



## PRE-PAID ELECTRICITY VENDOR APPLICATION

DATE: \_\_\_\_\_

### **BUSINESS INFORMATION**

<b>BUSINESS NAME:</b>	
<b>BUSINESS OWNER NAME:</b>	<b>CELL NUMBER:</b>
<b>EMAIL ADDRESS:</b>	<b>LOCATION:</b>
<b>BUSINESS REGISTRATION (Y) / (N) IF YES, INSERT TIN:</b>	<b>BANKING DETAILS: (IB REQUIRED)</b>

### **BUSINESS DESCRIPTION**

<b>DESCRIBE YOUR BUSINESS:</b>
<b>HOW LONG HAVE YOU BEEN IN BUSINESS?</b>

### **VENDING LOCATION** (please check ✓ )

1. Is the location easily accessible and safe? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Do you have a covered area to protect customers from the rain?  
YES \_\_\_\_\_ NO \_\_\_\_\_
3. Do you have seating for customers? YES \_\_\_\_\_ NO \_\_\_\_\_
4. Which provider has better connectivity in your area?  
MTN \_\_\_\_\_ Orange \_\_\_\_\_



## **Vendor requirements**

### **What is a Vendor?**

A vendor is agent who has been vetted and selected to sell LEC electricity token to pre-paid customers.

The vendor can sell token through approved Point of Sale device and web vending.

### **How to become a vendor:**

You will need to fill in an application form.

Once your application is received, an agent will contact you for an interview.

### **Requirements to being a vendor:**

- You must have a registered business with a TIN (Tax Identification Number) for tax withholding purposes.
- You must have a vendor bank account with IB opened for you by Libango
- Your vending location needs to fit within the network of vendors. The location needs to be in an area where there is great need and not in close proximity to an existing vendor
- Must have basic computer skills
- Minimum \$3,000 USD deposit is required. This deposit, less a \$250 USD equipment deposit for damage to vending equipment, will be used as the initial vendor deposit to start vending. Vendor applicants need to have the initial capital to become a vendor. \$2,750 USDP would be available for new vendors to start vending.
- The location needs to be safe for the customers and vendors should not be involved in unlawful activities or be operated in a bar or alongside alcohol sales.
- Vending site needs to have appropriate covering to protect customers from rain or weather elements and provide seating for customers waiting
- The location needs to have good connectivity coverage. Poor connectivity will cause POS and online vending to be slow

### **Process:**

Once you have been approved as a vendor you will need to

- Sign a Vendor's agreement with Libango
- Open a vendor account with IB bank. All your deposit transactions will be done through this account
- Your commission will be issued upfront when Libango issues you credit for your deposit. Commissions are at 1.75% less 10% LRA withholding. The vendor receives 1.575% and the withholding is paid to LRA every month by Libango.
- Be set up with internet connection whose cost is covered by Libango
- Be provided with a Point of Sale (POS) device or a tablet and thermal printer for vending
- Be given a manual and training on how to use the Vending system, POS and how to look for your commission's report



You will be provided:

- Training on how to use the system and POS
- POS device or tablet with a thermal printer
- Internet connection for your device /tablet (monthly)
- Customer support Monday through Saturday

You are responsible for:

- Providing paper rolls for your POS or thermal printer
- Maintaining and caring for all equipment provided to you. Any damaged device due to negligence will be replaced by Libango first from your equipment deposit and thereafter at your own cost. Equipment damaged from normal wear and tear would be replaced by Libango.
- Any sign to promote yourself as a LEC prepaid electricity vendor





Dear future vendor,

Thank you for your interest in being a vendor.

Please submit your application to Libango Holdings head office, DB Towers #2A Newport St. & UN Drive, Mamba Point, Monrovia, Liberia.

We ask that every business has a registration ID and current Tax Identification Number (TIN).

Once your application is received, a team will contact you to make arrangements for a site visit to ensure that you meet the requirements.

Regards,

**Abel T. Gbieor**  
**Vendor Support Supervisor**  
**Libango Holdings**  
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