

Unless otherwise agreed in writing, I/We agreed that:

- Goods purchased by me/us in any one month will be paid in full by me/us on or before days from date of last Statement of Accounts.
- In case of non-payment of accounts at due date, my/our credit facilities may immediately be discontinued, without the necessity of any formal notice to be served on me/us.
- Interest at 1% (one per cent) per month over bank rate will be charged on all overdue balance from the due date.
- In case the amount due by me/us has to be recovered through the services of an attorney-at-law, and/or by a professional debt collector. I/We shall be liable for the surcharge of 10% of the debt, being the Attorney's and/or the debt collector's commission.
- In case the present application is entertained favourably by you, I/We hereby undertake to sign and return to you, within 2 (two) weeks of your reply, any document (s) which you may consider as being necessary and relevant. Failing which my/our credit facilities may be discontinued.

A copy of the followings is also attached to this letter:

1. Certificate of Incorporation
2. VAT Certificate
3. Business Registration Number (BRN)
4. A latest copy of financial statements
5. Proof of address of owners, directors or partners
6. Photocopies of ID Card of owners, directors or partners
7. Trade License
8. Memorandum of article & association

I/We look forward for your favorable response to this credit application.

Very truly yours,

Signature: _____ **Name:** _____

Designation: _____

