to review any tariff where this does not occur.
6. Please note that the rates are open to acceptance by you for 3 months from today and only become valid upon receipt of your signed account application form.
7. You are responsible for all traffic, and the resulting charges, relating to your DHL account number.
8. If the volumetric weight of your shipment exceeds the gross weight You will be charged for the higher weight.
9. Any comments, queries, or questions relating to DHL's use of Your information should be addressed to:- Marketing Manager, DHL House, Malahide Road, Swords, Co Dublin.

Signed On Behalf Of The Customer: _____

Print Name: _____ Signature & Date: _____

TO BE COMPLETED BY DHL FINANCE

Type of Account:

Account Number:

Central Account Number:

Date Entered:

Entered By:

DEPARTMENT OF TRANSPORT

**INSTRUCTIONS ON SECURITY OF PREMISES, STAFF AND TRANSPORT
FOR ACCOUNT CONSIGNORS**

These instructions have been prepared for your use and for information to your staff engaged in the preparation and control of consignments of air cargo. These instructions are in accordance with the regulation (EC) No 2320/2002 of the European Parliament and of the Council establishing common rules in the field of civil aviation security.

Premises

Access to areas where consignments of air cargo are prepared, packaged and/or stored shall be controlled to ensure no unauthorised person/s have access to the consignments.

Visitors shall be accompanied at all times in those areas where consignments of air cargo are prepared, packaged and/or stored.

Staff

The integrity of all staff being recruited who will have access to air cargo shall be verified. This verification shall include at least a check of the identity (if possible by photographic identity card, driving licence or passport) and a check of the curriculum vitae and/or provided references.

All staff that have access to air cargo shall be made aware of their security responsibilities as set out in these instructions.

Responsible nominee

At least one person responsible for the application and control of these instructions shall be nominated (responsible nominee)

Consignment integrity

Consignments of air cargo shall not contain any prohibited articles, unless they have been properly declared and subjected to the applicable laws and regulations (please see attached list).

Consignments of air cargo shall be protected against unauthorised interference.

Consignments of air cargo shall be adequately packaged and where possible, include tamper evident closure.

Consignments of air cargo being shipped shall be fully described on the attached documentation together with correct addressing information.

Transport

Where the account consignor is responsible for the transport of consignments of air cargo, the consignments shall be protected against unauthorised interference.

Irregularities

Irregularities (either apparent or suspected) related to these instructions shall be reported to the responsible nominee. The responsible nominee shall take appropriate action.

Please sign the Security Instruction to confirm that you have read and understood the contents and your responsibilities under the Air Cargo legislation. Please note that the Department of Transport may conduct unannounced audits on your premises to ensure that you comply with the national instructions.

Please ensure that you return the signed instructions with your completed application form.

Signed _____ Date _____

Print Name _____

PROHIBITED ARTICLES FOR AIR CARGO

The following are considered prohibited items for air cargo:

A) Explosives / ammunition / flammable liquids / corrosives

Any explosive or incendiary components, which by themselves or in conjunction with other items can result in an explosion or fire. These include explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition etc., or any combination of these items. Any corrosive or toxic substances, including gases, whether or not under pressure; and

B) Disabling or incapacitating items

All tear gas, mace and similar chemicals and gases whether in pistol, canister, or other container and other disabling devices such as electronic stunning / shocking devices, unless they have been properly declare and subject to the applicable laws and regulations.

C) All other standard DHL prohibitions