



Private Account Application Form

1. Applicant Information:

Applicant 1:										
Title (<i>please tick</i>):	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other (<i>please specify</i>):	
First Name(s):										
Surname:										

Applicant 2 (if applicable):										
Title (<i>please tick</i>):	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other (<i>please specify</i>):	
First Name(s):										
Surname:										

Contact Details:	
Address:	
County:	
Postcode:	
Telephone:	
Mobile:	
E-Mail:	

Please tick to confirm that all account applicants are over the age of 18.	<input type="checkbox"/>
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2. Account Information:

What is your estimated number of cases/singles?	Cases		Singles	

Please specify which product types you intend to store (<i>tick all that apply</i>):	
Wines and/or Fortified Wines	<input type="checkbox"/>
Spirits (price on application; please see further details below)	<input type="checkbox"/>

Please tick one only:	
I reside inside the UK.	<input type="checkbox"/>
I reside outside the UK and would like LCB to act as my duty representative for stock stored at their facility.	<input type="checkbox"/>

Please tick if you would like to be able to access your account online.	<input type="checkbox"/>
<i>Details of your username and password will be issued with your welcome pack once your account has been opened.</i>	



3. Additional Information:

From time to time, we may wish to email you our quarterly newsletter, satisfaction surveys or important updates. We will never send you marketing information or advertisements. If you would like to receive these electronic communications, please tick here:	<input type="checkbox"/>
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It would be very beneficial if you could please tell us how you heard about us:

4. Storage Charges:

Wines and/or Fortified Wines:

Per single bottle:	£ 0.90 per annum
Per six bottle case:	£ 5.40 per annum
Per twelve bottle case:	£ 10.80 per annum
 Minimum annual charge:	 £ 75.00
<i>(based on your stockholding as at 1st January)</i>	

Spirits:

Customers wishing to store spirits are likely to be best suited to our Hillington warehouse in Glasgow. Due to the variety of spirit types and packaging, we will contact customers wishing to store spirits to provide a price on application.

Our storage charges are inclusive of the following services:

- Receiving and handling of stock into your account from an external supplier.
- Annual Liv-Ex valuation (wine only) and ad-hoc stock reports.
- Provision of Export Documentation.
- Internal transfers to other accounts held within the warehouse.
- Order processing either via our website or orders department.
- Administration requirements to comply with HMRC regulations.
- Case picking in readiness for delivery or collection from our warehouse.
- Online access to your account with real time information (if requested).
- Quarterly emailed newsletter (if requested).

Please note, no refunds are provided for stock withdrawn during the year.

5. Additional Services:

Condition Report	£ 8.00 per case (1 to 12 bottles)
Packaging (various sizes available)	Price on Application
Bespoke Cellar Collection	Price on Application

All charges shown are for the period 1st January 2019 to 31st December 2019. All prices are exclusive of VAT.



6. Payment Methods:

Direct Debit:

To minimise the administration of your account, we invite you to complete a Direct Debit mandate which can be used to settle both storage and delivery charges. If you have not already done so, please complete the enclosed mandate and return to Accounts Department, Olympus, 91-101 River Road, Barking, Essex, IG11 0EG. Please note that we do require the original copy by post.

Credit / Debit Card:

If paying by credit or debit card please supply the following information: account holder's name, card number, expiry date, issue date (if applicable), security code and invoice details. Payments can be made by telephone to 0843 659 3617 (if calling from the UK) or 44 (0) 203 126 4399 (if calling from overseas) or via email to accounts@lcb.co.uk. Please note that we are unable to accept American Express and Diners Card.

Bank Transfer:

The details below are required by your bank to make an electronic transfer:

Bank Address:	Barclays Bank PLC Level 27 1 Churchill Place London E14 5HP
Sort Code:	20-26-53
Account Number:	50590290
Account Name:	LCB Ltd
Swift Number:	BARCGB22 (overseas payments)
Iban Code:	GB70 BARC 20265350590290 (overseas payments)

Cheques:

Please make your cheque payable to London City Bond Ltd and send, along with details of the invoices being paid, to Accounts Department, Olympus, 91-101 River Road, Barking, Essex, IG11 0EG. We would also request that you ensure that your name and customer code are written on the reverse of your cheque.

7. Insurance:

All charges associated with your account exclude insurance and you are solely responsible for arranging full insurance cover against all applicable risks. Should you require any assistance with insuring your wines, then you may wish to obtain a quotation from the below providers:

- Wine2Insure (online only) www.wine2insure.com
- Fidentia Insurance Brokers Ltd. www.fidentiains.com 020 3150 0080
- Lycetts Ltd. www.lycetts.co.uk 020 7398 1670



8. Privacy Policy:

London City Bond Ltd. (LCB) regard your privacy and the protection of your personal data as a core part of the service we provide. All information supplied by you as part of your account application will be stored in accordance with the General Data Protection Regulation and will only be used to facilitate the running of your account. We will never share your data without your written consent.

For the purpose of payments, information that you supply to us is processed by our chosen banking company but is not shared with any other party. If you choose to pay by Direct Debit, it is your responsibility to ensure you inform LCB of any changes to your Bank Details. A new Direct Debit Mandate can be requested by contacting accounts@lcb.co.uk or by printing a copy from our website.

If you have selected to have access to an online account, then LCB will process the data you have provided on this form for the purpose of creating and supporting your account. By using this service, you will be able to review all of the personal information that LCB hold on you at any time. For security purposes, after creation of your account you will be issued with a temporary password and it is suggested that you change this to something secure as soon as you first log in. LCB will never share access to your account without your permission and it is strongly suggested that you keep your details secure.

If you have requested to receive our quarterly newsletter and other electronic communications, then we will be using the Mailchimp website to process your name and email address to distribute the messages. LCB can confirm that you can opt out of this processing, or request further information, at any time by contacting vtcustomerservices@lcb.co.uk.

9. Terms & Conditions:

Storage is provided under the current Terms & Conditions of The United Kingdom Warehouse Association, and deliveries/uplifts under those of the Road Haulage Association Ltd. Copies of both are available on our website (www.lcb.co.uk) or can be requested from our customer services team.

By signing below, you are agreeing to accept our Terms & Conditions and standard operating procedures. You also acknowledge that you have been informed of, and understand, the companies limited liability for loss or damage and that you are solely responsible for arranging full insurance cover against all applicable risks.

Applicant 1:

Print Name: Signature: Date: / /

Applicant 2:

Print Name: Signature: Date: / /

Please return completed forms by email to vtcustomerservices@lcb.co.uk or by post to Vinotheque, Derby Turn, Derby Road, Burton upon Trent, Staffordshire, DE14 1RY. For further information, please email the above address or telephone (44) 0843 659 3617.