

EXPORT-IMPORT BANK-REPORT OF OVERDUE ACCOUNTS UNDER SHORT TERM POLICIES

(please type or print all information)

POLICY NUMBER : (_____) - _____ Report for period: _____
 (Prefix) (Number) (Month) (Year)

POLICYHOLDER: _____

Contact: _____

Tel: _____ Fax: _____

E-mail: _____

BROKER: _____

Date Received

OVERDUE REASON

- Cash Flow / Commercial Problems*
- Foreign Exchange Problems (local payment made)
- Insolvency*
- Dispute* (Product; terms; documents; etc.)
- Slow Pay Typical
- Natural Disaster
- Buyer Re-Organizing
- Other*

*Please attach detailed explanation of the overdue item and prospect for recovery

| ITEM | BUYER NAME | COUNTRY | Actual Payment Terms | Shipment Date | Due Date | SHIPMENT AMOUNT | OVERDUE AMOUNT | REASON |
|------|------------------------------|---------------|----------------------|---------------|----------|-----------------|----------------|--------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| | | PAGE TOTALS | | | | | | |
| | complete only on last page → | REPORT TOTALS | | | | | | |

We hereby certify that this report is a true and complete statement as required by the policy, that we have read the additional notes and instructions on the reverse side and that we understand this form to the pertinent conditions of the policy.

Name of Preparer: _____

Phone: (____) _____ - _____

Signature: _____

Date Prepared: _____, _____
 (Month) (Day) (Year)

Page No. ____ of ____ pages

WHO TO CONTACT:

FOR POLICY TYPES ENB / ENV / ESC / ESS / CONTACT:

Short Term Trade Finance Division
811 Vermont Ave. N.W. Room 1157
Washington, DC, 20571
TEL (202) 565-3644
FAX (202) 565-3962

FOR POLICY TYPES ELC / FIBC CONTACT:

Trade Finance & Insurance Division
811 Vermont Ave. N.W. Room 931
Washington, DC, 20571
TEL (202) 565-3400
FAX (202) 565-3684

USE SEPARATE REPORT-FORMS WHEN REPORTING OVERDUE ACCOUNTS UNDER DIFFERENT POLICIES OR DIFFERENT POLICY NUMBERS.

NOTE 1. Check your policy to determine when you should begin to report an account as overdue. Generally, policies require that an overdue report be filed only under the following circumstances: (a) each time your policy is due to be renewed, in which case all overdues in excess of **90** days (irrespective of the amount of the overdue) must be reported; or (b) each month until the overdue is paid or until a claim is filed for buyers more than **90** days past due on obligations (insured and uninsured) totaling more than \$25,000. Bank policyholders are generally required to report all overdues of **30** days or more (under Bank Letter of Credit policies)

NOTE 2. THE FOLLOWING ARE COLLECTION AND CLAIM FILING PROCEDURES TO BE FOLLOWED BY YOU IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE POLICY (UNLESS ALTERNATE ACTION IS APPROVED IN WRITING BY THE INSURER):

- a) You should make every effort to collect from the obligor. If you have not yet received a reply from the obligor as to the reasons for non-payment, you should write to the agent or sales representative, requesting assistance. (Copies of such correspondence must accompany the Proof of Loss Form if a claim is filed.)
- b) If the obligor has not accepted the goods (under a non-letter of credit transaction):
You should not release the merchandise to the buyer on payment terms other than those originally agreed upon. You should consider the possibility of reselling the merchandise on the local market or of arranging for the immediate return of the merchandise to the United States, and consult with the insurer before taking any such action.
- c) Generally, you should make written demand for payment on the obligor and guarantor prior to claim submission. Rescheduling of maturity dates must not be granted by you unless specifically authorized by the insurer in writing or as specified in the policy for short-term sales.
- d) In order to file a claim, you must submit a properly completed Proof of Loss Form. All pertinent questions on that form must be answered and documentation requested therein must be submitted.
- e) **REFER TO YOUR POLICY FOR INSTRUCTIONS ON WHEN A CLAIM SHOULD BE FILED.**

The applicant is hereby notified that information requested by this form is done so under authority of the Export-Import Bank Act of 1945, as amended (12 USC 635 et. seq.); provision of this information is mandatory and failure to provide the requested information may result in Ex-Im Bank being unable to determine eligibility for support. Ex-Im Bank may not require the information and applicants are not required to provide information requested in this application unless a currently valid OMB control number is displayed on this form (see upper right of each page).

Ex-Im Bank and its officers and employees are subject to the Trade Secrets Act (18 U.S.C. Sec. 1905) which requires Ex-Im Bank to protect confidential Business and commercial information from disclosure, and 12 CFR 404.7 which provides that Ex-Im Bank will not disclose information provided in confidence without the submitter's consent and except as required by law. Ex-Im Bank will endeavor to restrict the disclosure of all information provided in this form to the fullest extent permissible under federal information disclosure laws including the Freedom of Information Act (5 U.S.C. 552), the Privacy Act of 1974 (5 U.S.C. 552a), or under any other law or court order.

Public Burden Statement: Reporting for this collection of information is estimated to average 1/4 hour per response, including reviewing instructions, searching data sources, gathering information, completing, and reviewing the application. Send comments regarding the burden estimate, including suggestions for reducing it, to Office of Management and Budget, Paperwork Reduction Project OMB# 3048-8889; Washington, D.C. 20503.