



Tel: 0861 008 009 Fax: 012 664 0404
Email: mail@b-one.co.za Web: www.b-one.co.za
Address: Kruger Avenue South, Lyttelton, Centurion, 0157
Postal Address: PO Box 25122, Monument Park, 0105
VAT: 4160246379

To avoid any delay in processing and delivering your order, you are urged to complete the Hire Agreement comprehensively and submit all required documents.

INFORMATION LETTER: HIRE AGREEMENT FOR COMPANIES

DOCUMENTS REQUIRED:

1. **Proof of the Company's Physical Address (not older than 3 months or blank letterhead)**
2. **A copy of the entity's CIPRO documents :**

For companies: CM29

For close corporations: CK1 / CK2
3. **A copy of the Signatory's Identity Document**
4. **A copy of the entity's VAT registration certificate**

If the signatory is not a director/owner please provide:

- a Letter of Authorization resigning powers given to the signatory by a director and
- a copy of this person's ID Document

Please note:

- A refundable deposit may be asked if the Deed of Surety is not completed.
- If the client is not a South African Citizen a refundable deposit will be required.
- Please also provide us with a detailed delivery address.
- Please note that if a quote was issued it may change depending on the status of your application and the requirements that we have.
- Once your application is approved a Pro Forma invoice will be sent; please return pro forma signed along with proof of payment.

This is, however, only a once-off process and once your application has been approved you can only fax or e-mail your orders and proof of the 1st month payment for future deliveries.



CAPE TOWN: TOWER ROAD, CAPE TOWN INTERNATIONAL AIRPORT, 7525. PO BOX 155, CAPE TOWN INTERNATIONAL AIRPORT, WESTERN CAPE, 7525, RSA
TEL: +27 21 927 5000 FAX: 27 21 927 5001
JOHANNESBURG: BLOCK 7, THORNHILL OFFICE PARK, 94 BEKKER ROAD, VORNA VALLEY, MIDRAND, 1682. POSTNET SUITE 566, P/BAG X29, GALLO MANOR, 2052, RSA
TEL: +27 11 847 7300 FAX: +27 11 847 7500

Directors: E Beneke (CEO), WD Opperman, CP Booyens, TLR de Klerk*, AB la Grange*, D van der Merwe*(*non-executive)

Steinhoff Doors and Building Materials (Pty) Ltd Reg. No. 1972/004708/07 Republic of South Africa
(incorporating Iliad Africa Trading (Pty) Ltd Reg. No. 1997/010059/07)
www.steinhoffinternational.com