

PARTNER ONBOARDING / CREDIT APPLICATION FORM



COMPANY DETAILS

Company name			
Address 1			
Address 2			
City		PO BOX	
Tel No.		Fax No.	
Email		Website	

REGISTRATION DETAILS

Trade License No			
Issue Date		Expiry Date	
Trade license Issuing Authority			
<input type="checkbox"/> Sole proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Other
S No.	Share Holder Name	% of Share Holdings	Nationality
1			
2			
3			
4			
VAT Registration Number			

CONTACT DETAILS

Owner/Managing Director				
Name		Email		Phone
Sales				
Name		Email		Phone
Procurement				
Name		Email		Phone
Accounts				
Name		Email		Phone
Logistics				
Name		Email		Phone

BANK DETAILS

Bank Details 1

Account Name		Bank Name	
Account No		Bank Address	
Swift Code		IBAN	

Bank Details 2

Account Name		Bank Name	
Account No		Bank Address	
Swift Code		IBAN	

CREDIT DETAILS

Credit Limit Requested			
Expected Volume of Business with Microtrans LLC per annum			
Payment Terms	<input type="checkbox"/> CDC	<input type="checkbox"/> PDC	Credit Period

BUSINESS/TRADE REFERENCES

Company Name 1		Phone		
Address		E-mail		
City, Country		Credit Limit		Credit Terms
Company Name 2		Phone		
Address		E-mail		
City, Country		Credit Limit		Credit Terms
Company Name 3		Phone		
Address		E-mail		
City, Country		Credit Limit		Credit Terms
Company Name 4		Phone		
Address		E-mail		
City, Country		Credit Limit		Credit Terms

SHIPPING INFORMATION

Please provide your Freight Forwarder or Shipping Details (if any)

Name		Address 1	
City, Country		Address 2	
Email		Phone	

TERMS AND CONDITIONS

1. PRICES

- Prices shall be agreed on Proforma Invoice/Microtrans Sales Order/ Purchase Order and shall not be subject to any change unless agreed in writing

2. ORDERS

- Unless otherwise stated in writing, Microtrans LLC quotes are subject to change at any time without notice
- An official order, in writing on company letterhead, must be issued to Microtrans LLC directly by email, before any delivery can be affected. Orders must clearly state: order number, name and signature of purchasing officer, product codes, unit pricing, quantity and total order value, delivery address, payment terms OR the sales order of Microtrans LLC must be signed and stamped officially and will be treated as a purchase order.
- Microtrans LLC will invoice the partner entity based on the details mentioned in the PO and as per the credit documents received. Payments against those invoices will only be accepted from the same entity from which the PO is received and to whom Microtrans LLC has invoiced.

3. PAYMENT TERMS

- Payment terms are normally cleared funds before delivery unless a credit account with Microtrans LLC is in place prior to dispatch.
- In the event of any default payment to Microtrans LLC the partner shall pay to Microtrans LLC its costs of and incidental to the recovery of such sums as may be due including all mercantile and like fees and legal fees and charges.

4. TITLE OF GOODS

Until Microtrans LLC has been paid in full for all goods supplied to the partner under any contract whatsoever between the partner and Microtrans LLC the goods shall remain as property of Microtrans LLC

5. CREDIT POLICIES

- Credit limits, if any issued to partners are as per Microtrans LLC's sole discretion, Microtrans grants such limits to partners based on their financial reports, payment history and track record.
 - Credit limits are subject to review from time to time and at the discretion of Microtrans LLC credit department.
6. **Warranty:** Any warranty for the products/goods distributed or sold by Microtrans LLC shall only be as per the vendors policy.
 7. **Company Constitution:** In case of any change in the company constitution, the same shall be informed to Microtrans LLC immediately along with relevant documents.
 8. Microtrans LLC reserves the rights to change its policies and terms and conditions anytime and its discretion and the partner agreed to this right of Microtrans LLC and undertakes to abide the same.

ENCLOSURES

1. Trade License
2. VAT Certificate
3. Share Holder Certificate
4. Passport Copies of Authorized Signatories
5. 3 Months Bank Statements
6. Company Profile

DECLARATION

I/We hereby declare that the particulars provided herein are true and correct			
--	--	--	--

Authorized Signatory Name			
---------------------------	--	--	--

Designation		Date	
-------------	--	------	--

Company Sign & Stamp			
----------------------	--	--	--