

Application for the Surety Bond Guarantee

(Completed by the Exporter)



Please fill out the application form and save it to your device. When completed, please sign it and email your application to exportcredit@treasury.govt.nz or to the originator responsible for your transaction.

Date of application (dd/mm/yyyy):

 / /

Application information

This application helps **New Zealand Export Credit** to assess the Exporter's eligibility for a Surety Bond Guarantee.

We rely on the information you provide to make an assessment. All information provided must be accurate and complete.

We may require further information in addition to the information requested in this application form.

Eligibility

To be eligible for our Surety Bond Guarantee we require:

- ▶ confirmation that you (the exporter) are a New Zealand registered company or a subsidiary of a New Zealand registered company domiciled overseas
- ▶ confirmation that the surety bond relates to a US or Canadian Federal or State funded contract
- ▶ acceptable bond document and contract terms
- ▶ signed acknowledgment of our anti-bribery declaration
- ▶ evidence of economic benefits to New Zealand relating to your performance of the export contract, and
- ▶ demonstration of your managerial, financial, and technical capabilities to perform the export contract.

Assessment fee

A non-refundable assessment fee of 1,000 NZD must be paid to New Zealand Export Credit to assess the Surety Bond Guarantee Application and is payable into the following account:

The Crown Revenue Account
Westpac New Zealand Limited, Government Branch
Lambton Quay, Wellington

Account Number: 03-0049-0000327-25

SWIFT CODE: WPAC NZ2W

New Zealand Export Credit is located within the Capital Markets Directorate of the Treasury.

If you have any queries on the Surety Bond Guarantee product or your application, please call 04 917 6060. Alternatively email us at exportcredit@treasury.govt.nz

SECTION A: Required information

Surety bond details

1 Exporter

Name			
Postal address			
Authorised contact person and position			
Contact phone number			
Email			
Website			
Company registration number		ANZSIC code	

2 Buyer

Name			
Postal address			
Authorised contact person and position			
Contact phone number			
Email			
Website			

3 Exporter's bank

Name			
Postal address			
Authorised contact person and position			
Contact phone number			
Email			

4 Surety provider (If applicable)

Name	
Postal address	
Authorised contact person and position	
Contact phone number	
Email	
Website	

5 Description of the goods/services/project

6 If the contract is part of a larger project, please tell us about the larger project

7 Is this project similar to other work you have already undertaken?

Yes No

8 Contract Terms

Contract milestones, major events or stages of work to be completed	List dates of progress payments according to the contract terms	List the value of each progress payment
Total contract completion period (months)		Total contract value

9 Type of bond required

Type of bond	Percentage and bond amount required	Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)
Bid bonds		/ /	/ /
Advance payment bonds		/ /	/ /
Performance bonds		/ /	/ /
Labour and material payment bonds		/ /	/ /
Warranty/maintenance bonds		/ /	/ /
Retention bonds		/ /	/ /

10 What is the status of this contract?

Bid stage Contract signed (please tick one)

Tender date (dd/mm/yyyy) / /

Contract date (dd/mm/yyyy) / /

Date of commissioning (dd/mm/yyyy) / /

11 Will the bond(s) fluctuate in value as deliveries are made or as milestones are completed?

Yes No

12 Can any of the bonds be called unconditionally on demand?

Yes No

Exporter details

13 Please summarise the export business and history of your company, its ownership and management, and any related companies

14 Please complete the following table

Sales and export information (starting with the fiscal year most recently completed)	Year ended (dd/mm/yyyy)	Year ended (dd/mm/yyyy)	Year ended (dd/mm/yyyy)
	/ /	/ /	/ /
Total sales (NZD)			
Export sales (NZD)			
Number of Employees			

Exporter financial information

15 Please provide information on your current finance arrangements (including any shareholders'/directors' loans)

Bank/lender	Facility type	Facility limit \$000s	Balance \$000s	Expiry date (dd/mm/yyyy)

16 Please provide information about existing bonding commitments

The bonding company/bank	
What percentage of your bonds is payable on demand?	
Have you had any bank instrument or surety bond, issued on your behalf, called?	

Contracts currently bidding on

17 Please provide information on the contracts you are currently bidding on (but not yet signed)

Total value of contracts bidding on	
Total value of contracts you expect to sign	
In which countries	
How much bonding these contracts will require	
When these contracts are likely to begin and end	

Largest contracts completed to date

18 Please provide information on your largest contracts completed to date

Completed contract

Contract and type of work	
Name of Buyer	
Country	
Total contract value	
Bonding requirements	
Start/completion dates	
Gross profit	

Completed contract

Contract and type of work	
Name of Buyer	
Country	
Total contract value	
Bonding requirements	
Start/completion dates	
Gross profit	

Completed contract

Contract and type of work	
Name of Buyer	
Country	
Total contract value	
Bonding requirements	
Start/completion dates	
Gross profit	

Work in progress contracts

19 Please provide information on your current work in progress for substantial contracts

Contract work in progress

Contract and type of work	
Name of Buyer	
Country	
Total contract value	
Terms of payment	
Bonding requirements	
Start/completion dates	
Original estimated gross profit	
Work completed to date (%)	
Amount billed to date	
Costs to date	
Revised estimate to complete works	

Contract work in progress

Contract and type of work	
Name of Buyer	
Country	
Total contract value	
Terms of payment	
Bonding requirements	
Start/completion dates	
Original estimated gross profit	
Work completed to date (%)	
Amount billed to date	
Costs to date	
Revised estimate to complete works	

Contract work in progress

Contract and type of work	
Name of Buyer	
Country	
Total contract value	
Terms of payment	
Bonding requirements	
Start/completion dates	
Original estimated gross profit	
Work completed to date (%)	
Amount billed to date	
Costs to date	
Revised estimate to complete works	

Offshore entities

20 Have you entered into the contract indirectly through an offshore subsidiary, joint venture or other entity?

Yes No

If Yes, what is the address of the offshore entity?

If Yes, what is your direct/indirect ownership percentage of the offshore entity?

What are the names and addresses of any other owners of the offshore entity?

Buyer details

21 Is the Buyer a new customer or a previous client?

is a new customer a previous client since (dd/mm/yyyy) / /

If a previous client, please explain your experience of the Buyer including their history of fulfilling their contractual obligations

22 Please describe any other exporting history in the country of the Buyer

23 Will the Buyer be named as the beneficiary or obligee on all the surety bonds?

Yes No

If No, who is the beneficiary or obligee?

Origin of goods and/or services

24 New Zealand content (refers to goods and services manufactured or designed in New Zealand plus profit and intellectual property)

Description of the New Zealand value added content, repatriated profit and any other economic benefits to New Zealand relating to the delivery of the goods and/or services provided under the export contract

List of your New Zealand supplier(s) or subcontractor(s) including your prior experience with them

Percentage of contract amount which relates to New Zealand content

25 **Foreign content (refers to goods and services manufactured or designed in, or provided by residents of a country other than New Zealand)**

List of your supplier(s) or subcontractor(s), their country of origin, and your prior experience with them

Environmental and/or social impacts

26 **Are you aware of any significant environmental social and/or human rights impact associated with this transaction, the end user and/or the buyer?**

Yes No

If Yes, please complete New Zealand Export Credit's environmental and social impacts questionnaire <https://exportcredit.treasury.govt.nz/corporate-responsibility/environmental-and-social-review>

Additional information

27 **Any other relevant information**

SECTION B: Exporter declaration

I am authorised to complete this application on behalf of the Exporter. The information contained in this application and attachments is accurate, complete and contains no omissions.

I understand that New Zealand Export Credit will rely upon the information provided in this application to determine the appropriateness of providing indemnity for the Surety Bond(s).

I undertake to inform New Zealand Export Credit immediately of any changes to the details provided as soon as these become known to me.

I understand that a condition of New Zealand Export Credit's indemnity is to sign a Recourse Deed between ourselves and New Zealand Export Credit. I further understand that the Recourse Deed enables New Zealand Export Credit to seek recourse from ourselves in the event of a loss being made.

I will promptly provide to New Zealand Export Credit such information (and if given directly to the Bank/Surety Bond Provider, we consent to the disclosure of information to New Zealand Export Credit) as they may reasonably require in respect of the Surety Bond Guarantee.

I authorise the Bank/Surety Bond Provider specified in this application to disclose to New Zealand Export Credit any information which New Zealand Export Credit may reasonably require in connection with this application, or during the life of the Surety Bonding facility. This specific authority to disclose information to New Zealand Export Credit is given by me, notwithstanding that the information was provided to the Bank/Surety Bond Provider in confidence.

The Exporter acknowledges New Zealand Export Credit's Anti-Bribery initiatives published here:

<https://exportcredit.treasury.govt.nz/corporate-responsibility/bribery-legislation-new-zealand>

I declare that to the best of my knowledge, neither the Exporter nor any person acting on the Exporter's behalf or acting with its consent or authority (including any of the Exporter's employees, agents or subcontractors):

- a) has engaged, or will engage, in corrupt activity in relation to any Relevant Matter; or
- b) is currently under charge in a national court, or within a five year period preceding the date of this declaration has been convicted in a national court or been subject to equivalent national administrative measures for violation of laws against bribery of foreign public officials of any country; or
- c) is listed on the publicly available debarment list of the World Bank Group or of any similar international financial institution.

I understand that for the purposes of this declaration:

Relevant Matter means this application or a transaction, agreement, arrangement or event contemplated by or referred to in this application.

In making this application, I acknowledge and agree that the Exporter's (or any of its employees, agents or subcontractors) involvement in corrupt activity in relation to a Relevant Matter may have serious consequences, including without limitation:

- a) evidence of corrupt activity being referred to the appropriate authorities; and
- b) termination of a Relevant Matter, acceleration of repayments or the cancellation of insurances, guarantees or other financial accommodation, as the case may be.

I acknowledge and agree to indemnify New Zealand Export Credit for all losses and expenses, including legal costs, incurred should the Exporter or anyone acting on the Exporter's behalf in relation to a Relevant Matter have engaged in or engage in illegal bribery. I further acknowledge and agree that New Zealand Export Credit may require the Exporter to disclose to New Zealand Export Credit, on demand, the identity of persons acting on the Exporter's behalf in connection with any Relevant Matter, and the amount and purpose of commissions or fees paid or agreed to be paid to those persons.

In making this declaration, the Applicant acknowledges and agrees that any personal information provided to New Zealand Export Credit in, or in relation to this application will be used by New Zealand Export Credit in accordance with New Zealand Export Credit's privacy policy available from <https://exportcredit.treasury.govt.nz/privacy>

Exporter company

Authorised person and position

Signature

Date (dd/mm/yyyy)

 / /

Please print and sign, then scan and email form to exportcredit@treasury.govt.nz

SECTION C: Additional information required and checklist

This application cannot be considered unless you have provided us with the information requested below.

If you need any assistance, please call us on 04 917 6060 or email exportcredit@treasury.govt.nz

Request for additional information and checklist

The additional information is required to fully assess your application for a Surety Bond Guarantee.

Please attach the following documents and complete the checklist.

Information required and checklist

- Completed Surety Bond Guarantee Application
- Exporter declaration has been completed and signed
- Tender or bid documents, signed or pro forma commercial contract
- A copy of the surety bond(s) requested by the Buyer
- Audited financial statements (or unaudited financial statements prepared in accordance with NZGAAP) for the Exporter including:
 - ▶ the last three years and your latest interim statements
 - ▶ projected cashflow of this project and itemised expenses on a monthly or quarterly basis (as appropriate), and
 - ▶ forecast information on total cashflow (total revenue and expenses) for the duration of the New Zealand Export Credit Surety Bond Guarantee.
- Facility agreement letters detailing your existing banking lines and/or surety bonds
- The non-refundable Surety Bond Guarantee assessment fee of 1,000 NZD has been paid to New Zealand Export Credit
- Completed New Zealand Export Credit Environmental and Social Impacts Questionnaire (if required).