



EXPORT-IMPORT BANK  
OF THE UNITED STATES

---

OFFICE OF THE GENERAL COUNSEL

Office of Management & Budget  
Office of Information and Regulatory Affairs  
725 17th Street, N.W.  
Washington, D.C. 20038  
Attn: Shagufta Ahmed

May 29, 2012

Reference: Emergency Justification for EIB 99-14 – Trade Reference Form

Dear Ms. Ahmed,

Export-Import (Ex-Im) Bank is requesting an emergency approval for form EIB 99-14, Trade Reference Form, because the Bank is currently using this form without OMB approval. This form provides essential credit information used by Ex-Im Bank credit officers when analyzing requests for export credit insurance/financing support, both short-term (360 days & less) & medium-term (longer than 360 days), for the export of their US goods and services. Additionally, this form is an integral part of the short-term Multi-Buyer export credit insurance policy for those policyholders granted foreign buyer discretionary credit limit authority (DCL). Multi-Buyer policy holders given DCL authority may use this form as the sole source or one piece among several sources of credit information for their internal foreign buyer credit decision in which, in turn, commits Ex-Im's guarantee.

When developed in conjunction with the Bank's Short Term and Medium-Term Credit Standards (STCS/MTCS) the Trade Reference Form was meant to be a guideline for the type of information needed by either an Ex-Im loan officer or Multi-Buyer policyholder when making a foreign buyer credit decision. Ideally a supplier providing the trade reference would submit this information in a letter/memorandum on their company letter. Over time it has become common practice for Exporters to complete this form, thereby making it a regularly-used document in particular by Multi-Buyer policyholders. Ex-Im Bank and its Multi-Buyer policyholders use the Trade Reference Form approximately 6,500 times annually. Thus the Trade Reference Form is critical to Ex-Im Bank and in particular to over 2,300 Multi-Buyer policyholders during their foreign buyer credit review process. Accordingly, Ex-Im Bank requests emergency approval of EIB 99-14 in order to maintain the continuous foreign buyer credit process which affects over 6,500 foreign buyer requests annually.

---

If you have any questions please contact either myself or Sharon Whitt.

Sincerely,



Kathryn Hoff-Patrinos  
Deputy General Counsel  
Export-Import Bank of the United States  
811 Vermont Ave. N.W.  
Washington DC 20571-0002