**Dear Supplier**,

As a part of our company data security procedure, we verify the banking details of our suppliers. This is because we want to ensure that our payments to you will be made to the correct receiver.

Please fill out and sign the attached Supplier Bank Details document and enclose the following documents:

1. An extract from the trade register or relevant company document not older than three months verifying that the signatory is authorized to sign the Supplier Details document
2. Confirmation from your bank stating that the bank account belongs to your company.

Please send all above mentioned documents via mail to:

Meyer Turku Oy

Finance department / P32C

P.O. Box 666

20101 Turku

FINLAND

Or via e-mail to: [bank.details@meyerturku.fi](mailto:bank.details@meyerturku.fi) and [johanna.honko@meyerturku.fi](mailto:johanna.honko@meyerturku.fi).

With this documentation we will be able to add your bank details to our purchase ledger and effect all payments to you timely.

Kind regards,

Meyer Turku Oy

|  |  |
| --- | --- |
| **SUPPLIER BANK DETAILS** | |
|  | |
| **The Supplier fills in:** | |
|  | |
| Supplier’s name | Click or tap here to enter text. |
| VAT Reg. number | Click or tap here to enter text. |
| Mailing address | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
| Contact person | Click or tap here to enter text. |
| E-mail | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |
| Contact person at Meyer Turku | Click or tap here to enter text. |
| Bank | Click or tap here to enter text. |
| Account number (IBAN) | Click or tap here to enter text. |
| SWIFT / BIC | Click or tap here to enter text. |
| Bank’s address | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
| Authorized signature |  |
| Print name | Click or tap here to enter text. |
|  | |
| Please attach extract from the trade register and a copy of a bank statement verifying the company name and bank details. | |