



THE NATIONAL GAS COMPANY  
OF TRINIDAD AND TOBAGO LIMITED  
Website: www.ngc.co.tt

## ACH VENDOR PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with the National Gas Company of Trinidad and Tobago. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse side for additional instructions and signature input.

### PRIVACY STATEMENT

This information will be used by the The National Gas Company to transmit payment data, by electronic means to the vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the ACH Payment System.

### PAYEE/VENDOR INFORMATION *(Block Letters Only)*

Company Name:

BIR No.:

Registered Office Address (as on company registry certificate):

*(street)*

*(city)*

*(country)*

Contact Person:

Position:

VAT Registration Number:

Email Address:

Telephone Number:

Fax Number:

Business or Operating Address:

*(street)*

*(city)*

*(country)*

Telephone Number:

Fax Number:

Postal Address:

*(street)*

*(city)*

*(country)*

Telephone Number:

Fax Number:

Preferred Address (choose one):

Registered Office

Business or Operating

Postal

### FINANCIAL INSTITUTION INFORMATION *(Block Letters Only)*

Bankers:

Address:

*(street)*

*(city)*

*(country)*

Telephone Number

Depositor Account Name:

Bank Account Number:

Type of Account (choose one):

Checking

Savings

CHYF

### INSTRUCTIONS FOR COMPLETING FORM

Make three (3) copies of the form after completing. Copy 1 is NGC's; copy 2 is your company's copy and copy three is the financial institution copy (where applicable).

1. Payee/Company Information Section - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, vat registration number and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title and type of account entered by your financial institution in the Financial Institution Information Section. An authorized signature should be provided below.
2. Financial Institution Information Section - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH Coordinator name, bank account title and bank account number. Also, the box for the type of account is checked and the signature, title and telephone number of the financial institution are included.
3. Please ensure that you have submitted the following documents with your application (tick where applicable):

<input type="checkbox"/>	Company Registration Certificate or legal instrument of identity
<input type="checkbox"/>	Letters of relationships (agency, partnership, consortia)
<input type="checkbox"/>	VAT Certificate of Registration where applicable
<input type="checkbox"/>	NIB certificate of good standing where applicable
<input type="checkbox"/>	BIR Certificate where applicable
<input type="checkbox"/>	Other documents and information to support your application
SIGNATURE OF AUTHORIZED COMPANY OFFICIAL:	
NAME (BLOCK LETTERS):	
POSITION:	
DATE:	
COMPANY STAMP:	

4. For further information contact:

**Contracts Administration Department**

**ACHPaymentsVendors@ngc.co.tt**

**(868)-636-4662 ext. 1703**