

### **Important Instructions :**

- Complete the Application Form in **black ink Pen**
- The owner / proprietor / majority shareholder / director of the business enterprise should **initial all the pages** of the Sahara Computers Dealer Application Form (including the terms and conditions pages)
- The owner / proprietor / majority shareholder / director of the business enterprise should **sign the Sahara Computers Dealer Application Form**
- On the fourth page of the Sahara Computers Dealer Application Form, below sentence commencing: 'I, the undersigned, on behalf of the legal entity', please enter the **registered name** of the business enterprise and NOT the trading name of the business enterprise or a signature.
- When completing the section pertaining to legal entity signature, please ensure you use the registered name of company **only**

### **Application Process :**

- Fill in all questions on the application form
- Attach all required supporting documents
- Hand in the **original Sahara Computers** application form and support documents to your Sahara Computers branch or post it via mail to Sahara Computers JHB Branch (see the last page for details)

### **Please note :**

- Only the original application form will be used for registration but copies of support documents are accepted
- Sahara Computers reserves the right to approve or decline any Dealer application
- New dealers are registered on a payment-upfront basis for all orders. Credit facilities and payment terms are available, subject to qualification, risk-profile assessment and historical monthly turn-over data and a R1,000 non refundable deposit to cover administration costs.

### **Successful applicants will be registered within 7 days provided (only applies to new applications) :**

- The original Sahara Computers application form is received in good order
- All support documents are in order
- Dealer status is verified
- The application is formally approved
- Information on the enterprise is readily available and supplied

### **The following information will assist in supplying the correct required documentation :**

#### **1. Proprietary Limited Enterprise (Pty) Ltd.**

##### **New business enterprise (no trade history):**

- Business profile or motivation letter
- Cancelled business cheque
- Copy majority shareholder's / director's ID
- Copy of Certificate of Incorporation (CM1), or Certificate of Name Change

##### **Established business enterprise (with trade references):**

- Business profile or motivation letter
- Cancelled business cheque
- Copy majority shareholder's / director's ID
- Copy of Certificate of Incorporation (CM1), or Certificate of Name Change

#### **2. Sole Proprietor**

##### **New business enterprise (no trade history):**

- Business profile or motivation letter
- Copy of proprietor's ID
- Cancelled business cheque (if available)

##### **Established business enterprise (with trade references):**

- Copy of proprietor's ID
- Cancelled business cheque
- Copy of an invoice from an existing IT trade reference
- Business letterhead

#### **3. Closed Corporation (CC)**

##### **New business enterprise (no trade history):**

- Business profile or motivation letter
- Cancelled business cheque
- Copy of member(s) IDs
- Copy of CK 1 / 2 documents

##### **Established business (with trade references):**

- Business profile or motivation letter
- Cancelled business cheque
- Copy of member(s) IDs
- Copy of CK 1 / 2 documents

#### **4. Partnership**

##### **New business enterprise (no trade history):**

- Business profile or motivation letter
- Cancelled business cheque
- Copy of partners IDs
- Copy of partner agreement (if available)

##### **Established business (with trade references):**

- Business profile or motivation letter
- Cancelled business cheque
- Copy of partners IDs
- Copy of partner agreement (if available)

#### **5. Public Limited Enterprises (Ltd) and Multi-National Corporations (MNC)**

Please contact the Sahara Computers Dealer consultant in your area to discuss the application procedure and support documents required for public enterprises and MNC's.



## **Sahara Computers Dealer Types :**

### **Sub Distributor / Distributor**

Sub-distribution of ICT products to dealers of product, supplied by Sahara Computers or distribution of its own products and / or from other vendors

### **Retailer**

Retailing ICT products from a physical shop-front or virtual store

Typical customer focus: private buyers / individuals / home-users

### **Value-added Dealer (VAR)**

Reselling ICT products compliments other activities of the business relevant to the ICT sector

Typical customer focus: SOHO / SMME

### **Traditional Dealers**

Core business of reselling ICT products or a specific brand / type of product

Typical customer focus: general / undefined / across all customer types

### **Corporate value-added Dealer**

Reselling ICT products compliments other activities of the business relevant to the ICT sector

Typical customer focus: large enterprises / corporate consumers / Government structure: national or international physical representation

## **Sahara Computers Dealer Partner Requirements**

- Product marketing strategy
- Business growth strategy
- Pre-sales and post-sales support for the end-user / consumer
- An active customer database with regular requirements for the product
- Product / brand identification and product-to-customer fit
- Relevant trade references in the information technology sector

## **Acceptable modes of payment for orders, after registration**

- BGC (bank-guaranteed cheque)
- EFT (electronic funds transfer)
- Direct deposit (clearer funds)
- Business debit card