DEBT Collection FORM (USA)

Actions Requested (check all that apply):

? Report a Debt of $15,000 CAD/USD or more (complete Section A)
? Submit a claim (complete Sections A & B)
? Collection Services (complete Sections A & C)

SECTION A - CUSTOMER AND DEBT INFORMATION (all fields are mandatory)

The Customer:

Customer Name:
_____   Policy No.: _____ (the "Policy")

Address: _____

Contact Name: _____   Email: _____

Telephone Number: _____   Fax Number: _____

Name of Seller (if different than Customer): _____

The Buyer:

Buyer Name: _____

Address: _____

Contact Name: _____   Email: _____

Telephone Number: _____   Fax Number: _____

The Debt (if applicable, indicate taxes):

Unpaid Invoice Date		Overdue Amount Owing		Current Amount Owing	
First:	_____	Excluding Taxes:	_____	Excluding Taxes:	_____
Last:	_____	HST:	_____	HST:	_____
Currency:	_____	GST:	_____	GST:	_____
Payment Terms:	_____	Provincial Tax:	_____	Provincial Tax:	_____

_____   _____   _____
                                                             _____

Delivery Terms: _____   Foreign Tax: _____   Foreign Tax: ___

Total Amount Owing Including Taxes: _____

Amount of Fees/Expenses: _____ HST: _____ GST: _____ PST: _____ Foreign Tax: _____

Credit limit established:_____ Currency:

Credit Tool Used:_____   _____

*Contract Frustration Insurance and Single Buyer Insurance Policies do not need to complete this section

Do you have any goods in inventory or work in progress related to this transaction? ☐ Yes ☐ No

DM_e (0611)

General Comments / Experience:

```
┌──────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Reason for Delay

Cashflow   Repudiation   Export Permit   Import Permit

Conversion and Transfer   Termination of contract   War and Related Disturbances

Insolvency   Insolvency
                            Date:_____   Case Number: _____

☐ Dispute   ☐   ☐   ☐
☐
☐   Dispute
                Details:
```
                        ┌──────────────────────────────────────────────────────────┐
                        │                                                          │
                        │                                                          │
                        │                                                          │
                        │                                                          │
                        │                                                          │
                        │                                                          │
                        └──────────────────────────────────────────────────────────┘
```

Action Taken to Collect the Debt

[?] Buyer Contacted Directly
[?] Collection Agency

        Collection Agency Name: _____

        Complete Address: _____

        _____

Contact   Telephone
Name: _____   Number: _____

File   Date Placed with
Number: _____   Agency: _____

Has the Collection Agency made any
recoveries?   Yes   No
                                            ☐   ☐

Is this account presently in litigation?   Yes ☐   No ☐

[?] Legal Counsel Retained

        Firm name: _____

        Complete Address: _____

        _____

        Lawyer Name: _____ Telephone Number: _____

[?] Other, please provide details / comments:

```
┌──────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

DM_e (0611)

above assignment is not applicable as EDC follows the
Quebec rules on legal subrogation.

Supporting Documentation Required (not applicable if submitting a claim under the Express Claim Program)
Please check and attach pertinent copies of documentation

		Proof of Debt (i.e. purchase orders,
Statement of Account	Invoices	contract)
Proof of Shipment	Relevant Correspondence	

Other Supporting Documentation (if applicable)

Credit Information (if no EDC credit approval)

☐ Proof of Insolvency ☐ ☐

☐ Other ☐

☐

Customer: _____

☐

By: ___   Date:

███████████████████████   ███████████████████

Name:

Title:

                                          Date:

By: _____   _____

Name:

Title:

DM_e (0611)

Statement of Account (mandatory)   Invoices   Proof of Debt (i.e. purchase orders, contract)

☐   ☐   ☐
Proof of Shipment   Relevant Correspondence   Other Supporting Documentation (if applicable)

IN WITNESS WHEREOF, t he parties hereto have caused this Agreement tobe duly executed bytheir respective authorized signatories as of the date first above written.

Custome r: _____   **EXPORT DEVELOPMENT USA**

By: _____   By: _____

    Nam e: _____   Name: _____

    Title: _____   Title: _____

    Date: _____   Date: _____

By: _____   By: _____

    Nam e: _____   Name: _____

    Title: _____   Title: _____

    Date: _____   Date: _____