

For office use only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

# Report > Collect > Claim Form

## 1. Your details

Lead Insured's name

Euler Hermes Policy Number

Name of Creditor (other insured) for this Debt if different to above

Your Insurer (please tick as applicable) EH United Kingdom  EH Ireland

## 2. Buyer details

Full Company Name

Trading Style (if different)

Proprietor(s) Name(s) (if not Limited)

Address

Postcode (if applicable)  Country

Telephone No  Fax No

National Identifier (eg Registration No)  Euler ID No

## 3. Debt details

Currency

Exchange rate (if applicable)

Invoice date	Due date	Net amount	VAT amount	Gross amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Invoiced:</b>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total beyond Maximum Extension Period:</b>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Amount of any Work in Progress</b> (as defined in your policy): <input type="text"/>				

#### 4. Details for non-payment – Please complete only one section, and select one reason for non-payment of the account.

Reason	Tick 1 box only		What you do next
Buyer in Insolvency	<input type="checkbox"/>	<b>Insolvency</b>	You may now submit your claim. Please go to Section 6*
Dishonoured cheque or other payment	<input type="checkbox"/>	<b>Adverse Event</b> Collectable Event	Please go to Sections 5 and 6 Amount for collection in Section 5 must be the total invoiced.
Unable to trace buyer	<input type="checkbox"/>		
Ceased to trade	<input type="checkbox"/>		
Unacceptable payment proposal (Please give details below)	<input type="checkbox"/>		
Cash flow problems	<input type="checkbox"/>		
Other (Please give details below)	<input type="checkbox"/>		
Expiry of Maximum Extension Period – not disputed (Please give details below)	<input type="checkbox"/>	<b>Collectable Event</b>	Please go to Sections 5 and 6 Amount for collection in Section 5 below must be at least total beyond MEP
Post dated cheque(s) received (Please give details below)	<input type="checkbox"/>	<b>Payment extension proposal beyond expiry of Maximum Extension Period</b> We will write to you with our agreement or otherwise to the proposal	Please go to Section 9*
Repayment proposal (Please give details below)	<input type="checkbox"/>		
Expiry of Maximum Extension Period – disputed	<input type="checkbox"/>	<b>Dispute</b>	You must re-submit this form if the Dispute is resolved but the debt remains unpaid 30 days after resolution. Please go to Section 9*
Inconvertibility	<input type="checkbox"/>	<b>Other</b>	You may now submit your claim. Please go to Section 6*
Other Political Risk	<input type="checkbox"/>		
Further details as requested above			
<input type="text"/>			
<input type="text"/>			

\*We will not take collection action

#### 5. Collection action

**Note:** By completing this section and signing the declaration in Section 9 you instruct the Collection Company to contact the buyer to undertake collection action and agree to be bound by the Collection Company's Terms and Conditions\* and scale of charges\* currently in force for their debt recovery services. The Collection Company means either Euler Hermes Collections UK Ltd (EHC) or Euler Hermes Credit Management Services Ireland Ltd trading under the name Euler Hermes Collections Ireland (EHCI), as is applicable to you.

**Amount for collection:**  **Currency:**

**COSTS & INTEREST** Please state which of the following you would like us to add to the account

**Interest:**  None  Statutory  As per your Terms of Business of sale Annual rate:  p.a.

**Collection costs:**  None  Statutory  \* Our fees  \* As per your Terms of Business of sale:

\*Please note that we can only pursue for recovery if you have a contractual right to recover costs from your customer.

#### ADDITIONAL BUYER INFORMATION

Alternative address	<input type="text"/>		
	<input type="text"/>		
Tel No	<input type="text"/>	Mobile Tel	<input type="text"/>
Contact Name	<input type="text"/>	Fax No	<input type="text"/>
Email address	<input type="text"/>	Your Account Ref	<input type="text"/>

#### AUTHORISATION FOR THE COLLECTION COMPANY'S LEGAL, TRACING OR ENQUIRY SERVICE

In the event that you require our legal, trace or enquiry service (each chargeable at the rate and prices applicable at the date the services are provided), ticking one or both boxes below will accelerate the process.

Authorise buyer tracing (for UK or Irish buyers) or enquiry (for UK buyers only)

Authorise legal action (for UK or Irish buyers)

**Important: Please refer to the 'Note to Authorisation for the Collection Company's Legal, Tracing or Enquiry Service' on page 5**

## 6. Making a claim under your policy

**Note:** By completing this section and signing the declaration in Section 9 you instruct Euler Hermes UK plc and/or Euler Hermes Ireland to treat this form as your claim form.

### Please provide your contact details for this claim

Name:  Position:

Preferred method of contact:  Email  Post  Fax

Please give us your email address/postal address/fax number as indicated:

  
  

### A. TRADING WITH THE BUYER

State your contractually agreed terms of payment

**Method of Trading** (select one of the following)

Open Credit  Consignment Stock  Letters of Credit

Bills of Exchange  Other – please give details

Are any of the unpaid invoices subject to a dispute?  Yes  No

If yes, please provide full details in Section 8, and confirm which invoices are disputed.

### B. ACTION TAKEN TO RECOVER THE DEBT

If the Collection Company is not/was not instructed to recover this debt, please provide details of all collection action taken, including the third party used, the date when legal action commenced and copy correspondence.

  
  
  
  

### C. SECURITIES HELD Please indicate as shown.

Retention of title – please give details

Guarantees  Contra account

Lien  Other – please give details

Action taken to enforce your security

  

### D. JUSTIFICATION FOR CREDIT Please indicate what you have used.

Euler Hermes Approved Limit  First Source Opinion  Credit Intelligence Opinion  Trading history

Other – please give details



## 8. Additional information


## 9. Declaration & authorities

I/We agree that where a claim is paid in accordance with policy terms and conditions as soon as Euler Hermes UK plc ("EHUK") and/or Euler Hermes Ireland ("EHI") notify us of their payment of the claim I/we agree that our rights to any Salvage, including any dividend declared in the Insolvency of the Insured Buyer, will be automatically assigned to EHUK and/or EHI. I/We warrant that at the time of the assignment to you, we have full ownership of the debt as well as the rights to any Salvage.

I/We confirm that all documents relating to the debt are available for inspection if required. I/We authorise Euler Hermes UK plc and/or Euler Hermes Ireland to communicate on my/our behalf with any person dealing with the buyer's affairs.

I/We declare that to the best of my/our knowledge and belief, the information given here is true and correct in every respect.

Name of signatory

Position in company

Signature

Date

**We will acknowledge your collection (if you have completed Section 5) and/or claim instruction (if you have completed Section 6) within 5 working days.**

**PLEASE RETURN THIS FORM TO EULER HERMES COLLECTIONS UK LIMITED (applicable for both EHUK and EHI Clients):**

**By Email**

[infocoordination@eulerhermes.com](mailto:infocoordination@eulerhermes.com)

**By Post**

Euler Hermes Collections UK Ltd  
1 Canada Square  
LONDON  
E14 5DX

**By Fax**

From the UK: 020 7718 7260  
From the Rol: 01 200 0451

### The Data Protection Act 1988 Information Notice:

Data relating to you as an individual or individuals within your organisation will be processed by Euler Hermes UK plc and companies and Branches within the Euler Group of companies ("data controller") and will be held securely in confidence and processed for the purpose of carrying out the business of the data controller and associated activities such as insurance, risk assessment and other related activities ("Activities"). The data controller may consult with and disclose the personal data to third parties such as insurers, credit insurers, credit reference agencies and other carefully selected parties ("Third Parties") who along with the data controller may process the data for the purpose of carrying out the Activities for any business applications made directly or indirectly to the data controller now or in the future. The data controller may also receive data on you from such Third Parties. The data will be processed both within and outside the European Economic Area. The data controller may contact you with details of other products in writing, electronically or by phone. If you do not wish to be contacted in future please tick the box and return to the data controller at the address shown.

I/We object to you using the data for commercial direct marketing purposes.

### Note to Authorisation for the Collection Company's Legal, Tracing or Enquiry Service

Where the legal, trace or enquiry service is provided, you agree to be bound by the Collection Company's Terms of Business and at the price prevailing at the date each or all of these services are provided. For details of our pricing, please see the relevant Schedule of Fees or call the Collection Company's Customer Services from the UK: **020 7860 2756** or from Rol: **01 200 0456**.

**Authorise buyer tracing or enquiry for UK or Irish buyers (where applicable)** (please give us all addresses or other contact details you have for the Buyer)

By ticking this box you have authorised the Collection Company to instruct tracing or enquiry agents to attempt to locate the buyer should the Collection Company be unable to confirm that they are trading at the address(es) given above. You declare that you understand that the Collection Company will use all reasonable means to locate the buyer before instructing agents. You declare that you understand that you may be charged for a successful trace report, and/or enquiry report, in line with the Collection Company's current Schedule of Fees\*.

**Authorise legal action for UK or Irish buyers**

By ticking this box, you have instructed the Collection Company to arrange legal action to recover the Debt and given express approval to the Collection Company and its legal advisers to sign the statement of truth as claimant to any legal proceedings issued on your business' behalf.

\*The Collection Company's Terms and Conditions and Schedule of Fees can be obtained by contacting EHC Customer Services – from the UK: **020 7860 2756**, or from the Rol: **01 200 0456**.

Euler Hermes UK plc  
1 Canada Square  
London  
E14 5DX  
Tel +44 (0)20 7512 9333  
Fax +44 (0)20 7512 9186  
[www.eulerhermes.co.uk](http://www.eulerhermes.co.uk)

Euler Hermes Ireland  
The Arch  
Blackrock Business Park  
Carysfort Avenue  
Blackrock, Co. Dublin  
Tel +353 (0)1 200 0400  
Fax +353 (0)1 200 0459  
[www.eulerhermes.ie](http://www.eulerhermes.ie)

Registered in England and Wales No: 149786  
Authorised and regulated by the Financial Services Authority.

Euler Hermes Ireland is a branch of Euler Hermes UK plc which is authorised and regulated by the Financial Services Authority. Irish branch No: 905533