

FORM 'A'

A. CASH CUSTOMER APPLICATION FORM:

1. Full Business Name:
Telephone No: Mobile:
Postal Address: E-Mail:

2. Physical Address:
(Street/Road/Town): Contact Person:

3. Nature of Business
Carried On: (as in trade licence):

4. Business Registration No:
Date Registered:

5. Current Trade Licence No:
Date Issued: Expiring Date:

6. Kenya Booksellers & Stationers
Membership No: Year:

7. Pin No:
VAT No:

8. Sole Ownership:
Proprietors, Partners Name ID No: Signature
Or Directors' Names 1.
& National ID No. 2.
3.

9. Other Publishers who Supply Books to your Firm:
1. 2. 3.
4. 5. 6.

10. I have attached current copies of the following documents:

- National ID No: Yes/No.
- KB & SA Certificate: Yes/No.
- Trading Licence: Yes/No.
- Business Registration Certificate: Yes/No.
- Pin Certificate: Yes/No.

I/We the undersigned hereby confirm that the details given above are true to the best of my/our knowledge.

Applicants Name(s):	Position in Organization:	Signature:	Date:
1.....
2.....
3.....

I/We authorize ID No..... to be collecting books/dealing with KLB on our behalf.

11. **FOR OFFICIAL USE ONLY:**

- (a) Application Recommended/Not Recommended.
Signed: Date:
Regional Sales Manager
- (b) Application Approved/Not Approved.
Signed: Date:
Sales & Marketing Manager
- (c) Application Authorized/Not Authorized.
Signed: Date:
Managing Director
 - Customers No:
 - KLB Sales Region: Code:

12. **CONTRACT TERMS:**

- **Customer**
 - (i) Will buy regularly from KLB (at least once in 3 months)
 - (ii) Will buy reasonable quantities for each order (Target Kshs.10,000.00) minimum subject to availability of stocks
 - (iii) Will allow KLB staff free access to their premises
 - (iv) Will encourage positive partnership trading relationship (co-operation)
 - (v) Will do business in conformity with the laws of the country and the code of conduct of the KB & SA.
- **KLB**
 - (i) Will endeavor to supply customer demand subject to stock availability.
 - (ii) Will provide stocklist and pricelist prevailing at any given time which are subject to changes without prior notice.