

## VENDOR SET UP FORM - EXTERNAL PART (FOR COMPLETION BY VENDOR)

*All information supplied will be treated as confidential*

*All yellow fields are mandatory. Pull down menus are provided where practical. Form must be signed.*

Company Name	Men's Health Forum in Ireland		
Company Address	c/o The Centre for Men's Health, Institute of Technology Carlow, Kilkenny Road, Carlow		
Telephone No:	046 9280644	Fax No:	Not Applicable
Email Address	<a href="mailto:treasurer@mhfi.org">treasurer@mhfi.org</a>		
Contact Name (Sales)			
Contact Name (Accounts)	Finian Murray		
VAT No: (Note 1)	None	Companies Registration Office No (CRO):	491368
Note 1 - If not registered for VAT please provide a RSI number or Registered Charity number	CHY19591		
Business Status	Charity	Other Status Please Specify	Not Applicable

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**Additional Information**

1. Are you a current or former employee of eircom/Meteor? If yes please provide details separately.	No
2. Do you have clients other than eircom/Meteor?	Yes
3. Will you invoice in the normal manner, i.e. on delivery of a particular product/service or on a time incurred basis (as opposed to a daily rate to supply services in general)	Yes

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Is your work for eircom/Meteor liable for Relevant Contracts Tax (RCT) No

**RCT CARD REQUIREMENTS** - If your work for eircom is liable for RCT you must either produce the original C2 for inspection to your contact in eircom, jointly complete and sign the RCT46 form and forward to the Inspector of Taxes or you need not produce an original C2 where payment is made directly to your bank account and details of that account are included on the RCT46 form AND on this form.  
**IN ANY EVENT RCT WILL BE DEDUCTED FROM THE GROSS INVOICE AMOUNT PENDING RECEIPT BY EIRCOM OF A VALID RCT47 RELEVANT PAYMENTS CARD FROM THE INSPECTOR OF TAXES.**

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ODPC registration number ( if applicable) Not Applicable

*A data processor processing personal data in Ireland on behalf of eircom is required to register with the Office of the Data Protection Commissioner*

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**Bank Details**

Bank Name	Ulster Bank	Branch	College Green, Dublin
Account Number	13121546	Sort code	98 - 50 - 10
IBAN Number (see note)		Swift Code/BIC (see note)	
Currency	Euro		

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Signed by or on behalf of the vendor		Company Stamp
Position within the Company	Treasurer	
Date	18/01/2012	