

Customer account application instructions



Land and Property
Management Authority

The Land and Property Management Authority (LPMA) customer information system records details of customers with business relationships with LPMA.

Customers wishing to access LPMA products and services, both chargeable and free, are required to complete a **customer account application** in order to obtain a customer account which will then be your identification with LPMA. This identification will be the key reference for correspondence with you.

Note: If you are applying for access to the Survey Services Portal, please refer to the specific Survey Services Portal application on the LPMA website, www.lpma.nsw.gov.au/survey_maps/survey_portal_info.

Completing a customer account application

A **customer account application** comprises three (3) forms, all required to be completed. These are:

1. Customer account application (1)
2. LPMA products and services (2)
3. Privacy Act notice (3)

Please refer to these instructions when completing the three (3) forms.

Customer account application (1)

- 1. Customer details:** Are those of the individual seeking a customer account. Legal Entity Name is the same as shown on the ABN.
- 2. Customer account details:** Indicate if you have an existing credit account with LPMA and the account number.
- 3. Electronic invoicing, statements and reminders:** Email is the default method of communicating financial correspondence. If fax is preferred, include a fax number only (not an email address).

Notes:

- The credit account must belong to a customer with the same ABN as shown in this application.
- The authorised officer of the credit account must be a co-signatory to this application.

If applying to open a credit account with LPMA, advise the frequency of account statements required. Note that an email address must be given in '3. Electronic invoicing, statements and reminders' if financial statements are required.

4. Customer coding: Provide a brief description of the main customer business activities. Indicate if there is a head office and/or other group company/ies that are LPMA customers.

5. Customer agreement: All customer account applications require the completion of the customer agreement.

LPMA products and services (2)

This form is used to request products and/or services.

1. Products and services requested: Place a tick (✓) next to those requested.

2. Purchasing level: Indicate alongside each ticked product and/or service the expected monthly purchasing amount.

3. Industry references: Produce two (2) references who can verify your involvement in your industry and verify your business credibility.

4. Specialist lodgment services requested: For applicants seeking a customer account as an LPI lodging Party and/or seeking to obtain a Document Collection Box and/or Copy Request Document Collection Box, please complete this section.



Privacy Act notice (3)

All customer account applicants must read and complete the Privacy Act notice form. The information on this form enables invoices to be issued to you on a cyclical basis. The information you provide in this form is given voluntarily to support your application for this facility. The information will not be disclosed to any other party without your consent unless provided for by law. Information provided by you will be held by LPMA and you have the right to access and correct this information on an as needs basis.

Sending in your customer account application forms

Your customer account application must include all three (3) completed forms.

Post the original copies to:

Sydney customers

Land and Property Management Authority
Customer Service Manager
GPO Box 15
Sydney NSW 2001

Bathurst customers

Land and Property Management Authority
Customer Service Manager
PO Box 143
Bathurst NSW 2795

Land and Property Management Authority Head office

1 Prince Albert Road
Queens Square
SYDNEY NSW 2000

T 13000 LANDS
61 2 9228 6666
F 61 2 9233 4357

www.lpma.nsw.gov.au

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Customer account application (1)



Customer details

Boxes marked * are mandatory

Legal entity name	<input type="text"/>	*
Trading name	<input type="text"/>	

ABN	<input type="text"/>	*
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Street address

Property details	<input type="text"/>	
Street name/No.	<input type="text"/>	*
City/suburb	<input type="text"/>	*
Postcode	<input type="text"/>	*
State/Country	<input type="text"/>	*

Postal address

PO Box	<input type="text"/>	
City/suburb	<input type="text"/>	
Postcode	<input type="text"/>	

Registered office (if different to street address)

Street name/No.	<input type="text"/>	*
City/suburb	<input type="text"/>	*
Postcode	<input type="text"/>	*
State/Country	<input type="text"/>	*

DX address

DX Box	<input type="text"/>	
DX exchange	<input type="text"/>	
	<input type="text"/>	

Contact name	<input type="text"/>	*
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Telephone numbers

Daytime	<input type="text"/>	
Mobile	<input type="text"/>	

Customer account details

Do you have an existing account with LPMA?	*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please advise the account number	Account Number	<input type="text"/>	

Electronic invoicing, statements and reminders

Financial correspondence: Email	<input type="text"/>	Fax	<input type="text"/>
Payables contact name:	<input type="text"/>	Telephone	<input type="text"/>
Account statement frequency required:	<input type="checkbox"/> Not Required	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly

Customer coding

Short description of main customer business activities	<input type="text"/>
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Is there a head office and/or other group/company that is/are LPMA customers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Head office name	<input type="text"/>	Other group company names	<input type="text"/>
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Customer agreement

The customer authorised officer below certifies the correctness of information given in this application, and agrees that the customer will abide by all terms and conditions for LPMA customers, in LPI Lodgment Terms and Conditions.

Go to "General LPMA Forms" on www.lpma.nsw.gov.au.

Name	*	Official capacity	*
Signature	*	Date	*



Privacy Act notice (3)

The information in this form is required by the Land and Property Management Authority (hereafter called LPMA) to establish a Customer Account which will enable invoices to be issued to you on a cyclical basis (as required). The information you provide in this form is given voluntarily to support your application for this facility. If this facility is extended to you, LPMA may be providing short term credit to you by allowing next business day payment after the service has been provided. As a consequence LPMA may seek to obtain a credit report from a credit reporting agency and information within this form may be provided to the credit reporting agency for this purpose. The information will not be disclosed to any other party without your consent unless provided for by law. Information provided by you will be held by LPMA and you have the right to request access to and correct this information.

Customer account application and Privacy Act agreement

I/WE AGREE:

1. To comply strictly with LPMA terms of trade, applicable legislation, relevant Acts and directives.
2. To obtain a bank guarantee if the purchase level requires the security. (LPMA recommend that a person providing a bank guarantee in relation to this application should obtain independent legal advice on the bank guarantee).
3. Any change in the legal entity, structure or management control of the applicant company or partnership shall be notified to LPMA within seven (7) days of such change taking place.
4. All expense incurred in obtaining or attempting to obtain payment of overdue amounts will be a charge against the applicant.
5. LPMA may withdraw or limit any short term credit facilities extended at its absolute discretion without notice.
6. Provision of credit is only extended to next business day for bulk lodgment of dealings and/or plans.
7. Conditions of trading are incorporated in this application.

I/WE DECLARE THAT I/WE have read and understood the customer account application (application) and the privacy act notice and acknowledge agreement with the terms of the application and the privacy act notice.

I/WE ACKNOWLEDGE THAT I/WE have read and understood all relevant terms and conditions as provided and published by LPMA.

The information provided by me/us in this application is true and correct and that it is upon the basis of the above statements that I/ we submit this application for acceptance by LPMA. If any change occurs to the information provide by me/us in this application, I/we undertake to immediately notify LPMA.

I/WE FURTHER DECLARE THAT I/WE have read and understood the conditions of trading and if this application is accepted I/we agree to be bound by the terms of this application and the conditions of trading of LPMA.

Customer agreement

Signature:

Name (please print):

Official capacity:

Date:

Notification

Customers will be advised whether or not their application has been successful and if successful, of their new customer account details.

Document box keys (Customer sign off for keys)

I am authorised to obtain and have received the keys to a LPMA assigned document collection box.

Signature:

Name (please print):

Date: