



FP002

DATE:

ITEM CODE:

INVOICE NR:

CUSTOMER AGREEMENT:

Customer: If an <u>organisation</u> , the registered name: If an <u>individual</u> , the surname, initials and the full first name:	
Customer VAT number:	
Customer registration number: Customer ID number: Customer Passport number:	
Customer Postal Address:	
Customer full street address: (Domicilium citandi et executandi)	
Customer/Debtor's number at NWU: (If available)	
Customer official purchase order number:	
Is this invoice issued in terms of a signed contract or written agreement? (If so, please attach copy thereof or alternatively use the NWU's standard Memorandum of Agreement)	
Customer's account dept. contact person:	
Customer's contact number of above person:	
Customer email address:	
Customer telephone number:	
Customer fax number:	

NWU full street address: (Domicilium citandi et executandi)	
NWU VAT Number	
NWU contact person:	
NWU contact person email address:	
NWU contact person telephone number:	
Following documentation to be submitted with the application of a new customer:	Company registration documentation ID documentation VAT Registration BBBEE Certificate Bank account confirmation

Terms and Conditions

These terms and conditions are subject to the Signed Agreement and does not replace any part of the Agreement. Were a clause conflicts or appears to contradict the Agreement, the Agreement takes precedence.

1. Nature of product or service rendered by the **NWU** (Give a short description of the product or service):

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2. The total VAT inclusive cost of the product or service rendered by the **NWU** as set out in paragraphs 1 payable to the NWU is R_____
3. Tax Invoices will be issued for the product or service as described above and the invoices is payable within 30 days after invoice date, unless otherwise stipulated.
4. Interest on overdue amounts will be levied at a rate of 3% above the prime rate, calculated per annum.
5. All parties to this agreement acknowledge that this agreement is irrevocable and that it constitutes a liquid document.
6. The parties hereby consent to the jurisdiction of the magistrates' court notwithstanding the capital amount involved.
7. The parties agree that this agreement is held to be concluded at the place where the **NWU** concluded the agreement, notwithstanding the place where the credit receiver signed the agreement or where payment in terms of this agreement was effected or where the services in term of this agreement were rendered.
8. The parties choose their respective *domicilium citandi et executandi* the addresses listed herein above.
9. In the event that the customer refuses or neglects to make payment as set out in paragraphs 2 and 3 herein above, then the **NWU** will be entitled to claim the full outstanding amount from the customer. The NWU will also be entitled to claim costs on a scale as between attorney and client as set out in Rule 81 of *Act 53 of 1979*. All amounts collected will first be set off against legal costs, and then against interest, and lastly against the capital amount due.

10. In the event that the person who signs on behalf of the credit receiver acts in a representative capacity, this person guarantees and warrants that he has the authority to bind the customer on whose behalf he concludes this agreement. Should the customer not fulfil its obligations in terms of this agreement, then the customer as well as the person who signed this agreement on behalf of the credit receiver is liable jointly and severally the one to pay the other to be absolved for the debt owed to the **NWU**.

Signed at _____ by and on behalf of the CUSTOMER (duly authorized thereto) on this ____ day of _____ 20__.

As witnesses:

1. _____
CUSTOMER

2. _____

Signed at _____ by and on behalf of the NORTH-WEST UNIVERSITY (duly authorized thereto) on this ____ day of _____ 20__.

As witnesses:

1. _____
NORTH-WEST UNIVESITY

2. _____

Office use only	
OE Code (ex. 3310):	
Chart:	
Object:	
Account:	
Are you 100% sure that the above accounting string is linked on KFS?	
Item Code (if available): (If the item code does not exist yet, please contact PUK-Debtors to create one)	
Faculty/Department/School/Unit:	
Name of person requesting the invoice:	
Telephone number of above person:	
Responsible OU Head:	

It is very important to complete every field on the application form as all is required to create an invoice. If all fields are not completed the system will reject the transaction.

Compliance to the Financial Intelligence Centre Act, No. 38 of 2001, as amended (FICA)

When the client is a South African organisation, the SARS VAT registration number is required and the name as displayed on the proof of registration will be used. If the organisation is not registered for VAT, the organisation's registered name would be used. When the organisation is a foreign entity, the registered name would be used. In all cases proof of registration and VAT are a prerequisite.

When the client is a natural person and a South African citizen, a copy of their ID is needed. A valid South African driver's licence or a valid South African passport is an acceptable alternative. If the client is a foreign person then we need a copy of their valid passport or proof of date of birth if no passport is available