

# Credit Application

## Corporate Package

*You're at home here.*



**Fort St. John Co-operative  
Association Ltd.**



Fort St. John Co-operative Association Ltd.

7315 - 100<sup>th</sup> Avenue, Fort St. John, BC V1J 5T8

Ph. (250) 785-4471 Fax (250) 785-6171

## **Credit Application Instructions COMMERCIAL/CORPORATE**

### **Step 1: Complete Commercial/Corporate Farm Credit Application**

- Complete this form if you are a company using clear gasoline or clear diesel or a farmer whose farm is a limited company.
- If you already have a patronage number (member number) with Fort St. John Co-op enter it in the box marked patronage number. If you do not have a number one will be assigned to you upon approval.
- Complete Section 1 with your company's information.
- If you are a farmer the credit application must be completed in the same name as the name on the British Columbia Farm Fuel Discount. If you are unsure please phone as we can look up the number for you.
- Complete the Business Information in Section 2.
- Complete References in Section 3.
- If you are a farmer complete Section 4 on Farm Information (including acres farmed and legal land location).
- Complete estimated monthly purchases and desired credit limit in Section 5.
- **Sign and date the application.**

**Step 2: Read and Sign Commercial/Corporate Farm Credit Agreement and Statement of Disclosure. For application of a Cardlock Card as well, please continue with Step 3.**

### **Step 3: Send forms into office; three options:**

1. Fax all forms to (250) 785-6171
2. Email to: officemgr@fsjcoop.com
3. Drop off/mail to: Administration Office **or** the C-store located 7315-100th Ave **or** our Cardlock at 10808-91st Ave.

### **Step 4: Approval of Credit.**

- Administration office will mail &/or email you a letter indicating whether or not you have been approved.
- If approved we will then order your cardlock cards. **The Cardlock at 10808-91st Ave will contact you once the cards have arrived, please bring in your letter of approval, dyed fuel form, and farmer's exemption form (if applicable) at this time in order to receive your cardlock cards.**

**Note: You may be asked to provide your Driver's License, Social Insurance Number (SIN), GST Number, PST Exemption Number, and other various documents when picking up cards.**

### **Step 5: Complete Co-op Cardlock Cardholder Application**

- Complete name, address and phone numbers.
- Please provide e-mail address if you wish to have your cardlock invoices emailed to you (statement will still be mailed to you).
- Farmer's please fill in Dyed Fuel permit number if you know it (we can search for it if needed).
- In the 'Card Specification Requested' box complete number of cards required and type of product.
- 'Max. Litres to confirm' is *optional* as it restricts the amount of litres that you can pump per transaction.
- Unit number and odometer reading are *optional*. If checked, yes they will have to be entered at the cardlock every time you fill.
- Please read Sections 1-5 and **sign** where indicated in Section 3.
- **Sign and date the application.**

**Step 6: Read the Cardlock User Agreement and initial, date, print name and sign where indicated.**

**Please feel free to call if you have any  
questions (250)785-4471**



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Patronage Number:  
 \_\_\_\_\_

**Commercial/Corporate Farm Credit Application**

**1. Identification**

Name of Applicant \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_ Fax No.( ) \_\_\_\_\_  
 Name of Partner \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_ Fax No.( ) \_\_\_\_\_  
 Trade Name/Business Name (If different from above) \_\_\_\_\_  
 Address (If P.O. Box provide Street Address as well) \_\_\_\_\_  
 City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**2. Business Information**

Name of Business: \_\_\_\_\_  
 Nature of Business \_\_\_\_\_ GST No. \_\_\_\_\_ PST No. \_\_\_\_\_  
 Check One Box:  Corporation  Partnership  Sole Proprietorship  Other (Specify) \_\_\_\_\_  
 Length of Time in Business \_\_\_\_\_ Years Incorporation Date \_\_\_\_\_ No. of Employees \_\_\_\_\_  
 Accounts Payable Contact \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_  
 If a Subsidiary, Branch or Division, Please State Parent Corporation  
 Name \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Financial Statements for the Year of \_\_\_\_\_ Prepared. Will Provide Copy  YES  NO  Attached  
 Financial Information Provided Will Be Held in Strict Confidence and Used For Credit Purposes Only.  
 Officers, Partners or Owner's Name: Title: Home Address (Partners or Owners) Birthdate (MM/DD/YY)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. References**

Financial Institution \_\_\_\_\_ Account Manager \_\_\_\_\_  
 Address \_\_\_\_\_ Account No. \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_  
 Current Trade Suppliers Name Address Telephone No.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Current Fuel Supplier Name Address  
 \_\_\_\_\_  
 Account No. \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_  
 Are there any legal actions pending against you or your partner(s)?  YES  NO  
 Have you or your partner(s) been discharged from bankruptcy in the last 6 years?  YES  NO

**4. Complete this Portion for Corporate Farm Use**

Legal Description of Land \_\_\_\_\_ Section(s) \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian \_\_\_\_\_  
 How long have you farmed? \_\_\_\_\_ Acres Farmed \_\_\_\_\_ Is Livestock financed through a 3<sup>rd</sup> party? \_\_\_\_\_  
 If so, Who? \_\_\_\_\_ Number of Livestock \_\_\_\_\_ Check One  Owner  Tenant  
 Name of Mortgage Co. or Landlord \_\_\_\_\_  
 Name of Insurance Company and Agent \_\_\_\_\_



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**5. Account Information**

Estimated Monthly Co-op Purchases \$ \_\_\_\_\_ Credit Limit Desired \$ \_\_\_\_\_ # of Cards Required \_\_\_\_\_  
 Email Address 1. \_\_\_\_\_ Email Address 2. \_\_\_\_\_

**PLEASE READ, DATE, and SIGN**

I/We certify that the above information is true. **I/We certify that I am/we are entering into this credit agreement primarily for commercial purposes (that is, not personal, family, or household purposes), or for corporate farming purposes.** I am /We are at least the minimum adult age. I/We understand the Co-op may accept or reject this application. If this credit application is accepted, I am/we are bound by the Co-op's Commercial/Corporate Farm Credit Agreement and Statement of Disclosure and any amendments or replacements which the Co-op sends me. I/We have retained a copy of the Commercial/Corporate Farm Credit Agreement and Statement of Disclosure. If the Co-op has service cards, I request a Co-op service card to be issued to me and to my partner set out below. Where a partner signs this application with me, we acknowledge that the terms of this application and all consents given in it bind both of us. We agree to be jointly and individually liable, which means we are liable both individually and together for all amounts charged to the account. If this application is made by a corporation, each of the above statements is considered to be made by an authorized person on behalf of the corporation with all necessary grammatical changes.

**I/We/The Corporation consent(s) to the exchange of account and credit information and personal information from time to time by the Co-op and the financial references provided and to the exchange of credit information with any credit grantor, credit bureau, credit reporting agency, or my/our employer(s).**

Date: \_\_\_\_\_

Signing by Corporate Applicant

Signing by Individual Applicant(s)

\_\_\_\_\_  
 Corporate Applicant's Name

X \_\_\_\_\_

X \_\_\_\_\_

Individual Applicant's Signature

Corporate Applicant's Signature

X \_\_\_\_\_

\_\_\_\_\_  
 Title

Partner's Signature (if applicable)

X \_\_\_\_\_

Partner's Signature (if applicable)



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### Commercial/Corporate Farm Credit Agreement and Statement of Disclosure

In consideration of the Co-op accepting your credit application, which forms part of this agreement, and opening an account in your name and, when applicable, issuing a service (the "card") to you and to the co-applicants, if requested, you agree to the credit terms set out below.

#### 1. Types of Credit Accounts/Use of the Card

- i. Under a charge account, credit is extended for new purchases (i.e. a purchase not shown on a previous statement) to the Due Date shown on the statement. No interest is charged on new purchases when the Co-op receives payment in full by the Due Date. Under a dating account, credit is extended for new purchases beyond 30 days to the Due Date shown on the statement. No interest is charged on the purchases recorded in a dating account. When due, the purchases in the dating account are transferred to the charge account and interest is charged at the interest rate on the charge account if the amount transferred is not paid on or before the Due Date.
- ii. The Card may be used to buy goods and services available on credit on these accounts from the Co-op
- iii. The Card is the property of the Co-op. It is not transferable. You will immediately return all Cards if requested.
- iv. Upon cancellation or expiry, you will pay your accounts in full despite the cancellation or expiry of any rights and privileges under this agreement.
- v. The Co-op has the right to cancel your credit accounts and the Card at any time, including, without limitation, upon your death or if you become bankrupt or insolvent.
- vi. You may make enquiries about your accounts during the Co-op's ordinary business hours by a local or collect call to the telephone number set out above.

#### 2. Credit Limit

- i. The Co-op will advise you of your credit limit (the "Limit") by letter or in your first statement after acceptance of your credit application. The Limit may increase or decrease at any time by the Co-op. The change will be disclosed in the next statement following the change. You hereby request any increase to the Limit at any time for which you may qualify.
- ii. You agree not to make purchases on your accounts where the amount of the purchase plus any balance then outstanding would in total exceed the Limit unless the Co-op, in its sole discretion, permits you to exceed the Limit, in which case the terms set out in this agreement apply to those amounts in excess of the Limit.

#### 3. Billing

- i. The Co-op will send you a statement every month for purchases that have been made under your accounts during the previous month and for any previous unpaid balance. Co-applicants and co-applicant cardholders will not receive statements.
- ii. Where anyone authorized by you signs a receipt bearing an imprint of your Card, or you or anyone authorized by you gives your account number to make a purchase without presenting the Card, you will be liable to as if the sales receipt was signed by you.
- iii. If you do not notify the Co-op in writing of an error or omission in your statement of account within 30 days of the statement date, you agree that the statement is considered conclusively to be correct.
- iv. Any adjustment made by means of a credit voucher will be credited to you, but until the time the credit voucher is granted and recorded, you are responsible to pay the amount to which it relates to the Co-op in accordance with this agreement.

#### 4. Interest and Payment

- i. You agree to perform promptly all your obligations under this agreement.
- ii. You agree to pay the amount due in full on or before the due date appearing on each statement sent by the Co-op to you.
- iii. You have the right to prepay the entire balance in full or in part without charge.
- iv. You agree to pay interest to the Co-op on all past due amounts at the annual rate of 18 % both before and after demand, default and judgment. This interest is added to the charge account and forms part of the amount due. This interest will bear interest on your next monthly statement (monthly compounding) if the amount due on the statement is not paid in full on or before the due date.
- v. Payments will be applied by the Co-op in the following order: previously billed interest and purchases, interest and purchases shown on current statement, interest and purchases to be billed.
- vi. You agree you are liable for the entire outstanding balance of your accounts despite any variation of interest terms by the Co-op.
- vii. In addition to the amounts otherwise payable under this agreement, you agree to pay the Co-op its charge for each cheque received by the Co-op from you that is subsequently dishonored.



viii. Payments must be made only by cash, cheque, debit card or money order, or by other arrangement authorized by the Co-op.

**5. Default**

- i. You will be in default if any of the following occurs:
  - a. You do not make a payment when due;
  - b. A bankruptcy proceeding is filed by or against you or you are the subject of receivership or insolvency proceedings or any of your assets are seized;
  - c. You have made a false or misleading representation on your credit application;
  - d. You die;
  - e. You breach any of your other agreements in this agreement;
  - f. If the Co-op has reasonable cause to believe your ability to perform your obligations under this agreement, including making timely payments is impaired.
- ii. Upon your default, the Co-op has the remedies in this agreement and at law. The Co-op may immediately suspend or cancel your privilege to obtain credit. The outstanding balance in your accounts will become due and payable ten days from the date the Co-op's written notice of the default or other event is sent to you.
- iii. You agree to pay all reasonable expenses, costs and disbursements, including fees as between a solicitor and his or her own client, which may be incurred by the Co-op in the enforcement of its rights under this agreement.
- iv. You agree that taking of a judgment against you will not operate as a merger of your promise to pay, or affect the right of the Co-op to collect interest at the rates notified to you from time to time on any amounts owing to the Co-op under this agreement or on the judgment.

**6. Cancellation.** You may cancel this agreement at any time by written notice.

**7. Amendments.** The Co-op may amend the provisions of this agreement including the interest rate by giving written notice to you of the change. The Co-op will notify you in writing of the amendment, which may be by notice on your statement. The amendment will be effective 30 days, or such greater time period as may be required by applicable laws, after the date notice is given. Unless you cancel your credit accounts within that notice period, the amendment(s) will be binding to you.

**8. Notices.** Any notice required or permitted to be given to you under the terms of this agreement is sufficiently given if shown on your statement or if sent by prepaid first class mail to the latest address contained in the Co-op's files. Unless otherwise provided in this agreement or by law, any notice so given will be considered to have been received by you on the 7<sup>th</sup> day after the date on which it was

mailed. You agree to notify the Co-op promptly of any change of address. Notice to you or a co-applicant cardholder is considered notice to all.

**9. Lost or Stolen Card(s)**

- i. **Where the Card(s) used in connection with your account is (are) lost or stolen, you agree to notify the Co-op promptly, in writing.**
- ii. **You are responsible to pay for all product and services charged to your account until you have notified the Co-op as required.**

**10. Co-applicants**

- i. Where a co-applicant signed the credit application with you, the terms of this agreement bind each of you and apply with whatever changes of grammar are necessary.
- ii. Where there are co-applicants, you agree that your liability for all amounts payable under the terms of this agreement is joint and individual, which means you are liable both individually and together for all amounts charged to the accounts.
- iii. Where you have designated co-applicant cardholder(s), you are responsible to the Co-op for all transactions made by the co-applicant cardholder(s) with their Card(s).

**11. Miscellaneous**

- i. You Grant the Co-op a security interest in any and all merchandise purchased from the Co-op (the "Merchandise") to secure payment to the Co-op for all debts, charges and liabilities, present and future, at any time owing by you in connection with your accounts. If for any reason you do not make payments on time or pay any other amounts due to the Co-op in the manner provided in this agreement, in addition to all other rights and remedies available at law or in equity, the Merchandise may be repossessed to the extent permitted by law. Where permitted by law, you waive your right to receive copies of any financial statement, financing change statement or verification statement relating to this agreement.
- ii. If any part of this agreement is contrary to law or found inoperative by any court, that part is ineffective without invalidating the other parts of this agreement.
- iii. This agreement will be governed by laws of the province in which the Co-op is situated.
- iv. You acknowledge receipt of a copy of this agreement at the time of signing the Commercial/Corporate Farm Credit Application and before the extension of any credit use of the accounts.

I have read the above Credit Agreement and Statement of Disclosure

X \_\_\_\_\_

Signature