



BOTSWANA BUREAU OF STANDARDS

Credit Application Form

BOBS/EC/CS/AC/Policy No.1/F01

Issue No: 01

BOTSWANA BUREAU OF STANDARDS

CREDIT APPLICATION FORM

A. INFORMATION CONCERNING APPLICANTS

1. COMPANY NAME: _____

ATTACH COPY OF CERTIFICATE OF INCORPORATION

2. TYPE OF BUSINESS: (tick where applicable)

GOVERNMENT DEPT _____ PRIVATE SECTOR _____

NON-GOVERNMENT ORGANISATION _____ PARASTATAL _____

INDIVIDUAL _____

3. POSTAL ADDRESS: _____

TELEPHONE NO. _____ FAX NO. _____

4. PHYSICAL ADDRESS: _____

5. NAME AND ADDRESS OF BANKERS: _____

6. DIRECTORS

(A) NAME _____

NATIONALITY _____

RESIDENTIAL _____

POSTAL ADDRESS _____

IDENTITY NO. _____

(B) NAME _____

NATIONALITY _____

RESIDENTIAL _____

POSTAL ADDRESS _____

IDENTITY NO. _____



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(C) NAME _____
NATIONALITY _____
RESIDENTIAL _____
POSTAL ADDRESS _____
IDENTITY NO. _____

(D) NAME _____
NATIONALITY _____
RESIDENTIAL _____
POSTAL ADDRESS _____
IDENTITY NO. _____

7. SHAREHOLDERS AND ADDRESS

(Attach copy of Share Certificate)

(A) NAME _____
NATIONALITY _____
RESIDENTIAL _____
POSTAL ADDRESS _____
IDENTITY NO. _____

(B) NAME _____
NATIONALITY _____
RESIDENTIAL _____
POSTAL ADDRESS _____
IDENTITY NO. _____

(C) NAME _____
NATIONALITY _____
RESIDENTIAL _____
POSTAL ADDRESS _____
IDENTITY NO. _____



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(D) NAME _____
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8. NATURE OF BUSINESS _____

9. ANNUAL TURNOVER _____

10. COMPANY'S AUTHORISED SIGNATORIES _____

1. NAME _____
SIGNATURE _____ DATE _____

2. NAME _____
SIGNATURE _____ DATE _____

3. NAME _____
SIGNATURE _____ DATE _____

4. NAME _____
SIGNATURE _____ DATE _____

11. TRADE REFERENCES (3) _____

12. CREDIT LIMIT REQUIRED _____

* When all the above requirements are satisfied, the application is then sent to the Finance Division to fill in the agreement or contract forms.



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B. TERMS

The applicant acknowledges that in the event of the application being successful, the following will be the terms of which credit is granted.

1. Statements reflecting the sum total of invoices in a month will be rendered by the 10th day each month.
2. The applicant shall pay within 30 days from the date of the invoice otherwise a 2% late fee of the amount owing will be charged and added to the account. The same surcharge will apply to bounced cheques.
3. In the event that any amount is not paid on due date, all amounts payable to BOBS shall become immediately due and payable
4. If payment is not received within 30 days of the invoice, the account become delinquent and Finance Unit will mail a reminder notice to the customer.
5. If we do not receive payment on the 14th day after the reminder the customer will be handed over to BOBS lawyers for legal action.
6. No customers with an over due outstanding amounts should be given additional credit
7. BOBS may refuse to provide a customer with services if their account is in arrears. Furthermore, consideration will be given to suspension of the certification, withholding of test results and/or withholding of training certificates.
8. The applicant shall notify BOBS in writing of any change of address of applicant's principal place of business and/or registered office, where applicable.
9. Notice of breach shall be given to defaulting customers to rectify the breach within fourteen days
10. Follow-ups shall be telephonically and a follow up should be within the aforesaid fourteen days
11. Proposals for the payment plans (if any) by the customer must be approved by Management.



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12. Any payment plans made shall not exceed a period of two months and a minimum of 50% of the arrears shall be paid on approval of the proposal.
13. Failure to rectify the breach within the stipulated period, that debt will be referred for collections through the Courts of law, cancellation of the agreement will also be confirmed.
14. If a payment (i.e.cheques, stop orders, direct debit, credit card telegraphic transfers/bank drafts etc) is returned to BOBS, immediate settlement will be required. The payment must be in cash, or money order in a business office the same day the customer is notified.
15. If a customer has two or more returned payments in a 12 month period, BOBS will designate the customer as “cash only”. Payments then will be made in cash, or money order until the account is no longer in a “cash only” status. Assessment of an additional deposit may also occur.
16. A customer may dispute bills which they believe are in error by calling or writing to BOBS. An investigation of the dispute will be carried out within 5 working days. BOBS will not deny service for non-payment of disputed charges provided that:
 - 16.1 the customer notifies BOBS before the bill becomes delinquent; and
 - 16.2 the customer pays all other undisputed charges when due.

Disputes must be addressed in writing to:

Director of Corporate Services
Botswana Bureau of Standards
Plot 55745
Main Airport Road Block 8
Private Bag BO48
Gaborone

Telephone (0267) 3903200
Fax (0267) 3903120

Appeals Procedure

If a customer is not satisfied with the outcome of the dispute an appeal may be made in writing to the Managing Director.



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Managing Director
Botswana Bureau of Standards
Plot 55745
Main Airport Road Block 8
Private Bag
Gaborone

17. **Declaration:** I/We hereby request you open a credit account; I being an authorized officer of the business do hereby agree that payment of all accounts will be received by you within your credit terms of 30 days from the date of invoice.

Name _____ Title/Position _____

Signature _____ Date _____

C. FOR BOBS OFFICE USE ONLY

Customer Reference _____

Received by Finance _____ Signature _____ Date _____

Checked by Finance _____ Signature _____ Date _____

Credit limit granted P _____

Authorized by _____ Signature _____ Date _____