

|                                                                                   |                              |                 |          |
|-----------------------------------------------------------------------------------|------------------------------|-----------------|----------|
|  | <b>CASH APPLICATION FORM</b> | Indent-Number   |          |
|                                                                                   |                              | <b>F - 0031</b> |          |
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TRADING NAME: \_\_\_\_\_

**OWNERS INFORMATION:**

|                         |     |     |
|-------------------------|-----|-----|
| NAME OF OWNER:          |     |     |
| ID / PASSPORT NO:       |     |     |
| CELL PHONE NO:          |     |     |
| PHONE NO:               | (h) | (w) |
| POSTAL ADDRESS:         |     |     |
| BUSINESS ADDRESS:       |     |     |
| DELIVERY ADDRESS:       |     |     |
| EMAIL ADDRESS:          |     |     |
| PLANNED PURCHASE AMOUNT |     |     |

**DOCUMENTS ATTACHED:**

|                                    |       |      |
|------------------------------------|-------|------|
| COPY OF PASSPORT / ID              | (yes) | (no) |
| VAT CERTIFICATE:                   | (yes) | (no) |
| VAT REGRISTRATION NO:              | (yes) | (no) |
| BUSINESS REGISTRATION CERTIFICATE: | (yes) | (no) |

**FOR OFFICE USE:**

|                       |
|-----------------------|
| DATE OF APPLICATION:  |
| ACCOUNT NUMBER:       |
| PAYMENT TERMS:        |
| AREA:                 |
| ROUTE:                |
| HIERARCHY:            |
| SALES REPRESENTATIVE: |
| DATE OPENED:          |

\_\_\_\_\_  
 APPLICANTS SIGNATURE

\_\_\_\_\_  
 APPROVED BY HEAD: FINANCE



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|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Claims Policy</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1.1.</b>             | Quality claims will be accepted and credit will be given for quality defects on products, i.e. missing labels, product quality problems, packaging faulty, etc. and we request that you return these items to Bokomo Namibia immediately and claims should be signed off by our sales representatives. Claims older than 3 months will not be entertained.                                                                                                                                                                                                                                                                                                                                                           |
| <b>1.2.</b>             | All pricing claims must be forwarded to Bokomo Namibia together with the remittance advices. Claims older than 3 months will not be entertained, unless specific proof can be provided that the claim was already submitted within the 3 months period and the other party did not respond.<br><br>Acceptable practice will be that claims must be raised within 3 working days of the claim incident!                                                                                                                                                                                                                                                                                                               |
| <b>1.3.</b>             | Delivery differences that were not raised at the time of the delivery will not be entertained, unless specific proof can be provided that the claim was already submitted at the time of the delivery and the other party did not respond.<br>All efforts are made to deliver stocks to your outlet in good condition and in the correct quantity. Should any damages occur during the transportation of these items to your outlet, kindly deduct these items from your Goods Receipt and return stock to Bokomo Namibia with the same vehicle for full credit.<br><br>It is the recipient's responsibility to make sure that he/she received the correct amount or number of articles noted on the sale's invoice. |
| <b>1.4.</b>             | The only claims that will be entertained by Bokomo Namibia are for: <ul style="list-style-type: none"><li>- items short delivered on invoice,</li><li>- items broken on delivery,</li><li>- items delivered short dated (as per agreed parameters),</li><li>- items delivered with poor quality,</li></ul> These items must be returned with the delivery or marked as short delivered.                                                                                                                                                                                                                                                                                                                              |

**I acknowledge that I have read and understood Bokomo Namibia (Pty) Ltd.'s COMMERCIAL TERMS / STANDARD TRADING TERMS, including the claim policy.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_