

**SCHEDULE 9****Form of Manual Inclusion Questionnaire****SUPPLIER SECTION:**

<b>1. BUSINESS AND CUSTOMER BASE</b>		
a. Main products/services		
b. How are these products/services used by your customers and in which sectors? Where possible, split the sectors by % sales in each sector.		
c. Domestic: number of customers and % of total business turnover		
d. Export: number of customers and % of total business turnover		
e. Average contract value and average number of contracts delivered each year		
f. Typical credit terms accepted by your buyers		
g. For the previous Financial Year, what % of sales came from the top three contracts you delivered?		
h. For the next three years, please indicate the value of your committed order book	Financial Year	Committed Orders

<b>2. SUMMARY OF EXPORTING EXPERIENCE</b>	
a. Number of years exporting	
b. Typical terms of trade e.g. open account, letter of credit etc.	
c. List of countries exported to	

<b>3. CAPITAL STRUCTURE</b>	
a. Committed capital	
b. Details of any intercompany debt or related party debt and terms	
c. Directors' loans and terms	
d. Dividend policy	

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

## BANK SECTION

For an Export Working Capital Scheme loan, please ensure that the Trade Cycle Analysis/Trade Timeline is uploaded to the Portal.

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

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| 1. The Supplier has confirmed in its Supplier Declaration that the Supply Contract does not involve agents and the Bank is not aware that any of the information contained within it is inaccurate. |
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Please give details:
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| 2. The cover period for each Transaction does not exceed 5 years, or such other period approved by UKEF (that has not lapsed or been withdrawn) in relation to bonds and/or loans for this Obligor. |
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Please give details:
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| 3. The Covered Bank Exposure under the Transaction (converted for this purpose into the Base Currency) is not more than the lesser of: |
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|---|
| (i) the Available Facility; and                   |
| (ii) the Available Obligor Covered Exposure Limit |

Please give details:
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| 4. For a bond Transaction, the bond has not yet been issued or, where the bond has been issued, this was done no more than 3 months prior to the submission of the Inclusion Notice. For a loan Transaction, the loan has not yet been advanced. |
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Please explain why support is being sought for a bond which was issued more than 3 months prior to date of submission, or for a Loan which has already been advanced.
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| 5. The Requested Cover Start Date is no more than three months from the Inclusion Notice Date. |
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Please explain why the Requested Cover Start Date will be more than three months from the Inclusion Notice Date:
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| 6. The Supplier has confirmed in its Supplier Declaration that the Supply Contract does not involve any Controlled Sectors, (as defined in the relevant Supplier Declaration) and the Bank is not aware that any of the information contained within it is inaccurate. |
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Where the Supplier has indicated within the Supplier Declaration that the Supply Contract or a Related Agreement relate to any of the above listed sectors, please explain how the Bank has got comfortable with any potential reputational risk:
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7. The Bank has completed its Bank Due Diligence to its satisfaction in accordance with its policies and procedures without having to escalate to any Relevant Person.

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 with the Transaction:

8. 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 Transaction.

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.

9. The Buyer is a person incorporated or established in, or a citizen of, or a government (or ministry or agency thereof) an Approved Country

Please give details:

10. The Buyer is, for the purpose of this Transaction, carrying on business in an Approved Country

Please give details:

11. The goods and services being provided under the Export Contract are delivered in, or destined for, an Approved Country

Please give details:

12. The Export Contract is denominated in an Approved Transaction Currency

Please give details:

13. The UK Supply Contract is denominated in an Approved Transaction Currency

Please give details:

14. The proposed Transaction is denominated in an Approved Transaction Currency

Please give details:

15. The fees and/or interest are denominated in an Approved Transaction Currency.

Please give details and explain why fees/interest are not denominated in an Approved Transaction Currency: