

Attention: THE FINANCIAL MANAGER

RE: Application to register as subcontractor

We request your co-operation by the proper completion and signature of the attached application form, in order for us to register you as a subcontractor.

Herewith a checklist of the documentation required:

- ☐ Completed and signed Schedules I to IV
- ☐ A copy of the certificate of registration/incorporation/letter of authority/trust deed, including 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, 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 VAT registration certificate
- ☐ BBBEE certificate or proof of exemption
- ☐ A copy of a cancelled cheque or a certified bank letter confirming the business' bank account
- ☐ A copy of the current active GIT-policy schedule, not older than one calendar month. This document must provide the following details:
 - a) Confirmation date (not older than 15 days)
 - b) Name of insurance company
 - c) Name of insured party
 - d) Policy number
 - e) Load limit
 - f) Registration numbers of all vehicles covered OR Contingent wording
 - g) List of goods covered and/or goods excluded
 - h) Territorial limits
 - i) SASRIA cover

Please fax the above documentation to 086 540 6152 or e-mail to info@teraka.co.za.

We wish to highlight that, notwithstanding receipt by us of the duly signed and completed documents listed above, we have no obligation to appoint you as a subcontractor.

Your cooperation in this regard is appreciated.

Kind regards,

The Financial Manager

SCHEDULE I
APPLICATION TO REGISTER AS A SUBCONTRACTOR: CARRIER DETAILS

Registered name : _____ (Attach copy of registration documents)

Registration number : _____

Trading name : _____

VAT number : _____ (Attach copy of certificate)

Physical address : _____

 _____ Code: _____ (Attach proof of physical address)

Postal address : _____
 _____ Code: _____

Operational department Name : _____
 Telephone number : _____
 Fax number : _____
 E-mail address : _____
 Cellphone number : _____

Financial department Name : _____
 Telephone number : _____
 Fax number : _____
 E-mail address : _____ (For remittances)

Banking details Name of account holder : _____
 Bank name : _____
 Branch name : _____
 Account number : _____ (Attach copy of cancelled cheque/bank letter)
 Branch code : _____
 SWIFT code : _____ (If held in foreign country)

Goods-in-transit insurance Insurer : _____
 Name of broker : _____
 Contact number of broker : _____
 Load limit (Rand value) : _____ (Attach copy of policy schedule)

Signed: _____
 Name: _____
 Capacity: _____ Date: _____

FOR OFFICE USE ONLY			
Approved by:	Signature:	Approval date:	Creditor ID assigned:

SCHEDULE II

APPLICATION TO REGISTER AS A SUBCONTRACTOR: TRADE REFERENCES

- Minimum three accounts.
- Accounts must be active at the time of this application.
- Accounts must have been active for at least six consecutive months prior to this application.
- Must be business trading accounts (i.e., companies to whom you render transport services).
- No vehicle or maintenance-related creditors (such as truck/trailer/diesel/tyre merchants or workshops).
- Only references where you have payment terms of 30 days after statement or longer.
- No accountants/bookkeepers, banks, insurance companies, municipalities, or telephone/cellphone accounts
- **No cellphone numbers – only landline office numbers**
- No individuals – only properly verifiable legal business entities (such as companies).
- No inter-company or inter-group references.
- No family connections

Name of Business:	
Nature of Business:	
Location:	
Contact Number:	
Average Rand value of monthly transactions:	
Account Active Since (Date):	
Payment Terms:	

Name of Business:	
Nature of Business:	
Location:	
Contact Number:	
Average Rand value of monthly transactions:	
Account Active Since (Date):	
Payment Terms:	

Name of Business:	
Nature of Business:	
Location:	
Contact Number:	
Average Rand value of monthly transactions:	
Account Active Since (Date):	
Payment Terms:	

SCHEDULE III
CONFIRMATION, ACKNOWLEDGEMENT, WARRANTY, CONSENT AND AGREEMENT

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

hereby:

1. acknowledge that the information provided in this application will be relied upon by Teraka Logistics to determine whether or not to open an account for the Carrier and that each item of such information is a material term of any present or future contractual relationship/s with Teraka Logistics;
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 Logistics 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 Carrier as and when deemed necessary by Teraka Logistics, 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 operational performance of the Carrier;
 - b. furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts, and operational performance of the Carrier to any registered credit bureau or to any customer (or potential customer) seeking a reference regarding the Carrier's dealings with the Teraka Logistics Proprietary Limited;
 - c. contact, request and obtain information from the Carrier's insurance broker/s pertaining to the Goods in Transit and/or commercial heavy vehicle policy/policies of the Carrier. Instruction is hereby given to the insurance broker/s of the Carrier to furnish any and all such information forthwith on demand by Teraka Logistics.
4. agree that all contracts, transactions or agreements entered into between the Carrier and Teraka Logistics will be subject to Teraka Logistics' 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 for inspection upon request from Teraka Logistics' offices; and
5. confirm that I am duly authorised to sign this application for an account on behalf of the Carrier.

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

Name

Capacity/Designation

Signature

Witness 1

Witness 2

SCHEDULE IV RESOLUTION

(* Delete parts not applicable and confirm with signature)

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

OF _____ **("the Carrier")**

(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 Carrier, to, from time to time:

- a. negotiate and settle on behalf of the Carrier the final terms of any agreements and documents with TERAKA LOGISTICS (Pty) Ltd;
- b. execute the aforementioned agreements and all documents contemplated therein and all ancillary documents;
- c. issue and/or provide all certificates, statements, information, confirmations and acknowledgements pursuant thereto;
- d. do all things necessary and sign all documents to give effect to the resolutions contained herein, on behalf of the Carrier 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;
- e. sign any agreement, contract, application, suretyship or documents regarding any business whatsoever with or in relation to TERAKA LOGISTICS (Pty) Ltd;
- f. 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 Carrier for any obligations or liabilities that may exist or may arise from time to time;
- g. 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 Carrier, hereby certify that the above resolution is a true extract from a meeting held by the board of *directors/members/trustees of the Carrier. We also certify that the specimen signature/s hereunder, belonging the person/s authorised by the above resolution of the Carrier, 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.	_____	_____