

TO BE COMPLETED ON COMPANY LETTERHEAD

To: Citibank, N.A., South Africa Branch
145 West Street
Sandown, Sandton
2196

ELECTRONIC DELIVERY OF MONTHLY ACCOUNT/ BANK STATEMENTS

[Company Name]*, (the “**Account Holder**”) hereby requests the electronic delivery of monthly accounts and/or bank statements by Citibank, N.A., South Africa Branch, (“**Citi**”), in respect of the accounts specified below (each, a “**Statement**”) on the terms and conditions set out in this letter for the accounts specified by the Account Holder in the annexure attached hereto, marked “A”.

Please note:

1. Statements are to be sent to the Account Holder by addressing the electronic delivery to the addresses designated in the annexure marked A, and are to be sent via the delivery method specified.
2. The Account Holder confirms that it will accept electronic statements delivered by electronic delivery as tax invoices for the purposes of claiming input tax in terms of the Value-Added Tax Act, No 89 of 1991 (the “VAT Act”). An electronically transmitted statement will constitute an original tax invoice for the purposes of the VAT Act. Citi shall not be obligated to deliver statements in any other form or manner.
3. The Account Holder shall notify Citi in writing of any changes to the information set out in Annexure “A”, which changes shall only become effective upon written acknowledgment by Citi of receipt of such notice. The original VAT invoice will only be sent to the address specified in Annexure “A”. All electronic communications will be deemed to have been received by the Account Holder on the day that Citi sends the electronic delivery to the relevant electronic delivery address, even if the recipient does not access the electronic communication for any reason.
4. The Account Holder acknowledges that, notwithstanding the use of secure methods of delivery, electronic messages may contain viruses or may be delayed and that there are confidentiality and other risks associated with the delivery of statements electronically.
5. Citi shall be entitled to contract with a Third Party Service Provider to facilitate the delivery of the statements, and the Account Holder views the transfer and disclosure of any information relating to the Account Holder to such third party for such purposes as a Permitted Purpose in terms of the Confidentiality and Data Privacy Conditions already in place between the Account holder and Citi.

Date: _____

Signed by:
In his/her capacity as: _____

Signed by:
In his/her capacity as: _____

Signed by:
In his/her capacity as: _____

* Insert full legal name of the Account Holder. A separate letter is required for each separate legal entity.

Annexure "A"

Account Number(s): <i>(Insert applicable account number(s)/all)</i>	Recipient of Statements:			
	Full Names: <i>(Full names of recipient of original Statement)</i>	Method of Delivery: <i>(E-mail or SWIFT)</i>	Mobile Number* :	Email: <i>(Email address of recipient of original Statement)</i>

* If E-mail is selected as method of delivery, a mobile number is required for the sending a One-Time PIN to the customer for verification purposes.