NEWDEN
BOARDMAN BROS
(PTY) LTD
Reg No 1969/013977/07

TEL: 043 683 1328
FAX: 043 683 2835
ERICA STREET
PO BOX 175
STUTTERHEIM
4930
SOUTH AFRICA
info@newden.co.za
www.newden.co.za

ACCOUNT DETAILS:

1. Trade name of business: _____

2. Full name and address of proprietor of the business: _____

   _____ Postal code: _____

3. Street address at principal place of business: _____

   _____Postal code: _____

4. Postal address of principal place of business: _____

   _____Postal code: _____

5. Delivery address: _____

   _____Postal code: _____

6. Telephone number: _____ Facsimile number: _____

   Cell number: _____ Other contact number: _____

7. Name of contact person in Accounts Department: _____

   Telephone number for Account Department: _____

   Email: _____

8. Name of contact person for buying: _____

   Telephone number for Buyer: _____

9. Will official order be used? State YES or NO: _____

BUSINESS DETAILS:

1. Type of concern: | Close Corporation | Company | Sole proprietor | Partnership |

2. Nature of business conducted: _____

3. Is your turnover/nett asset value in excess of R1 million? State YES or NO: _____

4. Registration number if Company or Close Corporation: _____

5. Date of incorporation if Company or Close Corporation: _____

6. VAT Registration Number: _____

7. Particulars of Directors / Members / Partners / Proprietors: (if more than two, please attach list)

a) Full Name: _____ b) Full Name: _____

Residential Address: _____ Residential Address: _____

_____ _____

Postal Address: _____ Postal Address: _____

_____ _____

I.D. Number: _____ I.D. Number: _____

BANKERS:

Name: _____ Branch: _____ Code: _____

State name in which the account is operated: _____

Account Number:

TRADE REFERENCES AND ADDITIONAL INFORMATION REQUIRED:

1. How long has the business (as per trading name) been trading? _____

2. State maximum credit limit required: _____

3. Has the applicant or any of its owners/partners/directors/members been declared insolvent or placed under liquidation within the last 5 years? _____

4. Trade References:

a) Name: _____

Address: _____

Telephone Number: _____ Facsimile Number: _____

How long trading with supplier: _____

Average monthly purchases: _____Payment terms: _____

b) Name: _____

Address: _____

Telephone Number: _____ Facsimile Number: _____

How long trading with supplier: _____

Average monthly purchases: _____ Payment terms: _____

CONDITIONS OF ACCOUNT:

I, _____being the _____
(Please print full name) (Designation)

of _____, declare that I am authorized to open this account which will form a contract between the business I represent and Boardman Bros (Pty) Ltd. I certify that the above information is correct and agree to abide by the following conditions relating to the account.

1. Accounts shall be settled within 30 days from date of statement, early settlement discount as stated on invoice will be allowed if settled in full by 15th of following month.

2. Overdue Accounts:
   a) shall bear interest at maximum rate permissible by law.
   b) Shall entitle the creditor, without prejudice and additionally to any other rights, to suspend deliveries until the account is brought up to date and to reverse any trade or early settlement discount which may have been allowed in respect of the transaction for which payment is overdue.
   c) The creditor may instruct its attorneys to collect any overdue debts or to take any action against the recovery of all legal costs raising therefrom, including collection commission on the scale as between attorney and client.
   d) Ownership of all goods sold shall remain with the creditor until fully paid for.

3. Claims for shortages or damages must be notified to the creditor in writing within 7 (seven) days of delivery of goods, where after no claim will be recognized.

4. If so desired, payment of accounts may be made by direct deposit / electronic banking into our account, details as follows:
   Account name: Boardman Bros (Pty) Ltd
   Bank: First National Bank
   Branch name: Stutterheim
   Branch number: 210421
   Account number: 53810365271
   Details of payment, quoting debtors account number with creditor, to be submitted immediately in writing or fax to 043 6832835. The creditor shall not be held responsible for payment not being reflected on debtor's statement if advice is not received.

5. I/We agree that Boardman Bros (Pty) Ltd use the services and records of a registered credit bureau and other suppliers for information required in the original and future assessment of credit facilities. Boardman Bros (Pty) Ltd may make inquiries to confirm any information provided by the Company and may verify the information and obtain additional information from a registered credit bureau, when assessing the information provided herein.

   I/We authorise Boardman Bros (Pty) Ltd to conduct a credit report on the company, and warrant that all the directors and/or members have consented to the Company instructing Boardman Bros (Pty) Ltd to conduct the credit enquiry on the Company and that the Director and/or Members acknowledges that the enquiry will include an inquiry into the Director and/or Member's credit profile.

   I/We agree that Boardman Bros (Pty) Ltd may disclose information regarding the applicant's credit worthiness and conduct of the account to any registered credit bureau and other suppliers to the industry.

   I furthermore warrant that all information supplied to Boardman Bros (Pty) Ltd is to the best of my knowledge true and correct, that I am not aware of any other information that would affect the credit application of the Company in any way and that I am authorised to sign this document.

Name of Authorised Representative: _____

Signature: _____ Title: _____

Date: _____

6. In terms of the Protection of Personal Information Act, act number 4 of 2013, the following information is being brought to your attention:

a) The company is collecting this information to enable us to assist you to our best ability.
b) This information is given to us by you voluntarily and of your own free will.
c) If you do not wish to provide us with this information, are unable to do so, or object to it being used, it may result in us being unable to assist you further.
d) We may share this information with third parties if it will enable us to assist you further, and for that purpose only.
e) You have the right to access this information while in our possession and make corrections if necessary.
f) You also have the right to lodge a complaint via email with the office of the Information Regulator, at complaints.IR@justice.gov.za, if you are unhappy with the manner in which we deal with your information.
g) We will use our best endeavors and take all reasonable precautions to ensure that any information provided, is only used for the purposes it has been provided, is kept secure and destroyed in terms of our privacy policy.
h) Do you understand and therefore consent to us processing your information? YES / NO
i) Do you further consent to us retaining your information for the purposes of direct marketing? YES / NO

_____ _____ _____

SIGNED DATE PLACE

FOR OFFICE USE ONLY

REPRESENTATIVE'S SIGNATURE: _____ REP'S CODE: _____

REPRESENTATIVE'S NAME (Please Print): _____

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Mr. Mrs. Company – insert your details

……..
Name of trading entity

……..
Registration number

……..
Name of representative

……..
Identity number

…….
Address

To Whom It May Concern

AUTHORISATION FOR BOARDMAN BROS TO REQUEST CREDIT REFERENCES

We confirm that we have recently applied for credit facilities with Boardman Bros (Pty) Ltd.

In order to process the application, or in order to renew any such credit facility if granted, Boardman Bros (Pty) Ltd deems it necessary to carry out a due diligence in respect of our financial status, performance and service levels, including our account and credit facility which we hold with you.

Boardman Bros (Pty) Ltd may from time to time have to obtain certain credit references in respect of us from entities with whom we currently engage and do business with and or for reports from a credit bureaux.

In order to give effect to the above and more in particular in order to ensure that we all comply with the Protection of Personal Information Act 4 of 2013 (POPIA), we the undersigned hereby expressly give you permission to provide certain of our details as reflected below to Boardman Bros (Pty) Ltd, which you can provide directly to Boardman Bros (Pty) Ltd, when requested by them, which information will be treated by them in the strictest of confidence.

The provision of this information will be appreciated.

With thanks in anticipation of your kind attention to this request.

Yours faithfully,

Signed

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To Whom It May Concern

CREDIT REFERENCE

We confirm that the abovementioned person has applied for/alternatively does already hold credit facilities with Boardman Bros (Pty) Ltd. In order to process the application, or in order to renew any credit facility if granted, Boardman Bros (Pty) Ltd deems it necessary to call for certain credit or trade references, which the abovementioned has consented to.

Therefore, please provide us with the detail set out below

REQUEST FOR TRADE REFERENCES

Attention:	
Account no	

Question/Answer	
How long have you had this account?	Since/Years :
What terms have you granted them?	
On what terms do they pay?	
What credit limit have you granted?	R
What is the avg purchases monthly?	R
What is the avg account balance?	R
Have they dishonored any payments?	Yes / No
How would you rate the account? e.g. excellent, good, fair, slow, credit suspended	

…… ……..
Authorised by: Signature:

…… ……..
Title: Date: