

Company Information

Company Name:	Seetec Pluss Ltd
Registered Company no:	11817090
Registered Office:	75/77 Main Road, Hockley, Essex, SS5 4RG
VAT Registration No:	GB 319 9864 48
Address:	75/77 Main Road, Hockley, Essex, SS5 4RG
Accounts Tel:	01702 201070
Accounts email:	accounts@seetec.co.uk
Bank Name:	Barclays Bank Plc
Account Name:	Seetec Pluss Ltd
Account No:	33081443
Sort code:	20-79-81
Branch Address:	28 George Street, 3 rd Floor, PO Box 729, Luton LU1 3US

Terms of Business

Invoices must be sent to the head office address quoting a valid purchase order number.

Any Invoice received without a valid purchase order number, will be returned to the originating organisation for re- issue.

Credit terms 30 days from invoice date.

General Data Regulation Protection (GDPR)

We, Seetec Group are committed to protecting personal information in connection with your company and its employees' privacy and promise to collect, process and share your data safely and securely in connection with your business transactions with us. Our Supplier Privacy Notice tells you how we do this and what your rights are and can be found here:

Supplier Privacy Notice: <http://www2.seetec.co.uk/supplement/SupplierPrivacyNoticev1.0.pdf>

As part of GDPR we are required to understand the processes that exist within your business so have created a simple on-line form for you to complete so you can help us maintain the highest possible data protection standards. This information will be used to communicate with you in the event of a Data Protection query, concern or issue.

GDPR Declaration: <https://app.form.com/f/1248382/1287/>

Self-Employed Suppliers/Freelancers

UK legislation requires us to obtain confirmation of the employment status of our suppliers. To this, if you are self-employed you will be required to declare your self-employment status and to confirm that you do not work wholly and exclusively for Seetec. Please therefore sign and return the self-employment declaration.

Action required to be setup as a vendor

Please complete and return the following documents to us via email to accounts@seetec.co.uk. Documents 1 and 2 are mandatory and document three to be included if relevant to you.

Vendor details form (attached with this document)

GDPR declaration (use the link above)

Self-Employment Declaration (attached with this document)

Once we have the above, we will complete our setup process. Should we have any further requirements we will be in touch.