



Export Insurance Policy Proposal Form

Please read the following information carefully

This Proposal can be used to apply for export insurance cover for either a single export contract or multiple export contracts with the same buyer over a 12 month period. You must answer the questions below to the best of your ability. If you are unable to give a full answer to any question, please say so in your response to that question.

We will rely on the information which you provide in this Proposal when assessing your application. It is therefore important that this information is correct and that you notify us promptly of any changes to it which occur before we issue your policy. We may avoid any policy issued on the basis of this Proposal, if the information you give us is not correct or if you fail to disclose any material information to us.

Please complete all sections legibly. Once you have completed this Proposal, please email it to us at tfis.underwriting@ukef.gsi.gov.uk.

Eligibility

We will not be able to provide you with export insurance cover for your export contract(s) unless all the following conditions are satisfied:

- you must be carrying on business in the UK;
- at least 20% of the value of your export contract(s) must represent UK content; and
- you have approached the private insurance market and been unable to obtain the cover you require.

Please note that we are not able to provide cover for export contracts with buyers in EU countries (except Greece) and certain other OECD countries where the risk period is shorter than two years.

Combating corrupt activity

The OECD countries, including the United Kingdom, are committed to combating corrupt activity, including corruption, bribery and money laundering. The law in the UK has been strengthened in order to do so. It is your responsibility to comply with all laws that are relevant to your export contract(s); however, we draw your attention to the applicable law on bribery and on money laundering contained in the Bribery Act 2010 and in Part 7 of the Proceeds of Crime Act 2002. In particular, certain acts committed abroad now constitute criminal offences in the UK.

Offences by individuals under the Bribery Act 2010 are punishable on indictment by imprisonment for up to 10 years and/or an unlimited fine. You should also be aware that we will refer any suspicious circumstances relating to bribery, corruption or money laundering to the appropriate authorities.

1. YOUR COMPANY DETAILS	
Registered company name:	UK company registration number:
Registered address:	Trading name and address (if different):
Website:	Date of incorporation:
Contact's name:	Contact's position:
Contact's telephone number:	Contact's email:
2. NATURE OF YOUR BUSINESS	
What types of goods/services do you supply?	
Are you a manufacturer of goods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a distributor of goods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, where do you source the goods from?	
Number of years exporting:	Number of employees in the UK and worldwide:
3. TURNOVER	
What is your financial year end?	Month _____ Year _____
Estimated annual turnover for this year (£):	Export % _____ Domestic % _____
Last year's domestic turnover (£):	Last year's export turnover (£):
Previous year's domestic turnover (£):	Previous year's export turnover (£):
4. CREDIT CONTROL, COLLECTIONS AND SECURITY	
Who in your company is responsible for credit management procedures?	
Name: Position: Telephone number: Email address:	
How many days after the due date do you contact your buyers for payment?	By telephone: _____ days By letter/email: _____ days By debt collector: _____ days Other:
When do you place an account on stop?	After _____ days

When do you raise your invoices? <i>(e.g. number of days after despatch)</i>		When do you check the buyer's payment profile? <i>(e.g. before despatch)</i>			
How often do you update your credit information on your buyers?		Monthly <input type="checkbox"/> Annually <input type="checkbox"/>			
Do you have an "all monies" retention of title clause in your standard terms and conditions of trade? If Yes, please provide the following information: <ul style="list-style-type: none">during the past two years, have you exercised your retention of title rights under any export contract?were you successful?		Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please provide details of the 3 largest bad debts you have suffered under your export contracts in the past 3 years:					
<i>Name of Buyer</i>	<i>Country</i>	<i>Amount</i>	<i>Year</i>	<i>Insured (Yes/No)</i>	<i>Recoveries (if any)</i>
5. BUYER'S DETAILS					
Registered company name: <i>(In block capitals)</i>			Company registration number:		
Registered address:			Trading name and address (if different)		
Website:			Date of incorporation:		
Contact's name:			Contact's position:		
Contact's telephone no:			Contact's email:		
6. TRADING INFORMATION					
How long have you been trading with the buyer?			_____ Years New account <input type="checkbox"/>		
What is your estimated annual turnover with the buyer? <i>(specify currency)</i>					
Are you connected in any way with the buyer? <i>(e.g. by shareholding or common directors)</i> If Yes, please provide details of the connection			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please provide details of amounts outstanding, including any overdue amounts, with the buyer:					
Has the buyer ever failed to pay you on time?			Yes <input type="checkbox"/> No <input type="checkbox"/>		

<p>Do you hold any of the information listed opposite in relation to the buyer?(Tick as appropriate) <i>If so, please attach a copy of it to this Proposal</i></p>	<p>Financial accounts <input type="checkbox"/></p> <p>Credit report <input type="checkbox"/></p> <p>Trading history <input type="checkbox"/></p> <p>Other relevant information <input type="checkbox"/></p> <p><i>(Please specify)</i> _____</p>
<p>May we disclose your name to the buyer if we need to?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>7. OTHER INSURANCE ARRANGEMENTS</p>	
<p>Have you been unable to obtain cover for your export contract(s) with the buyer from the private insurance market? If Yes, please provide the name of the insurer(s) approached and the requested credit limit</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you in the past held credit insurance cover on the buyer? If Yes, please provide details of insurer, credit limit amount, date approved and date lapsed/withdrawn</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you currently have any credit insurance or trade finance facilities in place? If Yes, please provide name of insurer and type of policy or facility (e.g. whole turnover/single buyer; factoring/invoice discounting)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8. EXPORT CONTRACT(S) TO BE INSURED</p>	
<p>What goods and services will you supply to the buyer under the export contract(s)?</p>	
<p>What is the final destination of the goods/services?</p>	<p>Country: _____ Town: _____</p>
<p>Will at least 20% of the value of each export contract represent UK content? <i>(UK content is the export contract's value less the cost to you of buying any goods or services from suppliers outside the UK to be supplied directly to the buyer or otherwise "as is". Materials and components in goods manufactured or assembled in the UK which would obtain a certificate of UK origin from a British Chamber of Commerce are treated as UK content)</i></p>	<p>Yes <input type="checkbox"/></p>
<p>Are payments under the export contract(s) to be made by a letter of credit? If Yes, please provide full details of the issuing bank, including name and address</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is payment under the export contract(s) to be secured (e.g.by a third party or parent guarantee)? If Yes, please provide full details of the form of security and its provider</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>What procedure has been/will be used for awarding the export contract(s)? (e.g. open tender or negotiated contract)</p>	

Will you be contractually obliged to supply the goods/services under the export contract(s) (i.e. will you be acting as principal under them)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any other parties to the export contract(s) other than you and the buyer? If Yes, please provide their name and address	Yes <input type="checkbox"/> No <input type="checkbox"/> Name: Address:
Are you a member of a group of companies of which another member has had, or is intended to have, a material part in the negotiation or obtaining of the export contract(s)? <i>(A company is a member of a group for this purpose if, directly or indirectly, it controls or is controlled by another company either through majority voting share ownership or by virtue of contractual arrangements of any kind)</i> If Yes, please provide their name and address	Yes <input type="checkbox"/> No <input type="checkbox"/> Name: Address:
Are you, or will you be, a party to any consortium (which includes any joint venture or other similar arrangement, but not a sub-contract) which has been, or is to be, entered into in connection with the performance or financing of all or any part of the export contract(s)? If Yes, please provide the name and address of each other consortium party	Yes <input type="checkbox"/> No <input type="checkbox"/> Name: Address:
9. COVER REQUIREMENTS	
What type of cover do you require? <i>(Tick one box and in each case specify the currency in which the contract/order is denominated)</i>	<input type="checkbox"/> Cover for a single export contract with a total value of _____ <input type="checkbox"/> Cover for multiple export contracts/orders with the same buyer over a 12 month period with an estimated value of _____
What amount of cover do you require and in what currency? <i>(You may wish to calculate this by reference to the maximum amount which will be outstanding under the export contract(s) at any one time)</i>	
What period of cover do you require?	Start Date: _____ Month _____ Year End Date: _____ Month _____ Year
Do you require pre-credit cover during the period before supply of the goods/services? If Yes, how many months cover are required?	Yes <input type="checkbox"/> No <input type="checkbox"/> months
What are the terms of payment under the export contract(s)?	
What is the method of payment under the export contract(s)?	

<p>Is payment from the buyer dependent on it receiving payment from an end-buyer to whom the buyer will supply the goods/services? If Yes, do you require cover against the failure of that party to pay the buyer? If Yes, please provide details of the end-buyer including the country in which it operates</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you require a related company to be jointly insured under the policy? If Yes, please provide full details of that company and explain its interest in the export contract(s)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you wish to nominate a loss payee for the policy? <i>(A loss payee is a person other than you or any co-insured to whom claims payments would be made)</i> If Yes, please provide their name and bank account details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: Bank: Branch address: Sort code: Account number: Account name:</p>
<p>10. BROKER'S DETAILS</p>	
<p>Have you, or do you wish to, appoint a broker? If Yes, please provide their name, address and contact details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: Address: Contact name: Telephone number: Email address:</p>
<p>11. CODE OF CONDUCT AND COMBATING CORRUPTION</p>	
<p>Is there an Agent who has been, or will be, directly or indirectly involved in the process of tendering for, or seeking the award of, the export contract(s) or any related agreement? <i>(An "Agent" is any agent, intermediary, consultant or other person who has been, or will be, instructed by you or on your behalf)</i> If Yes, please provide for each Agent details of their name and address, their services, the amount or value of any remuneration payable to them and its country/countries of payment <i>(If you do not wish to disclose the name and address of the Agent for reasons of commercial confidentiality, you should contact UK Export Finance about the use of its Special Handling Arrangements)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: Address: Services: Remuneration: Country/ies of payment:</p>
<p>Do you have in place a code of conduct and written procedures of the type contemplated by section 7(2) of the Bribery Act 2010 to discourage and prevent corrupt activity? (If No, your attention is drawn to the Ministry of Justice's guidance available at http://www.justice.gov.uk/downloads/legislation/bribery-act-2010-guidance.pdf)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p>If Yes, is that code of conduct attached to this Proposal or has it been previously supplied? <i>(If not previously supplied, you must attach a copy of your latest code and written procedures to this Proposal)</i></p>	<p>Attached <input type="checkbox"/></p> <p>Previously supplied <input type="checkbox"/></p>
<p>Has the code been, and will it be, applied in obtaining and performing the export contract(s) to which this Proposal relates?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are you, or is anyone acting on your behalf in connection with the export contract(s), currently under charge in any court in the United Kingdom on the grounds that you or they have contravened the laws of the United Kingdom which prohibit the bribery of foreign public officials? If Yes, please provide full details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you, or has anyone acting on your behalf in connection with the export contract(s), been convicted in a court in the United Kingdom, or been subject to any administrative sanction or any other administrative measure in the United Kingdom, for contravening any laws of the United Kingdom which prohibit the bribery of foreign public officials within the period of five years ending on the date of this Proposal? If Yes, please provide full details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>12. OTHER PRODUCTS</p>	
<p>Have you applied, or do you intend to apply, for any other product from UK Export Finance in connection with the export contract(s) to be insured? If Yes, please specify the products:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>13. CONFIDENTIALITY</p>	
<p>By signing and submitting this Proposal you agree that:</p> <p>(1) (unless otherwise agreed) this Proposal, its attachments and all discussions and correspondence relating to it are confidential and will not be disclosed to any third party except:</p> <ul style="list-style-type: none"> (a) by you, on a confidential basis to your bank, broker, lawyers or other professional advisers, in each case for the purpose for which each of them has been engaged by you; (b) by us in accordance with applicable law (including the provisions of the Export and Investment Guarantees Act 1991) or our obligations to Parliament as a Government Department; (c) by us if we decide that we are required to disclose it in accordance under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004; and (d) by us: <ul style="list-style-type: none"> (i) to our lawyers and other professional advisers, other Government Departments and reinsurers (including other export credit agencies) on a confidential basis in connection with our consideration of this application or the issue or reinsurance of any policy; and (ii) to third party service providers (such as IT contractors) in order to enable them to provide services to us and on the basis that the information must be held securely and in confidence. <p>(2) (unless otherwise agreed) information that we hold about you (but not including details of any contract that</p>	

we enter into with you or for your benefit or information about any of your export contracts, other than their export markets) may be shared on a confidential basis between any Government Departments and/or other public sector bodies that are involved in supporting trade and investment to assist them in discharging their functions; and

- (3) if we ask you to agree to our disclosing information contained in this Proposal or its attachments or provided in any discussions and correspondence relating to this Proposal, you will not unreasonably delay or withhold your agreement to this.

14. DECLARATIONS

By signing and submitting this Proposal:

- (1) you confirm that, in this Proposal and any related discussions or correspondence, you have truly stated all material facts of which you are aware and you have neither misrepresented nor omitted any such facts which might have a bearing on our acceptance or assessment of this Proposal;
- (2) you acknowledge that:
- (a) you should contact us or your broker (if applicable) if you are in any doubt as to what constitutes a material fact;
 - (b) this Proposal will form the basis of any export insurance policy issued in connection with the export contract(s) referred to in this Proposal and that we will rely on the information, statements and declarations in this Proposal when deciding whether, and on what terms, to issue any policy;
 - (c) you must continue to disclose material facts to us and any changes to material facts after the date of signature of this Proposal until the date cover commences under any policy unless this would, or might reasonably be considered to, constitute the offence of “tipping off” under s.333A of the Proceeds of Crime Act 2002; and
 - (d) you will be deemed to have knowledge of all facts and circumstances which are known by any of your directors* or by the signatory to this Proposal;
- (3) you declare that:
- (a) neither you nor any of your directors appears on any list of contractors or individuals who are ineligible to tender for or participate in any project funded by the World Bank or any other multilateral or bilateral aid agency and you have no reason to believe, after having made reasonable enquiries, that any Group Company, Consortium Party or Agent, any of their directors or any of your Senior Managers** appears on any such list;
 - (b) during the last 5 years you have not been found guilty of the offence of failing to prevent bribery under s.7 of the Bribery Act 2010 or admitted to having committed that offence;
 - (c) during the last 5 years neither you nor any of your directors has:
 - (i) been found guilty by any court of an offence under the Prevention of Corruption Acts 1889 to 1916 or ss.1, 2 or 6 of the Bribery Act 2010 (as in force at the relevant time) or any offence relating to bribery or corruption under the law of any jurisdiction outside the United Kingdom;
 - (ii) been found by any court to have engaged in any bribery or corrupt activity; or
 - (iii) admitted to committing any offence as referred to in sub-paragraph (i) above or engaging in any bribery or corrupt activity;
 - (d) you have not:
 - (i) engaged in, authorised or consented to any bribery or corrupt activity in relation to the export contract(s) or any related agreement (which includes any unilateral undertaking as well as any consent or authorisation needed to obtain or perform the export contract(s) but not any sub-contract); or
 - (ii) become aware of any such bribery or corrupt activity and failed to report it to the appropriate

authorities;

(e) you have no reason to believe, after having made reasonable enquiries, that:

- (i) any event mentioned in paragraph (3)(c) above has occurred during the last 5 years in relation to any Group Company, Consortium Party or Agent, any of their directors or any of your Senior Managers;
- (ii) any Group Company, Consortium Party or Agent which is a company has been found guilty during the last 5 years of the offence of failing to prevent bribery under s.7 of the Bribery Act 2010 or admitted to having committed that offence; or
- (iii) any Group Company, Consortium Party or Agent has engaged in any bribery or corrupt activity in relation to the export contract(s) or any related agreement (as referred to in paragraph (d)(i) above); and

(f) the export contract(s) referred to in this Proposal, and all arrangements connected with its/their financing or procurement, have not been, and will not be, used for the purposes of money laundering (as defined in Part 7 of the Proceeds of Crime Act 2002).

(*For the purposes of paragraphs (2) and (3) "directors" means:

- for a company, all directors, including non-executive directors;
- for a partnership, all partners; and
- for a limited liability partnership (LLP), all members or, if applicable, all those members appointed to manage the LLP.

**For the purposes of paragraph (3):

- a Group Company or Consortium Party is a group company or consortium party named in section 8 of this Proposal;
- an Agent is an Agent named in section 11 of this Proposal; and
- a Senior Manager is any employee of yours who has the power to bind you in relation to the export contract(s) referred to in this Proposal.)

Signature:	
Name:	
Company:	
Position:	
Date:	

How we will use personal information that you give us

All contact details and other personal information that you give to us will be processed by us in accordance with the Data Protection Act 1998.

We would like to keep you informed about our products and services from time to time. If you prefer not to be contacted by us about our products and services, please tick this box

If you prefer not to be contacted by other Government Departments and public sector bodies that are involved in supporting trade and investment about the support they can offer, please tick this box