



## **CREDIT APPLICATION**

To: The Credit Applicant,

**Thank you for your interest in Apex Steel Ltd.**

In order to expedite the credit application process, please complete the attached application in its entirety. Please also attach copies of all relevant certificates and registration documents, as requested.

Please return the completed application form to the attention of your sales representative and/or copy [sales@apex-steel.com](mailto:sales@apex-steel.com)

All information provided by you will be kept confidential.

Please contact your salesperson if you have any questions.

**Please visit our website: [www.apex-steel.com](http://www.apex-steel.com)**

## CREDIT APPLICATION FORM

BUSINESS INFORMATION			
Company Name:			
Trading Name: ( If different from above)			
Affiliated Companies:			
Registration Date & Number	PIN Number: (attach Copy)	VAT Number : ( attach copy)	
Principle Business Activity:			
Company Type <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership			
Telephone	Mobile	Email	Fax
Postal Address:			
City :		Zip Code:	
Physical Address ( Plot /Street /Area )			
Business Premises <input type="checkbox"/> Owned <input type="checkbox"/> Rented			
INVOICING INFORMATION			
Authorized Purchase Contact	Email:	Telephone:	
Designation		Specimen Signature:	
Accounts Payable Contact :	Email:	Telephone:	
Designation :		Specimen Signature :	
BANKING INFORMATION			
Bank Name :			
Bank Officer:	Tel :	Email :	
Bank Name :			
Bank Officer	Tel :	Email :	
TRADE REFERENCES ( NOT STEEL INDUSTRY RELATED)			
Company Name :			
Contact Person :	Tel :	Email :	
Current terms getting:	Current credit limit:		
Company Name :			
Contact Person :	Tel :	Email :	
Current terms getting:	Current credit limit:		
Company Name :			
Contact Person :	Tel :	Email :	
Current terms getting:	Current credit limit:		

## CUSTOMER DECLARATION

1. In connection with this application and/or maintaining a credit facility with Apex Steel Ltd, I authorize Apex Steel Ltd to carry out credit checks with or obtain my credit information from my/our bankers or a credit reference bureau and that this application is therefore signed by our authorised bank signatories. Any cost incurred in obtaining such information shall be borne by myself/ourselves. In the event of the account going into default, I consent to my name, transaction and default details being forwarded to a credit reference bureau for listing. I acknowledge that this information may be used by banking institutions and other credit grantors in assessing applications for credit by me, associated companies, and supplementary account holders and for occasional debt tracing and fraud prevention purposes.
  
2. Disclosure of information:
  - i. You agree that Apex Steel Ltd may disclose details relating to your credit facility to any third party including credit reference bureaus, if in Apex Steel Ltd opinion such disclosure is necessary for the purposes of evaluating your creditworthiness or any transaction with or credit application made to the Apex Steel Ltd or such third party, maintaining your Account with Apex Steel Ltd or for any other lawful purpose.
  
  - ii. You agree that the Lender may disclose details relating to your credit facility including details of your default in servicing financial obligations on your credit account to any third party including credit reference bureaus for the purpose of evaluating your credit worthiness or for any other lawful purpose.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company name: \_\_\_\_\_

Stamp: \_\_\_\_\_

**PERSONAL GUARANTEE**

To: The Credit Control Manager  
Apex Steel Ltd  
P.O Box 18841-00500  
Nairobi

I/we the undersigned..... of P.O Box ..... and  
..... of P.O Box ..... in consideration  
of Apex Steel Limited ( hereinafter 'Apex' whose expression shall include its successors and assigns)  
extending credit to .....( hereinafter the 'Debtor' whose expressions  
shall include its successor or assigns or its heirs, executors, legal representatives or administrators)  
hereby personally guarantee the payment to Apex of any obligation by the Debtor and I/we hereby agree  
to bind myself/ourselves jointly and severally to pay to you on demand any such sum which may become  
due to you from the Debtor whenever the Debtor shall fail to pay the same.

It is understood that this Guarantee shall be a continuing and irrevocable Guarantee for such  
indebtedness of the Debtor. I/we do hereby waive notice of default, non-payment and notice hereof and  
consent to any modification of the credit agreement hereby guaranteed.

DATED at Nairobi this .....day of .....20.....

1. SIGNATURE:- ..... TEL :.....

NAME : ..... ADDRESS .....

2. SIGNATURE:..... TEL:.....

NAME:..... ADDRESS .....

## CREDIT TERMS AND CONDITIONS

I/we wish to apply for credit facilities with Apex Steel Limited ( hereinafter called the company) and agree to the following conditions:-

1. The information contained herein is true and correct for the purposes of obtaining credit from Apex Steel Ltd.
2. That all accounts are due for payment \_\_\_\_\_days after issue of invoices/statement unless otherwise agreed in writing.
3. That I/we agree to pay charges on overdue balances at rate of 3 % per month should accounts not be settled within ----- days from the date of the invoices.
4. That I/We agree to pay all and any legal charges that may result from the company having to take legal action to recover any debt due to the company, including charges accruing due to late payment.
5. That I/We agree to sign Bills of Exchange/Promissory notes whenever requested.
6. In the event of any account being handed over to solicitors , after settlement, all subsequent transactions shall be for cash or guaranteed Bankers cheque at the discretion of the management.
7. I/we abide by your credit terms which are as follows :-
  - a. Requests for Credit Note to be made in WRITING ONLY ( Quoting your PIN and VAT numbers in the letter.
  - b. Request for Credit Note due to price difference to be sent to us within 21 days from the date of the invoice.
  - c. Prior approval should be sought before returning the supplied goods. The goods should be returned within 2 days from the date of delivery.
  - d. Should a personal cheque be presented to settle the Account and be dishonoured the company will still be liable and so is the drawer.
8. That should I/we fail to observe the terms granted by the company, our credit facilities will immediately be withdrawn and only reinstated at the company's sole discretion.
9. That all goods shall remain the property of the company until fully paid for.
10. I/we agree to advise you on any change (s) disclosed on the attached form in writing within 21 days of the changes.

<b>SIGNATURE</b>	
Authorised Signature :	Title :
Name :	Designation :
Authorised Signature :	Title :
Name :	Designation :
Company Seal and Rubber stamp :	
** Signatures of atleast 2 Directors required	

Check List

- Certificate of incorporation
- Copies of PIN and VAT certificates
- Business Permit / City Council Permit
- Copies of ID/Passport of all directors
- Reference letter
- Copy of utility bill

**FOR OFFICIAL USE ONLY**

Questionnaire to be completed by Sales Representative

1. State briefly the customer's main business activities :
2. What type and approximate value of our supplier's products does this customer presently buy? Type ..... Volume per month ..... Value .....
3. State the names of our supplier's with whom this customer has credit accounts (s):
4. From your observation and inquiries of and on this customer's business, give any information that may be of assistance in the process of considering for approval of this application and opening of credit account:
5. Sales Representative's name and signature :
6. Sales Manager appraisal and recommendations :-
7. Search and vetting reports :- I. Trade Ref : ..... II. Person spoken to..... III. Feedback received.....
8. Bank reference ..... Other Reference ..... Date Received : ..... Comments .....
9. Credit Control Manager's recommendations/comments :
10. Director's Comments:
<b>APPROVALS</b>
11. Sales person name:
12. Location:
13. Category of Business:  <input type="checkbox"/> Construction <input type="checkbox"/> Corporate <input type="checkbox"/> End user <input type="checkbox"/> Engineering <input type="checkbox"/> Exports <input type="checkbox"/> Federal <input type="checkbox"/> Hardware <input type="checkbox"/> Intercompany <input type="checkbox"/> Manufacture <input type="checkbox"/> Plumber <input type="checkbox"/> Public Sector <input type="checkbox"/> Retail <input type="checkbox"/> Trader <input type="checkbox"/> Transporter <input type="checkbox"/> Not allocated

Credit Limit approved Kshs ..... Credit Terms Approved ..... Date Opened .....

Account Opened by: - 1) ..... 2. ....

- Application scanned
- Application uploaded in the system
- Application checked by collection team

NAIROBI DIVISION – Dealers in Hardware, Building Materials, Sanitary Ware and General Tools and Equipment  
P.O. Box 18441 – 00500 . Telephone 254 20 – 6969000 . Fax 254 20 553097. Email: [info@apex-steel.com](mailto:info@apex-steel.com)