

# Application for the Export Credit Guarantee

(Completed by the Exporter)



TE TAI ŌHANGA  
THE TREASURY

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](mailto: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 New Zealand Export Credit Guarantee.

It is important that New Zealand Export Credit receives all the information requested in this application in order to assess your application.

**All applicants** please complete **Sections A, E and F**.

Please complete Section B if you are applying for a Supplier Credit Guarantee.

Please complete Section C if you are applying for a Financing Guarantee.

Please complete Section D if you are applying for a Buyer Credit Guarantee.

New Zealand Export Credit will also require the additional information listed in Section F of this application form.

## Eligibility

To be eligible for our Export Credit 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
- ▶ evidence of a commercially sound transaction with a credit-worthy Buyer or bank
- ▶ signed acknowledgment of our anti-bribery declaration, and
- ▶ evidence of economic benefits to New Zealand relating to your delivery of the goods and/or services provided under the export contract(s).

## Assessment fee

A non-refundable assessment fee of 2000 NZD or 0.05% of credit amount applied for must be paid to New Zealand Export Credit to assess the Export Credit 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

*Please note that dependent on which financing structure is used, there will be additional financing costs as well as potential legal and other bank fees.*

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 **Export Credit Guarantee** or your application, please call 04 917 6060 or if outside New Zealand on +64 4 917 6060. Alternatively email us at [exportcredit@treasury.govt.nz](mailto:exportcredit@treasury.govt.nz)

## SECTION A: All applicants please complete this section

### Export details

#### 1 What does the application relate to?

<input type="checkbox"/> Supplier credit	<input type="checkbox"/> Financing guarantee	<input type="checkbox"/> Buyer credit	<input type="checkbox"/> Pre-credit guarantee
<input type="checkbox"/> Commercial and political risks	<input type="checkbox"/> Political risks only		

#### 2 Exporter

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

#### 3 Buyer

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

#### 4 Exporter's bank

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

#### 5 Guarantor (if applicable)

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

#### 6 Please briefly summarise the export business of your company

--

**7 Please complete the following table**

Sales and Export 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"/>
Number of employees	<input type="text"/>

**8 Description of the goods/services/project**

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

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

Yes  No

**11 Contract terms (to identify if you may need cover during contract completion period)**

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)		

**12 How will you be paid by the Buyer?**

Open account   
  Letter of credit   
  Other (please specify)

**13 What are the terms of payment?**

Value of contract and currency	<input type="text"/>
Credit period	<input type="text"/>
Advance payment (%)	<input type="text"/>
Credit amount	<input type="text"/>
Financing costs (eg, interest)	<input type="text"/>
Schedule of repayments	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually

**14 What is the time schedule?**

Expected date for unconditional contract	<input type="text"/>
Total contract completion period (months)	From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/>
Number of shipments	<input type="text"/>
Date of shipment(s)	From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/>
Installation/assembly	From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/>
Commissioning date	<input type="text"/>
Credit period begins from the date of	<input type="checkbox"/> Shipment <input type="checkbox"/> Partial shipping <input type="checkbox"/> Commissioning <input type="checkbox"/> Other

## Buyer details

### 15 Is the Buyer a new or a previous client?

<input type="checkbox"/>	is a new customer	<input type="checkbox"/>	a previous client since	<input type="text"/>
If a previous client please explain your experience of the Buyer including their history of fulfilling their contractual obligations				
<div style="border: 1px solid #ccc; height: 100px;"></div>				

### 16 Please describe any other exporting history in the country of the Buyer

## Origin of goods and/or services

### 17 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	<div style="border: 1px solid #ccc; height: 120px;"></div>
List of your New Zealand supplier(s) or subcontractor(s) if any	<div style="border: 1px solid #ccc; height: 80px;"></div>

### 18 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	<div style="border: 1px solid #ccc; height: 40px;"></div>
List of your supplier(s) or subcontractor(s) if any	<div style="border: 1px solid #ccc; height: 80px;"></div>

**19 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	

**Agents**

**20 Is there any person, such as an Agent, acting on behalf of your company in respect to this transaction?**

Yes  No

**21 Name and address of Agent(s)**

Name	
Postal address	
Name	
Postal address	
Name	
Postal address	

**22 Please provide details of the services which the Agent(s) has provided or is providing**

--

**23 Please specify the amount of any commission, fees or other remuneration relating to this transaction**

--

24 Please specify the country or countries where any commission, fees or other remuneration is payable to the Agent(s)

### Environmental and/or social impacts

25 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>

### Additional information

26 Any other relevant information

## SECTION B: Please complete if you are applying for a Supplier Credit Guarantee

27 Will our Supplier Credit Guarantee subsequently be assigned to a Bank?

Yes  No



## SECTION C: Please complete if you are applying for a financing guarantee

28 Please complete the following details of the Holder or Endorser of a bill of exchange/bank opening credit/bank providing a guarantee

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

29 What is the financing instrument?

Letter of credit     Bill of exchange     Other

30 Does the Financial Institution intend to take recourse for the non-New Zealand Export Credit covered risk?

Yes     No

If Yes, recourse to what entity?

## SECTION D: Please complete if you are applying for a Buyer Credit Guarantee

### 31 Please complete the following details for the Borrower (if different from the Buyer)

Name	
Postal address	
Authorised contact person and position	
Contact phone number	
Email	
Website	
Expected date of loan contract	

### 32 Does the financial institution intend to take recourse for the non-New Zealand Export Credit covered risk?

Yes  No

If Yes, recourse to what entity?

--

## SECTION E: All applicants please complete the 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 Guarantee 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.

**I acknowledge New Zealand’s bribery laws for both public and private sectors, and 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
- b) is currently under charge in any court, or is formally under investigation by public prosecutors for violation of laws against bribery of any country
- c) within a five year period preceding the date of this declaration has been convicted in any court for violation of laws against bribery of any country, been subject to equivalent measures, or been found as part of a publicly-available arbitral award to have engaged in bribery, and/or
- d) is listed on the publicly available debarment lists of the World Bank Group or any similar Multilateral Financial institution.

**I declare that any commissions and fees to be paid to any persons acting on the Exporter’s behalf in connection with the Relevant Matter is or will be for legitimate services only.**

I understand that for the purposes of this declaration that **Relevant Matter** means this application or a transaction, agreement, arrangement or event contemplated by or referred to in 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.**

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 <https://exportcredit.treasury.govt.nz/privacy>

Name of Exporter	
<input type="text"/>	
Authorised person and position	
<input type="text"/>	
Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Please print and sign, then scan and email form to <a href="mailto:exportcredit@treasury.govt.nz">exportcredit@treasury.govt.nz</a>	

## SECTION F: 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](mailto: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 the assessment fee has been made
- The Buyer's (and/or Guarantor's – if applicable) audited financial accounts (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 (and/or Guarantor'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 credit 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)

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.

- Completed NZEC Environmental and Social Impacts questionnaire (if required)