Credit Order Instruction

To: **Registrations Department**
De Beers Benefit Society
P O Box 1922
Kimberley
8300
(Hereinafter referred to as 'the Society')

From: **Practice no:** _____

Practice Name: _____

Email: _____

Fax: _____ **Telephone:** _____

(Hereinafter referred to as 'the Supplier')

The Supplier hereby instructs and authorises the Society to pay amounts which may be due to the Supplier into the bank account as indicated below. Please note that this **original credit order instruction form (COI)** duly authorised and completed by the Supplier must be submitted to the Society, accompanied by either an **original cancelled cheque** *or* an **original letter from the bank** *or* an **original bank stamp on this COI** for verification purposes.

Bank Stamp

Account Number:																	
Account Name:																	
Bank:																	
Branch Code:																	
Type of account:	☐	Savings				☐	Cheque			☐	Transmission						

Is the account a private individual account, a practice / business account or a third party account?

Private individual account ☐ Supplier's ID no: _____

Practice / Business account ☐ Company's registration no: _____

Third party account ☐ Name of third party: _____

Please carefully consider the clauses that follow as they limit the Society's liability and constitute an assumption of risk by you. Payment of any amount shall be effected by electronic funds transfer, subject to the following conditions:

1. The Society is not obliged to act on this instruction if the information supplied fails the Society's internal verification process;
2. The Supplier warrants to the Society that the information given above and/or attached hereto correctly reflects the Supplier's bank account details to which payment in terms of this instruction must be made and that the Society will not assume any responsibility or liability for a delay in payment as a result of incorrect information;
3. The Supplier acknowledges that a proper transfer of funds to this account by the Society will discharge the Society's obligation to make payment to the Supplier as effectually as would have been the case had the Society made the payment to the Supplier directly;
4. The Supplier understands that the electronic funds transfer hereby authorised will be processed through a computerized system of the Society's bank and that no advice of payment will be provided by the Society's bank. The Society shall however, provide the Supplier with a statement in this regard;
5. The Supplier warrants to the Society that the undersigned representative is authorised to sign this instruction on behalf of the Supplier if not signed by the Supplier; and
6. The Supplier undertakes to notify the Society in writing at least 15 (fifteen) days before the Society's next month-end of any changes to its banking details and shall supply the Society with a new credit order instruction or if this authority need to be cancelled.

Signed at _____ on this _____ day of _____ 20___.

By the supplier _____ **OR** on behalf of the Supplier in my capacity[1] as
(Print Full Names)

_____ _____ _____
(Capacity) (Print Full Names) Signature

[1] - Letter giving third party representative authorisation to sign on behalf of Supplier to accompany this COI.