

Screen Guild – Z Business Account Application Notes

Before you continue:

Prod-Partners Discount Program Subscription: Please ensure you have a current Prod-Partners Discount Program subscription before completing this form. If you don't have one, please follow this link to set up your subscription to receive your number and return to this application form. [[GET YOUR PROD-PARTNERS SUB](#)]

Online Application for a [Z Business account](#)

The [online application form](#) is how you open a Z Business Account. Eligibility and credit criteria apply.

Please follow this cheat-sheet to help you understand the information we require from Prod-Partners Discount Program subscribers when filing out this form.

Step 1: Key Account Contact Person

Pop in the details of the person who will be most involved with your Z Business account



Kia ora, let's get you on the fuel programme designed for Kiwi business.

It'll take 5-10 minutes

You can save your application and come back to it later, just click on **Save and share** at the top of the page.

Who will be the key contact for this Z Business account?

First name

Last name

Email

☒ Yes! Let me know about fuel discounts, special business offers, and helpful information from Z Business.

You can unsubscribe at any time.

[Get started](#)

Check out our [Privacy Policy](#) for how we use your information.

Step 2: Avoid Delays

Make sure you've got the right person filling in this form with the required details to speed through your application!

[< BACK](#)

To avoid delays...

Please double check that you are an authorised representative of a GST registered business or a NZ registered charity — we will be asking you to set up a direct debit and/or undergo a credit check.

2 things you'll need before starting



Your business' bank account details



Company director's driver licence

We may request further information once your application has been assessed.

[Let's go](#)

Step 3:

Select the relevant business type. Please note that you must provide a GST number unless you are a Sole Trader. If you are a sole trader, you must supply a valid NZ Drivers Licence.

Z BUSINESS APPLICATION

Nice meeting you Fiona,
let's learn a bit about your business.

How have you set up your business?



Limited company



Sole trader



Partnership



Charity, Trust or Society



Other

Step 4:

Z Business is only available for businesses or charities. If you are opening this account for a business, then please select Yes.

Please remember to check both boxes at the end of this section.

Is your Z Business account for business or charity use?

☐ Yes

☐ No

- ☒ I declare that I will use the Z Business account wholly or predominantly for business purposes. I will not use the Z Business account wholly or predominantly for personal, domestic, or household purposes.
- ☒ I have read and understood the declaration made above.

Step 5:

If you selected *Limited Company*...

Enter the registered name of your Screen Company or your Production Project's registered company name.

NB: This field has an auto lookup and will populate the registered name of the company. If the company name you are trying to apply with does not appear, please check that you have the correct name and that the business name you are using is registered with the Companies Office.

What is the name of your business?

Business name

☐ My trading name is different to my registered business

Next

If you selected *Sole Trader* ...

1. Enter your personal name and your trading name if you have one.

What name have you registered as a sole trader?

Sole trader name
Fiona Test

☒ My trading name is different to my registered sole trader

Trading name
Fiona Test 123

Next

2. Enter the physical address of where you usually operate your business from. This could be your home address or wherever you have your main permanent office.

What is Fiona Test 123's physical address?

Physical address

Next

Step 6: Spend Estimate

How much do you expect to spend on fuel each month? This is just a guide, so estimate your spend using the slider.

How much does Fiona Test 123 roughly spend on fuel each month?

This doesn't need to be exact. You can type in a figure below, use the slider, or select a range from 1 to 20+ vehicles.

\$500 per month

11

1 - 4 vehicles5 - 19 vehicles20+ vehicles

Next: Your offer

Step 7:

You must enter the promo code **XXXXXX** supplied separately, to get the Screen Guild negotiated member 11 cents per litre discount off the pump price.

Your Z Business account also has no account, card or transaction fees.

Got a promo code handy?

Confirm

Step 8:

Make sure you add in your personal Airpoints™ number as you can earn Airpoints Dollars™ on all fuel purchased at Z and Caltex service stations.

Could we sweeten the deal with...

This is optional, you can do this later if you don't have the details on hand.



No thanks

Next: Credit check details

Step 9:

You will be asked to enter either your details as a business owner in the case of a Sole Trader, or a Company Director's details in the case of a Limited Liability company. These details will accompany the credit check for this application.

NB: If you are entering the name of a Company Director, please use a NZ based director, who holds a NZ Drivers Licence.

This field has an auto populate function, start typing and click the correct name as it appears from the registered company office records.

Thanks, Fiona. Now we need to do a **credit check** on you from Fiona Test 123.

What is your legal name?

Full name

Next

Step 10: Gender information

This is the gender of the person entered in the previous question.

What is your gender?

We know this is an unusual question, but the more information we have, the more accurate the credit report will be.

Male	Female	Non binary	I'd rather not say
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Step 11: Date Of Birth

This is the date of birth of the person entered in the previous questions.

What is your date of birth?

Date of birth

Next

Step 12: Drivers Licence Details

This should be the Drivers Licence details of the person entered in previous questions.

If you are unable to locate a NZ Drivers Licence for a NZ Company Director, please use the NZ Line Producer or the Production Accountant's D/L information.

What are your driver licence details? 

Licence number Card version no

Next

Step 13:

Pop in the address where the person lives.

What is your residential address?

This residential address will be used for credit check purposes.

Residential address

This field is required

Step 14:

Please enter the physical address of the Company Director, Sole Trader or the Production Office. This is where the Z Business fuel cards will be delivered to.

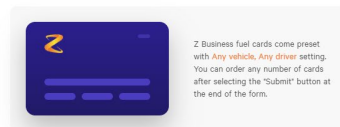
You're almost there, we just
need a few final details...

Which address should we deliver your Z Business fuel cards to?

Your card delivery address needs to be able to receive both regular post and courier deliveries, it cannot be a PO Box. You can change this address at any time by calling our team on 0800 936 374.

Delivery address

This field is required



Next

Step 15:

Please enter the contact phone number for either the Production Accountant, the Production Manager or the Line Producer. Best to add the contact number for the person who will be responsible for processing payment on this account.

What is the best contact number for your business?

This will be the main contact number for your Z Business account.

Contact number

This field is required

Next

Step 16:

Please enter the email address for either the Production Accountant, the Production Manager or the Line Producer. It is best to add the email address of the person who will be responsible for processing payment on this account.

What email address should we send your Z Business invoices to?

Your invoices will include any account fees, fuels and other purchases made on your Z Business fuel cards.

Email address

This field is required

Next

Step 17:

Please select the best time to receive your invoices during the month. Invoices are paid by direct debit so ensure you select the best option that works with your income cycles.

When would you like to be invoiced?

PLEASE NOTE: Payment will be debited from your bank account 10 days after the invoice date you select below. Please refer to [Terms and Conditions](#).

End of each
month

7th of each
month

15th of each
month

21st of each
month

Step 18:

Enter the bank account details you wish to pay your Z Business account's invoice from.

What are your bank account details?

Payment is by direct debit 10 days following your invoice date each month.

Bank name

Bank account name

Bank account number

Next

Step 19:

Last step, tick the boxes for your application to be processed!

Great! Thanks for applying for a Z Business account.

To confirm your application and move on to ordering cards please select the **"Submit"** button.

- ☐ I confirm that I have signing authority over this bank account
- ☐ I have read and accepted the [direct debit Terms and Conditions](#), the [Privacy Policy](#) and the [Z Business Terms and Conditions](#)

Submit