

# Application Form

## Commercial Fuel Card



**FUEL SERVICES LTD.**

**Energy for Everything!**

- Wholesale prices at Glen Fuels depots
- Up to 2c a litre savings at 400+ Topaz sites nationwide
- Cost control across your entire fleet
- Safe, convenient and secure method of paying and managing fuel bills
- E-Billing
- FREETEXT your current location to 50456 for your nearest Topaz site

# Application Form

Please complete all sections and return to Glen Fuel Services Ltd., Accounts, Croghan Industrial Estate, Arklow, Co. Wicklow.

## Customer Details

### a) Limited Company

Company Name: \_\_\_\_\_ Company Registration Number: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

### b) Non-Limited Company

Proprietor's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Are you:  Home Owner  Tenant

Please enclose home address and DOB details of all proprietors/partners on a separate sheet, if more than one.

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## Nature of Business

Number of years trading: \_\_\_\_\_ Main contact name: \_\_\_\_\_

Tel number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Mobile number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Number of vehicles: \_\_\_\_\_ Diesel:  Petrol:

How do you currently refuel on the road: \_\_\_\_\_ Estimated monthly card usage: \_\_\_\_\_

Name of current fuel supplier: \_\_\_\_\_ Number of years trading with this supplier: \_\_\_\_\_

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## Trade References

1st Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2nd Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## Fuel Card Requirements

Number of Glen Fuels Fuel Cards required and vehicle registration number(s):

<input type="checkbox"/> 1 _____	<input type="checkbox"/> 2 _____
<input type="checkbox"/> 3 _____	<input type="checkbox"/> 4 _____
<input type="checkbox"/> 5 _____	<input type="checkbox"/> 6 _____
<input type="checkbox"/> 7 _____	<input type="checkbox"/> 8 _____

## Standard Invoice/Payment Terms

Invoices are issued weekly. Payment is by Direct Debit on the 15th day and the last day of each month - (Invoices dated 01st - 15th of the month will be debited on the last day of the month / invoices dated 16th to 30/31st of the month will be debited on the 15th day of the following month).

I/We have read the Glen Fuels Fuel Card Terms and Conditions of Use and agree to abide by them. I/We confirm that the information given on this application form and direct debit mandate is true and correct. I/We agree and understand that Glen Fuel Services Ltd. is not obliged to accept this application nor to give any reason for refusing the same, nor to enter into any correspondence in regard there to.

Authorised signature of Company: \_\_\_\_\_ Date: -- / -- / -----

Full name of Signatory: \_\_\_\_\_ Position held: \_\_\_\_\_

## SEPA Direct Debit Mandate

Unique Mandate Reference  
 Glen Fuels Services Ltd., Kilmacanogue, Bray, Co Wicklow.

Creditor Identifier: IE45ZZZ301474

**Legal Text:**  
**By signing this mandate form, you authorise Glen Fuel Services Ltd to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Glen Fuel Services Ltd.**

**As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.**

Please complete all the fields below;

Your name: \_\_\_\_\_ Address: \_\_\_\_\_

Account number (IBAN):

Swift BIC:

Type of payment:      Recurrent                                   or One-off Payment

Signature: \_\_\_\_\_ Date: -- / -- / -----

Please return this mandate to  
**Glen Fuel Services Ltd.,Accounts, Croghan Industrial Estate,Arklow, Co.Wicklow.**

Please tick to confirm you have read and agreed to the terms and conditions on page 4 of this application form.

Monthly Statement: All customers who provide an email address will receive a monthly statement. You can check your account and print off statements at any time by visiting **www.glenfuels.ie** - to set up your password, please contact your local depot.

**Staying in Touch**

Glen Fuel Services Ltd., would like to contact you occasionally to let you know about future promotions, discounts & industry news from Glen Fuels and our affiliate business partner Glenergy, if we think they may be of interest to you, but only if you consent to us doing so.

Your data will not be passed to any third-party for their own independent marketing purposes. You can obtain information about your personal data and request the correction or deletion at any time. You can review your consent or opt-out at any time by contacting Glen Fuel Services Ltd. at info@glenfuels.ie or call 1850 301 301.

*Tick the Opt In box and insert your details on the preferred method(s) of contact you wish to hear from us on and please sign:*

Email \_\_\_\_\_

SMS \_\_\_\_\_

Landline \_\_\_\_\_

Mobile \_\_\_\_\_

Post      *Use supplied billing address*

Opt In:       Signed:       Date:

## Terms and Conditions for Glen Fuels Commercial Fuel Card

### 1. Definitions

- (a) In these conditions Glen Fuels means Glen Fuel Services Limited and its successors.
- (b) 'Topaz' means Topaz Energy Limited and its successors and assigns.
- (c) 'Site' means any Topaz location holding a Fuel Card Services franchise agreement and thereby acting as an authorised selling agent.
- (d) 'Card' means the Topaz Diesel Card or Topaz Fleet Card issued by Glen Fuels to the Account Holder for the purpose of drawing petrol, diesel, oil and other goods and services as specified in this application (the Products) from a Site.
- (e) 'Account Holder' means the person in whose name the account is maintained.
- (f) 'Authorised User' means the person or persons the Account Holder has authorised to sign or use the Card(s).
- (g) 'Credit Limit' means the maximum amount expressed in money terms which Glen Fuels may from time to time specify to an Account Holder as being the limit of purchases of Products on credit that may from time to time be made with any Card.
- (h) References to person shall include individuals, partnerships, firms, companies, organisations or any other entities (whether or not having a separate legal personality).

### 2. Applications

- (a) All applications for the issue of a Card(s) shall be at the absolute discretion of Glen Fuels.
- (b) Each Card will be valid for use of the Account Holder and any Authorised User to the extent of the Credit Limit up to 24 months from the date of issue.
- (c) All risks of loss will pass to and be borne by the Account Holder from the date of dispatch of the Card.
- (d) The Account Holder shall ensure that any person using a Card(s) shall not tamper with or try to alter or interfere with the fuel monitoring device or fuel delivery equipment at any Site. In the event there appears to be a defect or fault in such monitoring or fuel delivery equipment the Account Holder shall forthwith report the same to the operator of the Site.

### 3. Authorisation

- (a) Signature of and/or use of a Card by the Account Holder or Authorised User constitutes application of these terms and conditions to the transaction thereby effected and the Account Holders agreement to pay Glen Fuels for any Products supplied to the Account Holder or an Authorised User by various Sites within the Republic of Ireland.

### 4. Use

Use of the Card is restricted to the Account Holder or any Authorised User and remains valid until the date of expiry stated on the Card(s) or prior cancellation. The Authorised User must either sign their name or enter their vehicle registration number (not both) onto the panel on the reverse of the Card(s). The Authorised User must sign a voucher as to each purchase and check that the details appearing on the voucher are correct, but neither a failure to do so nor the breach of any conditions herein, shall relieve the Account Holder of liability to Glen Fuels for any supply made to the Account Holder or an Authorised User.

### 5. Accounts

Statements will be sent to the Account Holder on a weekly/monthly basis. The Account Holder will pay Glen Fuels by Direct Debit no later than 14 days after the invoice date or as otherwise agreed between the Account Holder and Glen Fuels from time to time.

If payment of the whole amount is made later than the agreed date, Glen Fuels reserves the right to charge interest at the rate of 3% per month above the base rate of A.I.B. or part of the month (as well as before any judgement) on any balance outstanding on the next payment date until settlement is received.

If a direct debit drawn by Glen Fuels on the Account Holder's accounts is returned unpaid or a cheque sent by the Account Holder to Glen Fuels is returned unpaid, then the Account Holder shall pay Glen Fuels an administration fee each time it occurs.

If Glen Fuels is unable to produce a statement, the Account Holder's normal statement date will be used for the purpose of calculating interest and establishing the date upon which payment is due.

### 6. Lost Or Stolen Cards.

- (a) If a Card(s) is lost or stolen (including constructive theft as a result of any person in possession of a Card having ceased to be an Authorised User through termination of employment or otherwise) the Account Holder must immediately notify Glen Fuels by email, fax or registered post at Glen Fuel Services Ltd., Kilmacanogue, Bray, Co. Wicklow.

Notification must be received prior to 15:00 hours in order to be accepted as firm notification on the day of receipt. Any e-mail, fax or registered post received after 15:00 hours will be deemed to have been accepted as notification on the following working day (Monday to Friday, excluding Bank Holidays).

- (b) The Account Holder will remain liable to Glen Fuels for any supplies of Products arising from the use of such lost or stolen Cards by any person until 9.00am on the following working day after the day on which notification is received by Glen Fuels.

After such time, and provided that this Clause is complied with in full, the Account Holder shall have no further liability for purchases of Products resulting from the use of the Card other than for purchases by the Account Holder or any Authorised User.

However, no such releases of liability will be given to the Account Holder if it can be established on the balance of probabilities that:

- i) The Account Holder or the Authorised Signatory gave the relevant Card to an unauthorised person.
- ii) The loss of Card was due to the gross negligence of either the Account Holder or the Authorised User.
- iii) The Account Holder or the Authorised User failed to adhere to a request made by Glen Fuels or its representative to destroy or return the Card to Glen Fuels.
- iv) The Account Holder was in breach of any of the terms and conditions of this Agreement.



# Glen Fuels - Energy for Everything.

- Home Heating Oil - Domestic Fuel Card - Solid Fuel - Renewable Energy

To place an order or for more information about Glen Fuels products and pricing, contact us on:

## WICKLOW DEPOTS

**Kilmacanogue** Co.Wicklow.

Tel: 01 286 1444

CallSave: 1850 301 301

**Arklow** Co.Wicklow.

Tel: 0402 24356

CallSave: 1850 911 931

## WEXFORD DEPOTS

**Gorey** Co.Wexford.

Tel: 053 942 1789

CallSave: 1850 502 502

**New Ross** Co.Wexford.

Tel: 051 421814

CallSave: 1850 911 932

**Rosslare** Co.Wexford.

Tel: 053 916 3005

CallSave: 1850 911 943



or email us at:

[sales@glenfuels.com](mailto:sales@glenfuels.com)

[www.glenfuels.com](http://www.glenfuels.com)

