

We are taking the opportunity of updating our records and refreshing information contained in your original Application Form, or Broker Credit Risk Questionnaire and Coface Credit Control Questionnaire. The answers you give in this renewal form together with the original Application Form, Broker Credit Risk Questionnaire and or Coface Credit Control Questionnaire, as appropriate, 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 through Module B12 or B24, you should include the relevant information for these companies when completing the remainder of this Renewal Form.

Please return by fax to + 44 (0)20 7422 0712 or email to account_manager_admin_uk@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 Form, Broker Credit Risk Questionnaire and/or Coface Credit Control Questionnaire? 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 What is your estimated insurable turnover for the next 12 months? Domestic:
 Currency: GBP EURO USD OTHER Zone 1:
 (please specify) 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.

2.2 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	
Country	Anticipated Turnover	Country	Anticipated Turnover

2.3 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 ANALYSIS

Please give the number of debtors, by size of debt, and indicate the total amount outstanding for each category:

Outstanding balances as at _____ / _____ / _____ Select Currency: GBP EURO USD OTHER (please specify)

Debt	Totals	
	No of accounts	Total O/S
Less than 1,000		
1,001 - 2,500		
2,501 - 5,000		
5,001 - 10,000		
10,001 - 25,000		
25,001 - 50,000		
50,001 - 100,000		
100,001 - 250,000		
250,001 - 500,000		
500,001 - 1,000,000		
Greater than 1,000,001		
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:

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:

Please note that 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:

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.

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 Broker Credit Risk Questionnaire, Application Form and/or Coface Credit Control Questionnaire, as appropriate, 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.

Authorised Signature:

Date:

Full name in capitals:

For and on behalf of :

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

DATA PROTECTION NOTICE

This privacy notice applies to Coface UK and other companies within the Coface UK Group; namely, Coface UK Services Limited and Coface Receivable Finance Limited, all of Egale 1, 80 St Albans Road, Watford, Hertfordshire WD17 1RP (the 'Group'). The policy applies to the personal data of any individuals that you provide to us when you complete an Application Form, Coface Credit Control Questionnaire, or Renewal Form and in relation to any of the products or services provided by the Group.

The Group processes your personal data for the purpose of processing applications, administration, marketing and prospecting, accounts and records, debt management, factoring, credit insurance, credit assessment and rating, credit referencing, surety, writing policies, research and legal services (the 'activities'). The Group, or responsible third parties associated with our business, may keep personal data 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 Group transfers personal data to countries outside the EEA, including to countries whose data protection laws may not offer similar protection to those of the UK, and the Group will ensure personal data is adequately protected. You are entitled to object to such transfers on compelling legitimate grounds.

The Group will process the personal data about buyers and debtors in accordance with your, the client's, data protection policy and according to the client's instructions. Where a client does not have a data protection policy, the Group will process third parties' personal data only under the client's instructions. The Group will keep all personal data secure.

We may also use the information you provide to contact you by mail, telephone, fax or email with information about our other products and services. If you do not want to be contacted by us either during or after our business relationship with you for marketing purposes, please tick the following box, but remember that this will preclude you from receiving details of any of our offers.

For the full privacy notice or for access to your personal data or correction, please write to The Data Controller, Coface UK, Egale 1, 80 St Albans Road, Watford, Hertfordshire WD17 1RP. Requests for access will incur the legally allowable fee.

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