

# Application for a Loan Guarantee Domestic Transaction

(Completed by the Supplier and the Supplier's Financier)



TE TAI ŌHANGA  
THE TREASURY

Please download and save this form first. Then fill out, sign and email to [exportcredit@treasury.govt.nz](mailto:exportcredit@treasury.govt.nz) or the business originator responsible for your transaction.

Date of application (dd/mm/yyyy)

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## Application information

This application helps **New Zealand Export Credit** to assess the Supplier's and Financier's eligibility for a Loan Guarantee Domestic Transaction.

We rely on the information provided to make our credit assessment. All information provided must be accurate and complete.

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

**Please ensure all sections of the application are completed and additional information provided.**

Sections A and B must be completed by the Supplier.

Sections C must be completed by the Financier.

Section D is a request for additional information to support the application and a checklist.

## Eligibility

To be eligible for our Loan Guarantee Domestic Transaction we require:

- ▶ confirmation that you (the Supplier) are a New Zealand registered company
- ▶ signed acknowledgement of our anti-bribery declaration
- ▶ evidence of economic benefits to New Zealand relating to your performance of the contract
- ▶ demonstration of your managerial, financial, and technical capabilities to perform the contract
- ▶ the Loan Guarantee Domestic Transaction request must be for 5 years or less, and
- ▶ evidence that your goods produced and/or services provided under the supply chain contract are integral to an exporting firm's delivery of exports.

## Assessment fee

A non-refundable assessment fee of 1,000 NZD must be paid to New Zealand Export Credit to assess the Loan Guarantee Domestic Transaction 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 Loan Guarantee Domestic Transaction or your application, please call 04 917 6060.

Alternatively email us at [exportcredit@treasury.govt.nz](mailto:exportcredit@treasury.govt.nz)

## SECTION A: Supplier information – To be completed by the Supplier

### Supplier details

#### 1 Supplier/Borrower

Name			
Postal address			
Authorised contact person and position			
Contact phone number			
Email			
Website			
Company registration number		Company establishment date	
Number of employees		ANZSIC code	

#### 2 Buyer (Exporter)

Name			
Postal address			
Authorised contact person and position			
Contact phone number			
Email			
Website			
Company registration number		Company establishment date	
Number of employees		ANZSIC code	

#### 3 Please provide an estimate of your additional capital requirements

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4 What is the reason for the increased capital requirements? (For example, provide a description of the supply contract(s) or forecasted sales that require the availability of pre-shipment finance)

5 Please explain how this additional lending will be repaid?

6 Please summarise the business of your company – ie, what you do, who do you sell to

7 Please describe the history of your company, its ownership and management, and any related companies

**8 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)			

**Supplier financial information**

**9 Please provide information on your current finance arrangements (including any shareholders'/directors' loans and trading facilities from your bank(s))**

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

**10 Are you aware of any breaches of banking covenant or conditions to your lending in the last 2 years?  
(If yes, then please provide detail of breaches)**

**New Zealand content/benefits**

**11 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 and any other economic benefits to New Zealand relating to the delivery of exported goods and/or services that will be financed by this additional lending

List of your key New Zealand supplier(s) or subcontractor(s)

## Agents

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

Yes  No

13 Name and address of Agent(s)

Name	
Postal address	
Name	
Postal address	
Name	
Postal address	

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

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

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

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## Environmental and/or social impacts

17 Are you aware of any significant environmental social and/or human rights impacts associated with your exported goods or service, your end user(s) and/or Buyer(s)?

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>

## SECTION B: Supplier declaration

We make the following representations and warranties to both our Financier and New Zealand Export Credit and agree with them to comply with the following on-going obligations:

- ▶ I am authorised to complete this application on behalf of the Supplier.
- ▶ We are a New Zealand registered company.
- ▶ I certify that the information contained in this application and attachments is accurate, complete and contain no omissions.
- ▶ I authorise and consent to the Financier disclosing Personal Information (as defined in the Privacy Act 1993), all credit information and any additional relevant information reasonably requested by New Zealand Export Credit in connection with this application, or during the life of the guarantee. This specific authority to disclose information to New Zealand Export Credit is given by me, notwithstanding that the information was provided to the Bank in confidence.
- ▶ I understand that New Zealand Export Credit will rely upon the information provided in this application to determine the appropriateness of providing a guarantee to a Financier.
- ▶ I undertake to inform New Zealand Export Credit immediately of any changes to the details provided as soon as these become known to me.
- ▶ We will promptly inform the Financier and New Zealand Export Credit if we cease to be engaged in exporting.
- ▶ We will do all things necessary or reasonably requested by the Financier or New Zealand Export Credit to enforce or enable the Financier or New Zealand Export Credit to enforce any of the rights to payment under each document and negotiable instrument relating to the facility.
- ▶ I will promptly provide to the Bank and New Zealand Export Credit such information (and if given directly to the Bank, we consent to the disclosure of information to New Zealand Export Credit) as they may reasonably require in respect of the Loan Guarantee.

**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, I acknowledge and agree 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>

Signed for and on behalf of the Supplier by its duly authorised signatory(s):

Supplier/Borrower

Name of director/authorised signatory(s)

Signature

Date (dd/mm/yyyy)

Please print and sign, then scan and email form to [exportcredit@treasury.govt.nz](mailto:exportcredit@treasury.govt.nz)

## SECTION C: To be completed by the Financier

What is the total amount of the Facilities that you (the Financier) has currently committed to the Borrower?

What is the total amount of any proposed increase in the Facilities for the Borrower?

What is the total amount of the proposed increase you are seeking an New Zealand Export Credit Loan Guarantee Domestic Transaction for? (either \$ amount of cover or % of risk to be covered)

How are you proposing to structure the increased Facilities that are proposed to be guaranteed by New Zealand Export Credit? (eg, trade loans, overdraft, short term loan, etc)

What term are you seeking a New Zealand Export Credit Loan Guarantee Domestic Transaction for?

What is the base interest rate + margin + fees (if any) that will be charged for the issue of the additional loan?

Base rate

Margin

Fee

Will this additional lending result in any release of existing security?

Yes  No

Have you waived a breach or reset a financial covenant for this Borrower in the past 12 months?

Yes  No

If Yes, provide details below

Additional comments if any

## To be attached by the Financier

Please attach the most recent credit report in relation to the Supplier (which covers the Supplier's existing and proposed credit facilities and related terms and conditions).

- ▶ I am authorised to complete this application on behalf of the Bank/Financier.
- ▶ I confirm support of the Supplier's application for a New Zealand Export Credit Loan Guarantee Domestic Transaction.
- ▶ I confirm that, to the best of my knowledge, the information provided by the Supplier in this application is consistent with our information on the Supplier.
- ▶ I understand that New Zealand Export Credit will rely upon the information provided in this application to determine the appropriateness of providing guarantee for lending.
- ▶ I undertake to inform New Zealand Export Credit immediately of any adverse changes reasonably considered being material to the Bank's/Financier's view of the Supplier as soon as these become known to me.

Bank/Financier name	
<input type="text"/>	
Authorised officer of Bank/Financier	
<input type="text"/>	
Name in block capitals	
<input type="text"/>	
Signature	Telephone number including area code
<input type="text"/>	<input type="text"/>

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## SECTION D: Additional information required and checklist

The additional information is required to fully assess your application for a Loan Guarantee Domestic Transaction. Please attach the following documents and complete the checklist.

### Information required and checklist

- Loan Guarantee Domestic Transaction Application – Section A and B completed and signed by Supplier
- Loan Guarantee Domestic Transaction Application – Section C completed and signed by Financier
- Details of the Supplier's existing and proposed credit facilities provided by the Financier, and their terms and conditions
- Audited financial statements (or unaudited financial statements prepared in accordance with NZGAAP) for the Supplier including:
  - ▶ the last three years and your latest interim statements, and
  - ▶ forecast budgets, comprising profit and loss, balance sheet and cashflow forecasts for the duration of the Loan Guarantee Domestic Transaction term
- Facility agreement letters detailing your existing banking lines
- The non-refundable Loan Guarantee Domestic Transaction 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)

Further information may be sought depending on the risk profile of the Buyer and nature of your supply contract. With your consent, we may seek a:

- Statement from the exporter evidencing how your supply contract is integral to the delivery of exports.

If you need any assistance, please call us on 04 917 6060 or email [exportcredit@treasury.govt.nz](mailto:exportcredit@treasury.govt.nz)