



**ACCOUNT APPLICATION FOR POST OFFICE POSTAL SERVICE**

**1.0 APPLICATION DETAILS**

a. WHAT TYPE OF BUSINESS ARE YOU?

\_\_\_\_\_

SOLE PROPRIETOR  PARTNERS  PRIVATE COMPANY  PUBLIC COMPANY  CLOSE CORPORATION

b. REGISTERED NAME OF COMPANY / CLOSE CORPORATION / OTHER

\_\_\_\_\_

COMPANY / CLOSE CORPORATION / OTHER REGISTRATION NUMBER DATE OF REGISTRATION

\_\_\_\_\_

c. TRADE NAME/S OF BUSINESS

\_\_\_\_\_

d. NATURE OF BUSINESS

\_\_\_\_\_

e. DATE BUSINESS ESTABLISHED

\_\_\_\_\_

f. REGISTERED ADDRESS OF BUSINESS

\_\_\_\_\_

g. PHYSICAL ADDRESS OF BUSINESS

\_\_\_\_\_

h. POSTAL ADDRESS OF BUSINESS

\_\_\_\_\_

i. TELEPHONE NO (\_\_\_\_) \_\_\_\_\_ FAX NO (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

**j. NAMES & ADDRESSES OF DIRECTORS / MEMBERS/ PARTNERS/ PROPRIETORS**

Name	Address	ID Number / Date of Birth	Residential Address
1.			
2.			
3.			
4.			
5.			
6.			

k. PREVIOUS NAME OF COMPANY / CLOSE CORPORATION / OTHER

\_\_\_\_\_

l. NAME OF HOLDING COMPANY \_\_\_\_\_

m. NAMES OF SUBSIDIARIES AND ASSOCIATE COMPANIES: \_\_\_\_\_

n. GIVE DETAILS OF ANY SURETIES GIVEN, CESSION OF DEBTORS MADE, NOTARIAL BONDS REGISTERED, JUDGEMENTS EFFECTED AGAINST THE BUSINESS OR ITS PRINCIPALS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

o. HAVE MORATORIUMS OR OFFERS OF COMPROMISE EVER BEEN MADE WITH YOUR CREDITORS?  
  
YES  NO  IF YES, GIVE DETAILS  
\_\_\_\_\_

p. BANKERS \_\_\_\_\_ BRANCH \_\_\_\_\_

q. \_\_\_\_\_ BRANCH CODE \_\_\_\_\_  
ACCOUNT NO \_\_\_\_\_ DATE OPENED \_\_\_\_\_  
\_\_\_\_\_

q. VAT REGISTRATION NO. \_\_\_\_\_

r. CREDIT AMOUNT REQUIRED: R \_\_\_\_\_ TYPE OF SERVICE APPLIED FOR (BULKMAIL BRS ETC): \_\_\_\_\_

s. **TRADE REFERENCES** (Please supply at least four)

Name	Address	Contact Names	Contact Tel. No.
1.			
2.			
3.			
4.			

Applicant initial \_\_\_\_\_

(PLEASE INITIAL **ALL** PAGES)

t. PREMISES : OWNED \_\_\_\_\_ RENTED : \_\_\_\_\_ NAME OF LANDLORD (IF RENTED) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

u. ARE YOU PREPARED TO MAKE FINANCIAL STATEMENTS AVAILABLE? YES / NO

v. ARE THE PRINCIPALS PREPARED TO SIGN PERSONAL SURETY? YES / NO

w. ADDRESS TO WHICH INVOICES AND STATEMENTS TO BE SENT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2.0 WARRANTY

I, \_\_\_\_\_ the undersigned, in my capacity as:

\_\_\_\_\_  
**DIRECTOR / PARTNER / MEMBER / SOLE PROPRIETOR OF THE APPLICANT HEREBY:**

- 2.1 Warrant that all the information in this application is true, correct and current.
- 2.2 Warrant that he/she is duly authorized to seek credit facilities on behalf of the Applicant.

## 3.0 TERMS AND CONDITIONS OF A DEBTORS ACCOUNT

An account will come into effect after an assessment of the application and a bank guarantee or deposit equal to the credit amount approved has been furnished to the satisfaction of the South African Post Office and is subject to the SA Post Office credit policy.

### 3.1 Payment

- 3.1.1 Payment shall be made in South African currency.
- 3.1.2 Payment must be made within a maximum of 7 days from date of statement. Further service could be suspended until outstanding amounts have been settled.
- 3.1.3 Interest will be charged at the Standard Bank prime rate, plus 2 (two) percent on amounts in arrears.
- 3.1.4 No amounts may be deducted from or set-off against invoices payable to the Post Office.
- 3.1.5 All amounts for services supplied shall be paid to the General Manager, Finance (Debtors), P.O. Box 10000, Pretoria, 0001 or other designated address by way of a cheque (not post dated) cash or by means of an electronic funds transfer to the Post Office bank account. No. \_\_\_\_\_
- 3.1.5 Any changes to the terms and conditions must be in writing and agreed to by duly authorised employees of the two parties.

### 3.2 General

- 3.2.1 Account facilities will be re-assessed on a yearly basis and guarantees or deposits required will need to be adjusted by clients accordingly.
- 3.2.2 All legal costs to recover outstanding amounts including client attorney fees, collection commission and tracing fees will be payable by the applicant.
- 3.2.3 The applicant consents to the jurisdiction of the magistrate's court should legal action be necessary, irrespective of the amount involved.
- 3.2.4 The client chooses its domicilium citandi et executandi at the address/es provided in this application.
- 3.2.5 Post Office refers to the South African Post Office Limited.

SIGNED IN \_\_\_\_\_ ON THIS  
 \_\_\_\_\_ DAY OF \_\_\_\_\_

ON BEHALF OF \_\_\_\_\_  
 \_\_\_\_\_

NAME IN BLOCK LETTERS \_\_\_\_\_  
 \_\_\_\_\_

DESIGNATION IN COMPANY \_\_\_\_\_  
 \_\_\_\_\_

**WITNESSES**

1. \_\_\_\_\_ Applicant's duly authorised signatory

2. \_\_\_\_\_

Applicant initial \_\_\_\_\_  
 (PLEASE INITIAL **ALL** PAGES)

**FOR POST OFFICE USE - CREDIT MANAGEMENT**

**4.0 CREDIT EVALUATION (CONFIDENTIAL)**

<b><u>CREDIT EVALUATION</u></b> <b>(CONFIDENTIAL)</b>	<b><u>NAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>SIGNATURE</u></b>
<b>1. All information on Application Checked</b>			
<b><u>Comments:</u></b>			
<b>2. Credit Recommended</b>			
<b><u>Details:</u></b>			
<b>3. Credit Granted / Approved</b>			
<b><u>Details:</u></b>			

**4. Operations / Sales and Customer Services Informed of Finance Requirements**

**5. Security Received :**

5.1 Deposit: Amount R \_\_\_\_\_ Receipt Number \_\_\_\_\_

5.2 Guarantee \_\_\_\_\_

5.3 Date \_\_\_\_\_

6. Date account opened \_\_\_\_\_

7. Account number \_\_\_\_\_

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**DEBTORS SUPERVISOR – NAME**

**SIGNATURE**

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**NATIONAL CREDIT MANAGER**