

CREDIT INSURANCE PROPOSAL REQUEST

BROKER DATA

AGENCY :	PARTNER :
TELEPHONE No :	FAX No :

A. COMPANY DATA

COMPANY NAME :	http://	NAME OF PARENT COMPANY (IF EXISTING) :	
CITY :	ZIP :	STREET :	NUMBER :
NATIONAL IDENTIFICATION NUMBER :	TAX AUTHORITY :	TEL :	FAX :
ESTABLISHED :	LEGAL FORM :	COMPANY CAPITAL :	
ACTIVITIES :			

B. CREDIT RISK ANALYSIS

1. FINANCIAL DATA

Amounts in € AMOUNTS BEFORE V.A.T. AMOUNTS INCLUDING V.A.T. V.A.T. RATE

	CURRENT YEAR		THREE PREVIOUS YEARS		
	FROM :	TO :	YEAR :	YEAR :	YEAR :
TURNOVER					
BAD DEBTS*					
COLLECTIONS*					
HIGHER BAD DEBT					
NUMBER OF BAD DEBTS					

* Fill in the total amount of bad debts and collections (recoveries) for each year separately. Do not transfer sums from previous years.

ANTICIPATED TURNOVER FOR THE NEXT FINANCIAL YEAR :	AMOUNTS INCLUDING V.A.T. <input type="checkbox"/>
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2. MAJOR LOSSES CAUSED BY BAD DEBTS DURING THE LAST THREE YEARS

	COMPANY NAME	ADDRESS	NATIONAL IDENTIFICATION NUMBER	AMOUNT	YEAR
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

3. BUYERS' GEOGRAPHIC DISTRIBUTION DURING THE PREVIOUS YEAR

BUYERS' COUNTRY	NUMBER OF BUYERS	TOTAL TURNOVER
GREECE		
EUROPEAN UNION		
OTHER COUNTRIES :		

4. BUYERS' SYNTHESIS *

* Distribution of previous year sales per buyers' categories

MANUFACTURERS%	WHOLESALEERS%	PUBLIC SECTOR%
HANDCRAFTSMEN%	RETAILERS%	INDIVIDUALS%
AGENTS%	OTHER%	RELATED COMPANIES%

5. RETENTION OF TITLE

DO YOU FREQUENTLY PROCEED TO A RETENTION OF TITLE :

YES NO PARTIALLY

C. CREDIT POLICY
1. USUALLY APPLIED PAYMENT TERMS (AS A PERCENTAGE OF YOUR TURNOVER)

Sales distribution based on the agreed credit period. Credit period is the time, as of the date of invoicing, within which the buyer must pay for the purchased goods or services (including the time for the accepted securities to be paid).

SALES CASH%	SALES ON CREDIT FROM 61 TO 120 DAYS%
SALES WITH IRREVOCABLE LETTER OF CREDIT%	SALES ON CREDIT FROM 121 TO 180 DAYS%
SALES ON CREDIT UP TO 60 DAYS%	SALES ON CREDIT EXCEEDING 180 DAYS%

AVERAGE INVOICE ISSUE TIME FOLLOWING THE GOODS' DELIVERY DATE :

2. USUAL SECURITIES RECEPTION MODE (AS A PERCENTAGE OF YOUR TURNOVER)

RECEIPT UPON DELIVERY%	RECEIPT AT A LATER STAGE AFTER DELIVERY%
PAYMENT WITH CHEQUES ISSUED BY THE BUYERS%	BILLS OF EXCHANGE%
THIRD PARTY CHEQUES%	OPEN ACCOUNT%
GUARANTEE BONDS%	OTHER, COLLATERAL OR NOT SECURITIES%

OTHER AGREEMENTS WITH BUYERS (IF YES, PLEASE STATE COMPANY NAME, NATIONAL IDENTIFICATION NUMBER AND TERMS) :

3. BUYERS' CREDIT RATING ASSESSMENT BY :

SPECIAL DEPARTMENT	YES <input type="checkbox"/>	NO <input type="checkbox"/>	SITE VISIT	YES <input type="checkbox"/>	NO <input type="checkbox"/>
BANK INFORMATION	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DETRIMENTAL DATA AUDIT	YES <input type="checkbox"/>	NO <input type="checkbox"/>
MARKET INFORMATION	YES <input type="checkbox"/>	NO <input type="checkbox"/>	BULLETINS ISSUED BY SPECIALIZED INFORMATION AGENCIES	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SPECIALIZED INFORMATION AGENCIES YOU COOPERATE WITH :

HOW OFTEN DO YOU UPDATE INFORMATION ON YOUR BUYERS ?

3 MONTHS 6 MONTHS 12 MONTHS

DO YOU APPROVE NEW ORDERS BASED ON THE BUYER'S CREDIT BALANCE ?

YES NO

DO YOU APPROVE NEW DELIVERIES BASED ON THE BUYER'S CREDIT BALANCE ?

YES NO

CREDIT LIMIT APPROVAL – INCREASE – REDUCTION

APPROVED BY (NAME) : _____ POSITION : _____

D. DEBTORS' ANALYSIS
1. DEBTORS' TOTAL BALANCES* BY THE END OF THE MONTH :

* All amounts should include any unpaid securities

MARCH 20.....		SEPTEMBER 20.....	
JUNE 20.....		DECEMBER 20.....	

ARE THERE ANY SEASONAL SALES ? YES NO

IF YES, WHEN AND WHAT PERCENTAGE OF THE TURNOVER DO THEY REPRESENT ?

2. DEBTORS' LIST PER CREDIT LIMIT AT THE END OF THE PREVIOUS YEAR

Fill in the aggregate balance of your debtors at the previous financial year closing. This amount should include unpaid securities (bills of exchange, cheques, etc.) per credit limit category. The credit limit is defined as the maximum receivables amount from the specific buyer, including unpaid securities. The general total of your debtors' balances must agree with the total debtor balances in December of the previous year.

CREDIT LIMIT	NUMBER OF BUYERS	PERCENTAGE OF TURNOVER	AGGREGATE BALANCES	TOTAL TURNOVER
UP TO 10,000 €				
10,001 - 15,000 €				
15,001 - 20,000 €				
20,001 - 50,000 €				
50,001 - 100,000 €				
100,001 - 150,000 €				
150,001- 300,000 €				
300,000 €+				
TOTAL				

E. MAJOR BUYERS ON CREDIT TERMS
1. MAJOR BUYERS

AMOUNTS BEFORE V.A.T. AMOUNTS INCLUDING V.A.T.

	NAME	NATIONAL IDENTIFICATION NUMBER	COUNTRY	CREDIT LIMIT	CREDIT PERIOD	PREVIOUS YEAR TURNOVER
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

2. BUYERS SERIOUSLY DELAYING PAYMENTS OR CAUSING PROBLEMS

	NAME	NATIONAL IDENTIFICATION NUMBER	COUNTRY	CREDIT LIMIT	PREVIOUS YEAR TURNOVER
1					
2					
3					
4					
5					

F. GENERAL
1. LEGAL PROCEDURES

HOW MUCH TIME AFTER THE INITIAL DUE DATE OF YOUR RECEIVABLE DO YOU USUALLY :

SEND REMINDER LETTERS :

STOP DELIVERIES :

START WITH COLLECTION PROCEDURES :

START WITH LEGAL PROCEDURES :

WHICH ACTIONS DO YOU TAKE IF YOU ARE NOTIFIED ABOUT THE PRESENCE OF UNFAVOURABLE DATA (DETRIMENTALS) FOR A BUYER :

2. BANKS

COOPERATING BANKS :

WOULD YOU LIKE TO ASSIGN YOUR RIGHTS FOR INDEMNIFICATION TO A BANK OR A FINANCIAL INSTITUTION ?

 YES

 NO

IF YES, FILL IN THE BRANCH'S NAME AND ADDRESS :

3. EXISTING CREDIT INSURANCE OR FACTORING POLICIES

DO YOU HAVE A CURRENTLY VALID POLICY ?

 NO

 YES

EXPIRY DATE :

INSURANCE COMPANY / FACTORING COMPANY :

CANCELLATION DATE :

CANCELLATION REASONS :

4. BALANCE SHEETS

PLEASE ATTACH YOUR COMPANY'S BALANCE SHEETS FOR THE LAST TWO YEARS

ATTENTION

The information requested within this Insurance Proposal Request is entirely confidential and its aim is to facilitate the study and elaboration of the proposal, as well as to draft the Insurance Policy terms.

In particular, we would like to draw your attention to the following :

Both the Insurance Proposal Request and declarations made by the POLICY HOLDER are an integral part of the Insurance Policy and its amendments. This Policy is based on the accuracy and reliability of the data provided by the POLICY HOLDER, especially those objectively relevant to the risk assessment.

If the POLICY HOLDER omits to notify the INSURER or wrongly declares any of the above mentioned data, be it without malice, the INSURER is entitled to terminate the Policy or request its modification. Furthermore, the INSURER is disengaged from its obligation to indemnify the POLICY HOLDER.

Signing this Request does in no case imply or entail an obligation on behalf of the INSURER to insure the resulting risks.

DATE : / /

STAMP AND SIGNATURE

SIGNATORY'S NAME AND POSITION