



# Export-Import Bank of the United States APPLICATION FOR MEDIUM-TERM INSURANCE OR GUARANTEE

This application is to be used for insurance and guarantee transactions with financed amounts of \$10 million or less (excluding financed premium) and repayment terms between eighteen months and seven years. Applications for other Ex-Im Bank products can be found on Ex-Im Bank’s web site under the “Apply” section.

Additional information on how to apply for Ex-Im Bank medium-term insurance or guarantees can be found at Ex-Im Bank’s web site [http://www.exim.gov/tools/how\\_to\\_apply.html](http://www.exim.gov/tools/how_to_apply.html).

An online version of this application is available on Ex-Im Bank’s web site. Ex-Im Bank encourages customers to apply online, as it will facilitate our review and allow customers a faster response time. Additional information on how to apply for Ex-Im Bank insurance can be found at Ex-Im’s web site <http://www.exim.gov>.

Send this completed application to Ex-Im Bank, 811 Vermont Avenue, NW, Washington, DC 20571. Ex-Im Bank will also accept e-mailed PDF and faxed applications. Please note the applications must be PDF scans of original applications and all required application attachments. (Fax number 202.565.3675, e-mail [exim.applications@exim.gov](mailto:exim.applications@exim.gov)).

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## APPLICATION FORM

Applicant name: \_\_\_\_\_ Duns#: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Street address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Nine-digit Zip Code: \_\_\_\_\_  
Country: \_\_\_\_\_ NAICS Code: \_\_\_\_\_  
Total number of employees: \_\_\_\_\_ Total Revenues: \_\_\_\_\_

### Broker (Insurance Only)

Check if there is no broker

Broker name: \_\_\_\_\_ Ex-Im Bank Broker#: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 1. GENERAL QUESTIONS

#### A. Product

- Insurance
- Finance Lease Guarantee
- Loan Guarantee. Enter MGA# if known \_\_\_\_\_

#### B. Coverage type

- Comprehensive risk
- Political risk

#### C. Conversion of a Preliminary Commitment or a Letter of Interest

- No
- Yes. The Ex-Im Bank reference number is: \_\_\_\_\_

#### D. Resubmission

Check if this is a resubmission of an application that was previously deemed incomplete or was withdrawn for other reasons. The Ex-Im Bank reference number is: \_\_\_\_\_

#### E. Renewal

- CGF (Credit Guarantee Facility)
- MTR (Medium-Term Repetitive Insurance Policy)

#### F. Primary contact point for Ex-Im Bank inquiries on this transaction:

- Exporter
- Broker (Insurance only)
- Lender/Lessor



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### 2. SPECIAL COVERAGES

Check the boxes for the coverage(s) that apply to the transaction. View the fact sheets describing the coverage(s) on Ex-Im Bank's website as noted below. Complete and attach the requested forms.

<input type="checkbox"/> Pre-shipment Cover <a href="#">Attachment II – Pre-shipment Questionnaire required</a>	<input type="checkbox"/> Used Equipment <a href="#">Attachment III - Used Equipment Information and Questionnaire required</a>	<input type="checkbox"/> Co-Financing with Foreign Export Credit Agency Attachment H required <a href="http://www.exim.gov/tools/appsforms/EIB95-10attachmentH.pdf">http://www.exim.gov/tools/appsforms/EIB95-10attachmentH.pdf</a>
<input type="checkbox"/> Local Cost Support <a href="http://www.exim.gov/products/policies/local_cost.html">www.exim.gov/products/policies/local_cost.html</a>	<input type="checkbox"/> Foreign Currency Coverage (specify currency) _____  Supply contract denominated in. <input type="checkbox"/> US\$ <input type="checkbox"/> Foreign currency	<input type="checkbox"/> Environmental Exports Program <a href="http://www.exim.gov/products/special/environment.html">www.exim.gov/products/special/environment.html</a>
<input type="checkbox"/> Ancillary Service Fees <a href="http://www.exim.gov/products/ebd-m-13.html">www.exim.gov/products/ebd-m-13.html</a>	<input type="checkbox"/> Credit Guarantee Facility <a href="http://www.exim.gov/products/credit_guar.html">www.exim.gov/products/credit_guar.html</a>	<input type="checkbox"/> Military/Security/Police <a href="http://www.exim.gov/products/policies/military.html">http://www.exim.gov/products/policies/military.html</a>
<input type="checkbox"/> Foreign Dealer Insurance Policy <a href="#">Attachment IV Required</a>	<input type="checkbox"/> Leasing Specify <input type="checkbox"/> Guarantee <a href="http://www.exim.gov/tools/appsforms/leaseguar.html">www.exim.gov/tools/appsforms/leaseguar.html</a> <input type="checkbox"/> Insurance <a href="http://www.exim.gov/products/insurance/leasing.html">http://www.exim.gov/products/insurance/leasing.html</a>	<input type="checkbox"/> Other _____

### 3. PARTICIPANTS:

What is the Applicant's role in the transaction?  Exporter  Buyer/borrower/lessee  Lender/lessor?

**Exporter:** The exporter is the U.S. entity that contracts with the buyer for the sale of the U.S. goods and services. In the case of a finance lease, if the lessor is a U.S. entity and takes title to the goods and services for lease to the foreign lessee, the lessor is the exporter.

Check if the exporter is the applicant. Otherwise, complete the information below for each exporter, including ancillary service providers.

Exporter name: \_\_\_\_\_ Duns #: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Position title: \_\_\_\_\_ Fax#: \_\_\_\_\_

Street address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal code: \_\_\_\_\_

NAICS Code: \_\_\_\_\_ Total number of employees: \_\_\_\_\_ Total Sales: \_\_\_\_\_



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**Supplier:** The supplier is the U.S. company that manufactures the goods and/or performs the services to be exported.

Check if the supplier is also the exporter. Otherwise, complete the information below for each supplier, including ancillary service providers.

Supplier name: \_\_\_\_\_ Duns#: \_\_\_\_\_

Position title: \_\_\_\_\_ Fax#: \_\_\_\_\_

Street address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Nine-digit Zip Code: \_\_\_\_\_

NAICS Code: \_\_\_\_\_ Total number of employees: \_\_\_\_\_ Total Sales: \_\_\_\_\_

**Borrower or Lessee:** The borrower is the entity that agrees to repay the loan. The lessee is the entity that agrees to lease the goods and services from the lessor and pay rent under a finance lease.

Check if the borrower/lessee is the applicant. If not, complete the information below.

Borrower's/Lessee's name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Position title: \_\_\_\_\_ Fax#: \_\_\_\_\_

Street address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Country: \_\_\_\_\_

**Guarantor:** The guarantor is the person or entity that agrees to repay the credit if the borrower or lessee does not. Refer to the Medium-Term Credit Standards (at [http://www.exim.gov/tools/credit\\_stds.html](http://www.exim.gov/tools/credit_stds.html)) to determine in what situations personal or corporate guarantors are required for medium-term transactions.

Check to indicate whether

There is no guarantor  The guarantor is an individual  The guarantor is a financial institution  The guarantor is a corporation. Complete the information below for each guarantor.

Guarantor name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Position title: \_\_\_\_\_ Fax#: \_\_\_\_\_

Street address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Country: \_\_\_\_\_

**Buyer:** The buyer is the entity that contracts with the exporter for the purchase of the U.S. goods and services. Check if the buyer is also the  borrower/lessee or lessor or  guarantor. Otherwise, complete the information below.

Buyer name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Position title: \_\_\_\_\_ Fax#: \_\_\_\_\_

Street address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Country: \_\_\_\_\_



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**End-user:** The end-user is the foreign entity that uses the U.S. goods and services.

Check if end-user is  The borrower/lessee or  Guarantor or  Buyer. Otherwise, complete the information below.

End-user name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Position title: \_\_\_\_\_ Fax#: \_\_\_\_\_

Street address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Country: \_\_\_\_\_

**Lender/Lessor:** The lender is the company that extends the Ex-Im Bank guaranteed or insured loan to the Borrower. The Lessor is the company that extends the Ex-Im Bank guaranteed finance lease to the Lessee.

Check if the lender/lessor is the applicant. Otherwise, complete the information below.

Lender's/Lessor's name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Position title: \_\_\_\_\_ Fax#: \_\_\_\_\_

Street address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Country: \_\_\_\_\_

**Agent:**

An agent is a business entity or individual, usually located in the country of the borrower or buyer, who has assisted in the sourcing, packaging, and/or preparation of a request for support from Ex-Im Bank, and who will receive compensation in some form for their services.

Is an agent involved in this transaction? Yes  No

If yes, add the agent information below:

Agent's legal name: \_\_\_\_\_ Province: \_\_\_\_\_

Contact person: \_\_\_\_\_ Country: \_\_\_\_\_

Position title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Source of Repayment (PSOR)**

The PSOR is the entity whose financial statements form the basis of Ex-Im Bank's evaluation of reasonable assurance of repayment, i.e. the entity whose financial statements Ex-Im Bank uses to calculate the ratios for medium-term credit standards compliance. For this transaction, indicate whether the PSOR is:

- the buyer
- the corporate guarantor, or
- business combination, (e.g. the consolidated or combined financial statement of the buyer and one or more corporate guarantors.) If business combination, indicate which entities comprise the combination

Is the PSOR a financial institution? Yes  No

Select the risk category of the PSOR: Sovereign  Public Non-sovereign  Private

Does the PSOR have a bond rating? Yes  No

If yes, indicate the name of the rating agency, rating, and the date of the rating. \_\_\_\_\_



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### 4. TRANSACTION DESCRIPTION

**a)** Describe the U.S. goods and service(s). Include make, model, manufacturer/supplier or NAICS of goods and services, number of units, values and estimated U.S. and foreign content. This section does not need to be completed if the exporter attaches a Content Report ([www.exim.gov/pub/pdf/ebd-m-58.pdf](http://www.exim.gov/pub/pdf/ebd-m-58.pdf)) or if the request is for a Credit Guarantee Facility.

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**b)** Describe the purpose of the transaction. Include answers to the following: Will the goods be used to create or expand production capacity for an exportable product? Are the goods and services destined for an identifiable project? If so, provide information on the total estimated project costs in U.S. dollars. Also provide information on other sources of financing for the project, including working capital.

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**c)** Indicate whether an application for support of this export contract or a related project has been filed with the U.S. Agency for International Development, U.S. Maritime Administration, Overseas Private Investment Corporation, U.S. Trade Development Agency or a multilateral financing agency. If so, include a brief description of the additional support.

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**5. REQUESTED FINANCING AMOUNTS AND STRUCTURE**

Ex-Im Bank support is based on the value of the eligible goods and services in the exporter's supply contract(s) or purchase order(s). The total level of support will be the lesser of: 85% of the value of all eligible goods and services or 100% of the U.S. content included in all eligible goods and services in the exporter's supply contracts. In addition, Ex-Im Bank may also finance certain local costs, ancillary services as approved, and the exposure fee/premium. Fill out the chart below to determine estimated eligible amounts.

		<b>Definition</b>	<b>US\$</b>
<b>A</b>	Supply Contracts or Purchase Orders [If the lessor is a U.S. entity and takes title to the U.S. goods and services for lease to a foreign lessee, the finance lease is the supply contract]	The aggregate price of all goods and services in all the supply contract(s) or purchase order(s), including local costs, ancillary services, and excluded goods and services. Break out ancillary services in A(ii).	A(i) <hr/> A(ii)
<b>B</b>	Excluded Goods and Services	The aggregate price of all goods and services that are not eligible for or are excluded from Ex-Im Bank support (e.g. goods not shipped from the U.S. and excluded ancillary services). Local costs should not be included in this line.	
<b>C</b>	Total Local Costs	The aggregate price of all goods manufactured in the end-user's country and all services provided by residents of the purchaser's country. Ex-Im Bank may be able to finance these amounts up to 15% of D below.	
<b>D</b>	Net Contract Price	A minus B minus C	
<b>E</b>	Eligible Foreign Content	The aggregate cost of any goods produced or manufactured outside the U.S., or services provided by third country personnel or foreign freight cost and foreign insurance included in the net contract price (line D), (e.g. foreign items shipped from the U.S.).	
<b>F</b>	U.S. Content	D minus E	
<b>G</b>	Cash Payment	This amount must be the greater of E or 15% of D	
<b>H</b>	Local Cost Financing Requested	This can be no more than 15% of D	
<b>I</b>	<b>Financed Amount Requested</b> (Excluding Exposure Fee)	D minus G plus H	



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**A. Exposure Fee (Guarantees)/ Premium (Insurance)** Check one box.

- Ex-Im Bank to finance the fee/premium, which will be paid as the credit is drawn down.
- Ex-Im Bank to finance the fee/premium, which will be paid up front.
- Ex-Im Bank will not finance the fee/premium, and it will be paid as the credit is drawn down.
- Ex-Im Bank will not finance the fee/premium, and it will be paid up front.

**B. Transaction Structure:**

**i. Principal Repayment Term/Finance Lease:** \_\_\_\_\_(years). Unless otherwise requested, equal installments of principal will be repaid semi-annually beginning six months after the starting point. In the case of a finance lease, unless otherwise requested, rent will be calculated based on equal installments of principal, paid semi-annually beginning six months after the starting point.

**ii Starting Point:** The starting point is generally the event that marks the fulfillment of the exporter's contractual responsibility. See Ex-Im Bank's fact sheets on starting points and reach-back policies at [www.exim.gov](http://www.exim.gov). (Check one box.)

- |  |  |
|--|--|
| <input type="checkbox"/> Shipment (single shipment)                                | <input type="checkbox"/> Services Completion.                            |
| <input type="checkbox"/> Final Shipment (multiple shipments)                       | <input type="checkbox"/> Completion of Installation. Specify date: _____ |
| <input type="checkbox"/> Mean Shipment (multiple shipments)                        | <input type="checkbox"/> Project Completion. Specify date: _____         |
| <input type="checkbox"/> Consolidation Date (Foreign Dealer Insurance Policy only) |  |

**iii Shipment Period:** Shipments will be completed and/or services will be performed from:  
[     ] (month/year) to [     ] (month/year) excluding any acceptance, retention, or warranty period. If shipment is planned for a certain number of days after Ex-Im Bank authorization, so note: \_\_\_\_\_

**iv. Promissory Notes/Lease Supplements:** For transactions with multiple shipments indicate:

- There will be one promissory note per shipment.
- Disbursements will be consolidated into one promissory note.
- (Finance lease only) There will be one lease supplement per shipment.
- (Finance lease only) Lease deliveries will be consolidated under one lease supplement.

**v. Interest rate:**

The interest rate to be charged on the guaranteed/insured loan or used to calculate the rent under a finance lease is: \_\_\_\_\_

**6. REASON FOR REQUESTING EX-IM BANK SUPPORT**

Ex-Im Bank will finance the export of U.S. goods and services if it can be demonstrated that Ex-Im Bank support is necessary for the transaction to proceed. Check one of the boxes below describing why support is necessary.

The exporter is aware that foreign companies are competing, or are expected to compete, for the sale. Provide company name, country, and (if known/applicable) the supporting export credit agency.

\_\_\_\_\_

The exporter is aware that foreign companies manufacture comparable goods and services that are sold in the buyer's market with export credit agency support available. Provide company name, country, and (if known/applicable) the supporting export credit agency.

\_\_\_\_\_

There is limited availability of private financing available from either external or domestic sources.



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### 7. CREDIT INFORMATION

The information requested in Attachment I: Credit information is attached.

### 8. OTHER INFORMATION, NOTICES AND CERTIFICATIONS

#### A. General Information Provide the following

- Credit Agency report(s) on the exporter(s). If exporter has a credit rating of BBB or better, this is not required.
- Annex A to the Master Guarantee Agreement (Guarantees only) at [www.exim.gov/tools/appsform/documents/MTMGAAAnnexes.pdf](http://www.exim.gov/tools/appsform/documents/MTMGAAAnnexes.pdf)
- Annex A to the Medium-Term Master Guarantee Agreement – Finance Lease (Finance Lease Guarantees only)
- Lender's mandate letter (require when applicant is a financial institution)

#### B. Supply Contracts Between the Exporter and Buyer

- Sales contract(s), pro forma invoice(s), or purchase order(s) and finance lease(s) are attached.
- This is a request for a repetitive sales insurance policy (MTR or Foreign Dealer Insurance Policy) or a credit guarantee facility (CGF) and no contract is attached.

#### C. Anti-Lobbying Disclosure Form

Please refer to the Anti-Lobbying Declaration/Disclosure forms attached as [Attachment V](#) and, if applicable, the Disclosure Form available at <http://www.exim.gov/pub/ins/pdf/111.pdf> and include a copy of the signed form(s) with your application. This requirement applies both to applicants and recipients who are not the applicant for a final commitment.

The disclosure requirements do not apply where the U.S. Government-financed portion is \$150,000 or less. Nor do they apply to foreign governments, their instrumentalities or their wholly-owned companies.

#### D. Commitment Fee/Facility Fee Agreement (Guarantees and Credit Guarantee Facilities only)

A commitment fee, applicable only to guaranteed and direct loans, accrues starting 60 days after the authorization of a final commitment and is payable semi-annually in arrears on a schedule determined at the time of authorization. The commitment fee is 1/8 of 1% per annum on the un-disbursed and un-cancelled balance of a guaranteed loan and 1/2 of 1% per annum for a direct loan.

A facility fee, applicable only to a credit guarantee facility (and in lieu of a commitment fee), is 1/16 of 1% of the principal amount of the facility, due in full at the time of authorization of a final commitment, and payable in two equal installments due approximately 90 and 270 days from the date of authorization of the final commitment.

Choose one of the options below regarding the payment of the commitment or facility fee:

This question is not applicable because this application is a request for insurance coverage.

The applicant is the borrower and by signing the application is irrevocably committing to pay the commitment or facility fee.

The applicant is the guaranteed lender or the exporter, and is (check one):

signing the application, which irrevocably commits it to pay the fee, or

signing the application and enclosing with it an Ex-Im Bank standard form fee letter from the borrower. This standard form fee letter is attached as Attachment VI. This letter irrevocably commits the borrower to pay the fee.





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### E. Certifications

The applicant certifies that neither it, nor its Principals, have within the past 3 years been a) debarred, suspended, declared ineligible from participating in, or voluntarily excluded from participation in, a Covered Transaction, b) formally proposed for debarment, with a final determination still pending, c) indicted, convicted or had a civil judgment rendered against it for any of the offenses listed in the Regulations, d) delinquent on any substantial debts owed to the U.S. Government or its agencies or instrumentalities as of the date of execution of this application; or e) the undersigned has received a written statement of exception from Ex-Im Bank attached to this certification, permitting participation in this Covered Transaction despite an inability to make certifications a) through d) in this paragraph.

The applicant further certifies that it has not and will not knowingly enter into any agreements, in connection with the products and services to be exported in the transaction described herein, with any individual or entity that has been debarred, suspended, declared ineligible from participating in, or voluntarily excluded from participation in a Covered Transaction. The term "Covered Transaction" shall have the meaning set forth in the Ex-Im Bank Debarment and Suspension Regulations at 12 C.F.R. Part 413 (Regulations). The applicant is not listed on any of the publicly available debarment lists of the following international financial institutions: World Bank Group, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development and the Inter-American Development Bank.

In addition, the applicant certifies that neither the applicant nor anyone acting on its behalf, such as agents, has engaged, or will engage, in any activity in connection with this transaction that is a violation of the Foreign Corrupt Practices Act of 1977, 15 U.S.C. 78dd-1 et seq. (which provides for civil and criminal penalties against companies and individuals who directly or indirectly make or facilitate corrupt payments to foreign officials to obtain or keep business). Further, the applicant has not engaged, and will not engage, in any activity in connection with this transaction that is a violation of the Arms Export Control Act, 22 U.S.C. 2751 et seq., the International Emergency Economic Powers Act, 50 U.S.C. 1701 et seq., or the Export Administration Act of 1979, 50 U.S.C. 2401 et seq. The applicant has not been found by a court of the United States to be in violation of any of these statutes within the preceding 12 months, and to the best of its knowledge, the performance by the parties to this transaction of their respective obligations does not violate any other applicable law.

The applicant certifies that neither the applicant nor anyone acting on its behalf in connection with this transaction is currently under charge or has been, within the past 5 years, convicted in any court or subject to national administrative measures of any country for bribery of foreign public officials.

Further, the applicant certifies that the representation made and the facts stated in this document and any attachments are true, to the best of its knowledge and belief, and it has not misrepresented or omitted any material facts, and if any of the certifications made herein become untrue, Ex-Im Bank will be promptly informed of such changes. The applicant further understands that these certifications are subject to the penalties for fraud against the U.S. Government (18 U.S.C. 1001 et seq.).

### Notices

The applicant is hereby notified that information requested by this application is done so under authority of the Export-Import Bank Act of 1945, as amended (12 U.S.C. 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. The information provided will be reviewed to determine the participants' ability to perform and pay under the transaction referenced in this application. 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 lower left of each page).

Public Burden Statement: Reporting for this collection of information is estimated to average 1 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# 3048-0009, Washington, D.C. 20503.

Applicant Name: \_\_\_\_\_  
Name and title of authorized officer: \_\_\_\_\_  
Signature of authorized officer: \_\_\_\_\_  
Date: \_\_\_\_\_



## Export-Import Bank of the United States APPLICATION FOR MEDIUM-TERM INSURANCE OR GUARANTEE

### Attachment I: Credit Information Requirements

#### 1. INFORMATION ON THE BORROWER:

- If the primary source of repayment for the transaction is a corporate guarantor provide only 1a), 1b) and 1 c) on the borrower;
- If current information (within the last six months) as described below is on file at Ex-Im Bank, indicate Guarantee or Policy # \_\_\_\_\_
- If the primary source of repayment is the borrower, provide the information noted in 1 a) – 1 g) below (note optional information described in part 3):

##### a) Company description and ownership

- Provide a concise description of the company origin, legal status, facilities, business activities and primary markets.
- Provide the name of each owner of at least 10% of company shares and his/her ownership percent.

##### b) Related party information

- Provide names and a brief description of subsidiaries, parent company, and/or commonly owned companies (“related parties”).
- Indicate which, if any, of the related parties account for more than 25% of the borrower’s sales or purchases during the last fiscal year.
- Indicate which, if any, related parties extend loans to the borrower or to whom the borrower extends loans, if loans are material to the borrower. Materiality is defined as 10% of the borrower’s total assets.
- Provide details of guarantees given on behalf of related parties by the borrower, if loans are material to the borrower.

##### c) Credit agency report

- Provide a credit agency report on the borrower not older than six months from date of application, or
- Check if credit agency report is not applicable because the borrower is a financial institution (bank), or a foreign government agency.

##### d) Creditor Bank or Supplier References

- Provide a creditor bank reference prepared within six months of the application date. Report should include bank name, address, and length of relationship, amount, currency, and terms of secured and unsecured credit and repayment experience.
- If the borrower does not have any financial institution creditors, provide two supplier references. Supplier references should be dated within six months of the application and include years of credit experience, annual sales, the terms of sale, the amount of the last sale, the recent high credit, the amount currently outstanding, details on any past due amounts, and repayment experience.

##### e) Financial Statements

There are certain requirements for all financial statements, regardless of the amount of the transaction.

These are as follows:

- i)  Provide financial statements for the previous three fiscal years, as well as interim statements if the latest fiscal year end statements are dated more than nine months from the date of application. When interim statements are provided, also provide interim statements for the same interim period for the previous year (for comparative purposes).



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ii)  A summary of significant accounting principles must accompany all financial statements. These should outline, at a minimum, the depreciation methods and rates, valuation methods for inventory, fixed assets and investments and the inflation accounting method used, if any. For construction companies, a description of the revenue recognition method should be included. Additionally, financial statements should break out depreciation expense, gross interest expense, tax expense and current maturities of long-term financial institution or supplier debt, if any.

iii)  For all financial statements that present combined or consolidated results, provide the percentage of total assets, total liabilities, tangible net worth, sales, and net income represented by each entity that is participating in the transaction as the buyer, borrower, guarantor or end-user. A combining/consolidating worksheet would have all this information.

There are certain additional financial statement information requirements that depend on the amount of the financing request as follows:

iv)  For financed amounts of up to and including \$1 million: Audited financial statements are preferred but not required for non-financial institutions. Audited statements are required for financial institutions. While English language statements are preferred, Ex-Im Bank will accept Spanish language financial statements.

v)  For financed amounts of greater than \$1 million up to and including \$5 million: While English language statements are preferred, Ex-Im Bank will accept Spanish language financial statements. Financial statements must be audited by an external independent auditor.

vi)  For financed amounts of greater than \$ 5 million: Financial statements must be audited by an external independent auditor. Statements must be in English.

**f) Market indications, if available, are as follows:**

Name of rating agency: \_\_\_\_\_ Rating: \_\_\_\_\_ Date: \_\_\_\_\_

Include the debt rating reports issued by the rating agency, and if applicable, the prospectus for a debt or equity offering during the two years prior to the application dates.

**g) Supplemental Credit Questions**

Provide the answers to the questions listed in Attachment C to the Medium-Term Credit Standards for transactions of greater than \$5 million up to and including \$10 million where the primary source of repayment is a non-financial institution that does not have market indications. These questions are located on Ex-Im Bank's web site at

<http://www.exim.gov/pub/pdf/ebd-m-39.pdf>.

**2. INFORMATION ON THE CORPORATE GUARANTOR (S):**

Not applicable. Refer to the Medium-Term Credit Standards at <http://www.exim.gov/pub/pdf/ebd-m-39.pdf> to determine in what situations corporate guarantors are required for medium term transactions.

If the corporate guarantor is not the primary source of repayment, provide 1 a), and 1 b) and 1 c) as described above.

If the corporate guarantor is the primary source of repayment, provide the information noted in 1 a) – 1 g)



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**3. OPTIONAL ITEMS WHICH THE APPLICANT MAY ATTACH. (These may expedite the processing of your application).**

Financial spreads on the borrower and/or guarantor designated as the primary source of repayment. See Ex-Im Bank's website for spreading conventions, which should be used as guidelines.

- Calculation of the financial performance criteria of Ex-Im Bank's Medium-Term Credit Standards on the borrower or guarantor designated as the primary source of repayment.
- Mitigating factors for any of the performance criteria that are not met.
- Supplemental credit questions as detailed in 1 g) for deals of less than \$5 million.
- Translations of Spanish language financial statements, if applicable.
- Explanations of any adverse information contained in the credit report, references and/or financial statements, including interims.



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**Attachment II: Pre-shipment Questionnaire**

Complete this form only if you are requesting pre-shipment insurance coverage for your transaction.

Details on pre-shipment coverage can be found at <http://www.exim.gov/pub/ins/pdf/eib01-04.pdf>.

Details of Coverage Requested:

- a) Provide the reason pre-shipment coverage is being requested: \_\_\_\_\_
- b) Indicate the date the contract was executed or the anticipated date of signing: \_\_\_\_\_
- c) Indicate the estimated period between the contract date and the final shipment date of items: \_\_\_\_\_
- d) Provide a schedule of any progress payments made or to be made by the borrower during the pre-shipment period, or indicate none:  
\_\_\_\_\_



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### Attachment III: Used Equipment Information and Questionnaire

#### USED AND REFURBISHED EQUIPMENT

Equipment that has been previously owned or placed into service is generally eligible for support under Ex-Im Bank's loan, guarantee and insurance programs, provided certain criteria are met. To be eligible for Ex-Im Bank support, used equipment, including equipment that has been refurbished in the U.S., must meet the following eligibility criteria:

1. To be considered U.S. content, the used equipment must be of original U.S. manufacture, AND, if previously exported, must have been in use in the U.S. for at least one year prior to export.
2. The U.S. costs associated with the refurbishment of the equipment are eligible for Ex-Im Bank support, provided they meet Ex-Im Bank's foreign content policy parameters. Ex-Im Bank can support the lesser of 85 percent of the U.S. Contract Price of the item or 100% of the actual U.S. content of the item provided that (a) the item is shipped from the U.S. and (b) the foreign content of the item does not exceed 50 percent of the item's total production cost.
3. If the used equipment is of either original foreign manufacture or original U.S. manufacture, previously exported and has not been in use in the U.S. for at least one year prior to its proposed export, then Ex-Im Bank will treat it as foreign content and the following applies:
  - a. If the equipment is to be refurbished, the used equipment procurement cost is considered eligible foreign content provided that this cost is less than 50 percent of the total procurement and refurbishment cost.
  - b. If the foreign content of the used equipment exceeds 50 percent of the cost associated with the procurement and refurbishment of the equipment, then only the U.S. refurbishment portion will be considered eligible for Ex-Im Bank support.
4. Previously exported goods that benefited from Ex-Im Bank financing in the past will be considered eligible for Ex-Im Bank support provided that the original financing has been paid in full and that the equipment has been in use in the U.S. at least one year.
5. The repayment term that Ex-Im Bank offers for used and refurbished equipment will be consistent with Ex-Im Bank's international agreements for repayment terms based on contract value. Ex-Im Bank, at its sole discretion, will determine the remaining useful life of such equipment.
  - a. If the remaining useful life of the equipment is at least half the useful life of equivalent new equipment, then Ex-Im Bank may support a repayment term equal to that offered new equipment.
  - b. If the remaining useful life of the equipment is less than half the useful life of equivalent new equipment, then Ex-Im Bank may support a repayment term equal to the useful life remaining.
  - c. If the sale includes more than one item, including a mixture of new and used items, a weighted average of the useful lives of all the items will be calculated by applying the rules of 5(a) and 5(b) above.
6. Foreign Content for used pieces should be determined by contacting the original manufacturer to ascertain the value on a percentage basis of foreign components contained in the equipment during the manufacturing process. This percentage should be applied to the supplier's purchase price to determine the current value of foreign components. This value should then be adjusted to account for the value of any additional foreign components installed during the refurbishment process.



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## USED EQUIPMENT QUESTIONNAIRE

Complete a separate questionnaire for each item of used equipment.

### 1. Product information

Provide name and description of used equipment: \_\_\_\_\_

#### Equipment History

a) year manufactured: \_\_\_\_\_ b) hour meter reading: \_\_\_\_\_ c) mileage: \_\_\_\_\_ d) where is equipment located? \_\_\_\_\_ e) how long has the equipment been there?: \_\_\_\_\_

Is the product under warranty? \_\_\_\_ Yes \_\_\_\_ No

Term \_\_\_\_\_ Description \_\_\_\_\_

Has the equipment been rebuilt/reconditioned?

By whom? \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Does this equipment have an independent mechanical certification, evaluation, or assessment? \_\_\_\_ Yes \_\_\_\_ No

Term: \_\_\_\_\_ Description: \_\_\_\_\_ Has the equipment been rebuilt or

reconditioned? Is the product under warranty?

### 2. Export/Import History

Was the equipment previously exported? \_\_\_\_ Yes \_\_\_\_ No

Did Ex-Im Bank provide support? \_\_\_\_ Yes \_\_\_\_ No If yes, provide details.

Was the equipment imported to the U.S.? \_\_\_\_ Yes \_\_\_\_ No

### 3. Prices and Costs

Contract price: \$ \_\_\_\_ Foreign content included in the contract price: \$ \_\_\_\_\_

U.S. supplier's purchase price: \$ \_\_\_\_\_ Purchase Date: \_\_\_\_\_

Cost of rebuilding/reconditioning: \$ \_\_\_\_\_ Cost of spare parts included: \_\_\_\_\_

Description of rebuilding and/or spare parts \_\_\_\_\_

### 4. Used Aircraft Only.

Have all airworthiness directives been completed? \_\_\_\_ Yes \_\_\_\_ No

If no, describe the regulation or directive permits required for continued operation of the aircraft: \_\_\_\_\_

Number of cycle hours remaining on the airframe and engines: \_\_\_\_\_

Months remaining before next maintenance "C" and "D" checks: \_\_\_\_\_

Names of each previous owner and lessee with the corresponding acquisition dates: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_

Broker: \_\_\_\_\_ Administrator (if applicable): \_\_\_\_\_

(For insurance program):

If you have questions about this questionnaire, please contact the Business Development Division (Telephone: 202.565.3900 or Fax: 202.565.3931). For questions concerning large aircraft, please contact the Transportation Division (Telephone: 202.565.3550 or Fax: 202.565.3558).



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**Attachment IV: Supplemental Information Requirements for Foreign Dealer Insurance Policy**

**I. Requested Financing Amounts and Structures**

- For Supply Contracts or Purchase Orders Amount identified in Item 5.A of the application, please indicate amounts requested for each of the following (total must accumulate to the amount in Item 5.A):
  - o Short-term only (for capital goods that will not be refinanced on a medium-term basis together with spare parts and other non-capital items):  
\$ \_\_\_\_\_
  - o Medium-term (for capital goods that will be refinanced on a medium-term basis): \$ \_\_\_\_\_

**II. Dealer Information**

Do you or the exporter (please specify) have a distribution agreement with the proposed dealer? If so, is this an exclusive relationship? \_\_\_\_\_

How long have you or the exporter (please specify) been working with the proposed dealer?  
\_\_\_\_\_

For how long, if at all, have you or the exporter extended credit to this dealer? \_\_\_\_\_

What, if any, credit limits have been established? At what terms?

A) Parts \_\_\_\_\_ B) Equipment \_\_\_\_\_

Are guarantees or collateral required to support this credit? \_\_\_\_\_

Is a minimum level of sales per year required from this dealer? \_\_\_\_\_

What financial and credit criteria have you established to qualify the dealer?  
\_\_\_\_\_

How often do you conduct a credit review of this dealer? \_\_\_\_\_  What are the terms extended by the dealer to its customers? \_\_\_\_\_

What warranty support is provided to the dealer? \_\_\_\_\_

How far past due must the dealer be before shipments are discontinued?  
\_\_\_\_\_





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### **Attachment V: Anti-Lobbying Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities" (available at [www.exim.gov/pub/ins/pdf/lll.pdf](http://www.exim.gov/pub/ins/pdf/lll.pdf)) in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



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## Attachment VI: Form of Fee Letter

This attachment is to be filled out in the following circumstances:

- the application is for a guarantee or a credit guarantee facility
- the applicant is the guaranteed lender or the exporter, and
- the applicant is signing the application but the borrower is committing to pay the commitment or facility fee.

### [Letterhead of Borrower]

Date \_\_\_\_\_

Export-Import Bank of the United States  
811 Vermont Avenue, N.W.  
Washington, D.C. 20571  
Attention: Vice President – Trade Finance and Insurance Division

[Lender]/ [Exporter]<sup>1</sup>  
[Address]

Re: Undertaking with Respect to Ex-Im Bank Commitment/Facility<sup>2</sup> Fees

Ladies and Gentlemen:

On [date of Ex-Im Bank Application referred to below], [Lender]/[Exporter]<sup>3</sup> submitted a Preliminary Commitment/Final Commitment<sup>4</sup> application form (the “Ex-Im Bank Application”) to the Export-Import Bank of the United States in connection with the Lender’s proposal to extend financing to [Borrower] (the “Borrower”), to be guaranteed by Ex-Im Bank, in support of the acquisition of the goods and/or services described below (the “Goods and Services”) for a Net Contract Price of U.S.\$\_\_\_\_\_.<sup>5</sup>

Description of Goods and Services:  
\_\_\_\_\_ <sup>6</sup>

In order to induce Ex-Im Bank to provide its final commitment with respect to the transaction covered by the Ex-Im Bank Application, the Borrower hereby undertakes unconditionally that, if Ex-Im Bank issues a final commitment to provide its guarantee with respect to such transaction, the Borrower will pay or cause to be paid to Ex-Im Bank a guarantee commitment fee (for a guaranteed loan) or the facility fee (for a credit guarantee facility), as the case may be, with respect to the transaction, whether or not the transaction is consummated (including, without limitation, whether or not any credit or facility agreement is executed or any promissory note is issued). [Ex-Im Bank’s commitment fee shall be paid on the uncanceled and undisbursed balance of the export financing credit that the Lender proposes to establish in connection with the transaction.]/ [Ex-Im Bank’s facility fee shall be determined as of the date of final commitment.]<sup>7</sup> The amount of the applicable fee or the basis for calculating the amount, and the payment dates, shall be specified in the relevant notice of final commitment delivered by Ex-Im Bank to the Lender, with a copy to the Borrower.

1 Delete as appropriate.  
 2 Delete as appropriate.  
 3 Delete as appropriate.  
 4 Delete as appropriate.  
 5 Provide “Contract Price” on Goods and Services listed in Item 5 of the Ex-Im Bank’s Application.  
 6 Provide “Goods and Services Description” on Goods and Services listed in Item 4 of the Ex-Im Bank Application.  
 7 Delete as appropriate.



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The Borrower acknowledges and agrees that[, unless the Borrower has canceled in writing any remaining undisbursed balance of the guaranteed loan, Ex-Im Bank’s commitment fee shall continue to accrue and become due and payable as described above during any period in which the Lender’s utilization of the Ex-Im Bank’s guaranteed facility is suspended.]/ [the facility fee shall be due and payable as described above, notwithstanding cancellation of the relevant credit guarantee facility.]<sup>8</sup>

This undertaking with respect to the [commitment]/ [facility]<sup>9</sup> fees due to Ex-Im Bank shall be governed by, and construed and enforced in accordance with, the laws of the State of New York.

Very truly yours,

[BORROWER]

By	_____
	Signature
Name	_____
	Print
Title	_____
	Title

<sup>8</sup> Delete as appropriate.

<sup>9</sup> Delete as appropriate.