

3 DAY SALES OUTSTANDING

Number of Days	
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4 DEBTOR ANALYSIS

Please give the number of debtors, by size of debt, and indicate the total amount outstanding for each category:			Outstanding balances as at ___ / ___ / ___ (dd / mm / yyyy)		
DEBT	No of accounts	Total O/S	DEBT	No of accounts	Total O/S
Less than 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			500,000 - 1,000,000		
10,001 - 25,000			Greater than 1,000,000		
25,001 - 50,000			TOTAL		

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:	
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6 RETENTION OF TITLE

<p>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?</p> <p>If no, please confirm in what capacity you act and in what circumstances:</p>	Yes	No
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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 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 a basic retention of title cover and its extended forms, namely processing extension and assignment in accordance with the laws of your customer’s country.

<p>6.3 IDENTIFICATION</p> <p>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):</p>		
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 Questionnaire, 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 completed Questionnaire fairly presents the relevant risks associated with insurance cover and discloses all material information / circumstances to enable us, as a prudent insurer, to establish that we have the requisite information or gives us notice that further enquiry is requested to understand the material information / circumstances. I accept the terms and conditions within the contract and accept that this Questionnaire 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.

Authorised Signature:	
Date:	
Full name in capitals:	
For and on behalf of:	
Capacity within the business (Director, Manager, Partner):	

DATA PROTECTION NOTICE

For the UK 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 Egale 1, 80 St Albans Road, Watford, Hertfordshire, WD17 1RP (the 'Group').

For Ireland Compagnie Française d'Assurance pour le Commerce Extérieur, branch in Ireland and other companies within the Coface Ireland Group, namely Coface Ireland Services Ltd, all of Office Suite 5, Adelphi House, Upper Georges Street, Dun Laoghaire, Co Dublin (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, Egale 1, 80 St Albans Road, Watford, WD17 1RP. Any access request may be subject to the legally permitted fee.