

# APPLICATION / QUESTIONNAIRE FOR FINANCIAL INSTITUTIONS

Please complete **all** sections using BLOCK CAPITALS and continue on a separate sheet if required.

**Please do not leave any questions unanswered.**

Once you have completed this form please send to Coface, Egale 1, 80 St Albans Road, Watford, WD17 1RP.

Telephone: 01923 478100 Fax: +44 (0)1923 478101 Email: new.business.uk@coface.com

## 1 GENERAL INFORMATION

- 1.1 Company name:
- 1.2 Registered address:
- Postcode:
- 1.3 Administrative address for all correspondence:  
If different from above
- Postcode:
- Telephone number: Fax number:
- Email address:
- 1.4 Company registration number: VAT number:
- 1.5 Contact name: Position within company:
- 1.6 Details of funding entity if not above
- 1.7 Have you ever had a credit insurance policy cancelled or renewal refused by an insurer? If yes, please give details:
- 1.8 Do you currently have any credit insurance:
- 1.9 Please state the currency in which this form is completed. This will be the currency that your policy will be issued in.

## 2 NATURE OF YOUR BUSINESS

- 2.1 Name of the client / supplier / sector to whom you offer services
- 2.2 Brief description of the nature of your business (i.e. non-recourse, disclosed/undisclosed)
- 2.3 Estimate of insurable activity for the next 12 months
- 2.4 Maximum payment terms if > 120 days (days)
- 2.5 Maximum transfer period (days)
- 2.6 Basis for premium calculation:
- |          |               |                      |
|----------|---------------|----------------------|
| Turnover | Credit limits | Outstanding balances |
|----------|---------------|----------------------|
- Comments:

i.e. new/existing client for financial institution timescales for completion

### 3 ANALYSIS OF ACTIVITY

Name of Buyer	Legal / National Identifier	Full address & Country	Max Payment Terms	Turnover	Credit limit request
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Total

### 4 PAST EXPERIENCE

4.1 Please give details of your previous bad debt experience. Amounts are the total amount (excluding VAT) owed to you at the date of insolvency or date you decided to cease collection action.

	Current year to date	Last year	Previous year	Previous year -1
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Total bad debt

Number of bad debts

Name of debtor & value  
of largest single bad debt

## 5 INTERNAL PROCEDURES

Is your credit control (both domestic & export functions) centralised at your administrative address?

Yes

No

If not, Please provide details.

## 6 OVERDUE ACCOUNTS

Please give details of any accounts (i) which are causing concern, (ii) where legal/collection action has been commenced, or (iii) are more than 60 days past due date:

Company name, address and registration number	Amount outstanding	Original due date	Action taken to date
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## 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 Questionnaire shall be the basis of and be incorporated into the contract with Coface. 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](mailto: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.

EGALE 1 - 80 ST ALBANS ROAD - WATFORD - HERTFORDSHIRE - WD17 1RP  
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