

Appendices

Appendix A - Credit Application Form

Tazweed General Trading LLC

P.O Box. 939100

Dubai, United Arab Emirates

CREDIT APPLICATION FORM

Failure to fill in all blanks may delay processing.

Application must be signed by owner or duly authorized officer or partner.

Please print or type the following information:

Firm Name: _____ Telephone # _____ Fax # _____

Address _____

Location: _____

Type of Enterprise: ☐ Proprietorship ☐ Partnership ☐ Limited Liability Company ☐ JAFZ ☐ Others.....

Trade License/Commercial Regn. NO. _____ Issued at: _____ Expiry Date: _____

Date Business started: _____ Nature of Business: _____

Details of Branches / other business (if any) _____ No of Employees: _____

Name of Local Sponsor: _____ Occupation: _____

Name (s) of Proprietorship, Partners, Shareholders (Passport copies to be attached)	Nationality	Share	Passport #
1. _____	_____	_____ %	_____
2. _____	_____	_____ %	_____
3. _____	_____	_____ %	_____

Name of Person(s) authorized to Place Orders; Receive Goods; Sign Cheques:

(Power of Attorney to be attached where required)

Name	Specimen Signature	Authorized to:
1. _____	_____	<input type="checkbox"/> Place Order <input type="checkbox"/> Receive Goods <input type="checkbox"/> Sign Cheques
2. _____	_____	<input type="checkbox"/> Place Order <input type="checkbox"/> Receive Goods <input type="checkbox"/> Sign Cheques
3. _____	_____	<input type="checkbox"/> Place Order <input type="checkbox"/> Receive Goods <input type="checkbox"/> Sign Cheques

PURCHASING CONTACT: Name: _____ TITLE: _____

TEL NO. _____ FAX NO. _____ EMAIL ADDRESS: _____

ACCOUNTS PAYABLE CONTACT: Name: _____ TITLE: _____

TEL NO. _____ FAX NO. _____ EMAIL ADDRESS: _____

Expected Annual Turnover with Tazweed General Trading LLC: _____ AED _____

Credit Limit Requested: _____ AED _____ Credit Period Requested: Days _____

Bank Details	
Bank:	Bank:
Branch:	Branch:
Account No.	Account No.
Title of Account:	Title of Account:
Facilities:	Facilities:

TRADE REFERENCES

"Companies with whom credit has been established; three required"

1) Name:	Finance Contact Person:
Address:	Turnover:
Tel. #:	
Mobile#:	Fax #:
Credit Limit:	Payment Terms:
<hr/>	
2) Name:	Finance Contact Person:
Address:	Turnover:
Tel. #:	
Mobile#:	Fax #:
Credit Limit:	Payment Terms:
<hr/>	
3) Name:	Finance Contact Person:
Address:	Turnover:
Tel. #:	
Mobile#:	Fax #:
Credit Limit:	Payment Terms:
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TERMS AND CONDITIONS:

1. In consideration of the extension of credit and establishment of a credit account, applicant acknowledges liability for payment of amounts due to TAZWEED GENERAL TRADING LLC for purchase of products or services.
2. If TAZWEED GENERAL TRADING LLC must take action to collect any outstanding amount, applicant agrees to pay all reasonable costs and expenses incurred in collection including, but not limited to, reasonable attorneys fees, court fees, court costs and interest there on at the maximum legal rate.
3. In case of any change in the constitution of the applicant's organization, the applicant should inform TAZWEED GENERAL TRADING LLC immediately with appropriate documents.
4. TAZWEED GENERAL TRADING LLC reserves the right to change its policies, terms and conditions at its discretion and the applicant agrees to abide by the same.
5. The applicant does not have any objection in case TAZWEED GENERAL TRADING LLC contacts their bankers or any other trade references for information.

AUTHORISED SIGNATURE
OF THE CO

NAME

DESIGNATION WITH SEAL

DATE

P.S Enclosing the valid documents as below will help us to process your application quickly.

Documents Required:

1. Trade Licence and MOA/Power of Attorney
2. Chamber of Commerce Certificate
3. Passport Copies of Signatories
4. Emirates ID Copy
5. NOC for Bank Reference
6. Latest Audited Financials
7. Copy of Power of Attorney of the Manager
8. Company Profile

TAZWEED GENERAL TRADING LLC

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FOR OFFICE USE ONLY

Comments by Sales Dept.

COMMENTS ON NEW CREDIT FACILITIES			
Sr. No	Initiated by Sales Associate/Engineer	Yes/No	Remarks
1	What is the nature of the customer i.e project or trading.		
2	What is the nature, size of business & no of years of experience in the market?		
3	Have you visited the customer's site/office?		
4	What are the projects executed in the past/ongoing projects		
5	Is it a new customer? If so do you recommend a Decol report?		
6	What is the business trend (Growing/Steady/Declining)		
7	If there is any other information you would consider relevant.		
8	Any ownership changes which you are aware of?		
	General Comments		
	Signature Date		
	Recommended by Sales Manager	Yes/No	Remarks
1	Have you visited the customer's site/office?		
2	Do you recommend a credit agency report		
3	If there is any other information you would consider relevant.		
	Comments		
	Signature Date		
	Approved by General Manager		
1	Do you recommend a credit agency report? What is the speed of service for Decol report?		
2	What is the credit limit & payment terms recommended?		
	Comments		
	Signature Date		

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Comments by Finance Dept.

COMMENTS ON NEW CREDIT FACILITIES		
Recommended by Finance Controller	Yes/No	Remarks
Comments		
Signature	Date	
Checked by Accounts Receivable Shared Services Finance		
Have you called the 3 references?		
What credit terms (limit and period) they offer the customer?		
Wether the customer pays within the terms offered. (Prompt, No Complaints, Complaints reported)		
Is there any instance of dishonour of cheque or request for delayed payment.		
Do you recommend a Decol report?		
If there is any other information you would consider relevant.		
Comments		
Signature	Date	