

CLIENT INFORMATION & AGREEMENT

KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION

P O Box 4856, Vineta, Swakopmund, Namibia

Tel: 064-406891

Fax: 088 614 403

Section A – TO BE COMPLETED BY ALL

Surname: _____

Full Names: _____

ID Number: _____ (attach copy of ID)

Postal Address: _____

Residential Address: _____

Business Address: _____

Telephone Number: Mobile: _____ w _____

Email: _____

Tax Reference Number: _____ (attach tax registration certificate)

Previous bookkeeper: _____

Services Required Income Tax Returns _____ Prov. Tax Returns: _____ VAT: _____

Banking Details (for income tax purposes):

Bank:	Type of Account:
Branch Code:	Branch:
Account No:	Name of account holder:

• Please initial each page

Section B – FOR COMPANIES OR CLOSE CORPORATIONS ONLY

Full name of company/CC: _____

Name under which you trade: _____

Company/CC Registration No: _____ (attach certificate of registration & founding Statement CC1)

Postal address: _____

Telephone Number: Mobile: _____ Business: _____

Name and address of auditors of company/CC: _____

Banking Details of company/CC (for income tax purposes):

Bank:	Type of Account:
Branch Code:	Branch:
Account No:	Name of account holder:

Directors/Members: Attach copy of ID:

Full Names	ID Number	Residential Address
1.		
2.		
3.		

Services Required VAT: _____ IMPORT VAT: _____ PAYE: _____

Section C – PARTNERSHIPS

Partners Details: Attach copy of ID:

Full Names	ID Number	Residential Address

Banking Details (for income tax purposes):

Bank:	Type of Account:
Branch Code:	Branch:
Account No:	Name of account holder:

I/We hereby agree to KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION on the following terms and conditions:

- Payment shall be made on the terms and conditions stipulated by KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION
- All accounts shall become due and payable upon presentation of KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION unless otherwise stipulated.
- Failure to settle the account within the stipulated time period as agreed upon, will entitle KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION to charge interest at a rate of 20% per annum.
- Should KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION at any time have to enforce legal action to recover any amounts due and payable, KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION will have the right to recover all legal costs on an attorney/client scale.
- All parties concerned agree to the jurisdiction of the Magistrate's Court for the district of Swakopmund, Republic of Namibia.
- Credit facilities may be altered or withdrawn at any time at the sole discretion of KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION. Should the customer be placed "in mora" by demand of the outstanding amount the full outstanding balance will become payable immediately.
- Fees applicable shall be the ruling prices on the date of delivery unless stated otherwise.
- In the event of an order being given to KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION on the customer's official order form, the customer shall be stopped from denying the validity of such order notwithstanding the fact that a person not authorized by the customer may have given such order.

• Please initial each page

I/We the undersigned hereby confirm that:

- 1 The terms and conditions as set out by *KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION* are understood, and warrant that all the information contained in or furnished is true and correct.
- 2 I/we have acquainted myself/ourselves and fully comprehend the meanings of the exceptions “non numeratae pecuniae”, “non causa debiti: and “errore calculi”, the benefits of which I/we hereby renounce.
- 3 I/we herewith confirm that should I/we not comply with the terms of repayment as set out by *KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION* I/we consent thereto that the Legal Practitioner acting on behalf of *KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION* may apply for Default Judgment against me/us for the outstanding amount as per invoices / statements issued in terms of paragraph 4 plus costs in terms of Section 58 of the Magistrate’s Court Act.
- 4 I herewith confirm that I/we will accept all invoices / statements issued by *KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION* in which the amount due and owing is stated as true and correct without any right to dispute said amount.
- 5 In the event of the applicant being a close corporation or trust or a corporate body and we sign as the representative of such close corporation, trust or corporate body then I shall by virtue of our signing jointly or severally of this application, whether in a representative capacity or not, be held to have signed this application as surety toward the close corporation, trust or corporate body for the due and punctual and strict fulfillment by the trust or corporate body of all its liabilities and obligations arising from or under this application, and as Co-Principal Debtor together with the trust or corporate body to be held liable *in solidum* with the close corporation, trust or corporate body in respect of all the liabilities and obligations of such trust or corporate body towards *KOBUS VISSER BOOKKEEPERS CLOSE CORPORATION* and I shall not be entitled to any defense or exception of any nature which would otherwise have been available to us in order to evade or in any manner reduce the strict effect and provisions of this Clause.
- 6 I / We choose the domicilium citandi et executandi at the address as stated below.

Full names and surname

Physical address

Postal address

Dated at _____ this _____ day of _____ 20 ____

AS WITNESSES:

1. _____

2. _____

Proprietor / Member / Director