

### 1. Application information (please print or type)

Company Legal Name :		
Company Address :		
City/Province :	Postal Code :	
Policy Contact Name :	Policy Contact Title :	
Telephone :	Fax :	Email :

### 2. Business description

Your Business : <input type="checkbox"/> Manufacturer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retail <input type="checkbox"/> Other (Please specify) _____	
Products and/or services to be covered :	
Average Production Time for your products:	Do you manufacture tailor made products? <input type="checkbox"/> Yes <input type="checkbox"/> No
Markets to be insured : <input type="checkbox"/> Canada <input type="checkbox"/> United States <input type="checkbox"/> Export	What % of your annual sales is from tailor made products? _____
Years in business :	Fiscal year end :
Financial Institution :	Accounting firm :
For the foreign sales that you want to insure, indicate the percentage of those sales that is comprise of goods of services exported from Canada.* _____%	
<small>*Exported from Canada means that the goods cross the Canadian Border or that the services are rendered by a Canadian (who is paid in Canada) for a foreign buyer.</small>	

### 3. Accounts receivable summary

	Canada	United States	Export
Actual Sales year-to-date :	\$	\$	\$
Total number of active accounts on A/R :			
Average A/R during the year :	\$	\$	\$
Maximum A/R during the year :	\$	\$	\$

### 4. Distribution of sales / Buyers concentration

Whosalers/Distributors _____%	Manufacturers _____%	Retailers _____%	Service Providers _____%	Others _____%
Largest buyer (% in sales) _____%	Name of buyers :			
3 Top buyers (% in sales) _____%	Names of 3 buyers :			

### 5. Sales and loss history (3 last fiscal years)

Fiscal Year End	Current YTD:	M/D/Y :	M/D/Y :	M/D/Y :
<b>Canadian Sales (\$)</b>				
Bad Debts/Total (\$)				
Bad Debts/Number				
<b>United States Sales (\$)</b>				
Bad Debts/Total (\$)				
Bad Debts/Number				
<b>Export Sales (\$)</b>				
Bad Debts/Total (\$)				
Bad Debts/Number				
Describe any unusually large bad debts				

### 6. Forecast sales for the next 12 months by country

Country	Terms	Sales (\$)	Country	Terms	Sales (\$)

## 7. Terms of sales

	Canada	United States	Export
Normal open account terms of sales	days	days	days
Days sales outstanding (DSO)	days	days	days
% of sales under normal terms	%	%	%
Longest terms of sales	days	days	days
% of sales under longest terms of sales	%	%	%
% of sales using letter of credit	%	%	%
Types of documentary collections			
% of sales using documentary collections	%	%	%

## 8. Major buyers

Name	Complete Address	Phone Number	Limit Required (\$)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

## 9. Past due table

List all customers on which coverage is being requested with undisputed amounts more than 60 days past due under original terms of sales, or that you have reason to believe will become 60 days past due (if there are none, please indicate by writing 'none'.)

Customer Name/Country	Shipment Dates	Account balance	Amount 60 days +	Original Terms of sales (net)	Reason for past due
1.					
2.					
3.					
4.					
5.					

## 10. Distribution of sales in your A/R

Number of clients that are in specific categories :

Line of credit	# of accounts	% of sales	Lines of credit	# of accounts	% of sales	Line of credit	# of accounts	% of sales
2 500 - 5 000 \$			25 001 - 50 000 \$			250 001 - 500 000 \$		
5 001 - 10 000 \$			50 001 - 100 000 \$			500 001\$ +		
10 001 - 25 000 \$			100 001 - 250 000 \$					

## 11. Affiliated companies

Do you require coverage on sales made by affiliated companies ?  Yes  No

Company Legal Name :

Trade Styles Used :

Street Address :

City :

State/Province :

Country :

Zip/Postal Code :

Affiliation :

% of ownership :

## 12. Credit management procedure

Do you have formal written credit procedures  Yes (please attach to application)  No

Who in your company manages the credit management process and who assists in that effort?

Name :	Title :	Full-time : <input type="checkbox"/>	Part-time : <input type="checkbox"/>
Do you establish credit limits : <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, on what basis is a specific limit established? (Check below) :	
<input type="checkbox"/> Dun&Bradstreet <input type="checkbox"/> Groupe Echo <input type="checkbox"/> Equifax <input type="checkbox"/> Bank Reports <input type="checkbox"/> Trade References <input type="checkbox"/> Financial Statement <input type="checkbox"/> Others : _____			
Do your invoices indicate terms of payment?			
Do you have exceptional terms of payments (ex. Dating)? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain:	
How often is credit limit reviewed and on what basis ?			
What information do you use when reviewing the credit limit ?			
Do you use security instruments? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain:	
Do you refer to the status of the account before?:			
Acceptance of the order : <input type="checkbox"/> Yes <input type="checkbox"/> No		Shipment : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are orders received in writing : <input type="checkbox"/> Yes <input type="checkbox"/> No		What is the average period for shipping ?	
When do you stop shipping to a client?			
Are your accounts presently insured or factored? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, with whom?	
Expiry date of the policy?			
Will your bank be the Collateral Beneficiary of your Credit Insurance policy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of your Financial Institution?			
Do you have formal collection procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Under what circumstances do you place accounts for collection with outside agencies?			
How do you manage your Export collection?			

### 13. Information

In what currency do you wish the policy to be? <input type="checkbox"/> CAD <input type="checkbox"/> USD
In what language do you wish the policy to be? <input type="checkbox"/> French <input type="checkbox"/> English

### 14. Declaration

As a basis for the policy hereby applied for, and for any Policy of Credit Insurance, which may hereafter be issued to us, we warrant that the information provided in this application is correct and no relevant information has been withheld. Any person who, with intent to defraud or knowing that (s)he is facilitating a fraud against an insurer or any other person, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud. This application and said policy if issued shall, with the terms and conditions therein, constitute the entire agreement between the undersigned and the insurer, any verbal or written statement, promise or agreement, by any agent of a respective insurer, or notice to or knowledge of such agent or any other person, to the contrary notwithstanding. It is also agreed that this application, whether as respects anything contained therein or omitted there from has been made, prepared and written by the applicant or by his own proper agent. In case there may occur any changes regarding information provided in this form between its submission and the issuing of the respective insurance policy, we will, without undue delay, notify Noordberg & Associés Inc. Completion and filing of this application does not constitute coverage.

### 15. Brokers mandate / Confidentiality agreement

It is hereby agreed that Noordberg & Associés Inc., has been engaged for the purpose of rendering insurance brokerage services with respect to your credit and political risk insurance requirements.

**Limitations of the mandate:**  
The mandate will take effect on the date of the receipt of the application by Noordberg & Associés Inc. As your broker our mandate is to make recommendations relating to Credit and Political Insurance and commercial credit matters that based on our experience are in your best interest. You are under no obligation to follow recommendations set forth by the broker. The mandate will remain in effect from receipt of the application to the inception of a credit or political risk insurance policy, the renewal of such policy or until cancelled by the client, in written form, to Noordberg & Associés Inc. If the procedure of the terms negotiation for new or renewal is done by Noordberg and associates and further given to another broker, consultation fees of 15% of minimum premium will be charge to client.

**Noordberg & Associés Inc. agrees that it will not disclose, grant access to or in any way divulge such information to any person or organization other than necessary information to be provided to underwriters for the purpose of the underwriters' analysis.**

Signature	Title
Name	Date