

DEBTOR ANALYSIS

AGING ANALYSIS

Debtors Analysis as at (dd/mm/yy)

Please state your currency

Average DSO (past 12 months)

days

Bracket	No. debtors	A/R Outstanding
>10,000,000		
5,000,001 - 10,000,000		
2,500,001 - 5,000,000		
1,000,001 - 2,500,000		
500,001 - 1,000,000		
250,001 - 500,000		
100,001 - 250,000		
50,001 - 100,000		
25,001 - 50,000		
< 25,000		
Total		

Category	Amount	%
Current not overdue		#DIV/0!
0-30 days Overdue		#DIV/0!
31-60 days overdue		#DIV/0!
61-90 days overdue		#DIV/0!
91-120 days overdue		#DIV/0!
121-150 days overdue		#DIV/0!
151-180 days overdue		#DIV/0!
Above 180 days overdue		#DIV/0!
Total	0.00	

OVERDUE ACCOUNTS - DETAILS

Please Provide Complete Details Of All Buyers Which Are Overdue By 60 Days and Beyond

If yes, please fill the details below

Name of buyer	Amount Outstanding	Invoice due date	Reasons for overdue	Action taken

ANALYSIS OF BAD DEBT EXPERIENCE

Are there any bad debts for the last 3 years? (incl.this year)

Yes / No

If yes, please fill the details below

Year	Bad debt (Currency: INR)	Recovery	Largest single loss	No. of debts
(n)				
(n-1)				
(n-2)				

Details of **LARGEST THREE BAD DEBT** over the past three years :

Year	Country	Debtors (Name and Address)	Date of Invoice	Due Date	Reason	Amount of Loss
(n)						0.00
						0.00
(n-1)						0.00
						0.00
(n-2)						0.00
						0.00

CREDIT MANAGEMENT

Is there any credit control procedure in the company?

* Yes / No

Name of person-in-charge :

Title :

Please list the type of information required and the general action guidelines that you would use when you undertake the following credit tasks, see example as follows :

	Information	Action Guidelines
Increase/reduce credit limit to existing buyers	Overdue for more than 60 days	No credit granted for next order and request bank draft
Determine credit limit to new buyers		
Increase/reduce credit limit to existing buyers		
Change in payment terms		
Decide course of action to take in overdue situation		

How often do you review the creditworthiness of the debtors ?

days

How often are debtor aging reports generated and reviewed?

days

Please fill in the no. of days after invoice due date that you will perform the following actions.

remind in writing days
 stop shipment days
 instruct collection agency days
 undertake legal action days

* Delete whichever is not appropriate

CREDIT SALES PRINCIPAL BUYERS (excluding inter-company sales)

Buyer List' : Please complete the below details

NO	Country	GST No.	Corporate Name	Legal Address in English	Tel.	Currency:		Maximum outstanding	Credit sale during the past one year	Estimated credit sale for next 12 months	Frequency of credit sale annually	Overrun account during the past one year (Yes or No)
						Payment term - days	Credit limit request					
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

APPLICANT'S DECLARATION

I/We, the undersigned and any joint applicants, declare and warrant that the information and all attached documents provided herein to IFFCO TOKIO GIC LTD is true and correct.

We undertake to make full disclosure of all material facts and circumstances in good faith where Insurer could rely thereon.

We acknowledge that all information disclosed to insurer would be used entirely by insurer's discretion and purpose necessary for insurer's effective risk assessment.

We have read and understand insurer's Credit Insurance clause and extensions (including the Exclusions and the applicant's or insured's Obligations).

Our disclosure and warranty does not disclaim insurer's right or any liability against us. We acknowledge and agree that this application form will be binding and accepted as part of the contract, in addition to any other documents issued to us, upon the inception of the policy.

DATA PROTECTION

For the purpose of this article "Personal Data" means any information relating to an identified or identifiable natural person ("Data Subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

We are concerned to apply the protective rules related to Personal Data for the benefit of the Data Subject, whose Personal Data You have communicated to Us, as provided for in applicable laws and regulations on Personal Data including foreign laws and regulations granting rights to Data Subjects.

In view of the above, You are informed of the following protection rules regarding Personal Data You provide Us for the establishment and the management of this Contract.

1. Personal Data provided by You under the Contract may be used for regulatory purposes, for the management of the Contract, as well as for legitimate interests. Except where such interests are overridden by the interests or fundamental rights and freedoms of the Data Subject which require protection of Personal Data, the processing of Personal Data will be done only when it is necessary for the purposes of a legitimate interests:

- for the performance of the Contract,
- for compliance with a legal obligation.

For the purposes set forth above and for the needs of the credit assessment, credit management, credit insurance, reinsurance, information, debt collection, bonding, factoring and financing activities and businesses, as well as for the purposes of any new business or activity developed by Us, Personal Data provided by You under this Contract may be processed and used by and transferred to our reinsurers, their subsidiaries and other members their groups or to their partners, brokers and third party services providers providing services such as IT and infrastructure, customer service, e-mail delivery, auditing and other services, to third party experts and advisers including legal counsels, tax advisers or auditors or to any other persons as expressly agreed with You or as required or permitted by the applicable law.

The Personal Data will be stored for as long as needed or permitted in light of the purposes for which it was collected and, in any case, for no longer than until the expiry of the statute of limitations for legal proceedings relating to the Contract, extended to the duration of any ongoing litigation proceeding, or for the length of time set forth by any legal obligation to which We or the reinsurers are subject. The Personal Data of other persons, including Personal Data of debtors, will be processed on the legal basis referred to in the 1st paragraph of this clause 1 and will be stored for the same retention periods as set forth above

2. The Data Subject is entitled, under the conditions provided for by the law and by any specific law or regulation, to request to review, correct, update, modify, suppress, restrict or delete any Personal Data previously provided, or to request to receive an electronic copy of its Personal Data in order to transmit it to another company to the extent its right to data portability is provided by applicable law.

The Data Subject can exercise all these rights by contacting Us at the following email address: support@iffcotokio.co.in or at the following address:
IFFCO-Tokio General Insurance Company Limited
IFFCO TOWER – II
Plot No.3, Sector-29, Gurgaon Haryana-122001

We will respond to its request in accordance with the applicable law.

In the event of any irregularities, all persons whose Personal Data will be processed pursuant to this Article will have the right to file a complaint with the Grievance Officer : chiefgrievanceofficer@iffcotokio.co.in who handles complaints lodged by a Data Subject, or by a body, organization or association which represents the Data Subject, and investigates, to the extent appropriate, the subject matter of the complaint and informs the complainant of the progress and the outcome of the investigation within a reasonable period, in particular if further investigation or coordination with another supervisory authority is necessary.

The Controller of Personal Data processed for all the above mentioned purposes is support@iffcotokio.co.in.

3. We and our reinsurers may use Personal Data provided by You for marketing purposes or for promotion purposes, for example to inform You of new products or of any change in existing products. The Personal Data will not be sold to any third party for marketing campaigns without the Data Subject prior consent. The Personal Data will be processed for marketing purposes based on the consent of the Data Subject until it is revoked. When you provided us Personal Data, You got, when required by law, the consent of the Data Subject which is voluntary and may be revoked at any time. In addition, the Data Subject shall have the right to object to the use of its Personal Data for these reasons at any time by contacting the service referred to in paragraph above upon which We will immediately cease and desist from any further use of that Personal Data for such purpose.

You can be contacted by telephone and/or by e-mail for marketing of products and services purposes.

By authorizing to be contacted by telephone and/or by e-mail, Your Personal contact Data (i.e. name, first name, gender, postal address, e-Mail address, telephone numbers landline and mobile) will be processed for marketing purposes, which are reasonable business interests as described in the 1st paragraph of the clause 1 above.

Name:

Designation:

Date:

*the proposal form must be signed and stamped

Remarks:

INSURANCE ACT 1938, SECTION 41 - PROHIBITION OF REBATES

No person shall allow or offer to allow, either directly or indirectly as an inducement to any person to take out or renew or continue an insurance in respect of any kind of risks relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing or continuing a Policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectus or tables of the insurer.

Any person making default in complying with the provisions of this section shall be punishable with fine which may extend to ten lacs rupees.