

 Avant de demander la création d'un client, merci de vérifier s'il n'existe pas déjà dans SIFAC via VD03 : champ « Client », Match code (aide à la recherche).

New Customer Creation Form

Group of Accounts : France Europe Rest of the world

Partner Address, customer n°:
Ordering financial Institution:
Recipient of modifying bill:

For partner address creation requests (if the customer already exists but if it is necessary to create an additional order address, indicate customer's number to whom it is connected, and only complete "address").

Name :

Acronym :

Address :

N° and street :
City :
Zip Code I :
Country :
Phone :
Fax :
E-mail :

Fiscal informations :

• **For French Institution:**

Birth date :
Birth place:

Siret N° :

• **For French agent :**

Social Security number :

• **For European Institution :**

VAT number :

Bank Information in France : Bank account details are not mandatory.

For international payment : Bank account details are not mandatory.

Bank name :
Bank Address :
Bank key (or routing code) :
Account number :
IBAN :
SWIFT code (or BIC) :

Fiscal informations :

- **For French Institutions** (association, private society, public), **SIRET n° is obligatory**. It is composed by 14 number.
- **For agent**, social security number is **necessary** for french people, or not, leaving and/or working in France, who have a social security number. (social security N° : **13+2 number**).
- **For European institution** (association, private society, public), **VAT n° is necessary**. It is composed by 2 or 3 letters + 8 to 12 number (variable depending on the country).
For France : FR + 11 number.

International banking information :

- For European account, IBAN number is necessary.
- For international account, there is not always IBAN number. SWIFT code is necessary.

Coordinates of the person who requests the account creation:

For official use:

Name : LE DUFF
Surname : Dominique
Phone number: 02 98 29 23 47

dominique.le_duff@upmc.fr

**Append account details (RIB, IBAN, RIP ...) as attached file in an email
(not mandatory)**

Any incomplete form will not be processed.