

# Application for Pre-credit Insurance

(Completed by the Exporter)



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

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](mailto: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

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 style="width: 100%;" type="text"/>
Advance payment (%)	<input style="width: 100%;" type="text"/>
Description of other pre-shipment/pre-commissioning milestone payments	<input style="width: 100%;" type="text"/>
Post-shipment credit amount	<input style="width: 100%;" type="text"/>
Post-shipment credit term	<input style="width: 100%;" type="text"/>
Schedule of repayments	<input type="checkbox"/> One bullet payment <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other <input style="width: 150px;" type="text"/>

16 What is the time schedule?

Expected date for unconditional contract	<input style="width: 100%;" type="text"/>	
Processing/manufacture	From <input style="width: 150px;" type="text"/>	To <input style="width: 150px;" 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 style="width: 150px;" type="text"/>	To <input style="width: 150px;" type="text"/>
Installation/assembly	From <input style="width: 150px;" type="text"/>	To <input style="width: 150px;" type="text"/>
Commissioning date (if applicable)	<input style="width: 100%;" 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

## Agents

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

Yes

No

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

Name

Postal address

Name

Postal address

Name

Postal address

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

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

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

## Environmental and/or social impacts

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

28 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.

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 Privacy Officers phone 04 917 6060.

Name of Exporter

Authorised person and position

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: 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 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.