



HQ Suppliers (Pty) Ltd.  
 Reg. No: 2016/226821/07  
 VAT No: 423 027 4948

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### BUSINESS INFORMATION

REGISTERED NAME:		TRADE NAME:	
REGISTRATION NUMBER:		VAT NUMBER:	
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE NUMBER:	WHATSAPP LINE:	EMAIL ADDRESS:	

PREMISES:  OWNED  RENTED

NAME OF LANDLORD :	CONTACT OF LANDLORD:
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### ACCOUNTS INFORMATION

CONTACT PERSON:	EMAIL ADDRESS:
CONTACT NUMBER:	WHATSAPP NUMBER:
ACCOUNTANTS / AUDITORS NAME:	CONTACT NUMBER:

### DIRECTORS INFORMATION

FULL NAME:	I.D NUMBER:	CONTACT NUMBER:
RESIDENTIAL ADDRESS:		
FULL NAME:	I.D NUMBER:	CONTACT NUMBER:
RESIDENTIAL ADDRESS:		
FULL NAME:	I.D NUMBER:	CONTACT NUMBER:
RESIDENTIAL ADDRESS:		

### TRADE REFERENCES

COMPANY NAME:	TELEPHONE:	CONTACT PERSON:
COMPANY NAME:	TELEPHONE:	CONTACT PERSON:
COMPANY NAME:	TELEPHONE:	CONTACT PERSON:

### BANKING INFORMATION

BANKERS:	BRANCH:	ACCOUNT NUMBER:	OPENED:
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*The signatory acknowledges that he/she has read and understood the terms and conditions contained in the Standard*

*Terms and Conditions overleaf and that all information supplied is true and correct.*

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_

SIGNATURE \_\_\_\_\_

FULL NAME OF SIGNATORY \_\_\_\_\_

CAPACITY \_\_\_\_\_

# STANDARD TERMS AND CONDITION

- 1.1. "Goods" means any goods and/or services provided by HQ SUPPLIERS as ordered by the Client
- 1.2. "HQ SUPPLIERS" means HQ SUPPLIERS (Pty) Ltd. a registered company in the Republic of South Africa.
- 1.3. "Client" means the person, firm or company placing an order with HQ SUPPLIERS.

## 2. PAYMENT

- 2.1. All payments are due upon receipt unless otherwise agreed in writing by HQ SUPPLIERS.
- 2.2. New clients or other clients out of terms may be expected to pay in advance for their goods and services.
- 2.3. All other invoices issued by HQ SUPPLIERS shall be paid by the Client within five (5) working days of the date of statement unless otherwise agreed in writing by HQ SUPPLIERS. In the event of late payment, HQ Suppliers may charge interest on the amount outstanding before and after judgement at the rate of five (5) percent above the Base Rate of First National Bank of South Africa in force from the due date until the date of payment. In addition, invoices unpaid for more than 60 days after the invoice date will incur a surcharge of either R500 or 5% of the outstanding amount, whichever sum is greater.
- 2.4. If any amount of an invoice is disputed then the Client shall inform HQ SUPPLIERS of the grounds for such dispute within seven days of delivery of the goods and shall pay to HQ SUPPLIERS the value of the invoice less the disputed amount in accordance with these payment terms. Once settlement of the dispute has been agreed, any sum then outstanding shall also be payable in accordance with these payment terms.
- 2.5. HQ SUPPLIERS reserves the right to increase a quoted fee in the event that the client requests a variation to the work agreed.
- 2.6. All goods remain the property of HQ SUPPLIERS until paid in full by the customer.

## 3. OWNERSHIP AND RISK

- 3.1. The ownership and risk shall pass on to the client on delivery of the goods.
- 3.2. HQ SUPPLIERS will not be responsible for any goods that have defected due to improper handling or storage by the client after delivery.

## 4. RETURNS POLICY

- 4.1. Any product supplied by HQ SUPPLIERS that has a manufacturing or packaging defect is entitled to be returned to HQ SUPPLIERS.
- 4.2. The customer must inform HQ SUPPLIERS of any such defect within seven (7) working days of the date of delivery.
- 4.3. HQ SUPPLIERS will replace the defected products at no cost to the customer.
- 4.4. Goods supplied by HQ SUPPLIERS that are free from defect are non-returnable upon delivery.

## 5. CANCELLATION

- 5.1. In view of the nature of the goods and services, any order, once confirmed by HQ SUPPLIERS, is not cancellable.
- 5.2. Cancellation of the Order by the Client will only be accepted on condition that any costs, charges and expenses already incurred is paid in full by the client.

## 6. JURISDICTION AND COSTS

- 6.1. The Customer consents to the jurisdiction of the Magistrate's Court in respect of any action brought by HQ SUPPLIERS and agrees to pay the costs of such proceedings as agreed between attorney and own client, together with any collection commission and tracing agent's charges reasonably incurred in ascertaining the Customer's whereabouts.
- 6.2. This contract shall be deemed to have been executed in the Republic of South Africa and the Customer accepts the applicability of the laws of the republic of South Africa.

SIGNATURE: \_\_\_\_\_