



PROPOSAL APPLICATION FORM

TRADE CREDIT INSURANCE (EXPORT/ IMPORT/DOMESTIC)

For Bank's Use Only :			
NAME OF APPLICANT		ITEM	DATE
		Received	
		Acknowledgement	
		BDC	
FACILITY	<input type="checkbox"/> Export	FIIC	
	<input type="checkbox"/> Domestic	BCC	
	<input type="checkbox"/> Import	BOD	



Trade Credit Insurance (Export/Import/Domestic)

D.EXPORTER REF. NO. :	CL REF. NO. :
PROPOSAL APPLICATION	

1.0 PROFILE

1.1 DETAILS OF EXPORTER

Name			
Contact Person		Email Address	
Address		Telephone Number	
		Mobile Number	
		Facsimile Number	
Name of Bank			
Address of Bank			

Particulars of Proprietor/Partners/Directors

Name	NRIC	Address
i.		
ii.		
iii.		

Year Established		Year Export Commenced	
Authorised Capital		Paid-up Capital	
% of Local Business		% of Export Business	
Description of Goods		Description of Goods	

Business Type <i>*Please Tick (✓) Where Applicable</i>	Sole Proprietorship	<input type="checkbox"/>	Business Sector <i>*Please Tick (✓) Where Applicable</i>	Manufacturing	<input type="checkbox"/>
	Government Owned	<input type="checkbox"/>		Trading	<input type="checkbox"/>
	Public Limited	<input type="checkbox"/>		Agriculture	<input type="checkbox"/>
	Private Limited	<input type="checkbox"/>		Primary Industries	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>		Service Provider	<input type="checkbox"/>
	Others (please specify)	<input type="checkbox"/>		Others (please specify)	<input type="checkbox"/>
_____		_____			

Ultimate Parent of Group	Name	
	Country	



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Particulars of Shareholder(s) – Top 3 only		
	NRIC	Shareholding (%)
i.		
ii.		
iii.		

Particulars of Key Management Personnel					
Department	Name of Personnel	NRIC/Passport Number	Years with Current Organisation	Previous Employment	
Administration					
Marketing					
Production					
Finance					
Ownership (%)	Bumiputra	<input type="text"/>	Number of Employees	Total	<input type="text"/>
	Foreign	<input type="text"/>		Office	<input type="text"/>
	Non-Bumi/Local	<input type="text"/>		Production	<input type="text"/>

1.2 CREDIT CONTROL PROCEDURE (Please Tick (✓) Where Applicable)

Do you have Credit Control Department?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your credit control centralized?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any written credit controls procedures provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Source of credit agency		
Are visits made to buyers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', how often?	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>
	Half Yearly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Any written visit report?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do different companies within your group trade with the same buyer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What are your standard terms of payment?		

2.0 EXPORT/SALES TURNOVER
2.1 EXPORT FROM MALAYSIA

Buyer/Country (a)	Turnover (MYR)				Remarks (f)
	Last 12 Months (actual) *		Next 12 Months (estimated)		
	ILC (b)	DP, DA & OA (c)	ILC (d)	DP, DA & OA (e)	
Total					

2.2 EXPORT FROM OTHER COUNTRIES (MERCHANTING TRADE)

Country (a)	Turnover (MYR)				Remarks (f)
	Last 12 Months (actual) *		Next 12 Months (estimated)		
	ILC (b)	DP, DA & OA (c)	ILC (d)	DP, DA & OA (e)	
Total					

Turnover for next 12 months to subsidiary or associate companies (if any)

MYR

Turnover for next 12 months to government bodies (if any)

MYR

* If more convenient, actual turnover of the recent financial year may be given in columns (b) & (c).

Legend

 ILC : Irrevocable Letter of Credit
 DP : Document Against Payment
 DA : Document Against Acceptance
 OA : Open Account

Note:

The figures should exclude any contract in relation to any goods exported thereunder where:-

- (i) Irrevocable payment in full in Malaysia is made therefor prior to the date of such exportation or payments are made against documents under an Irrevocable Letter of Credit confirmed before exportation by a Bank in Malaysia.
- (ii) Terms of payment exceeds six (6) months credit.

2.3 SALES WITHIN MALAYSIA AND/OR IMPORTS OF GOODS

Company	(√) Where applicable		Turnover (MYR)				Remarks (f)
			Last 12 Months (actual) *		Next 12 Months (estimated)		
	Local Sales	Import Goods	ILC (b)	DP, DA & OA (c)	ILC (d)	DP, DA & OA (e)	
Total							
Turnover for next 12 months to subsidiary or associate companies (if any)				MYR			
Turnover for next 12 months to government bodies (if any)				MYR			

* If more convenient, actual turnover of the recent financial year may be given in columns (b) & (c).

Legend

ILC : Irrevocable Letter of Credit
 DP : Document Against Payment
 DA : Document Against Acceptance
 OA : Open Account

Note:

The figures should exclude any contract in relation to any goods exported thereunder where:-

- (iii) Irrevocable payment in full in Malaysia is made therefor prior to the date of such exportation or payments are made against documents under an Irrevocable Letter of Credit confirmed before exportation by a Bank in Malaysia.
- (iv) Terms of payment exceeds six (6) months credit.

3.0 FINANCIAL INFORMATION
3.1 OVERDUES

Our current overdues in respect of payments outstanding for more than three (3) months from the due date are shown hereunder:

Buyers' Name & Address	Amount (MYR)	Due Date of Payment
i.		
ii.		
iii.		

3.2 PAST EXPERIENCE

Financial Year	Turnover (MYR)	Number of Losses	Total Value of Losses (MYR)
Year To Date			

3.3 ANALYSIS OF ACCOUNTS (EXISTING BUYERS ONLY)

Size of Accounts in MYR (Credit Limit) *	Number of Buyers	Terms of Payment **	
		ILC	DP, DA & OA
Above 1,000,001			
250,001 to 1,000,000			
100,001 to 250,000			
5,001 to 100,000			
Less than or equal to 5,000			

Legend

ILC : Irrevocable Letter of Credit
 DP : Document Against Payment
 DA : Document Against Acceptance
 OA : Open Account

Notes:

* A Credit Limit for any one buyer is maximum amount outstanding for payment at any one time after the goods have been exported and before they have been paid for.

** Please tick the terms of payment transacted. If both are used, tick them in the appropriate boxes.

4.0 DECLARATION

We submit a copy of the following documents :

- i. Photocopy of latest Income Tax return (J Form) (*for Sole Proprietorship and Partnership*)
- ii. Certified copy of business Registration
- iii. Copy of Memorandum of Article of Association and certified copies of Form 24 and 49 of the Companies Act 1965
- iv. Last 3 years Annual Report, Accounts and Auditor's Report (*mandatory*)
- v. Interim Balance Sheet and Profit & Loss Account (*mandatory*)

We have not entered into any contract of insurance or indemnity relating to any contract to which this Proposal applies in respect of any cause of loss covered by the Export Trade Credit Insurance (Export/Domestic) and we will not enter into any such contract of insurance or indemnity without your consent in writing.

We are not aware of any circumstances relating to any particular buyer or contract which might adversely influence your acceptance of any of the risks submitted.

We agree that, unless otherwise agreed by the Company in writing, the Company shall be under no liability in respect of:-

1. any contract made with any buyer in whose profits we have any interest, direct or indirect, or who has any interest in our business, or
2. any contract made with any buyer in relation to any goods exported thereunder after we have learnt that he is in financial difficulties or that his position appears to be such as to make exports/sales to him undesirable.

We undertake to declare under the terms of the Policy all exports/sales made to any and every buyer in all countries, including those specified in paragraph 2.1 & 2.2 hereof and any other countries to which we may make exports/sales unless otherwise agreed by Company in writing.

We undertake to carry on our business with due care in making contracts and exports/sales and with due regard to the conditions of the contract and the trustworthiness of the buyer.

All discussions and correspondence in connection with this Proposal and with any Policy arising therefrom are to be treated by both sides as confidential, and we undertake not to disclose either the existence of the Policy or any of the details thereof to our agents or to the buyers or to any other person or concern, other than in confidence to our bankers, without the prior consent of the Company in writing.

We certify that the representations made and facts stated by us are true, and that we have not misrepresented or omitted any material fact which might have a bearing on the Policy and we agree that such representations and facts shall form the basis of and be incorporated in the Policy and that the truth of such representations and facts and due performance of each and every undertaking contained herein or in the Policy shall be a condition precedent to any liability of the Company thereunder.

We hereby agree and consent that in the event EXIM Bank is required to disclose any information with regards to the Policy granted by EXIM Bank to us, we allow such information to be released to either insurance brokers, reinsurers, relevant regulatory authorities and/or any third parties at the absolute discretion of EXIM Bank as it may deem fit.

Notes :

- In the case of incorporated company, this Proposal Application should be signed by an authorised officer for and on behalf of the company and should state the capacity in which the signatory acts (e.g. Managing Director, Secretary).
- In the case of partnership, this Proposal Application should be signed by a partner in the firm.
- In the case of sole proprietorship, this Proposal Application should be signed by the proprietor of the firm.
- The words NIL or NOT APPLICABLE should be entered in any space where appropriate, NO SPACE SHOULD BE LEFT BLANK.
- If space in any of the above tables is insufficient, please attach separate SIGNED statements.

**Trade Credit Insurance (Export/Import/Domestic)**

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Authorised Signatory		Company Official Stamp
	Name	
	Designation	
	Date	

HOW DID YOU GET TO KNOW EXIM BANK?

Please tick (✓) Where Applicable	
Seminar/Talk/Exhibition <input type="checkbox"/>	Business Associates/Friends <input type="checkbox"/>
Media (TV, Billboard, etc.) <input type="checkbox"/>	
Others (please specify): <input type="text"/>	

CONTACT PERSON

Name	Direct Line	Email
Visualingam Veeraperumal	(603) 2601 2050	visual@exim.com.my
Azrin Azizuddin	(603) 2601 2089	azrin@exim.com.my
Nik Khairul Adli Nik Rasdee	(603) 2601 2107	nkhairul@exim.com.my

Note: The applicant/borrower shall not under any circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage to any of the Bank's employees, members of the boards of directors, representatives and/or agents in relation to this application/facility/agreement. Such acts are criminal offences under the Malaysian laws and shall entitle the Bank and without prejudice to the Bank's other rights and remedies, to terminate the application/facility/agreement forthwith, and the applicant/borrower shall be liable for all consequential losses incurred by the Bank as a result of such termination, and shall indemnify and render the Bank harmless from all such costs. The Bank is also entitled to report the same to the relevant authorities including but not limited to the Malaysian Anti-Corruption Commission and/or the Royal Malaysian Police.

Please send your submission with your supporting documents to :

Export-Import Bank of Malaysia Berhad (357198-K)
 Level 1, EXIM Bank
 Jalan Sultan Ismail
 50250 Kuala Lumpur
 MALAYSIA

Tel: (603) 2601 2000 Fax: (603) 2601 2454
 Website Address : www.exim.com.my