

## New overseas supplier form

### Initiating department contact details

Name:	
Position:	
Department:	
Contact phone number:	
Contact email address:	
Type of work/goods/services to be undertaken	

### Supplier contact details

Creditor's legal name:	
Creditor's trading name:	
NZ GST Number:	
Physical address 1:	
Physical address 2:	
City:	
Country:	
Post code:	
Phone number:	
Email address: (for remittance advice)	
Email address: (for purchase orders)	

### Supplier bank account details

Bank name:	
Bank account name: <i>(The name on the bank account supplied must match the invoice)</i>	
IBAN number/account number:	
Sort code: (BSB, NPS, Transit, Routing (CNAPS), APA, IFS or Fedwire)	
Swift code:	
Currency for payments: (NZD if not specified)	

Please send below examples of acceptable bank account verification:

- Pre-printed deposit slip
- Hand written deposit slip verified (signed and stamped) by the bank
- Copy of bank statement or any other bank generated document showing bank logo, account name and number

## Suppliers potential conflict of interest declaration

<p>Are any directors, employees, or associated persons also University of Otago employees or former employees within the last two years?</p>	<p>YES      NO</p>
<p>If yes, list name(s) and association:</p>	
<p>Are you a near relative of an employee at the University of Otago?</p>	<p>YES      NO</p>
<p>Is this agreement with the department in which you or your near relative currently or previously work?</p>	
<p>Is there any perceived conflict of interest you wish to declare?</p>	<p>YES      NO</p>
<p>Please provide further explanation for every “yes” response:</p>	
<p>Contact name:</p>	<p>Position:</p>
<p>Signed:</p>	<p>Date:              </p>

Upon completion of this form, the form needs to be returned to Accounts Payable  
 Email: [accounts@otago.ac.nz](mailto:accounts@otago.ac.nz)

# Foreign bank account requirements for each country

	ASIA	AUSTRALIA	BRAZIL	CANADA	CHINA	EUROPE	INDIA	SOUTH AFRICA	UK	USA
Bank name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Account holder name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Account number	✓	✓	✓	✓	✓		✓	✓	✓	✓
BSB number		✓								
IBAN number						✓			✓	
NPS code								✓		
Bank & Transit number				✓						
Routing (CNAPS), ABA or Fedwire number					✓					✓
IFS number							✓			
Swift code	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**KEY:**

**BSB:** Bank and branch number **IFS:** Indian Financial System code **NPS:** Bank and branch number **ABA:** Bank and branch number