



UK Export
Finance

Exporter Questionnaire

**To be completed by an Exporter wishing
to be considered for support under the
Bond Support Scheme and/or
Export Working Capital Scheme**

EXPORTERS SHOULD NOT SEND THIS APPLICATION DIRECTLY TO UKEF. ALL APPLICATIONS MUST BE SUBMITTED BY A PARTICIPATING BANK

Corruption and Money Laundering

Please note that the OECD countries, including the United Kingdom, are committed to combating corruption and money laundering. The law in the UK has been strengthened in order to do so. Whilst the Exporter is responsible for ensuring that its activities comply with all laws that are relevant to the Export Contract, UKEF draws the Exporter's attention, in particular, to the applicable law on corruption contained in the Bribery Act 2010 and to the applicable law on money laundering contained in Part 7 of the Proceeds of Crime Act 2002.

Certain acts committed abroad may constitute criminal offences in the UK. The Exporter should also be aware that UKEF routinely refers allegations of bribery and corruption and money laundering to the appropriate authorities.



1 EXPORTER'S CORPORATE DETAILS

NB: if the information requested in sections 1-6 is available in an existing document, such as a presentation, this can be provided instead, as long as all the points are covered.

Full legal company name:	Company registration number:
Registered address:	Trading name and address (if different from registered address):
Contact name:	Position:
Tel:	Email:
Fax:	Website:
Nature of business:	Number of employees in UK/worldwide:
Annual turnover (£):	Net profit after tax (£):
Date established:	

2 EXPORTER'S BUSINESS AND CUSTOMER BASE

(a) Main products/services	
(b) How are these products/services used by your customers and in which sectors Where possible split the sectors by % sales in each sector.	
(c) Domestic: number of customers and percentage of total business turnover	
(d) Export: number of customers and percentage of total business turnover	
(e) Average contract value and average number of contracts delivered each year	
(f) Typical credit terms accepted by your buyers	



(g) For the previous FY, what % of sales did the top 3 contracts you delivered make up?		
(h) For the next 3 years please indicate the value of your committed order book	Financial Year	Committed Orders

3 SUMMARY OF EXPORTER'S EXPORTING EXPERIENCE

(a) Number of years exporting	
(b) Typical terms of trade, e.g. open account, letter of credit etc.	
(c) List of countries exported to	

4 EXPORTER'S CAPITAL STRUCTURE

(a) Committed capital	
(b) Details of any inter-company debt or related party debt and terms	
(c) Director's loans and terms	
(d) Dividend Policy	



5 SHAREHOLDERS AND MANAGEMENT

5.1 Individuals and organisations holding more than 5% of the issued share capital

Full Name	Percentage Shareholding

5.2 Members of board of directors

Full Name	Position	Duration of Tenure

5.3 Key managers

Full Name	Position	Duration of Tenure



7 CONFIDENTIALITY

- 7.1. By signing this form and submitting it to UKEF, the Exporter agrees that any information provided in this form or in any application which the Exporter might make to UKEF will be provided on the basis that UKEF will hold it in accordance with paragraphs 7.2, 7.3 and 7.4 below.
- 7.2. Unless UKEF and the Exporter agree otherwise, any information provided by the Exporter in this form or any application (or in any attachment to the same), and all discussions and correspondence relating to this form or any application, shall be confidential and shall not be disclosed by UKEF to any third party except:
- (1) in accordance with its obligations at law (including under the Freedom of information Act 2000 and the Environmental Information Regulations 2004) or its obligations to Parliament as a Government Department;
 - (2) subject to paragraph 7.3 below, to UKEF's external legal advisers and other Government Departments; and
 - (3) after signature of the Guarantee, in publishing in its Annual Report, on UKEF's website, or elsewhere, details of the Exporter's name, the name of the Buyer and the country in which the Export Contract is to be performed, a short description of the items supplied under the Export Contract or the project to which it relates and the type and amount of UKEF support provided.
- 7.3. Where UKEF discloses information, pursuant to paragraph 7.2(2) above, to its external legal advisers or any other Government Department any information contained in the form or its attachments, or provided in any discussions and correspondence relating to this form, UKEF shall:
- (1) notify those legal advisers or, as the case may be, that other Government Department of the terms (as set out in 7.2 above) on which that information has been provided to UKEF; and
 - (2) in the case of any disclosure to another Government Department, notify the Exporter of that disclosure (except where to do so would be unlawful or might prejudice an investigation by the Serious Fraud Office, the police or any other investigative authority).
- 7.4. Where the Exporter's consent or agreement is required for the disclosure by UKEF of the information referred to at the opening of 7.2, the Exporter will not unreasonably delay or withhold its agreement or consent to any such disclosure (for example, to reinsurers and outsource service providers in connection with UKEF's portfolio management activities, to other export credit agencies or other persons in connection with the assessment of the information in this form or of the risk which UKEF would assume if it were to enter into the Guarantee).



8 ENCLOSURES

The items listed in the table below should be submitted to UKEF together with this questionnaire. Please confirm that they have been attached by ticking the box in that table.

(a) Audited financial statements for the past 3 years, including a Profit & Loss, Balance Sheet and Cash Flow Statement, with notes (if applicable). If the company is part of a larger group, separate accounts should be provided for the company and group	
(b) Year to date management accounts (Including Profit & Loss, Balance Sheet and Cash Flow where available)	
(c) Financial forecasts for the next 3 years including monthly cash-flow projections for the business as a whole. If unavailable please provide for at least the projected facility/guarantee term. If there are any shortfalls, please explain how these will be filled.	
(d) Provide a brief commentary below on the financial information in (a) to (c), with particular focus on turnover, gross and net profit, dividend policy, dividends (if any), debt profile including bank borrowing and net worth, and any other information which explains any exceptions, anomalies or volatility. If the company has experienced any unusual or off-trend financial performance in the last 3 years please also explain this.	
(e) Diagram showing corporate structure including parent, subsidiary and associated companies	



9 EXPORTERS CERTIFICATION

The Exporter:

- (a) acknowledges that UKEF will rely on the information in this form (when completed) for the purpose of deciding whether to issue any guarantee at the request of the Exporter.
- (b) certifies that the facts stated by the Exporter in this form are true and that the Exporter has neither misrepresented nor omitted any material fact which might have a bearing on UKEF's decision to issue any guarantee on the application of the guarantee requested above.
- (c) agrees that for the purposes of this form it shall be deemed to have knowledge of any fact or circumstance, if that knowledge is possessed by one or more of its directors or by the person signing this form on the Exporter's behalf.
- (d) shall advise UKEF promptly of any changes that may occur to the details shown in this form.

Signed for and on behalf of the Exporter By its duly authorised signatory:

Signature: _____

Name: _____

Position: _____

Date: _____



10 HOW DID YOU HEAR ABOUT UKEF? (please select one of the answers below)

(a) UKEF Export Finance Manager	
(b) DIT (previously UKTI) or other government body	
(c) Bank (specify)	
(d) Broker (specify)	
(e) Event (specify)	
(f) Web (specify)	
(g) Newspaper, trade press, etc.	
(h) Direct Marketing	
(i) Other (Chamber of Commerce, Trade Body etc.) (please specify)	