



**4. TWELVE MONTHS' TRADING STATEMENT WITH YOUR CUSTOMER**

Month and year	Invoices issued	Credit notes	Payments received	Dishonored payments (3)	Month and balance c/f (5)	Outstanding balance (4) c/f	Payment terms
<b>Totals</b>							

**5. CLAIM DETAILS**

**Nature of claim:** (please check the appropriate box)

Insolvency                      Default                      Transfer delay                      Political risk

**Checklist of supporting documents:** (please check)

- Protracted default – please submit:
  - Invoices (showing contractual terms, if not, please provide terms and conditions)
  - Proof of delivery (if not available, please provide other proof of debt)
  - Completed twelve months trading statement with this customer (refer to part 4 of this claim form) and a summary of circumstances giving rise to loss
  - Correspondence in relation to the debt
- Insolvency – In addition to the above documents listed under Protracted Default, please also submit:
  - Confirmation of practitioner’s appointment
  - Details of your Retention of Title (ROT) clause (please attach copy inventory and copy ROT clause)
  - Proxy form – unsigned
  - Assignment document – signed
- Transfer delay: evidence of local currency deposit and administrative actions having taken place (if applicable)
- Discretionary limit justification (if applicable)

**6. DECLARATION**

I declare, to the best of my knowledge and belief, that the above details are true and complete and that no information has been withheld that may influence this claim. I under take to advise Coface of any changes of circumstances in this claim, including any recoveries.

Signature:	No. of pages (incl. this one)	<b>Please send this claim form to:</b> <b>Coface Claims Department</b> <b>Fax: 609-490-1582</b> <b>Email: <a href="mailto:claims@coface.us">claims@coface.us</a></b>
	Date:	
	Name:	
	Title:	

(3) Show whether any payments have been dishonored.  
 (4) Please use this column to show how the outstanding debt was built up each month over the 12-month period.  
 (5) Carried forward from previous year.