

# NEW ACCOUNT AND CREDIT APPLICATION



**RBH USA, Inc.**  
60 Whitney Rd., Unit 14  
Mahwah, NJ 07430  
Phone: (201) 663-9070  
Fax: (201) 891-3420  
usa.customerservice@rbh-access.com  
www.rbh-access.com

## I. General Company Information

Company Full Legal Name: \_\_\_\_\_

Year of Incorporation: \_\_\_\_\_ Trade/DBA Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Corporate Website: \_\_\_\_\_

Company Type (choose one):

- C Corporation
- S Corporation
- LLC
- Partnership
- Sole Proprietorship
- Other \_\_\_\_\_

Number of F/T Employees (choose one):

- 1-10
- 11-25
- 26-50
- 51-100
- 100-500
- +500

Principle Line of Business (choose one):

- Building Contractor
- Central Monitoring Station
- Communications Infrastructure
- Distributor/Wholesaler
- Electrical Contractor
- Electronic Security Solutions Provider
- IT Solutions Provider
- Locksmith
- Other \_\_\_\_\_

Annual Sales (choose one):

- <\$1 million USD
- \$1 - \$5 million USD
- \$5 - \$10 million USD
- \$11 - \$50 million USD
- +\$50 million USD

What territories do you serve?

\_\_\_\_\_  
\_\_\_\_\_

**Corporate Mailing Address:** \_\_\_\_\_

Street Address / PO Box

City

State/Province

Postal/Zip Code

Country

**Shipping Address:**  (same as mailing address) \_\_\_\_\_

Street Address / PO Box

City

State/Province

Postal/Zip Code

Country

**Executive Contact Information:**

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

## II. Accounts Payable Information

Please indicate if you would like to receive PDF invoices in place of paper invoices.  Yes  No

If Yes, please provide the email address(es) to receive invoices \_\_\_\_\_

\_\_\_\_\_

### Primary Accounts Payable Contact:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

### Secondary Accounts Payable Contact:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

## III. Purchasing Information

### Primary Purchasing Agent:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

### Secondary Purchasing Agent:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

## IV. Sales Tax Information

Federal Tax Identification Number (EIN): \_\_\_\_\_

**For USA customers**, please attach a copy of your exemption certificate for each location or the Multi-jurisdiction Uniform Sales & Use tax certificate at [www.mtc.gov](http://www.mtc.gov). **For customers outside of the USA** please see the list of required documentation at the end of this application.

# V. Request for Line of Credit

Do you require a credit line?     Yes    No (If no, please skip to section VI)

## Principle Owners, Shareholders and Corporate Officer Information:

### Legal representative 1:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ SSN: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

\_\_\_\_\_ Home Street Address

\_\_\_\_\_ City State/Province Postal/Zip Code Country

### Legal representative 2:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ SSN: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

\_\_\_\_\_ Home Street Address

\_\_\_\_\_ City State/Province Postal/Zip Code Country

## Trade References:

(Please only list trade references that extend credit to the applicant)

### Trade Reference 1:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Account No.: \_\_\_\_\_ Credit Line: \_\_\_\_\_ Customer Since: \_\_\_\_\_

### Trade Reference 2:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Account No.: \_\_\_\_\_ Credit Line: \_\_\_\_\_ Customer Since: \_\_\_\_\_

**Trade Reference 3:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Account No.: \_\_\_\_\_ Credit Line: \_\_\_\_\_ Customer Since: \_\_\_\_\_

**Financial Information:**

*Please attach a copy of the applicants latest 2 fiscal year-end financial statements. This information will remain confidential and be used exclusively by the RBH credit department.*

**Bank Reference:**

*Please attach a reference letter from your bank representative. Include personal Bank if proprietorship or partnership.*

**Checking Account:**

Bank Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Contact Fax: \_\_\_\_\_

**Loan Account:**

Bank Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Contact Fax: \_\_\_\_\_

**VI. Authorized Signatures**

By signing this application Applicant hereby acknowledges that it is submitting this Application to RBH USA Inc. Applicant hereby gives the right to RBH USA Inc. to rely on this application in considering the extension of trade credit at any time. Applicant's authorized signature constitutes a representation of the trust and accuracy of all statements made on this Application and its express agreement to abide by the Terms and Conditions of Sale as posted on our web site. A faxed copy of the signature will be considered an original.

Authorized Representative Name (type or print clearly): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR RBH OFFICIAL USE ONLY:**

ACCOUNT # ASSIGNED: \_\_\_\_\_ CREDIT LINE: \_\_\_\_\_ CREDIT TERMS: \_\_\_\_\_

DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

Country	Required Documents
ANTIGUA	Company's Commercial Registration
ARGENTINA	Número de inscripción de la Sociedad. C.U.I.T. Clave Unica de identificación tributaria
ARUBA	Company's Commercial Registration
BARBADOS	Company's Commercial Registration
BERMUDA	Company's Commercial Registration
BAHAMAS	Company's Commercial Registration
BONAIRE	Company's Commercial Registration
BOLIVIA	Certificado de Cámara y Comercio. N I T (Número de identificación Tributaria)
BRAZIL	C G C (Cadastro Geral do Contribuinte)
BELIZE	Company's Commercial Registration
CHILE	Inscripción en Registro de Comercio. S I I (Servicio de Impuestos Internos). RUT (Roll Unico Tributario)
CAYMANISLANDS	Company's Commercial Registration
COLOMBIA	Certificado de Cámara y Comercio. N I T (Número de identificación Tributaria)
CANADA	Company's Commercial Registration
COSTA RICA	Personeria Juridica. RUC (Cedula Juridica)
CURACAO	Company's Commercial Registration
DOMINICA	Company's Commercial Registration
REP. DOMINICANA	Copia de documentos constitutivos. RNC (Registro Nacional del Contribuyente)
ECUADOR	Certificado del Registro Mercantil. Resolución de la Superintendencia de Compañías. R U C (Número de Registro Unico de Contribuyentes)
EL SALVADOR	Escritura Pública. NIT (Numero de Identificación Tributaria). IVA (Numero de Registro de Impuestos Internos)
GRENADA	Company's Commercial Registration
GUATEMALA	Registro General Mercantil. NIT (Número de Identificación de Contribuyentes)
GUYANA	Company's Commercial Registration
HAITI	Company's Commercial Registration
HONDURAS	Escritura Publica. RTN (Registro Tributario Nacional)
JAMAICA	Company's Commercial Registration
MEXICO	Alta ante Hacienda (R-1). Registro Federal de Contribuyentes (RFC). Acta Constitutiva. Comprobante de domicilio. Identificación oficial de representante legal.

NICARAGUA	Escritura Publica. Constancia de Responsable. RUC (Registro Unico de Contribuyentes)
PERU	Escritura Pública. Licencia Municipal de Funcionamiento. RUC (Registro Unico de Contribuyentes)
PARAGUAY	Registro de Comercio o Patente Comercial. RUC (Registro Unico de Contribuyentes).
PANAMA	Pacto Social. RUC (Registro Unico de Contribuyentes)
PUERTO RICO	Patente de Comercio
ST. KITTS	Company's Commercial Registration
ST. LUCIA	Company's Commercial Registration
ST. MAARTEN	Company's Commercial Registration
SURINAM	Company's Commercial Registration
ST. VINCENT	Company's Commercial Registration
TURKS & CAICOS	Company's Commercial Registration
TRINIDAD & TOBAGO	Company's Commercial Registration
URUGUAY	Contrato Social y Publicaciones Legales. Actas de Asamblea y Directorio. RUC (Registro Unico de Contribuyentes)
UNITED STATES	Tax Exemption Certificate
VENEZUELA	Registro Mercantil. RIF (Registro de Información Fiscal). NIT (Número de Identificación Tributaria)
VIRGINISLANDS	Company's Commercial Registration