Notification of uninsured collection

coface SOUTH AFRICA

Please complete all sections as fully as possible using BLOCK CAPITALS and continue on a separate sheet if required. **Please do not leave any questions unanswered.**

Please note that if the information below is incomplete, this may lead to a delay in the processing of your notification.

Date of notification: d d m m y y

1. DETAILS OF CLIENT

1.1 Client name:

1.2 Contract number:

1.3 Contact name: e-mail:

Telephone number: Fax number:

1.4 Invoices issued by(1):

1.5 Broker name:

2. BUYER DETAILS

2.1 Buyer name(2):

2.2 Contact name(3):

2.3 Physical address: Postal address:

Code: Code:

Country

2.4 Registration number(4) :

Telephone number: Fax number:

e-mail: Cell:

2.5 Name & address for invoices (if different from address above):

2.6 Security held (if any, please attach copy):

Please attach signed credit application, security documents and all other correspondence applicable.

3. COLLECTIONS SERVICES

3.1 Action taken:

3.2 Action required:

3.3 Adverse information:

(1) If different from name of contract holder. (2) Including trading style and legal entity, if appropriate. (3) Director/member including ID number. (4) If other, please give full names of proprietor/partners/trustees/ect and their ID numbers.

(please turnover)

4. DETAILS OF DEBT

Month and year	Currency	Invoices reference[7]	Invoice due date	Payments/ credit notes	Dishonoured payments	Outstanding balance[5]	Payment terms
						c/f[6]	
Gross Totals[7]							

5. HAVE YOU INCLUDED WITH THIS FORM?

Checklist of supporting documents (please tick)

- Credit application form, signed by buyer ☐
- Invoices (showing contractual terms, if not, please provide terms and conditions) ☐
- Proof of delivery (if not available, please provide other proof of debt) ☐
- Latest trading statement with this customer and a summary of circumstances giving rise to loss ☐
- Correspondence in relation to attempt to recover the debt and other relevant documents ☐

Export cases only:

- Evidence of dispatch eg Bills of Landing and signed copies of the delivery receipts ☐
- Copies of relevant foreign exchange control ☐
- Documents relating to order confirmation and general sales conditions ☐
- Phyto Sanitary Certificate ☐
- All other relevant export documentation ☐

A notification for uninsured collection cannot be considered lodged until this duly completed notification, together with all supporting documentation, is received.

6. DECLARATION

I declare, to the best of my knowledge and belief, that the above details are true and complete and that no information has been withheld that may influence this notification. I confirm that I will advise Coface South Africa of any changes of circumstances in this notification. I also declare that this notification is not the subject of a dispute.

Authorised signature:

Number of pages (including this one): Date:

Full name in capitals: Position:

For and on behalf of:

(5) Please use this column to show how the outstanding debt was built up each month over the twelve month period. (6) Include VAT if applicable. (7) If interest was included, please show separately.