



FIRST PROPERTY TRUST  
(PTY) LTD

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*If you are applying in your personal capacity, please complete 1, 3, 4 and 5. If you are applying in the name of a registered company, please complete 2, 3, 4 and 5.*

**1. PLEASE COMPLETE SECTION 1 IF THE APPLICATION IS IN YOUR PERSONAL CAPACITY:**

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Trading name: \_\_\_\_\_

VAT Registration number: \_\_\_\_\_

Financial year end: \_\_\_\_\_

Tel. home: \_\_\_\_\_

Tel. work: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residential address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**• Bank details:**

Name of Bank: \_\_\_\_\_

Branch code: \_\_\_\_\_

Branch name: \_\_\_\_\_

Account type (mark with x):    Cheque \_\_\_\_\_    Savings \_\_\_\_\_

**Please attach copy of cancelled cheque (cheque account) and/or copy of bank statement (savings account) for account which will be used to pay rentals.**

Cheque account number: \_\_\_\_\_

Name of account holder: \_\_\_\_\_

**• If you are married in community of property, please complete the following:**

Full names and surname of spouse: \_\_\_\_\_ ID

Number \_\_\_\_\_

Directors: DA McInroy • G Howard

**2. PLEASE COMPLETE SECTION 2 IF THE APPLICATION IS IN THE NAME OF A REGISTERED COMPANY:**

Registered name of company, corporation or partnership:

\_\_\_\_\_

Registration number: \_\_\_\_\_

VAT Registration number: \_\_\_\_\_

Financial year end: \_\_\_\_\_

Trading name: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• **Bank details:**

Name of Bank: \_\_\_\_\_

Branch code: \_\_\_\_\_ Branch \_\_\_\_\_ name:

\_\_\_\_\_

Account type (*mark with x*): Cheque \_\_\_\_\_ Savings \_\_\_\_\_

**Please attach copy of cancelled cheque (cheque account) and/or copy of bank statement (savings account) for account which will be used to pay rentals.**

Cheque account number: \_\_\_\_\_

Account in name of: \_\_\_\_\_

• **Directors / Shareholders / Members of company / corporation / CC**

1. Full names and surname: \_\_\_\_\_

% Shareholding: \_\_\_\_\_ Identity number: \_\_\_\_\_

Tel. home: \_\_\_\_\_ Tel. work: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Residential address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Full names and surname: \_\_\_\_\_

% Shareholding: \_\_\_\_\_ Identity number: \_\_\_\_\_

Tel. home: \_\_\_\_\_ Tel. work: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Residential address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Full names and surname: \_\_\_\_\_

% Shareholding: \_\_\_\_\_ Identity number: \_\_\_\_\_

Tel. home: \_\_\_\_\_ Tel. work: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Residential address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Full names and surname: \_\_\_\_\_

% Shareholding: \_\_\_\_\_ Identity number: \_\_\_\_\_

Tel. home: \_\_\_\_\_ Tel. work: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Residential address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. PROSPECTIVE TENANT'S CONTACT DETAILS

#### • Decision maker / advisor

Name and Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Tel. nr: \_\_\_\_\_ Fax nr: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_  
\_\_\_\_\_

Postal address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### • Financial contact and statement address

Name and Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Tel. nr: \_\_\_\_\_ Fax nr: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_  
\_\_\_\_\_

Postal address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• **Person in premises**

Name and Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Tel. nr: \_\_\_\_\_ Fax nr: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Postal address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. OTHER INFORMATION**

Building: \_\_\_\_\_

Premises nr: \_\_\_\_\_

Desired occupation date: \_\_\_\_\_

Term of lease: \_\_\_\_\_ years

Detailed list of articles to be sold:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you currently own a similar business: \_\_\_\_\_

Name of existing business: \_\_\_\_\_

Address of existing business:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not, do you have any experience of this type of business? (Please provide details)  
\_\_\_\_\_  
\_\_\_\_\_

**5. CONSENT to THE NEW NATIONAL CREDIT ACT [the “ACT”]**

I/ we, the undersigned, being duly authorised thereto, hereby consent on behalf of \_\_\_\_\_ (tenant’s detail) to the Landlord and/or his agents requesting and attending to any and all information available on any credit bureau regarding the tenant and if applicable any sureties stipulated herein from time to time, in terms of the National Credit Act, Act No. 34 of 2005.

All enquiries will be performed by the following Credit Bureaus:

- Kredit Inform
- ITC
- Experian

**6. DECLARATION**

I / we warrant that the information contained herein is true and correct.

Signature: \_\_\_\_\_ Print \_\_\_\_\_ name: \_\_\_\_\_

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

**NB:**

**Please take note that your application can not be processed if all required fields are not completed and all documentation required as stated on pages 6 and 7 are not attached.**

**In terms of the Financial Intelligence Centre Act 38 of 2001, the following documentation is required:**

**IF YOU ARE A SOUTH AFRICAN CITIZEN / RESIDENT**

- SA identity document/ passport or certified copies
- SARS documents bearing the number and name of the person
- Utility statement / invoices ( Water & Electricity, Municipality or Telkom)
- Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

**IF YOU ARE A FOREIGN NATIONAL**

- Passport or certified copy
- Copy of work permit
- SARS documents bearing number and name of the person
- Utility statement / invoices ( Water & Electricity, Municipality or Telkom)
- Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

**IF YOU ARE A PARTNERSHIP**

- Copy of the partnership agreement - if no partnership agreement this must be certified in writing by the partners
- Certified copies of ID / passport of each partner
- Certified copies of ID / passport of the person authorised to act on behalf of the partnership
- Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

**IF YOU ARE A SOUTH AFRICAN COMPANY**

- Certificate of Incorporation (Form CM1), bearing the stamp of the Registrar of Companies and signed by the company secretary.
- Notice of registered office and postal address (Form CM22), bearing the stamp of the Registrar of Companies and signed by the company secretary.
- Contents of Register of Directors, Auditors and Officers. (Form CM29).
- Certificate to Commence Business : Newly Formed company is established. (Form CM46).
- SARS documents for income tax and VAT bearing the number and name of the company
- Certified copies of ID / passport of person(s) authorised to act on behalf of the company
- Utility statement / invoice (Municipality or Telkom) of person(s) authorised to act on behalf of the company
- Certified copies of ID / passports of shareholders with more than 25% voting rights in the company
- Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

**IF YOU ARE A FOREIGN COMPANY**

- Official document issued by an authority for recording the incorporation of companies of that country
- Contents of Register of Directors, Auditors and Officers. (Form CM29).
- Certificate to Commence Business : Newly Formed company is established. (Form CM46).
- SARS documents for income tax and VAT bearing the number and name of the company
- Certified copies of ID / passport of the person authorised to act on behalf of the company
- Utility statement / invoice (Municipality or Telkom) of the person authorised to act on behalf of the company
- Certified copy of ID/passport of shareholder with more than 25% voting rights in the company
- Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

## **IF YOU ARE A CLOSE CORPORATION**

- Founding statement (Form CK1)
- Recent version of the Certificate of Incorporation bearing the stamp and signature of the Registrar of Close Corporations
- Amended Founding Statement, if applicable, bearing the stamp and signature of the Registrar of Close Corporations (Form CK2)
- Forms must be signed by an authorised member / employee of the Close Corporation
- SARS documents for income tax and VAT bearing the number and name of the close corporation
- Certified copies of ID / passport of the person authorised to act on behalf of the close corporation
- Utility statement / invoice (Municipality or Telkom) of the person authorised to act on behalf of the close corporation
- Certified copies of ID / passport of each member of the close corporation
- Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

## **IF YOU ARE A TRUST**

- Trust Deed or other founding documents in terms of which the trust was created
- Authorisation to each trustee of the trust to act as such, issued by the Master of the High Court
- SARS documents for income tax bearing the trust number
- Certified copies of ID / passport of each trustee
- Certified copies of ID / passport of the person authorised to act on behalf of the Trust
- Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

## **The use of your credit information by FPT**

### **1. When you apply to us to open an account, this company will: -**

#### a) Check our own records for information on: -

- i. If you are a director, member, shareholder or partner in a small business we may check on your business's accounts.
- ii. Your personal accounts; and if relevant your spouse or partner's accounts with whom, or the accounts of any other person you share income and mutually bear obligations; and

Search on: -

#### b) credit bureau for information

- i. If you are a director, member, shareholder or partner in a small business we may check on your business accounts.
- ii. Your personal accounts; and if relevant the personal accounts of your spouse or any other person with whom you share income and mutually bear obligations; and



c) Check trade references:

- i. If you are a director, member, shareholder or partner in a small business we may check on your business accounts.
- ii. Your personal accounts; and if relevant the personal accounts of your spouse or any other person with whom you share income and mutually bear obligations .

**2. What we do with the information you supply to us as part of the application:**

- a) Information that is supplied to us may be sent to a credit bureau.

**3. In the processing of your application for credit we will obtain information from credit bureau for the following purposes: -**

- a) To assess your application for credit, and your level of indebtedness and debt repayment history as required by the NCA; and/or;
- b) Assess risk; and/or
- c) Validate and verify the information which you provide to us including your identity and the identity of your spouse, partner or other directors/partners and/or;
- d) Undertake checks for the prevention and detection of fraud and/or money laundering; and/or
- e) We may use scoring methods to assess this application and to verify your identity;
- f) Any or all of these processes may be automated.

**4. Account management: -**

- a) Once you have an account with us we will supply information to a credit bureau about how you conduct that account.
- b) If you borrow or make use of our payment terms and do not repay in full and on time, this information will be provided to credit bureau, after we have given you 20 business days notice of our intention to send this information to the credit bureau.
- c) We may make periodic searches of credit bureau information to manage your account with us, and to take decisions regarding affordability and/or the risks involved in offering you payment terms.
- d) If you have borrowed from us or made use of our payment terms and do not make payments that you owe us, we will trace your whereabouts using credit bureau information and recover payment.
- e) Supply trade references to credit bureau.

**The use of your credit information by credit bureau:**

**1. How your data will NOT be used by credit bureau : -**

- a) It will **not** be used to create a blacklist.
- b) It will **not** be used by the credit bureau to make a decision.

**2. Your data held by credit bureau may be used for the following purposes according to the NCA:**

- to do an affordability assessment when you apply for credit;  
to do an assessment of your propensity to repay your debt, when you apply for credit;
- to do a general credit assessment which includes pre -screening for marketing purposes;  
an investigation into fraud, corruption or theft by the SAPS or other statutory enforcement agency;
- fraud detection and fraud prevention services;  
the assessment of the debtor's book of a person for providing insurance, the sale of a business; or any other transaction that is dependent on determining the value of the debtors book;  
setting a limit for the provision of a continuous service;
- assessing an application for insurance;  
verifying qualifications and employment;  
considering an application for employment in a position that requires trust and honesty and entails the handling of cash or finances;

- obtaining information for distributing unclaimed funds, including pension funds and insurance claims; tracing by a credit provider in respect of a credit agreement, with your consent; for developing credit scoring models;
- for statistical analysis and system testing and evaluations;
- Additional uses of data – may vary from subscriber to subscriber.

**3. Sharing your credit information with third parties:**

In addition credit bureau may report or release your credit and other information to third parties, for any of the purposes listed above provided for in the NCA, and to assist parties in risk management in general and in making decisions on credit.