



# **Application for a UKEF Facility Line for**

## **The Bond Support Scheme (BSS)**

**Or**

## **Export Working Capital Scheme (EWCS)**

EXPORTERS SHOULD NOT SEND THIS APPLICATION DIRECTLY TO UKEF ALL APPLICATIONS MUST BE SUBMITTED BY A PARTICIPATING BANK VIA [TFISUNDERWRITING@UKEXPORTFINANCE.GOV.UK](mailto:TFISUNDERWRITING@UKEXPORTFINANCE.GOV.UK)



## Purpose of this application

This application is for use where an exporter wishes to request the Export Credits Guarantee Department operating as UK Export Finance (“**UKEF**”) to provide a commitment to the exporter’s bank:

- to issue guarantees to the exporter’ bank to enable the bank to issue bonds at the request of the exporter in order to satisfy a condition of export contracts which the exporter has entered into with specific purchasers; or
- to issue guarantees to the exporter’ bank in order to enable the bank to make a working capital facilities available to an exporter to enable the exporter to supply goods or services to buyers outside the United Kingdom under export contracts with specific purchasers.

The guarantees to be issued by UKEF will protect the bank against the exporter (1) failing to reimburse the bank in respect of any payment which the bank makes in response to a demand under any of the bonds or, as the case may be, (2) failing to repay the relevant working capital facility

UKEF will rely on the information in this application (when completed) when deciding whether to provide the commitment mentioned above.

## Exporter questionnaire

The exporter must provide UKEF with information about itself and its business by completing and submitting UKEF’ standard Exporter Questionnaire, a copy of which can be found on UKEF’ website [www.gov.uk/government/organisations/uk-export-finance](http://www.gov.uk/government/organisations/uk-export-finance). The Exporter Questionnaire may be submitted in advance of this application or together with it. If the exporter has already submitted an Exporter Questionnaire, it need not resubmit a further questionnaire unless it has been specifically requested to do so by UKEF.

## Completing and submitting this application

This application may be completed either in hard copy or electronically. In either case, the completed application should be signed on behalf of the exporter by a duly authorised signatory and sent to the bank which is providing the working capital facility or, as the case may be, arranging the issue of the contract bonds so that the bank may complete the remainder of the application, sign it and submit it to UKEF. If this application is sent to the bank electronically, the Exporter’ signatory should sign the application by typing his name into the appropriate space in signature block.

The exporter must complete the nominated buyer information in the application set out in the Schedule to this application. This shall be repeated for each nominated buyer under an export contract. Before sending this application to the bank, the exporter should make and retain a copy of it so that the exporter has a record of the representations, declarations undertakings given to UKEF in this application and its obligations under those undertakings.

## 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’ 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.



## PART A: EXPORTER'S INFORMATION, DECLARATIONS AND UNDERTAKINGS

### 1 Exporter's details

Full corporate name	
Company registration number	
Date of Exporter's Questionnaire (See introductory page)	

### 2 Nominated buyers and agents

- 2.1 The company identified in section 1 above ("the **Exporter**") wishes ECGD to issue guarantees in respect of contracts between the Exporter and any buyer identified in the Schedule(s) to this Part A.
- 2.2 In obtaining the award of, and/or negotiating, contracts with the buyer named in any Schedule to this Part A the Exporter will use the services of such agent, if any, as is named in that Schedule.

### 3 Goods and/or services to be supplied under each export contract

(a) Describe the goods and/or services to be supplied under the export contracts with the buyer(s) named in the Schedule(s) to this Part A (indicating whether any of the goods are second-hand)	
(b) Specify whether the goods and/or services made to order or off the shelf	<input type="checkbox"/> Made to order  <input type="checkbox"/> Off the shelf
(c) Exporter's experience of providing the goods or services	

### 4 Code of conduct

(a) Does the Exporter have a code of conduct and written procedures of the type contemplated by section 7(2) of the Bribery Act 2010 in place to discourage and prevent Corrupt Activity?	<input type="checkbox"/> Yes (Go to (b) below)  <input type="checkbox"/> No  <small>(See the Ministry of Justice's guidance at <a href="http://www.justice.gov.uk/downloads/legislation/bribery-act-2010-guidance.pdf">http://www.justice.gov.uk/downloads/legislation/bribery-act-2010-guidance.pdf</a> )</small>
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<p>(b) If not previously supplied, attach a copy of the Exporter's latest code and written procedures</p>	<p><input type="checkbox"/> Attached</p> <p><input type="checkbox"/> Previously supplied</p>
<p>(c) Will the code be applied in obtaining and performing export contracts with the buyers named in section 2 above?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>



## 5 Charges and convictions

<p>If the Exporter, or anyone who will act on its behalf in connection with the Export Contract, currently under charge in any court in the United Kingdom on the grounds that the Exporter or that person has contravened the laws of the United Kingdom which prohibit the bribery of foreign public officials?</p>	<p><input type="checkbox"/> Yes (Provide full details below)</p> <p><input type="checkbox"/> No</p>
<p>Has the Exporter, or anyone who will act on its behalf in connection with the export contract, within the period of five years ending on the date of this Application, 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?</p>	<p><input type="checkbox"/> Yes (Provide full details below)</p> <p><input type="checkbox"/> No</p>



## 6 Exporter's declaration and undertakings

### 6.1 Interpretation

In this application:

**"Agent"** means any agent, intermediary, consultant or other person:

- (1) who has been instructed by, or on behalf of, the Exporter; and
- (2) who has been directly or indirectly involved in the process of tendering for, or seeking the award of, the Export Contract or any Related Agreement;

**"Exporter"** means the entity named in section 1 of this Part A;

**"Export Contracts"** means the contracts which will be entered into from time to time between the Exporter and each Nominated Buyer (and **"Export Contract"** shall be construed accordingly);

**"Exporter Questionnaire"** means the form bearing that title and giving information regarding the Exporter and its business as completed and submitted to UKEF by the Exporter;

**"Facility Letter"** means a letter from ECGD to the Bank under which ECGD agrees, subject to certain provisos to issue guarantees to the Exporter's bank to enable that bank:

- (1) to issue bonds at the request of the Exporter in order to satisfy a condition of an Export Contract; or
- (2) to make a working capital facility available to the Exporter to enable the Exporter to supply goods or services under an Export Contract;

**"Guarantee"** means each guarantee which UKEF is requested to give by this application; and

**"Nominated Buyer"** means an entity nominated as a buyer in a Schedule to this Part A.



## 6.2 Request to Issue a Facility Letter

By signing this application, the Exporter:

- 6.2.1 requests UKEF to issue a Facility Letter to the Bank; and
- 6.2.2 acknowledges that UKEF, when deciding whether or not to issue that Facility Letter, will rely on the facts stated, and representations and declarations made, in this application and on the information contained in the Exporter's Questionnaire;
- 6.2.3 represents to UKEF that:
  - (1) that those facts, representations and declarations are, and that information is, true and correct; and
  - (2) the Exporter has neither misrepresented nor omitted any material fact which might have a bearing on UKEF's decision as to whether it should issue the Facility Letter;
- 6.2.4 undertakes to notify UKEF and the Bank promptly in writing of any changes which may occur in the facts stated, or the representations or declarations given, in this application or in the Exporter Questionnaire;
- 6.2.5 agrees that, for the purposes of this application, the Exporter 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 application on the Exporter's behalf; and
- 6.2.6 authorises the Bank to provide to UKEF such information as UKEF may from time to time require in connection with this application for a Facility Letter.

## Schedule No.: Nominated buyer

Please repeat and sign for each nominated buyer. Insert number 1 for the first Schedule, 2 for the second etc.

### 1. Buyer Information

(a) Buyer's name	
(b) Buyer's address	
(c) Buyer's country	
(d) Exporter's experience in doing business with this buyer	



## 2. Agents

*In this section, the words "Agent" and "Related Agreement" bear the meanings given to them in section 6 of Part A.*

(a) Will an Agent be used to obtain and negotiate any export contract with the Buyer named above?	<input type="checkbox"/> Yes (complete sections (b) to (e) below) <input type="checkbox"/> No (provide details of next buyer)
(b) Name and address of Agent	
(c) Specify the services which the Agent has provided, or is providing.	
(d) Specify the amount (or, if in the form of payments in kind, the value) of any commission, fees or other remuneration payable to the Agent and relating specifically to any export contract with the Buyer	
(e) Specify the country or countries where any commission, fees or other remuneration is/are payable to the Agent.	

### Signed for and on behalf of the Exporter by its duly authorised signatory

Signature:	
Name:	
Position:	
Date:	

### What next?

- **Print a hard copy of the completed application.**
- **Have it signed on the Exporter' behalf by a duly authorised signatory.**
- **Retain a copy for future reference.**
- **Scan the signed application and send a scanned copy of it to the bank which is to provide the bond facility and/or working capital facility so that the bank can complete the second part of this application and submit the completed application to UKEF and sent to UKEF.**





## Part B: Bank's declarations and undertakings

Capitalised expressions used in sections 1, 2, 3, 4, 5 and 6 of this Part B bear the meanings respectively attributed to them in the Master Bond Support Agreement or, as the case may be, the Export Working Capital Scheme Master Guarantee Agreement between UKEF and the Bank.

### 1 Bank information

#### 1.1 Bank's full legal name

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#### 1.2 Bank's Contact Details for the purposes of this Application

Contact Name	Tel No
Position	Fax No
Postal Address	Email

### 2 Bank's current relationship with the exporter

#### 2.1 Duration

Length of relationship with the Exporter	
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#### 2.2 Facilities currently provided to the Exporter

Facility Type and Purpose	Amount	Amount Drawn	Expiry Date	Security	Covenants (include main terms)



### 2.3 Further Information

In relation to the Exporter's overdraft, revolving credit facility or trade products:

<p>(a) Is the Exporter an exit/watch-list/work out customer or has it been classed as such at any time during the past 12 months?</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (Provide full details below)</p>
<p>(b) Have there been any uncured payment defaults at any point in the last 12 months?</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (Provide full details below)</p>
<p>(c) Have there been any covenant breaches at any point in the last 12 months?</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (Provide full details below)</p>

### 3 Security for bond or working capital facility

<p>(a) Does the Bank hold, or will it receive, any security taken for the specific purpose of securing the obligations of the exporter or other guarantor or indemnifier in respect of the proposed bonding or working capital facility ("<b>Related Security</b>")?</p>	<p><input type="checkbox"/> Yes (Go to (b) below)</p> <p><input type="checkbox"/> No (Go to (c) below)</p>
<p>(b) Provide details of the type of security and entity providing it</p>	
<p>(c) Does the Bank hold, or will it receive, any security (other than Related Security) which it may apply in or towards payment of amounts due from the exporter or other guarantor or indemnifier in respect of the proposed bonding or working capital facility?</p>	<p><input type="checkbox"/> Yes (Go to (d) below)</p> <p><input type="checkbox"/> No (Go to section 4 below)</p>
<p>(d) Provide details of the type of security and entity providing it</p>	



#### 4 Maximum value of guaranteed facility

(a) Maximum value in sterling of all bonds and/or working capital facilities which the Bank wishes UKEF to guarantee.	
(b) Percentage of the Maximum Value of the bonds/working capital which the Bank wishes UKEF to guarantee (up to a maximum of 80%)	

#### 5 The Bank will receive the following fees (excluding advisory fees) in consideration of its issuing, or procuring the issue of, the bonds/working capital:

Corresponding Fee	
Other Fees	
Intervals at which the Corresponding Fee is payable (e.g. quarterly in arrears, quarterly in advance etc)	

#### 15.3 Margin, Interest & Fees

Credit Margin	
Interest Rate (and basis) (e.g. LIBOR plus Margin)	
Commitment Fee (if any)	
Other fees, if any, to be received by the bank in connection with the provision of the Facility	
Intervals at which the Credit Margin is payable (e.g. quarterly in advance/in arrears etc)	

#### 6 Request to issue a facility letter

##### The Bank:

- (1) requests ECGD to issue a Facility Letter (as defined in the 'Request to Issue a Facility Letter' section of this application) to the Bank;
- (2) acknowledges that UKEF will rely on the information in this Part B when deciding whether or not to issue that Facility Letter; and
- (3) represents that that information is true and correct (but makes no representation as to the truth or correctness of any statement made by the Exporter in the other sections of this application).

##### Signed for and on behalf of the Bank by its duly authorised signatory:

Signature:	
Name:	
Position:	
Date:	