

ZimCargo Ltd t/a TBS

Agent Application Form/Contract

All the interested agents are requested to send their details by filling the Agent Application form below. If the agency business is not a registered business (as company) then we will need a letter of reference and bank details. Once the terms and conditions are agreed, Zimcargo will send details such as application forms, brochures, fees & schedule information.

Agents Business Details	
Business Name:	
Nature of Business <input type="checkbox"/> Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietor <input type="checkbox"/> Other	
Address:	
Phone Number:	Fax Number:
Website:	E-mail:

Contact Person details
Name:
Phone Number:
Email:

Add Contact Agent/ Person in Zimbabwe:

Contact Agent/Person in Zimbabwe
Name:
Phone Number:
Email:

How long have you been in this business	
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Other service you may require from our business e.g. transport, Airfreight, Guidance on quotations, vehicles	

Shipping Information	
Number of people employed including working Directors	
Frequency of Shipments	
Volume of shipments e.g. Cubic meters or Drum equivalent	
Rate required per Drum or equivalent (our current price is £150 per drum freight only-direct Sales)	
Customs Clearing and Delivery	

Terms and conditions for Agent Network

- ❖ Applicants and agents have to read and understand our business before signing up the form to avoid any discrepancies.
- ❖ Agents will be responsible for compilation and authenticity of all shipping information submitted regarding a client.
- ❖ Agents will be paid commission where applicable once full fees have been paid and cleared into our Bank account.
- ❖ Agent commission will be paid by cheque, draft or bank transfer only.
- ❖ Agents will clearly communicate with the Customer and provide full information about our business, taking ownership.
- ❖ Agents will not make any statements, promises and commitments on behalf Zimcargo, we reserve the right to terminate the contract in the event of any misrepresentation by the agent or their representatives.
- ❖ All correspondences by the agents in the form or letters and emails with the Customers will have to be maintained and should be made available to Zimcargo on request.
- ❖ All shipping instructions should be submitted on delivery or collection of goods.
- ❖ Payments made to Zimcargo will take a minimum of 5 working days to clear and overseas cheques are not acceptable.
- ❖ Zimcargo will not issue any shipping documents or release goods to the receiver until it receives either from the agent or the customer the full shipping costs, Customs and deliver where applicable
- ❖ Zimcargo will not be liable for any explanations or actions of the Agent in dealing with his/her customers.
- ❖ Customers where applicable will be refunded only to the client via an agent, subject to the refund policy as amended from time to time.
- ❖ In situations where a refund has to be made to a Customer, there will be a deduction of administration fee and any payments made to date on the transaction, e.g. Paying for packaging, cancellation of a container booking.
- ❖ In case of cancellation of agreement the agent hereby agrees to pay back the commission already paid by Zimcargo to the Customer after deducting their administration fee/charges, if any, as agreed by the client with the agent.
- ❖ Zimcargo will not be responsible or get involved in any kind of deals between the Agent and the customer.
- ❖ Zimcargo will not be responsible for costs involved in marketing, promoting, advertising, exhibiting, communicating and all miscellaneous costs involved in obtaining a client as the agent Zimcargo.
- ❖ Either party can terminate the contract by giving 1 months notice in advance.
- ❖ Any payments pending on either part must be cleared before the termination of contract.
- ❖ All legal decisions are subject to the jurisdiction of English Law, United Kingdom.

Rates

Level	Number of Client/students per month	Commission
Drum	10	£120
Drum	10-20	£110
Customs	Subject to contents-can give a guide	

On behalf of ZimCargo Ltd

Signed by _____
()

Date:

On behalf of _____ (Agent Company Name)

Signed by _____
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Date:
