



Keyfleet Application (AF1)

www.Keyfleet.co.za

KINDLY TICK ALL THE APPROPRIATE BOXES AND COMPLETE THE FORM IN DETAIL				
Is this a new application?	YES	NO		Application Date
CUSTOMER (INDIVIDUAL OR COMPANY) DETAILS				
Title		Surname		Tel Number
Full Names				Cell Number
ID Number				Fax Number
Company Name				E-mail Address
Company Reg. Number				Company VAT No
Physical Address				Details Checked By: (Company Representative)
Postal Address				

Payment Method :	KFN PURSE	Bank Fleet Payment Card
Identification Type :	KFN Card	KFN Tag

Operations Details

Ops Contact Person:	
Ops. Contact Number:	Ops. Email:

Accounts Details / Banking Details

Accounts Contact Person:	
Accounts Contact Number:	Accounts Email:
Bank:	Account Number:
Purse Alert Amount:	
Purse Alert Contact/s Cell Number/s:	
Purse Alert E-Mails:	

Costs:

Reference	Cost	Comments
RFID Card Issue Fee	R25.00 per card Excluding VAT	To utilize this service every vehicle that requires diesel MUST have its own Keyfleet Radio Frequency Identification (RFID) card
Courier Cost	R95.00 per shipment plus VAT	Courier charges to ship cards or any documentation.
Purse Alert SMS Cost	R0.50 per SMS	Deducted once a month from active purse or discount payable to client.



Keyfleet Terms and Condition

Keyfleet Fuel Network

Terms and Conditions

1. By signing this registration the client agrees to utilize the Keyfleet Fuel Network (KFN) for the purchasing of diesel and other service related products from KFN.
2. KFN hereby agree to make available to the client (Client Operations Department) an updated list of all the KFN participating sites and services they might offer. This list is also available on the KFN website - <http://www.keyfleet.co.za/>.
3. Although participating vendors are carefully selected, KFN cannot be held responsible for the lack of services or product at any one of the KFN participating sites.
4. The client hereby agrees that the pricing of additional service-related products may vary from site to site, i.e. parking, wash etc., NO discounts are available on such services.
5. The client also understands that at certain sites the normal KFN price cannot apply. These sites with their fuel prices are available from the Keyfleet website to registered clients.
6. Payment for diesel can only be made by ONE of the following payment methods.

A.KFN FUEL PURSE B.BANK FLEET CARD

A. FUEL PURSE

7. The client agrees to top up the KFN fuel purse as required after notice is given by KFN. Notice will be given either by E-Mail, SMS or by Indicator on the KFN transaction dashboard when the purse balance has dropped below the agreed "top up" amount.
8. When the purse drops below the "cut-off" amount, the KFN system will automatically lock the account until the client's purse is replenished. **No transaction will be authorised by the system until the purse is topped up.**
9. It is the responsibility of the client to ensure that any transfer of funds into the KFN purse are made available immediately. The client's purse will only be credited when transferred funds reflect in the KFN account without any hold or restriction.
10. Deposits can be made via electronic bank transfer at the following banks (ABSA, First National Bank, Standard Bank and Nedbank). To ensure **immediate** top up of the fuel purse, make a deposit at the bank where your company bank. All other methods of topping up your purse will be liable for additional transaction fees.
11. **Bank deposit account details can be found on the Keyfleet Website (www.keyfleet.co.za) for registered clients only or by request from admin@keyfleet.co.za**
12. At ALL times **use your KFN account number as your reference** during deposits to ensure prompt action.
13. Deposits can only be allocated to the purse during working hours (08:00 – 17:00) Please ensure that you have sufficient funds in your purse over weekends and public holidays.



Keyfleet Terms and Conditions Cont. Keyfleet Fuel Network

B. BANK FLEET CARD

14. Most KFN sites do have the facilities to accept a registered South African bank fleet payment card. Sites that cannot accept a bank fleet card are clearly marked on the KFN price list.
15. KFN will NOT be held accountable if a "Pay by fleet card" vehicle attempt to fill at a site that do not have the facilities to accept bank fleet cards.
16. **Both** the KFN fuel card and the bank fleet card MUST be presented to the attendant at the site when a client is registered with KFN as a "Pay by fleet card" client. Only then will the client qualify for the rebate on their diesel at that site.
17. KFN cannot be held accountable for discounts lost because the client did not follow the correct procedure as per the previous point (16.)
18. The site will register the transaction first on the KFN system and then for payment via the bank payment facilities. Drivers MUST ensure that they get two (2) transaction slips from the site before they leave that site.
19. Discounts for "Pay by fleet card" clients can only be calculated at the end of that particular month. Discounts will then be paid into the client's bank account within the first week of the following month.
20. All payments (discounts) made to the client will be registered on their KFN porthole for reconciliation purposes.

LOST/STOLEN CARDS

21. Lost or stolen KFN fuel cards needs to be reported to KFN immediately so that KFN can black list the card on the KFN system.
22. Once off card fees and SMS message costs will be debited automatically from the active purse or from discounts payable from Keyfleet to the client for bankfleet card clients.
23. KFN will not be held responsible in any way for losses due to the misuse or abuse of the KFN fuel card.
24. Keyfleet will accept service of any notice in terms of this agreement / registration at the following address:

Physical Address: 5 Tulip Avenue
Sunridge Park
Port Elizabeth
6045

Postal Address: Keyfleet Management Systems
PO Box 28593
Sunridge Park
6008

Email: admin@keyfleet.co.za

- 25. By signing this registration form, the client accepts the terms and conditions set out in this document.
- 26. By signing the applicant confirm that he or she has the required authorization to complete and to execute this application.

Authorised Signature _____

Name

ID Number

Position

Date

FOR OFFICE USE ONLY

Date Application Received	
Agent Signature	
KFN Account Number	
Account Created in Elixer	
Cards Generated and Shipped	
Client Feedback and Assistance	

