

SPECIMEN A (A formatted letter is required at the beginning of the year on a company letterhead)

The Manager
The Standard Bank of South Africa Limited

..... Branch

Date

Dear Sir/Madam

Application for omnibus travel facility

We hereby apply for an omnibus travel facility of up to R (amount) for (year).

We confirm that the amount applied for is reasonable in relation to our business activities and the facility will be used for business travel purposes.

We envisage (number of trips) trips will be undertaken during this calendar year.

The following employee(s) are authorised to deal with you regarding this facility:

Full name(s) and surname	Identity number/temporary resident permit number

We advise that (please indicate with an X):

- the authorised employee conducts a bank account with Standard Bank and the client identification and verification documentation is on record with the bank.
- as the authorised employee is not a Standard Bank account holder we provide their identity document/passport (containing a temporary resident permit) and proof of residence in South Africa, which is not older than 3 months.

Furthermore we advise that (please indicate with an X):

- as we are an existing client, our client identification and verification documentation is on record with the bank.
- as we are not an existing client, the following client identification and verification documents are enclosed:
 - Entity legal documents
 - Proof of address
 - Proof of Identity.

Finally, we confirm that an omnibus travel facility has not been applied for with any other authorised dealer during the current calendar year.

Yours faithfully

Authorised Signatory/Signatories