



Assay Office Birmingham  
1 Moreton Street Birmingham B1 3AX  
T: 0121 236 6951  
E: gem@theassayoffice.co.uk  
assayofficebirmingham.com

# NEW CUSTOMER RECORD / CHANGE OF DETAILS FORM

ALL NEW CUSTOMERS ARE REQUIRED TO COMPLETE THE INFORMATION REQUIRED IN SECTION 1.  
IF YOU WISH TO ALSO APPLY FOR A CREDIT ACCOUNT, PLEASE COMPLETE SECTION 2.

## SECTION 1

PLEASE TICK THE DIVISION(S) YOU WISH TO USE

ASSAY OFFICE  
(HALLMARKING)

☐

SAFEGUARD  
(JEWELLERY & WATCH VALUATIONS)

☐

ANCHORCERT GEM LAB  
(DIAMOND / GEMSTONE / PEARL REPORTS)

☐

ANCHORCERT ANALYTICAL  
(CHEMICAL TESTING - METALS & MATERIALS)

☐

ARE YOU

A NEW CUSTOMER ☐ EXISTING CUSTOMER CHANGING DETAILS ☐ (TICK THE BOX WHICH APPLIES)

YOUR DETAILS

TRADE CUSTOMER ☐ PRIVATE CUSTOMER ☐ (please confirm)

ACCOUNT / SPONSOR NO:  
(FOR CURRENT CUSTOMERS ONLY)

MR ☐ MRS ☐ MS ☐

FIRST NAME:

LAST NAME:

JOB TITLE:

COMPANY NAME: (if applicable)

COMPANY NO: (if applicable)

VAT NO: (if applicable)

INDUSTRY TYPE: (ie: Jewellery Designer, Retailer, Pawnbroker etc.)

CORRESPONDENCE ADDRESS:

POSTCODE:

TEL NO:

MOBILE:

EMAIL:

WEB:

ADDITIONAL CONTACT (if required)

MR ☐ MRS ☐ MS ☐

FIRST NAME:

LAST NAME:

JOB TITLE:

If you have multiple addresses, please provide details for all you wish to include on your account. All invoices and statements will be sent to the above address unless you advise otherwise.

Please note that:

- You must make first order payment in full before you can open an account, please see our Bank account details for payment overleaf
- No results will be given until payment has been received and cleared
- If you would like to register for hallmarking with Assay Office Birmingham, please contact our Registration Coordinator for further information E: registration@theassayoffice.co.uk

AnchorCert Gem Lab/ Safeguard customers only:

Do you want to be listed on the "Find a retailer" page of our websites to help consumers locate you: Yes ☐ No ☐

PTO >



Assay Office Birmingham  
1 Moreton Street Birmingham B1 3AX  
T: 0121 236 6951  
E: gem@theassayoffice.co.uk  
assayofficebirmingham.com

# NEW CUSTOMER RECORD / CHANGE OF DETAILS FORM

## SECTION 1 *continued* - PAYMENT DETAILS

CASH ☐ CHEQUE ☐ BACS / CHAPS ☐

COMPANY ACCOUNT DETAILS FOR PAYMENT	FOR ASSAY OFFICE/ANCHORCERT GEM LAB / ANCHORCERT ANALYTICAL	FOR SAFEGUARD
ACCOUNT NAME:	THE BIRMINGHAM ASSAY OFFICE	SAFEGUARD QUALITY ASSURANCE LTD
SORT CODE:	40-11-18	40-11-18
ACCOUNT NO:	00401900	42420083
BANK NAME:	HSBC	HSBC
BANK ADDRESS:	130 NEW STREET BIRMINGHAM B2 4JU	130 NEW STREET BIRMINGHAM B2 4JU
IBAN NUMBER:	GB43MIDL40111800401900	GB80MIDL40111842420082
BIC NUMBER:	MIDLGB2102K	MIDLGB2102K
SWIFT ID:	MIDLGB22	

CREDIT / DEBIT CARD ☐ IF YOU PAY BY CREDIT CARD YOU ARE AGREEING THAT THESE DETAILS MAY BE HELD ON FILE SECURELY AND CAN BE USED FOR ANY FUTURE TRANSACTIONS

VISA ☐ MASTERCARD ☐

CARD NO:

START DATE:  (if applicable) EXPIRY DATE:  3 DIGIT SECURITY NO:  (last 3 digits on back of card)

CREDIT ACCOUNT (see section 2 for application) ☐

## SECTION 2 - CREDIT ACCOUNT APPLICATION

IF YOU WISH TO APPLY FOR A CREDIT ACCOUNT PLEASE PROVIDE DETAILS FOR TWO TRADE REFERENCES WHOM WE MAY CONTACT.  
BY PROVIDING US WITH INFORMATION AND APPLYING FOR A CREDIT ACCOUNT YOU CONSENT TO US MAKING A SEARCH USING A CREDIT REFERENCE AGENCY.

TRADE REFERENCE 1		TRADE REFERENCE 2	
CONTACT NAME:		CONTACT NAME:	
COMPANY NAME:		COMPANY NAME:	
ADDRESS:		ADDRESS:	
	POSTCODE:		POSTCODE:
TEL NO:		TEL NO:	
EMAIL:		EMAIL:	

## CUSTOMER BANK DETAILS

ACCOUNT NAME:	
SORT CODE:	
ACCOUNT NO:	
BANK NAME:	
BANK ADDRESS:	
IBAN NUMBER:	
BIC NUMBER:	
SWIFT ID:	

OFFICE USE ONLY	SIGNATURE	DATE
ACCOUNTS AUTHORISATION		
CREDIT LIMIT		

PLEASE SIGN BELOW TO CONFIRM AGREEMENT TO PAYMENT TERMS OF 30 DAYS NETT AND OUR TERMS AND CONDITIONS:

CUSTOMER SIGNATURE: .....

PRINT: ..... DATE: .....