

PROPOSAL FORM

YOUR INFORMATION

Company Name (correct legal entity): _____

A.C.N. _____ A.B.N. _____

Trading Style: _____

Registered Address: _____

Country _____

Telephone: _____ Facsimile: _____

CONNECTION WITH A FOREIGN COMPANY

No Yes Company name: _____

The foreign company is the parent company A subsidiary company other (specify) _____

NATURE OF BUSINESS

Your type of business (e.g. wholesaler of wine): _____

Your buyers' type of business: _____

How long have You been in Your present line of business? _____

TURNOVER

Exclude turnover to associated/subsidiary companies, cash sales, sales to public authorities/government departments
Sales Tax and Goods and Services Tax.

Australian State or Territory	Estimated Annual Credit Sales
New South Wales	\$
Victoria	\$
Queensland	\$
South Australia	\$
Western Australia	\$
Tasmania	\$
Australian Capital Territory	\$
Northern Territory	\$
Total	\$

Country - please continue on a separate page if necessary	Estimated Annual Credit Sales
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

TOTAL DEBTORS BALANCES

As at 31 st March	\$ <input type="text"/>	As at 30 th September	\$ <input type="text"/>
As at 30 th June	\$ <input type="text"/>	As at 31 st December	\$ <input type="text"/>

TERMS OF PAYMENT

Standard terms of payment _____

Maximum terms of payment _____

What is your average Days Sales Outstanding (DSO) _____

Do any of the following apply to your business?

Forward dating of invoices Yes No Consignment stock trading Yes No

Retention of Title Yes No Work in progress Yes No

Early close-off Yes No Other _____

Other (pls explain) _____

(If You have answered YES to any of these, please provide full details).

BUYER ANALYSIS

Total Outstanding At Any One Time	Number	% of Portfolio	Total Outstanding At Any One Time	Number	% of Portfolio
Up to \$5,000		%	\$100,001-\$250,000		%
\$5,001-\$10,000		%	\$250,001-\$500,000		%
\$10,001-\$15,000		%	\$500,001-\$1,000,000		%
\$15,001-\$25,000		%	\$1,000,001-\$5,000,000		%
\$25,001-\$50,000		%	\$5,000,001-\$10,000,000		%
\$50,001-\$100,000		%	\$10,000,001 and over		%

BAD DEBT HISTORY

Financial Year Ending	Turnover (Exc. Taxes)	Total Bad Debts	Net Bad Debts	Names of the 2 largest debtors	Amount
				i.	
				ii.	
				i.	
				ii.	
Year to date				i.	
				ii.	

DELINQUENT BUYERS / OVERDUE ACCOUNTS

Please provide details of all buyers who currently have accounts more than 90 days overdue or who you believe to be in financial difficulty or adverse information.

Name and A.C.N. or A.B.N.	Amount Outstanding	Delivery Date	Due Date	Action Taking
	\$			
	\$			
	\$			

If further names need to be shown, please do so on a separate list or attach a current aged debtor's trial balance

PRINCIPAL BUYERS

Name	A.C.N. or A.B.N	Credit Limit	Annual Turnover	Comments
1.		\$	\$	
2.		\$	\$	
3.		\$	\$	
4.		\$	\$	
5.		\$	\$	
6.		\$	\$	
7.		\$	\$	
8.		\$	\$	
9.		\$	\$	
10.		\$	\$	
11.		\$	\$	
12.		\$	\$	
13.		\$	\$	
14.		\$	\$	
15.		\$	\$	

Pls attach a current aged debtor's trial balance

CREDIT PROCEDURES

Do You have a credit procedures manual? (If YES, please attach) Yes No

Do You obtain the following when establishing an account?

Credit application form Yes No Trade references Yes No

Financial information Yes No Bureau information Yes No

Mercantile reports Yes No Sources & type of report _____

Other (pls explain) _____

CREDIT INSURANCE OR FACTORING CONTRACTS

Do You currently insure your Buyers? Yes No

If so with whom? _____

Contract Expiration date _____

Do You Currently factor your buyers? Yes No

If so with whom? _____

What style of factoring (Recourse / Non Recourse etc) _____

YOUR OBLIGATION OF DISCLOSURE

Before You enter into a contract of general insurance with the Insurer, You must disclose to Us every matter that You know, or could reasonably be expected to know, is relevant to the Insurer's decision whether to accept the insurance risk and, if so, on what terms. You have the same duty to disclose those matters to Us before You renew, extend, vary or reinstate a contract of general insurance. Your obligation however, does not require the disclosure of a matter:

- That diminishes the risk to be undertaken by the Insurer;
 - That is common knowledge;
 - That We or the Insurer know or, in the ordinary course of business as insurers, ought to know;
 - As to which compliance with Your duty is waived by Us.
-

NON-DISCLOSURE

If You fail to comply with Your duty of disclosure, the Insurer may be entitled to reduce their liability under the contract in respect of a claim or may cancel the contract. If Your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the contract from its inception.

COFACE AUSTRALIA PRIVACY STATEMENT & AUTHORITY

Acknowledgement

You acknowledge that Coface Australia receives the information disclosed in this proposal on behalf of Coface Australia and you authorise Coface Australia to disclose its contents to Coface Australia.

Our Commitment

Coface Australia is committed to the protection of your right to privacy in accordance with the National Privacy Principles, as set out in the Privacy Act 1988 (Cth). Coface Australia has developed and implemented this Privacy Policy to ensure that any personal information about you which Coface Australia may collect, store and/or use from time to time is treated in accordance with the National Privacy Principles.

Personal Information - What is it?

Personal information is information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about you (a natural person), whereby your identity is apparent, or can reasonably be ascertained, from the information or opinion (“Personal Information”).

Collection

Coface Australia will only collect and store Personal Information about you from time to time that is necessary for it to deal and advise in respect of general insurance products and financial risk products associated with managing trade credit exposure. For example, the Personal Information Coface Australia collects about you (a natural person) may include information such as your name, mailing address; email address, telephone number, place of work, financial details and insurance/claims history. Where reasonable and practical to do so, Coface Australia will only collect Personal Information about you from you.

Coface Australia may also use any Personal Information it collects to:

- develop and identify products and services that may interest its clients;
- conduct client satisfaction surveys; and
- establish and administer alliances and other arrangements with other organisations in relation to the promotion, administration and use of Coface Australia products and services.

Coface Australia will only collect personal information by lawful and fair means and in ways which are not unreasonably intrusive. If Coface Australia chooses to collect Personal Information about you, Coface Australia will tell you what it intends to do with that information and will take reasonable steps to make you aware of your rights under the Privacy Act 1988 (Cth).

If any Personal Information Coface Australia requests from you are not provided, Coface Australia may not be able to provide any, or the appropriate, products or services to you.

Use and Disclosure

Coface Australia does not use or disclose your Personal Information for any purpose that is unrelated to its products and services and that you would not reasonably expect (except with your consent) unless any such proposed uses or disclosures are permitted by the National Privacy Principles.

Coface Australia discloses Personal Information to third parties who are involved in the provision of its products and services. For example, in arranging and managing your insurance needs, Coface Australia may provide Personal Information to its related bodies corporate, advisers (such as lawyers and accountants) and other parties involved in the claims handling process. Coface Australia may also disclose your Personal Information to mail service providers for the mailing of statements, insurance policy documentation and/or Coface Australia direct marketing material.

Personal Information Accuracy and Security

Coface Australia takes reasonable steps to ensure that the Personal Information it collects from you is accurate, complete and up to date whenever Coface Australia collects uses or discloses it. If your Personal Information is not accurate, complete or up to date, Coface Australia may not be able to provide you with any, or the appropriate, products or services. Coface Australia also asks that you contact it whenever your Personal Information changes or if you become aware that Coface Australia records are incorrect. By contacting Coface Australia, Coface Australia can take reasonable steps to ensure that your Personal Information is correct before Coface Australia uses or discloses it again.

Coface Australia has reasonable precautions in place to protect the Personal Information it holds from misuse, loss and unauthorised access, modification or disclosure.

Unfortunately, no data transmission over the Internet can be guaranteed as totally secure. Although Coface Australia strives to protect such information, Coface Australia cannot ensure or warrant the security of any information you transmit to it electronically or any information which Coface Australia, with your express or implied consent, transmits to you electronically. Consequently, such transmissions are carried out at your own risk. Once Coface Australia receives your transmission, it will take reasonable steps to preserve the security of the information in its own system.

When Coface Australia can no longer use or disclose your Personal Information, it will take reasonable steps to permanently destroy or de-identify it unless required to do otherwise by law.

Identifiers

Coface Australia will not use Commonwealth Government identifiers as its own identifier for you. If Coface Australia does collect Commonwealth Government identifiers, then it will only use them in accordance with the National Privacy Principles relating to identifiers.

Anonymity

Where it is lawful and practical, you will have the option not to identify yourself when entering into a transaction with Coface Australia. However, if any Personal Information Coface Australia request from you is not provided, Coface Australia may not be able to provide any, or the appropriate, products or services to you.

Coface Australia's website may collect information from you that is not personally identifiable. This information may include details about your computer's operating system, browser, domain name and specific web pages you access on Coface Australia site.

Transborder Data Flows

Unless Coface Australia is satisfied that the requirements of the National Privacy Principles are met, Coface Australia will not transfer your Personal Information to someone, other than to itself or you, who is in a foreign country.

Sensitive Information

"Sensitive Information" is information or an opinion about your health or is Personal Information about your racial or ethnic origin, political opinions, membership of political associations, religious beliefs or affiliations, philosophical beliefs, membership of a professional trade or trade association, membership of a trade union, sexual preferences or practices, or criminal record. Coface Australia will only collect, use or disclose Sensitive Information with your consent or if required to do so by law.

Accessing your Personal Information

You are entitled to request access to the Personal Information Coface Australia holds about you. Nonetheless, Coface Australia is not always required to provide you with access to your Personal Information. If your request is denied, an explanation will be provided to you. To satisfy Coface Australia of your identity, you may need to provide Coface Australia with appropriate documentation such as a drivers licence or passport. Coface Australia may charge you a reasonable fee for providing you with access to your Personal Information. To make an inquiry or lodge a change request regarding your Personal Information or this Privacy Policy, please contact Coface Australia Privacy Officer during normal business hours at: GPO Box 129, Sydney NSW 2001. Tel: +61 (0)2 8235 8600, Fax: +61 (0)2 9261 8255 or Email: privacy@coface.com.au

DECLARATION

We the undersigned, after inquiry, declare as follows:

- (1) We are authorised in our own right or by the entity referred to at the foot hereof to make this proposal.
- (2) We have read and understood the section of this form relating to our duty of disclosure and the implications of non-disclosure.
- (3) We have read, understood and agree to the section of this form relating to privacy.
- (4) We have read this proposal and the accompanying documents and acknowledge the contents of the same to be true and complete.
- (5) We understand that, up until a contract of insurance is entered into, We are under a continuing obligation to immediately inform the insurers of any change in the particulars or statements contained in this proposal or in the accompanying documents.
- (6) Neither We nor the entity referred to at the foot hereof have an interest, either directly or indirectly, in any of the buyers.

Although the signing of this proposal does not bind the applicant to effect insurance, We acknowledge that the particulars and statements contained in this proposal and in the accompanying documents shall be the basis of the contract if a Contract is issued. We also acknowledge that the proposal and the accompanying documents will be incorporated in the contract of insurance.

Please attach the latest balance sheet & income statement dated: _____

Company name (correct legal entity) _____

Signature _____

Name of Signatory _____

Position in Company _____

Date _____

© Coface Australia,
2008.

No part of this
document may be
reproduced without
the express written
permission of Coface Australia.
Version 6A

Sydney Office
GPO Box 129
Sydney NSW 2001
Phone: +61 0(2) 8235 8600
Fax: +61 0(2) 9261 8255

Brisbane Office:
GPO Box 111, Brisbane,
Qld 4001
Phone :+61 (0)7 3010 9319
Fax: +61 (0)7 3221 4020

Melbourne Office:
PO Box 13318, Law Courts,
Melbourne VIC 8010
Phone: +61 0(3) 9691 7600
Fax: +61 0(3) 9691 7660