

Application for Pre-credit Insurance

(Completed by the Exporter)



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

Date of application (dd/mm/yyyy):

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Application information

Please complete this application if you are a New Zealand exporter seeking a **New Zealand Export Credit** Pre-credit Insurance.

It is important that New Zealand Export Credit receive all the information requested in order to make an assessment of your application.

Please ensure all sections of the application are completed.

New Zealand Export Credit may require further information in addition to the information requested in this application form.

Eligibility

To be eligible for our Pre-credit Insurance we require:

- ▶ confirmation that you (the Exporter) are a New Zealand registered company or a subsidiary of a New Zealand registered company domiciled overseas
- ▶ evidence of a commercially sound transaction with a credit-worthy buyer or bank
- ▶ description of the economic benefits to New Zealand relating to the delivery of the goods and/or services provided under the export contract
- ▶ signed acknowledgment of our anti-bribery declaration.

Our Pre-credit Insurance must also be combined with a New Zealand Export Credit policy covering post-shipment payment risks on the Buyer. If the post-shipment credit term is less than 360 days then the Exporter must also:

- ▶ confirm that the private sector is unable to support the export transaction on reasonable terms or pricing.

Assessment fee

A non-refundable assessment fee of 500 NZD or 0.1% of the guarantee amount applied for (whichever is greater) must be paid to New Zealand Export Credit to assess the pre-credit 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.

Please email the completed application form to the New Zealand Export Credit staff member responsible for your transaction.

If you have any queries on the New Zealand Export Credit Pre-credit Insurance or your application, please call 04 917 6060.

Alternatively email us at exportcredit@treasury.govt.nz

SECTION A: Required information

1 Type of coverage requested

Commercial and political risks Political risks only

2 Type of post-shipment cover requested

Short-term trade credit guarantee (for payment terms less than 360 days)

Export credit guarantee (for payment terms 1 year and higher)

3 Exporter

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

4 Exporter's bank

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

5 Buyer

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

6 Buyer's bank (If applicable)

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

7 Guarantor (If applicable)

Name	
Postal address	
Country	
Authorised contact person and position	
Contact phone number	
Email	
Website	
Legal status (corporate, government, bank)	

Exporter details

8 Please briefly summarise the export business of your company

9 Please complete the following table

Exporter's sales information (for your fiscal year most recently completed)	Year ended (dd/mm/yyyy)
	<input type="text"/> / <input type="text"/> / <input type="text"/>
Total sales (NZD)	<input type="text"/>
Export sales (NZD)	<input type="text"/>

Buyer and contract details

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

<input type="checkbox"/> a new customer	<input type="checkbox"/> a previous client since	<input type="text"/>
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Historic credit experience with the Buyer:

Yearly credit experience	Current year	Prior year 1	Prior year 2
Total amount sold	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total amount sold on credit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Payment terms/tenor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Have there been delays in payment from the Buyer or its bank?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, enter amount due and number of days delayed	<input type="text"/>		
Provide reasons for past delays	<input type="text"/>		
When do you expect payments to resume?	<input type="text"/>		

11 Description of the goods/services/project

12 If the contract is part of a larger project, please describe the larger project

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13 Is this contract similar to other work you have already undertaken?

Yes No

14 How will you be paid by the Buyer?

Open account Letter of credit Other (please specify)

15 What are the terms of payment?

Value of contract and currency	<input type="text"/>
Advance payment (%)	<input type="text"/>
Description of other pre-shipment/ pre-commissioning milestone payments	<input type="text"/>
Post-shipment credit amount	<input type="text"/>
Post-shipment credit term	<input type="text"/>
Schedule of repayments	<input type="checkbox"/> One bullet payment <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other <input type="text"/>

16 What is the time schedule?

Expected date for unconditional contract	<input type="text"/>
Processing/manufacture	From <input type="text"/> To <input type="text"/>
Number of shipments	<input type="checkbox"/> Single <input type="checkbox"/> Multiple under one sales contract <input type="checkbox"/> Multiple under a number of sales orders
Insurance coverage requested for	<input type="checkbox"/> Single shipment <input type="checkbox"/> Multiple shipments (under one sales contract) <input type="checkbox"/> Multiple shipments (under a number of sales orders)
Date of shipment(s)	From <input type="text"/> To <input type="text"/>
Installation/assembly	From <input type="text"/> To <input type="text"/>
Commissioning date (if applicable)	<input type="text"/>

17 Declaration of pre-credit maximum loss

Yearly credit experience	Pre-credit risk period (start date – end date)	No of weeks	Amount
Risk period 1			
Risk period 2			
Risk period 3			
Risk period 4			
Risk period 5			
Risk period 6			

The declaration of the pre-credit maximum loss is calculated as:

The invoiced sum

add production costs for non-invoiced services (raw materials, work in progress, payroll etc), for project guarantee as well as materials that are to be delivered to the site and extraordinary demobilisation costs

add materials and deliveries that have been ordered from other companies and through binding orders

add the relevant production cost share of the company’s usual fixed costs

less an estimated market value

less advance payment (every amount received).

NB. The maximum expected risk of loss must be declared at least once a month.

18 If you are seeking New Zealand Export Credit’s direct insurance do you intend to subsequently assign/discount this to a bank?

No
 Yes (Name of bank)

Origin of goods and/or services

19 New Zealand content (refers to goods and services manufactured or designed in New Zealand)

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) if any

20 Local content (refers to goods and services manufactured or designed or provided by residents of the Buyer’s country)

Percentage of contract amount which relates to local content

List of your supplier(s) or subcontractor(s) if any

21 Foreign content (refers to goods and services manufactured or designed in, or provided by residents of a country other than New Zealand and the Buyer's country)

Percentage of contract amount which relates to foreign content

List of your supplier(s) or subcontractor(s) if any

Environmental and/or social impacts

22 Are you aware of any significant environmental, social and/or human rights impacts associated with this transaction, the end user and/or the Buyer?

Yes No

If Yes, please complete NZEC's Environmental and Social Impacts Questionnaire at <https://exportcredit.treasury.govt.nz/corporate-responsibility/environmental-and-social-review>

23 If the post-shipment credit term is less than 360 days, please confirm that the private sector is currently unable to support this export transaction on reasonable terms or pricing

Yes No

Name of insurer

Contact phone number Email

Authorised contact person and position

Provide reasons for non-cover

SECTION B: Exporter declaration

By signing this application form the Exporter (the “Applicant”) certifies to the New Zealand Export Credit that:

- ▶ The Exporter is a New Zealand resident or a subsidiary of a New Zealand registered company domiciled overseas for tax purposes.
- ▶ To the best of its knowledge, the information contained in this application and attachments is accurate, complete and contains no omissions.
- ▶ The goods and/or services provided under the Export Contract are legal exports. A “legal export” is defined as an export that is not against or in contravention of current legislation in force in New Zealand.
- ▶ The Applicant understands that New Zealand Export Credit will rely upon the information provided in this application to determine the appropriateness of providing a Pre-credit Insurance and post-shipment cover. It undertakes to promptly provide to the New Zealand Export Credit any additional information as they may reasonably require in respect to the assessment and monitoring of this cover.
- ▶ I authorise the Bank/insurance company 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 New Zealand Export Credit cover. This specific authority to disclose information to New Zealand Export Credit is given by me, notwithstanding that the information was provided to the Bank/insurance company in confidence.
- ▶ I authorise the New Zealand Export Credit in this application to approach the Buyer to seek financial information.

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

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

The Applicant declares that to the best of its knowledge, neither the Applicant nor any person acting on the Applicant’s behalf or acting with its consent or authority (including any of the Applicant’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.

The Applicant acknowledges 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, the Applicant acknowledges and agrees that the Applicant’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.
- ▶ The Applicant acknowledges and agrees to indemnify the New Zealand Export Credit for all losses and expenses, including legal costs, incurred should the Applicant or anyone acting on the Applicant’s behalf in relation to a Relevant Matter have engaged in or engage in illegal bribery. The Applicant further acknowledges and agrees that New Zealand Export Credit may require the Applicant to disclose to New Zealand Export Credit, on demand, the identity of persons acting on the Applicant’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 our Privacy Officers phone 04 917 6060.

Name of Exporter

Authorised person and position

Signature

Date (dd/mm/yyyy)

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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 we have been provided with the information requested below. If you need any assistance, please call us on 04 917 6060. Alternatively, you can email us at exportcredit@treasury.govt.nz

Request for additional information and checklist

Please attach the following documents if available and complete the checklist.

- Completed and signed application form
- Exporter declaration has been completed and signed
- Payment of New Zealand Export Credit assessment fee
- The Buyer's (and/or Guarantor's – if applicable) financial accounts (preferably audited and for the previous two years of trading PLUS the current year of trading). The financials we require include
 - ▶ the balance sheets
 - ▶ profit and loss accounts
 - ▶ historical cashflow statements, and
 - ▶ the notes associated with these statements.

NOTE: New Zealand Export Credit can seek the Buyer's financials directly on your behalf.

- A credit report (for example from Dun & Bradstreet) of the Buyer/Guarantor that has been conducted within the last three months.

NOTE: New Zealand Export Credit can seek a Dun & Bradstreet report directly on your behalf.

- The Exporter's most recent annual report and/or latest financial statements. (This provides New Zealand Export Credit an understanding of your firm).
- Evidence (email or letter) of your insurer's decline of cover (if applicable).
- Confirmation from your insurer that by seeking the New Zealand Export Credit Guarantee that this does not contravene your current policy (if applicable).

Further information may be sought depending on the risk profile of the Buyer, export transaction and the country. This list is an indication of the basic information requirements.