



**WHO TO CONTACT:**

**FOR POLICY TYPES ENB / ENV / ESC / EXP / ESR CONTACT:**

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

**FOR POLICY TYPES ELC / FIBC / ESS CONTACT:**

Trade Finance 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.

**Paperwork Reduction Act Statement:** We estimate that it will take you about 1/4 hour to complete this form. This includes the time it will take to read the instructions, gather the necessary facts and fill out the form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. If you have comments or suggestions regarding the above estimate or ways to simplify this form, forward correspondence to Ex-Im Bank and the Office of Management and Budget, Paperwork Reduction Project OMB# 3048-0027; Washington, D.C. 20503.