



Corporate Account Application Form

In order for us to provide you with the best corporate travel arrangements (air ticketing, hotel reservation, visa assistance, travel insurance, car rental, tours & excursions, conference & meeting reservation, etc.), please fill this form with the correct information.

Company Name:

Address:.....

.....

Tel: Fax:

Email:

Nature of Business:

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Company's Legal Status: Established Since:

Names of Owner / Partner / Sponsor:

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Trade License No: Expiry: Registration No:

Company Size:.....

Other offices:.....

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Please, Attach copy of trade license, company registration and passport copy of signatory / local sponsor

Company is registered & Licensed as a FREEZONE Company under the Rules & Regulations of DMCCA
Tel: +971 4 4473839 Fax: +971 4 4473838 P.O Box 113096, Dubai, UAE
Email: info@southtravels.com Website: www.southtravels.com



Terms and Conditions

1. All payments to be made by company's cheque payable to "South Travels JLT" on the due date as per our monthly statements.
2. The company agrees that in case their credit limit has been fully utilized, no further purchases will be honored until the due amount has been settled by the company.
3. The company agrees that if payments are not effected on due date, South Travels JLT reserve the rights to stop extending further credit until such time when the payments has been settled.
4. Refunds of fully unutilized or partially utilized tickets are subject to rules and regulations of respective airlines.
5. Refunds of fully unutilized or partially utilized room nights and cancellations are subject to cancellation policy of the respective hotels and resorts.
6. Refund amounts will be credited to the company's accounts only after receiving the credit notes from the concerned airline / supplier.
7. Any discrepancies pertaining invoices / statement of account must be notified to South Travels JLT within 15 days of invoice / statement of account date.
8. South Travels JLT must be notified in case of change of authorized signatories of the company.
9. All disputes arising in respect of all outstanding overdue account shall be finally referred to the Dubai Courts for settlement.
10. South Travels will submit the SOA & Invoices on the 15th and 30th of every month without delay. Services booked from 1st to 15th of the month to be paid every 15th of the next month and services booked from 16th to 30th/31st of the month to be paid every 30th of the next month. Allowing your company to settle & reconcile the statement of accounts received from South Travels. **Payment should be made on 15th and 30th of the following month respectively.**
11. In case of delay in payment from agreed date, a **penalty of 2%** will be charged on the total outstanding amount on monthly basis.
12. South Travels JLT has the right to suspend all the services upon breach of contract.
13. Quotations & offers are based on the current date and are subject to change without prior notice if not booked within the limit.
14. **Non-Exclusive:** Your Company has the right to seek travel services from other travel agency during the term of the contract. **No Minimum:** No minimum booking or transactions required during the term of the contract.
15. Payments will be made to South Travels JLT only via cheque issued in the name of SOUTH TRAVELS JLT or via direct bank transfer as per below:

Bank Name: **Emirates NBD**
Account Name: **SOUTH TRAVELS JLT**
Account No. **(AED) 1014063797601**
Account Branch: **SHEIKH ZAYED ROAD**
SWIFT Code: **EBILAEAD**
IBAN NO. **AE40 0260 0010 1406 3797 601**

I / We agree on the terms and conditions given above in accordance to the requirement of South Travels JLT to enter into agreement with them.

Signatory's Name:
Position:

Signature:
Date:

Company Seal:





Credit Application Form

Date _____

I / We would like to maintain a Credit Facility Account as per below details with your company for the services (tickets/visa/hotel reservation/etc.) we purchase from you:

Credit Limit Required (AED): _____

Credit Period: () 10 Days () 20 Days () 30 Days

Mode of Payment(s): () Cash () Cheque () Credit Card () Bank Transfer

Name(s) & Signature of Person authorized to sign cheques:

1. Name: _____ Signature: _____

2. Name: _____ Signature: _____

Contact for Invoice Settlement:

1. Name: _____ Designation: _____

Email: _____

Undertaking:

I / We undertake to pay all the outstanding amounts on or before the due date to South Travels JLT towards our purchase & I / We certify that all above information mentioned is true & correct. All disputes arising in respect of all outstanding overdue account shall be finally referred to the Dubai Courts for settlement.

***** FOR SOUTH TRAVELS JLT USE ONLY *****

Customer Code (AR Code): _____ Seal

Approved Credit Limit in (AED): _____

Credit Period (in Days): _____

Notes: _____

Verified by: _____

Accounts Department

Approved by: _____

Operations Manager

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