

## 1) Your Company Details

Company Name(s): .....

(if more than one applicant please provide details on a separate sheet)

Company ID: .....

Address: .....

Town/City: ..... Post Code: .....

Country: .....

Contact Name(s): .....

Position(s): .....

Telephone Number: ..... Email: .....

## 2) Nature Of Business

Your business activity (manufacturing/distribution/service/other): .....

Standard Industry Classification (SIC) code(s): .....

Description of goods/services you supply: .....

Goods/services supplied by your customer: .....

## 3) Turnover

Indicate preferred policy currency:    GBP     Euro     Dollar

For sections 3-7 please state all figures in the proposed policy currency.

	Period	Estimated Annual Turnover
	Current year to date	.....
	Previous complete year	.....
	2nd previous	.....
	3rd previous	.....
	4th previous	.....

## 4) Your Markets and Sales

Country	Sales over the last 12 months	Number of customers	Estimated sales over next 12 months	Estimated number of customers
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

(If there is insufficient space please provide details on a separate sheet)

## 5) Previous Loss Experience

	Period to	Value of losses	Number of losses	Largest loss	Name of largest loss
Current year to date	.....	.....	.....	.....	.....
Previous complete year	.....	.....	.....	.....	.....
2nd previous	.....	.....	.....	.....	.....
3rd previous	.....	.....	.....	.....	.....
4th previous	.....	.....	.....	.....	.....

## 6) Total of Debtor Balances

As at 31 March: ..... 30 September: .....

30 June: ..... 31 December: .....

Average number of days sales outstanding over the previous year is: .....

## 7) Debtor Profile

Number of debtors		Total amount	Number of debtors		Total amount
Up to 500	.....	.....	25,001-50,000	.....	.....
501-1,000	.....	.....	50,001-100,000	.....	.....
1,001-2,500	.....	.....	100,001-250,000	.....	.....
2,501-5,000	.....	.....	250,001-500,000	.....	.....
5,001-10,000	.....	.....	500,001-1,000,000	.....	.....
10,001-25,000	.....	.....	Over 1,000,000	.....	.....
			Total:	.....	.....

## 8) Terms of Payment

What are your normal contractual payment terms? .....

Are there any exceptional payment terms agreed? Yes  No

If yes, please state with whom and terms agreed:

Name of customer	Agreed terms	Average size debt
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

## 9) Relating to Contracts

		Details
Do you act as principal on all contracts?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Do you include Retention of Title within your Conditions of Sale?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Do you sell in different currencies? (If yes, please state which ones)	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Do you credit insure, factor, discount or otherwise assign your debts?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Do you hold any other form of security? (Please provide copy of a payment instrument, guarantee or other evidence)	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Do you enter into any long term contracts that commit you to supply your customers for 3 months or longer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Are you involved in Contracting?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
If yes, do your contracts have payment retentions?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
If yes, for how long and what percentage of contract value? (Please note that retention monies due arising from contracts entered into prior to policy inception will not be covered)		.....
Do you supply on "pay when paid" "sold on" or "on approval"?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Do your contracts include Work in progress? (if yes, please complete Appendix 3)	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Do you enter into any self-billing arrangements with your customers?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Do you have any barter or contra trading arrangements (i.e. where you exchange goods and/or services for goods and/or services rather than money?)	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Do you offer consignment stock?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Are there any other features of the contracts you enter into that increase our risk?	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....

## 10) Statement of Credit Control

### a. Your Credit Control Department

Is your credit control system computerised? .....

Is your department centrally located? If so, where? .....

How many people does your department employ? .....

### b. Who has the day-to-day responsibility for credit management?

Name: ..... Position: .....

To whom do they report? .....

### c. How do you investigate your customers' credit-worthiness before a debt is incurred?

Status Reports Yes  No  Details – Above what level? .....

If yes, which credit reference agencies? .....

Bank Reports Yes  No  .....

Trade References Yes  No  .....

Other Sources Yes  No  .....

### d. Is the status of the account checked before:

New orders are accepted? Yes  No

Further supplies are made? Yes  No

If no, why not and when are they vetted? .....

Do you visit your customers regularly? Yes  No

If yes, please detail process .....

### e. Debt Collection Process

How soon after delivery/supply are invoices raised? .....

Do you raise invoices for each amount due? Yes  No

(If no, how are debts evidenced?) .....

When are invoices sent out? .....

Are statements prepared? Yes  No

If yes, how often are they rendered? .....

Do you use a debt collection company/solicitor? Yes  No

If yes, who? .....

What action is taken to chase overdue customers and at what point beyond due date? (Please complete chart below)

	Number of Days Beyond Due Date	Details
Telephone	.....	.....
Letter	.....	.....
Stop Deliveries	.....	.....
Legal Action	.....	.....
Collection Agents	.....	.....

Please provide on Appendix 2 details of all those accounts that are overdue and/or that are giving cause for concern.

## 11) Additional Information

Have you been refused cover or security by any other credit insurers, factors or similar? Yes  No   
If so, please give reasons:

.....  
.....  
.....  
.....

Please provide on Appendix 1, the names and country locations of all the accounts for which insurance cover is sought.  
Please also state the credit limit required.

## Declaration

1. We declare that to the best of our knowledge and belief the above statements and all other information given to the insurers, including any joint applicants, are true and complete and that we have not withheld any material fact.

2. We agree that this Proposal may form part of a credit insurance policy subject to the terms and conditions of that policy.

We understand that:

- i) failure to disclose any material fact may invalidate such a policy;
- ii) any breach of the terms and conditions of the policy, whether declared to the insurers or not, may render any claim under the policy invalid UNLESS agreed in writing by the insurers by specific endorsement;
- iii) in the event of any conflict or ambiguity between the terms and conditions of the policy and this proposal, the terms of the policy will prevail.

3. We confirm that we have read the Legal Notice concerning the CIF S web site system and agree to be bound by the terms, as amended from time to time.

Authorised Signature: ..... Position: .....

Name: (in print) ..... Date: (in print) .....

### Broker / Intermediary

Company: .....

Branch: .....

Contact: .....

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# Appendix 1

## Top 20 Customers



List your top 20 customers by financial exposure relating to your Proposal.

1. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....
2. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....
3. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....
4. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....
5. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....
6. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....
7. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....
8. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....
9. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....
10. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

# Appendix 1

## Top 20 Customers



List your top 20 customers by financial exposure relating to your Proposal.

11. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

12. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

13. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

14. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

15. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

16. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

17. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

18. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

19. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

20. Name: .....  
Co. Reg / Address: .....  
Country: ..... Credit Limit Required: .....

## Appendix 2 Overdue Accounts



List ALL your customer balances which are not in dispute or queried and which are outstanding for more than 60 days beyond the due date.

- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....
- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....
- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....
- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....
- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....
- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....
- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....
- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....
- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....
- Name: ..... Credit Limit: .....  
 Address: ..... Balance Outstanding: .....  
 Co. Reg/ID No: ..... Due date of earliest invoice: .....  
 Comments: .....

# Appendix 3

## Work In Progress



- Do you manufacture? Yes  No   
If yes, does this take place on your own premises or elsewhere?  
.....  
.....
- Do you outsource all/some of the manufacturing process to a third party? Yes  No   
If yes, where does this take place and what percentage of the contract price does the value of the third party contract represent?  
.....  
.....
- Does the process only involve raw materials or do you manufacture finished goods?  
.....  
.....
- If you do have finished goods, typically how long do these remain as stock items held on your premises prior to delivery?  
.....
- What is the min/max timescale involved from the purchase of raw materials to the finished goods to the point of delivery?  
.....
- Can the work in progress be related to a specific contract/order? Yes  No
- Typically, what percentage of the overall contract does the work in progress element represent? .....
- Typically what percentage of your overall ledger does work in progress relate to? .....
- Do you receive stage payments? Yes  No   
If yes, please indicate how the payments are staged setting out the payment dates and percentage value of the contract of each stage payment?  
.....  
.....
- What is the potential value that may be obtained from a forced resale of goods as a percentage of the contract price?  
.....