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## Disabled Assistance Project Terms, Conditions & Application Procedure

BLIA21-DAP-012

Our Ref No: DAP /

At the sole discretion of BLIA (Sec 21) management, wheelchairs, four-legged aluminium walkers & wooden crutches are donated from time-to-time for compassionate reasons to needy individuals or organizations, subject to the following Terms & Conditions:

### 1. NOT FOR SALE

The items are donated, free of charge, to any person or organization that needs them and may not be able to afford to buy them, on the condition that the item shall be used and **not sold** by such a person or organization. If the recipient no longer requires the item, it should immediately be returned to the donor, who will ensure that somebody else benefits from it.

### 2. WHO MAY APPLY & HOW

#### a. Organization

- i. Any non-profit, non-commercial, charitable, civic or religious organization may apply:
  - for any number on behalf of any of their disabled employee/s, ex-employees, member/s, associate/s, patients, etc who cannot afford to buy them - and who agree to submit their name, contact details and a copy of their ID or Passport page, plus one passport photo each;
  - or for a non-commercial use for any disabled visitors or possible emergency requirement on their premises;
- ii. Request by phone, fax, mail or email (or download from our website) the **Application Form: Organizations**, and then submit the completed and signed form to us, together with the list of the potential recipients, copies of their IDs, one separate passport photo each, and a letter of motivation stamped by a medical practitioner, with a photo of your company premises, preferably with some of the organization employees or members in the picture. Kindly wait for our reply before making any promises to potential recipients.

#### b. Individual

- i. Any disabled individual requiring a new wheelchair, walker or crutches (1 item only per person) who cannot afford to buy one; or a family member, friend, doctor, nurse, or a social worker, can apply and submit the completed application form on behalf of such a individual;
- ii. Request by phone, fax, mail or email (or download from our website) the **Application Form: Individuals**, and then submit the completed and signed form to us, together with a letter of motivation stamped by your medical practitioner, a copy of the recipient's (and the Applicant's, if different) ID or Passport page, and one passport photo of the potential recipient. Kindly wait for our reply, without making any promises.

### 3. APPLICATION APPROVAL & WHEELCHAIR DELIVERY

We will endeavor to reply within one month. If the application has been successful, someone from our organization will contact the applicant either personally, by mail, fax and email, or by telephone, and agree on the method, time and place of the delivery or preferably collection.

### 4. DONATION CEREMONY

If a larger number of items have been donated, some organizations often like to arrange a short and simple "donation ceremony" at their premises. For this they may invite (apart from the recipients) their top management, employees, friends and/or clients – and our BLIA representatives. One of the conditions of the donation is that BLIA be allowed to publicize this event. We usually bring our own photographer to record this happy occasion, and to publicize it in our own newsletter and on our website, but you are welcome to invite some members of the media for your own, and our, publicity purposes as well.

### 5. LETTER OF RECEIPT & THANKS

Whether the recipient is an organization or an individual, on behalf of our financial sponsors (i.e. to ensure their continued financial support) and to satisfy their and our own accountants, we require a separate **Letter of Receipt & Thanks** for the item/s received, preferably during or immediately after their handing over (or during) the donation ceremony. This is in addition to the signed receipt section at the bottom of the Application (and our Receipt Form for organizations). If the recipient is an organization then this letter should be written on the organization's official letterhead, with a brief general description of how the items are going to be used, and by whom. Individual end-users can use the standard letter supplied in a self-addressed envelope with each item; just complete the form and either fax, email or mail it back to us, **Att. Mr Zando Bakari, email: [zandobakari@gmail.com](mailto:zandobakari@gmail.com) - Cell. 072-506-3435.**

By BLIA (Sec 21), June 2009

Conditions Accepted by the Applicant: Name ..... Signature ..... Date .....

