



A Division of CTP Ltd

Head Office

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Dear Valued Customer

Set out below are the procedures you need to follow to open a new account or to add new accounts to an existing customer and a list of the relevant documents you have to submit.

Procedures and requirements for a new credit application

1. Depending on the legal nature of the entity applying for credit, the Credit Application Form must be signed (and each page initialled) by a director, member, trustee, partner or owner.
2. Should the application be signed by another representative of the entity, a letter of authorisation must be submitted together with the application and other documents.
3. In addition, the following documents must also accompany the application:
 - 3.1 A copy of the identity document of the person signing the application;
 - 3.2 A copy of the Vat registration certificate or other appropriate document reflecting the VAT registration of the entity (where applicable);
 - 3.3 A copy of the entity's registration number (where applicable).

In order to speed up the credit check, the above documents can be e-mailed to enquiry@rnad.co.za alternatively faxed to 086 639 1697.

To enable us to formally open the account we require the original credit application documents. These can be sent to the address shown above.

Monthly minimum order requirement

Please note that all entities purchasing on average less than R5 000 per month will automatically default to COD or EFT terms.

Procedures and requirements for the addition of a sub account

Should you have an existing account and wish to add a sub account (e.g. for a new branch), please complete the Application for a Sub Account. You can submit this application as set out above.

Should you have any queries, please do not hesitate to direct these queries to the above e-mail address, alternatively you contact Mariette Coetsee on 011 248 3580.

Mariette Coetsee
Debtors Manager