

NEW APPLICATION CRITERIA

Please attach this document to your completed application form and submit to Diners Club.

- The company must have been trading for at least 2 years.
- The company must have had the same bank account for at least 2 years. If the company has had a bank account for a period of less than 2 years, previous banking details will be requested.
- Financials may be requested at the discretion of the Credit Department.
- It is compulsory for the owners of all legal entities (except listed companies) to sign the Co-Principal Debtors clause.
- Companies and signatories should be clear of all listings on any credit bureau.
- A bank guarantee could be requested at our discretion.

If you have not met any of the above criteria, your application will be considered against a Demand Guarantee (which must not have an expiry date) from your financial institution.

Application Requirements

Please complete the application forms in full using block letters and black ink only. Do not use Tippex on the application form, as this is a legal document. Please ensure all necessary documentation accompanies the application. Incomplete forms will delay the issuing of cards. Kindly note that Application forms Part 1 and Part 2 are for company liability and Part 3 and Part 4 are for Individual liability. All alterations should be signed. Thank you.

Documentation Requirements

- Drivers licence may not be used for identification purposes
- Documents should not be older than 3 months
- All copies of documentation must be originally certified

1. Corporate Individual – individual liability

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|---|---|
| <input type="checkbox"/> Certified copy ID/Valid passport (not expired) | <input type="checkbox"/> Tax number / SARS |
| <input type="checkbox"/> Residential address verification (utility bill not older than 3 months) | <input type="checkbox"/> Payslip / salary advice |
| <input type="checkbox"/> Latest copy of income tax return (IRP5) or 3 months original bank statements, if copies they must bear a bank stamp and not print outs from the internet (if no salary advice available) | <input type="checkbox"/> If living with another person and has no proof of residential address, an Affidavit from other person confirming that applicant resides with them and the nature of the relationship |

2. Foreign National

- | | |
|---|---|
| <input type="checkbox"/> Certified copy of Passport (not expired) | <input type="checkbox"/> Temporary Residence permit (not expired) |
| <input type="checkbox"/> Work permit (not expired) | <input type="checkbox"/> Verification of physical address (Utility bill, 2 months retail statements) |
| <input type="checkbox"/> Employment contract showing length of service and salary | <input type="checkbox"/> Foreign National declaration (Available on Diners Club personal website application) |

3. Partnership

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|---|---|
| <input type="checkbox"/> Partnership Agreement | <input type="checkbox"/> Certified ID of all partners and authorised signatories |
| <input type="checkbox"/> Source of income (to be taken out since no verification is required) | <input type="checkbox"/> Tax number / SARS document |
| <input type="checkbox"/> Name Change Certificate (if applicable) | <input type="checkbox"/> Resolution of all the partners or partners constituting a quorum |

4. Close Corporations

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|---|---|
| <input type="checkbox"/> Founding statement or Certificate of Close Corporation (CK1) | <input type="checkbox"/> In need an amended Founding Statement CK2 |
| <input type="checkbox"/> Document reflecting trade name (original letterhead) | <input type="checkbox"/> Document reflecting physical business address (original letterhead) |
| <input type="checkbox"/> Tax Number / SARS document | <input type="checkbox"/> Certified ID of all members and authorised signatories |
| <input type="checkbox"/> Name Change Certificate (if applicable) | <input type="checkbox"/> Resolution of all the members or members holding more than 75% of the shareholding |

5. Listed Companies

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|--|--|
| <input type="checkbox"/> Proof of listing on a Stock Exchange – JSE listing or the annual report issued by the Company | <input type="checkbox"/> Written confirmation that an authorised signatory has authority to act on behalf of the listed company (Resolution signed by all the directors/shareholders, failing which a certified extract from the minutes of the meeting signed by the company secretary/chairman of the meeting) |
| <input type="checkbox"/> Name Change Certificate (if applicable) | |

6. Unlisted Companies

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|---|---|
| <input type="checkbox"/> Certificate of Incorporation (CM1) | <input type="checkbox"/> Document reflecting the trade name (original letterhead) |
| <input type="checkbox"/> Notice of Registered Office and Postal Address – CM22 | <input type="checkbox"/> Document reflecting physical business address (original letterhead) |
| <input type="checkbox"/> Tax number / SARS document | <input type="checkbox"/> Certified copy of ID of all authorised signatories, shareholders with >25% of the voting rights at a general meeting |
| <input type="checkbox"/> Latest CM29 Certificate | <input type="checkbox"/> Name Change Certificate (if applicable) |
| <input type="checkbox"/> Resolution signed by all the directors/shareholders, failing which a certified extract from the minutes of the meeting signed by the company secretary/chairman of the meeting | |

7. Trust

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|--|---|
| <input type="checkbox"/> Trust deed or other founding document in terms of which the trust was created | <input type="checkbox"/> Authorisation given to each trustee by the Master |
| <input type="checkbox"/> Tax number / SARS document | <input type="checkbox"/> Certified copy of ID of all trustees, beneficiaries and authorised signatories |
| <input type="checkbox"/> Resolution signed by all the trustees/trustees constituting a quorum, failing which a certified extract from the minutes of the meeting signed by the chairman of the meeting | |

8. Section 21 / NGO

- | | |
|---|---|
| <input type="checkbox"/> Constitution or founding document | <input type="checkbox"/> Resolution signed by all the members/partners constituting a quorum, failing which a Certified extract from the minutes of the meeting signed by the chairman of the meeting |
| <input type="checkbox"/> Certified copy of ID of all authorised signatories | |
| <input type="checkbox"/> Tax number / SARS document | |

9. Corporate Individual – company liability

- Certified copy of ID

The Definition of a Resolution

- A Resolution is proof that an entity has decided to take certain action and evidence that the person signing the agreement has the necessary authority to bind the entity
- A Resolution must accompany all applications
- A Resolution is a proposal made and passed/approved at a meeting
- There is no set format to a Resolution; it may come in varied forms
- The Resolution needs to ensure that it authorises the entity to enter into the agreement concerned, whether specifically or in general terms wide enough to cover the agreement and the signatory(ies) are appointed to sign such agreements on behalf of the entity

Required Resolution Criteria

- The Resolution needs to be agreed upon and signed by all the directors/shareholders/members of the entity or directors/members constituting a quorum. It cannot merely be signed by the signatory to the agreement.
 - The date of the Resolution must predate the date on which the agreement is signed
 - If no Resolution is available then the decision may be evidenced by a certified extract from the minutes of a formal meeting of the directors/shareholders/members signed by the chairman/company secretary of the meeting
 - Please note – listed alongside each legal entity in the Application Criteria we have clearly indicated who the Resolution should be signed by
- The more specific a Resolution the better. An ideal Resolution should:
 - Authorise the application for a Diners Club Account
 - Authorise signatories to the application, the account and any subsequent documentation submitted to Diners Club
 - Authorise the signatories to bind the entity to the Terms and Conditions of use of the Diners Club Card Account