

CREDIT INSURANCE - RENEWAL FORM

We are taking the opportunity of updating our records and refreshing information contained in your original application. The answers you give in this renewal form together with the original application, shall together form the basis of and be incorporated into your renewed contract with Coface by reason of the Declaration required at 7 below. Please complete ALL sections. **Please do not leave any questions unanswered.**

If you have an associate or subsidiary company endorsed to your current contract under the Extension to Affiliates Cover option, you should include the relevant information for these companies when completing the remainder of this Renewal Form.

Once you have completed this form, please send it to:
Client Services, Coface, 34 Clarendon Road, Watford, Hertfordshire WD17 1JJ.

Telephone: 0800 085 6848 Fax: +44 (0)1923 659094 Email: clientservices@coface.com

1 GENERAL INFORMATION

1.1 Company name:

1.2 Company registration number:

VAT Number:

1.3 Contract Number:

1.4 Renewal Date:

1.5 (a) Have there been any changes to the information that you provided in your original application? Yes No

1.5 (b) Have there been any changes in the nature of your business or the structure of your company other than those already advised in writing to Coface? Yes No

If you have answered yes to either 1.5 (a) or 1.5 (b) please provide full details:

2 NATURE OF BUSINESS

2.1 Please state the currency in which this form is completed. This will be the currency that your policy will be issued in.

2.2 What is your estimated insurable turnover for the next 12 months?

Domestic:

Zone 1:

Zone 2:

(if applicable)

TOTAL:

Note: Insurable turnover figures should exclude cash sales, VAT, sales to associated and subsidiary companies, public authorities, government departments and nationalised undertakings.

2.3 Analysis of estimated Export Turnover for each country with which you trade or intend to trade:

Zone 1 Countries as listed in your contract

Zone 2 Countries as listed in your contract

| Zone 1 Countries as listed in your contract | | Zone 2 Countries as listed in your contract | |
|---|----------------------|---|----------------------|
| Country | Anticipated Turnover | Country | Anticipated Turnover |
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2.4 Do you offer extended terms of payment to any buyers beyond your current maximum credit period? If so, please specify the extended terms offered and list the buyers involved.

3 DAY SALES OUTSTANDING

4 DEBTOR INFORMATION

4.1 We require a current aged debtor report please. The report should be:

- in an Excel format
- dated within the last month
- aged in relation to the due dates of payment

4.2 Please explain any arrangements that you have which will affect the levels or ageing of the debts on the report, such as extended payment terms, stage payments, retention payments, seasonal peaks, sales from consignment stock etc.

4.3 What are your normal contractual terms of payment? Please be specific i.e. 30 days from invoice date, 30 days from end of month etc.

4.4 Do you offer extended terms of payment to any customers? Yes No
If yes, please specify the extended terms offered and list the customers involved.

Please attach your Debtor Information Excel document by clicking the button.

ATTACH DEBTOR INFO

5 LOSS PAYEE

If a Loss Payee has been endorsed to your contract please provide the name, address, sort code, bank account number and name:

6 RETENTION OF TITLE

6.1 Do you always act in the capacity of contractual principal, i.e. a party to the contract who is legally entitled to take recovery action?

Yes No

If no, please confirm in what capacity you act and in what circumstances:

Note: You are required, where applicable, to take all practicable measures to exercise your Retention of Title clause in every case.

6.2 (a) Do you have an "all monies" retention of title clause in your terms and conditions of sale?

Yes No

6.2 (b) Do you incorporate those conditions into every contract of sale with your customer?

Yes No

If you have answered no to 6.2(a) or 6.2 (b), explain why:

Do you have customers in Germany, Belgium or The Netherlands?

Yes No

Note: If you have answered yes to 6.2 (b) please note that Coface is only prepared to insure the risk of non-payment of debts under contracts into which your retention of title clause has been incorporated. If you have answered yes to 6.2(b) please note that it is a condition of our cover that your sales contract shall include basic retention of title cover and its extended forms, namely processing extension and assignment in accordance with the laws of your customer's country.

6.3 Identification

Please confirm by what means you would be able to identify goods supplied to your customer as your goods (e.g. bar codes, packaging, serial numbers):

6.4 Do you have any customers with whom you are trading on their terms and conditions or other terms different to your standard terms and conditions?

Yes No

If you have answered yes, please provide full details:

7 DECLARATION

I declare that to the best of my knowledge and belief, the above statements are true and complete and that no information has been withheld that might influence the acceptance of this Renewal Form. I undertake to notify Coface as soon as possible, and before Coface issues a contract, of any substantial change in the above information (particularly in the nature or scope of the Company's activities or in its legal status) or any event likely to lead to a loss which would be covered by the contract or any other material fact which might influence Coface in deciding whether or not to accept the risk, what terms should be applied or what contract payments should be charged. I understand that any misrepresentation or withholding of material information could give Coface the right to decline a claim or cancel a contract.

In addition and independently of the declaration immediately above, I agree that this Renewal Form together with the original application, shall together be the basis of and be incorporated into the renewed contract with Coface. I accept the terms and conditions within the contract and accept that this Renewal Form will form part of any contract that is issued. I accept that the contract will not be in force unless, and until, confirmed in writing by Coface.

Dual-use Items

If you do **not** sell dual-use goods or services*, please tick the following box:

If you sell dual-use goods or services* for which the applicable laws and regulations require you to have an export authorisation, please confirm that you have obtained such authorisation from the competent authorities by ticking the following box:

**Dual-use goods or services are items of technology which are normally used for civilian purposes but which may have a military application. Export of dual-use goods or services are subject to specific regulations.*

Authorised Signature:

Date: DD/MM/YYYY

Full name in capitals:

For and on behalf of :

Capacity within the business (Director, Manager, Partner):

DATA PROTECTION NOTICE

This privacy notice applies to Compagnie Française d'Assurance pour le Commerce Extérieur, branch in UK and other companies within the Coface UK Group, namely Coface UK Services Ltd, all of 34 Clarendon Road, Watford, Hertfordshire WD17 1JJ (the 'Group').

The privacy policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us for the purpose of carrying out our 'activities'. These activities are administration, marketing and prospecting, accounts and records, debt management, credit insurance, credit assessment and rating, credit referencing, research and legal services.

The policy applies to the personal data that you provide to us when you complete a Request for a quote, Questionnaire, or Renewal Form and in relation to any of the products or services provided by the Group. The Group, or another company within the Coface Group, or responsible third parties associated with our business, may keep your information for a reasonable period for the on-going pursuance of the Group's business activities and will ensure that personal data is held securely and confidentially.

The data that we collect from you may be transferred to, and stored at a destination outside the European Economic Area (the 'EEA'), including in countries whose data protection laws may not offer the same level of protection as in the EEA. In such cases the Group will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. You are entitled to object to such transfers on compelling legitimate grounds.

The Group will collect and process personal data about buyers, debtors and debts in accordance with the data protection policy stipulated by the client, who remains the data controller of this data. Where no such data protection policy is made known to the Group, it shall not be liable for any breach under the client's data protection policy.

The Group may also use the data you provide to contact you by post, telephone, fax or email with information about our other products and services. If you do not wish to be contacted by us for marketing purposes, either during or after our business relationship with you, please advise us by sending an email to the address cofaceuk_uk@coface.com with the word 'unsubscribe' in the subject line. For the full privacy notice or to exercise your right of access to your personal data, please write to The Data Controller, Coface, 34 Clarendon Road, Watford, Hertfordshire WD17 1JJ. Any access request may be subject to the legally permitted fee.

Coface, 34 Clarendon Road,
Watford, Hertfordshire
WD17 1JJ

T: **0800 085 6848** - F: **+44 (0)1923 659094**

Email: **clientservices@cofaceuk.com**

www.coface.uk

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