

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:

Overdue Accounts

Do you have details of any customers whose balances are seriously overdue or giving cause for concern, which you have not previously notified us about?

Yes No

If yes, please provide details:

Name of Customer	Balance Outstanding	Due Date of Earliest Invoice
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.....
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.....
.....

Salvage

Have you received any recoveries by way of dividends or other amounts in respect of debts where we have paid a claim?

Yes No

If yes, please provide details:

Name of Debtor	Amount Received
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.....
.....
.....
.....

Terms of Payment

Have you agreed any terms of payment with your customers that are different to those stated on your proposal form or reflected within your current policy?

Yes No

If yes, please provide details:

Name of Customer	Agreed Terms	Average Size Debt
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.....
.....
.....
.....

Statement of Credit Control

Have there been any changes to your credit control procedures from those described in your proposal form or reflected within your current policy?

Yes No

If yes, please complete Appendix 1.

Declaration

We declare that to the best of our knowledge and belief there have been no material changes since the completion of the original proposal form other than those documented here and that the above statements and all other information given to the insurers, are true & complete and that we have not withheld any material fact.

Authorised Signature: Position:

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

Broker / Intermediary

Company:

Branch:

Contact:

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Appendix 1

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?

Details – Above what level?

Status Reports Yes No

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 not how are debts evidenced?)

When are invoices sent out?

Are statements prepared? Yes No

If so, 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