

Manual Inclusion Questionnaire

EXPORTER SECTION:

1. BUSINESS AND CUSTOMER BASE		
a. Main products/services		
b. Market position/share		
c. Senior management changes in the last 12 months (please describe)		
d. Do you have a board-approved policy regarding environmental and social risks? (yes / no)		
e. How are these products/services used by your customers and in which sectors? Where possible, split the sectors by % sales in each sector.		
f. Domestic: number of customers and % of total business turnover		
g. Export: number of customers and % of total business turnover		
h. Typical credit terms accepted by your customers		
i. Typical terms of trade e.g. open account, letter of credit, credit insured etc.		
j. For the previous Financial Year, what % of sales came from the top three contracts you delivered?		
k. For the next three years, please indicate the value of your committed order book	Financial Year	Committed Orders
2. SUMMARY OF EXPORTING EXPERIENCE		
a. Number of years exporting		
b. List of countries exported to		
c. Have you experienced export contract / export credit default within the last five years?		
3. CAPITAL STRUCTURE		
a. Details of any intercompany debt or related party debt and terms / guarantees		
b. List of all guarantees and contingent liabilities		

c. Directors' loans and terms	
d. Dividend policy	

4. CURRENT FINANCIAL FACILITIES					
Provider	Type and Purpose	Amount / Limit	Amount Drawn	Expiry	Security and estimated value
TOTAL:					

BANK SECTION

Please complete those questions required according to the eligibility criteria which have been indicated as 'False' within the Portal:

1. The period between the Cover Start Date and the Cover End Date does not exceed the Facility Maximum Cover Period (i.e. 2 years)
Please give details:

2. The period between the Inclusion Notice Date and the Requested Cover Start Date does not exceed three Months (or such longer period as may be agreed by UK Export Finance)
Please explain why the Requested Cover Start Date will be more than three months from the Inclusion Notice Date:

3. The Bank has received an Exporter Declaration which confirms that the Exporter is not involved with any of the following industry sectors: sharp arms defence, nuclear radiological, biological, human cloning, pornography, gambling, tobacco, coal power and coal power related and the Bank Team is not aware that any information contained in that Exporter Declaration is inaccurate in any material respect
Where the Exporter has indicated within the Exporter Declaration that it is involved in any of the above listed sectors, please explain how the Bank has got comfortable with any potential reputational risk:

4. the Bank has completed its Bank Due Diligence to its satisfaction in accordance with its policies and procedures without having to escalate any issue raised during its Bank Due Diligence internally to any Relevant Person for approval as part of its usual Bank Due Diligence
Please give full details of the escalation in relation to the Bank Due Diligence and explain how it was resolved in order that the Bank is able to proceed:

5. The fees and/or interest have been set in accordance with the Bank's normal pricing policies and, if any, minimum or overall pricing requirements set by UKEF, and the Risk Margin Fee and/or interest cover the whole requested Cover Period of the Facility.
Please explain the rationale behind deviating from normal pricing policies or minimum requirements set by UKEF, or why fees/interest do not cover the whole of the requested Cover Period

6. The proposed Facility is denominated in an Approved Payment Currency
Please give details:

7. The fees and/or interest are denominated in an Approved Payment Currency.
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Please give details and explain why fees/interest are not denominated in an Approved Payment Currency:
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ADDITIONAL INFORMATION

Q1) What is the Exporter's current PoD (sub 1-year)?

Q2) Is the Exporter on the Bank's current Watch List / Monitoring List? (yes / no)

Q3) Has the Exporter breached any Bank facility covenants within the last 12 months? If yes, please advise:

Q4) Has the Exporter accessed any Government Covid-related funding schemes (e.g. CBILS etc)? If so please advise: