

20 July 2021

Dear Valued Customer,

### **RBZ Auction System Bid Process Made Easier**

We are pleased to inform you that we have enhanced our internal RBZ Auction System Bid process to bring transactional convenience to our customers and clients. A dedicated email for all bid applications, [exchangecontrolunit-zimbabwe@firstcapitalbank.co.zw](mailto:exchangecontrolunit-zimbabwe@firstcapitalbank.co.zw), has been introduced to receive auction bid submissions for internal processing. Our expectation is for all applicants to submit their bids no later than 4pm every Friday. This will allow us to perform the necessary processes in time for the auction of the following week. We have also attached the bid documentation required for the application process for your use.

Our aim is to make this process as seamless as possible. Kindly find below a documentation checklist that you may cross reference prior to a bid submission. You may only apply with us if you are a valid account holder with First Capital Bank Limited.

- **Corporates -Minimum bid amount USD50 000 & Maximum USD500 000**
  1. Proforma Invoice with a validity of 60 days from date of issue.
  2. Credit Term-Invoice and Bills of Entries (Auction System bids fund payments for goods or services which were received in the country from 1 January 2020).
  3. Service Payments-Supported with Exchange Control Prior approval granted where applicable.
  4. Bid Form-duly completed all fields and signed.
  5. Company Profile Form.
- **SME Auction-Minimum bid amount USD2500 & Maximum USD20 000**

Same as Main Auction requirements above.
- **Individuals-For Fees & Upkeep**
  1. Acceptance letter from the University.
  2. Fees Invoice.
  3. Upkeep-the amount should be 1/3 of the college invoice amount.
  4. Rentals/Accommodation should be supported by a lease agreement.

The team and I are available for any questions you may have and encourage your feedback on how we can improve on this initiative. I take this opportunity to remind our valued clients to adhere to COVID health protocols. We value your wellbeing and hope for a safer working environment if we all contribute to flatten the curve.

Thank you for your continued support. Stay Safe

Yours sincerely,

**Mutemwa Ushewokunze**

**[Commercial Director]**