

Attention: THE FINANCIAL MANAGER

RE: Application to open a Customer account

We kindly request your co-operation for the proper completion of the attached application form in order for us to register you as a buyer and for the possible approval of a buyer's credit facility.

Herewith a checklist of the documentation required:

- ☐ Completed and signed Schedules I, II and III attached hereto
- ☐ A copy of the business' certificate of registration/incorporation/letter of authority, including a list of all active members/partners/directors/trustees/owners of the business
- ☐ Copies of identity documents of all members/partners/directors/trustees/owners of the business
- ☐ If the business forms part of a group of companies, please attach an outlay of the group structure
- ☐ Proof of physical address of the business (such as a municipal account or lease agreement)
- ☐ A copy of the business' VAT registration certificate
- ☐ A copy of the business' cancelled cheque or certified bank letter, confirming the business' bank account
- ☐ a) the business' latest audited financials and/or management statements, supplied directly to the credit committee of Teraka, or supplied to Credit Guarantee (contact details available on request)

AND/OR, on demand by Teraka:

b) the Suretyship (Schedule IV to be supplied by Teraka), to be completed and signed by the individual/s providing surety on behalf of the business. Each page must then be initialled. We request that every individual providing surety make their personal balance sheet available. This information will be treated as highly confidential.

Schedule I and II must be initialled and signed by the authorised signatory, as well as two witnesses, at the spaces indicated on each page.

Manual amendments to the wording of any of the abovementioned documents must be initialled by the authorised signatory and the two witnesses, as well as an authorised representative of Teraka in order for such amendments to take legal effect.

We wish to highlight that, notwithstanding receipt by us of the duly signed and completed documents listed above, we have no obligation to serve or grant a credit limit to your company.

Please fax the documentation to 086 619 6985 or email to info@teraka.co.za and post the originals to the below mentioned postal address.

Any further queries will gladly be answered.

Kind regards,

The Financial Manager

SCHEDULE I APPLICATION TO OPEN A CUSTOMER ACCOUNT

1. Registered name of applicant (must be a juristic person) (hereinafter referred to as "the Customer"):

2. Trading name: _____
3. Who represents the applicant in making this application? (**valid resolution, granting authority, to be attached**):
Full Name/s _____ Capacity _____
4. Chosen domicilium citandi et executandi (**must be a street address**): _____

5. Postal address to which invoices/statements/correspondence should be mailed: _____

6. Physical address (**proof of address to be attached**): _____

7. E-mail address: _____
8. Business telephone number: _____ Cell: _____ Business telefax number: _____
9. Nature of Business/Business activities: _____
10. Date business was established: _____
11. Mark with (x) the relevant legal entity under which the Customer will operate the account:
Partnership: ☐ Public Company: ☐ Close Corporation: ☐ Private Company: ☐ Trust: ☐
12. Company/Close Corporation/Trust registration number (**copy of registration certificate or letters of authority to be attached**):

13. Date incorporated: _____
14. Please list all the Directors/ /Members of the Close Corporation /Partners of the Partnership/Trustees of the Trust (**copies of IDs of all individuals to be attached**):

Full Names:	
ID Number:	
Residential Address:	
Home / Cell No:	
% Share / Interest:	

Full Names:	
ID Number:	
Residential Address:	
Home / Cell No:	
% Share / Interest:	

Full Names:	
ID Number:	
Residential Address:	
Home / Cell No:	
% Share / Interest:	
15. Banking details:
 - a. Name of Bank: _____
 - b. Branch: _____
 - c. Account number (**copy of cancelled cheque to be attached**): _____
 - d. Date account was opened: _____
 - e. If less than 2 years, previous Bankers: _____
 - f. Any "refer to drawer" cheques on record: _____

Initial here	
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16. VAT Number (**copy of VAT certificate to be attached**): _____
17. Premises (tick appropriate): Leased: ☐ Owned: ☐
18. If leased, please supply landlord's details:
 Name: _____ Telephone Number: _____
19. Auditor's/accountant's details:
 Name: _____ Telephone Number: _____
20. Date of latest audited financial statements: (**copy to be attached**) Day: _____ Month: _____ Year: _____
21. Have any Directors/Partners/ Members/Trustees of the Customer or beneficiaries of the trust where the Customer is a trust, or beneficial shareholders where the Customer is a company, been insolvent or associated with any business failure.
 Yes ☐ No ☐
22. If "Yes" list all windings up, liquidations, or sequestrations involving the business/es (to be identified) and/or the individuals concerned, and details of the circumstances of the insolvency/ies or failures:

23. Trade references (**minimum four accounts, i.e. current suppliers**):

Name of Company:	
Phone Number (landline):	
Credit Limit:	
Account Number:	
Credit Granted Since (year):	

Name of Company:	
Phone Number (landline):	
Credit Limit:	
Account Number:	
Credit Granted Since (year):	

Name of Company:	
Phone Number (landline):	
Credit Limit:	
Account Number:	
Credit Granted Since (year):	

Name of Company:	
Phone Number (landline):	
Credit Limit:	
Account Number:	
Credit Granted Since (year):	

24. Account contact person: _____
25. The Customer's anticipated monthly purchases would range between (lowest) R _____ and (highest) R _____
26. Total purchase credit limit requested: R _____
27. Monthly cut-off date for receipt of invoices to ensure payment within payment terms: _____

THUS DATED AND SIGNED ON THIS _____ DAY OF _____ IN THE YEAR _____.

CUSTOMER:

Name: _____

Signature: _____

Who warrants that he/she is duly authorised

WITNESSES:

1. _____

2. _____

SCHEDULE II
CONFIRMATION, ACKNOWLEDGEMENT, WARRANTY, CONSENT AND AGREEMENT

I, the undersigned _____
and duly authorised, herein representing _____ ("the Customer")
(Registration No: _____)

hereby:

1. acknowledge that the information provided in this credit application will be relied upon by Teraka to determine whether or not to open an account for the Customer and that each item of such information is a material term of any present or future contractual relationship/s with, or credit allowed by, Teraka;
2. confirm that every item of information given is material to the aforesaid purpose and I warrant that all answers are true, correct and complete;
3. hereby consent thereto that, and authorise Teraka Proprietary Limited and its designated agents and representatives to, at all times:-
 - a. perform credit worthiness checks (bank code, ITC enquiry, trade reference checks, etc.) on the Customer and any Surety of the Customer as and when deemed necessary by Teraka, including contacting, requesting and obtaining information from any credit provider (or potential credit provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Customer;
 - b. furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Customer to any registered credit bureau or to any credit provider (or potential credit provider) seeking a reference regarding the Customer's dealings with the Teraka Proprietary Limited;
 - c. insure the Customer's indebtedness through Credit Guarantee or any similar debt insurance company and submit the Customer through any and all validation processes that such company may demand.
4. agree that all contracts, transactions or agreements entered into between the Customer and Teraka will be subject to Teraka' terms and conditions applicable on the date of such contract, transaction or agreement (unless specifically agreed otherwise in writing) a copy of which is available upon request from Teraka' offices; and
5. confirm that I am duly authorised to sign this application for credit facilities on behalf of the Customer.

Signed at _____ on this day _____ of the month _____ in the year _____.

Name

Capacity/Designation

Signature

Witness 1

Witness 2

SCHEDULE III
RESOLUTION

(* Delete parts not applicable and confirm with signature)

FROM THE MINUTES OF A MEETING HELD BETWEEN THE *DIRECTORS/MEMBERS/PARTNERS/TRUSTEES

OF _____ (“the Company”)

(Registration Number: _____)

Held at _____ on this day _____ of _____ in the year _____.

Present:

	Name:	Identity Number:	Capacity:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

It is hereby resolved that any of

	Name:	Identity Number:	Capacity:
1.	_____	_____	_____
2.	_____	_____	_____

is authorised on behalf of the Company, to, from time to time:

- negotiate and settle on behalf of the Company the final terms of any agreements and documents with TERAKA (PTY) LTD;
- execute the aforementioned agreements and all documents contemplated therein and all ancillary documents;
- issue and/or provide all certificates, statements, information, confirmations and acknowledgements pursuant thereto;
- do all things necessary and sign all documents to give effect to the resolutions contained herein, on behalf of the Company and to sign and/or despatch all documents and notices to be signed and/or despatched by it under or in connection with the aforesaid agreements and documents and to perform whatever act might be required under the aforesaid agreements and documents to which it is a party;
- sign any agreement, contract, application, suretyship or documents regarding any business whatsoever with or in relation to TERAKA (PTY) LTD.
- Such business shall, without prejudice to the generality thereof, include any application for credit, the purchase and sale of goods, and the provision of security or a suretyship for any third party or associated company for any obligations or liabilities that may exist or may arise from time to time.
- In relation to such security or suretyship, the signatories warrant that insofar as may be necessary, the provisions of S.226 of the Companies Act, 1973 (or such corresponding legislation as replaces it) have been complied with.

DECLARATION

We, the undersigned, in our capacities as *directors/members/trustees of the Company, hereby certify that the above resolution is a true extract from a meeting held by the board of *directors/members/trustees of the Company. We also certify that the specimen signature/s hereunder, belonging the person/s authorised by the above resolution of the Company, is the true and genuine signature/s of the said individual/s.

Name:	Specimen signature:
1. _____	_____
2. _____	_____

SIGNATURES OF ALL *DIRECTORS/MEMBERS/PARTNERS/TRUSTEES

Name:	Signature:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____