



Wellington Airport CORPORATE CHARGE CARD Application Form

Wellington Airport has introduced a **Corporate Charge Card** facility, making it easier for you to do business with us. The card can be used at any of our car parks, Airport Lounge and Conference Centre. You can have an individually named card, company card or department card. At the end of each month your company will receive one fully itemised statement including all card users.

Company Name

Primary Contact Person

Billing Address

Physical Address

Phone

Email

Type & Number of Cards: Indicate No. of Cards required

Individually Named Card

Company Card Please list department names

Departmental Card

Name, Position, Department, Card Type

	Name	Position	Department	Card Type
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Special Offers to Corporate Charge Card Members

From time to time we would like to send you information about Wellington Airport and our special offers. If you do not want to receive sales and marketing information please tick the box

How to proceed this application

Complete signed form, scan and email to sales@wellingtonairport.co.nz
Or post to: Corporate Charge Card, Wellington International Airport Limited
PO Box 14175, Kilbirnie, Wellington 6241. Telephone: (04) 385 5100 Fax: (04) 385 5139

Approved cards will be sent to you by registered post within 10 working days of receipt of this application.



Wellington Airport CORPORATE CHARGE CARD

Credit Account Application Details

Full Legal Entity Name

Company Number (if a Company)

Postal Address

Physical Address

Telephone Number

Fax Number

Email Address

Director/Owner Name/Home Address/Contact phone number

Account Queries

Contact Person

Job Title

Telephone Number

Contact Email

Trade References Note: Do not supply trading or merchant banks, solicitors, utilities, telecommunication or credit card companies as trade references

	Name	Organisation	Phone Number
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Terms of Payment

It is agreed and I/we have been provided with a copy of the Terms and Conditions and that I/we have read, understood and accepted those terms. I/we note in particular the requirements regarding payment and the penalties that may be enforced against me/us in the event of non-payment or late payment, or defaulted payment, including the withdrawal of credit. For the avoidance of doubt, I/we acknowledge that information regarding my/our creditworthiness will be obtained, stored, held and shared by WIAL pursuant to those terms and I/we authorise any person or company to provide you with such information as you require in response to your credit enquiries. Further, that I/we agree pursuant to the accompanying Terms and Conditions to pay or reimburse all reasonable costs and/or expenses incurred by or on behalf of WIAL in recovering any debt owed by me/us to WIAL including those associated with instructing a solicitor and/or debt collection agency. I/we authorise you to furnish to any third party details of this application and any subsequent dealing that I/we may have with you as a result of this application being actioned by you.

Signature of authorised person

Name of authorised person

Position of authorised person

Date signed

Wellington Airport

CORPORATE CHARGE CARD

Terms & Conditions

1. Our Charges

- 1.1 Corporate Charge Card: It is free to join, there is no annual membership cost or fee's for any cards issued at the time of the original application. However a card fee of \$20 per card will be charged for lost, replacement card or future additional cards.
- 1.2 Car Parking: Standard Car Parking charges apply (as displayed at pay station and website).
- 1.3 Airport Lounge: Standard Lounge charges apply (as displayed at counter and website).
- 1.4 Conference Centre: Standard venue hire and catering charges apply (as displayed at counter and website).
- 1.5 Special offers and discounts: These will be offered to Card Holders from time to time.
- 1.6 We may need change our charges from time to time. Where we increase any charges for any of our services we will provide you with a minimum of 10 working days' notice or wherever possible one month's notice of these changes. We will tell you about any such changes by emailing or writing to you and by publishing the changes on our website.
- 1.7 The Card can only be used at Wellington International Airport.

2. Use of the card

- 2.1 By using the Card, the company and card holder agrees to be bound by these Terms and Conditions as amended from time to time.
- 2.2 Company shared cards can be used by any authorised person at that company. Individually Named Cards are valid for use only by the Member whose name appears on the Card.
- 2.3 If the Card is lost or stolen the Member must notify Wellington International Airport as soon as possible. Once you have notified us that your Card has been lost or stolen, you will not be held responsible for any unauthorised use of your Card after that time, unless you have acted fraudulently or negligently. You are however liable for any use of the Card up to that time.
- 2.4 You must promptly notify Wellington International Airport in writing of any change of their address or to any other details given in their application form for Membership. Any name change by a Member must be notified to Wellington International Airport in writing together with confirmatory evidence of the name change (satisfactory to us).

3. Use of our Facilities

- 3.1 The card user agrees to abide by the rules of Car Parks, Lounge, Conference Centre and other Airport facilities. Use of all facilities is subject to availability.
- 3.2 These Booking and Payment Terms incorporate the Conditions of Parking (displayed at the entrance to each Car Park area), Conditions of entry to the Lounge (available at the Lounge reception desk) and the conditions of entry to the Conference Centre (available at the Conference Centre reception desk). When you enter the Lounge, Conference Centre or a Car Park area in order to take up a Booking, you will be taken to have accepted those conditions of use, so please read them carefully.
- 3.3 A copy of the current Conditions of Parking can be found at <http://www.wellingtonairport.co.nz/html/parkingtransport/popup-terms-conditions.html>.
- 3.4 A copy of the current Conditions of The Airport Lounge can be found at <http://www.wellingtonairport.co.nz/html/airportinfo/popup-terms-conditions-lounge.html>
- 3.5 A copy of the current Conditions of The Conference Centre can be found at <http://www.wellingtonairport.co.nz/html/airportinfo/popup-terms-conditions-conference.html>

4. Your right to give up any service

- 4.1 You may give up any service simply by advising us in writing . Where you have agreed to take the service for a minimum period, charges for the service will continue until the end of that period. Otherwise they will stop straight away.

5. Our right to alter, suspend or cancel providing any service

- 5.1 We may stop providing any of our services to you. We may do this at any time if you do not pay our charges or meet your other responsibilities under any agreement you have with us.
- 5.2 We may alter our services from time to time. If we alter our services in a way that materially reduces the service offering currently received by you, we will give you 10 working days' notice and wherever possible one month's notice of such alterations. We will tell you about any such alterations by emailing or writing to you and publishing the change on our website.
- 5.3 If we tell you to return or destroy your Card, you must do so immediately.

6. Payment:

- 6.1 WIAL will invoice at the end of each calendar month for the goods and services provided during the calendar month, and provide an itemised listing for the organisation of the transactions, sub-totalled by goods and services provided eg car park, lounge, conference centre, and by card holder.
- 6.2 Unless otherwise agreed in writing the Customer must pay for the Goods and Services together with any additional costs, including appropriate taxes, as may be specified in the relevant invoice from WIAL.
- 6.3 The Customer will make payment no later than the date specified in the relevant invoice and, where no date is specified, by the 20th of the month following the invoice date
- 6.4 Payment may be made by cash, cheque, bank cheque, direct credit, direct debit or any other method as agreed between WIAL and the Customer
- 6.5 Where the Customer fails to make full payment within the specified period, WIAL reserves the right to suspend the charge card until such time as the outstanding payment is made
- 6.6 Interest on overdue invoices shall accrue daily at 2.5% per calendar month compounding from the date when payment becomes due until the date of payment
- 6.7 The Customer indemnifies WIAL against any costs or expenses should the Customer default in payment of any invoice
- 6.8 The Customer shall not set-off against any claims which the customer might have against WIAL
- 6.9 If the credit account is in dispute any undisputed portion shall be payable in accordance with the normal terms of payment
- 6.9 The customer accepts that they have 7 days from receipt of invoice to raise any dispute as to services received or prices charged or else invoices as sent by WIAL shall be acceptable and payable in full. Any such dispute must be provided to WIAL in writing, setting out the particulars of the dispute.

7. Your privacy

We are committed to protecting your privacy, and all personal information that you supply to us will be treated in accordance with the Privacy Act 1993 ("Privacy Act").

8. Changing these terms

WIAL reserves the right, in it's sole discretion, to alter these terms and conditions at any time by notice to the customer in writing.