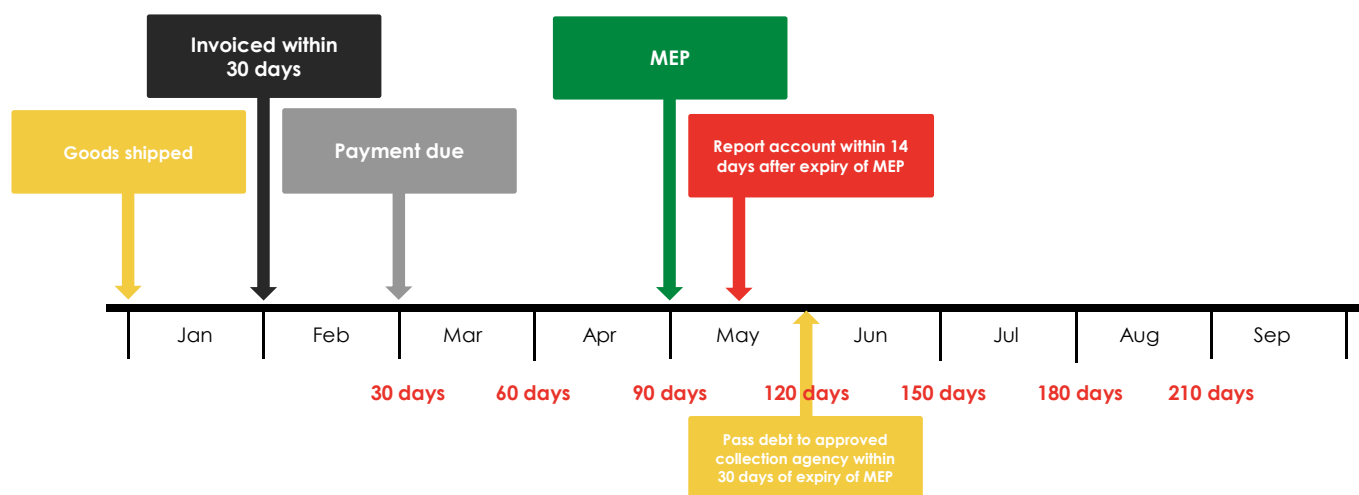


The reporting requirements for your policy are listed below. These are completed via NCINet.

Review monthly – Overdue accounts

- Report any accounts that have breached your maximum extension period (MEP) and the amount in breach of MEP exceeds the overdue reporting limit of \$5,000. Such accounts need to be reported within 14 days of the expiry of your MEP. For your convenience, these may be submitted online.

For example:



- Maximum terms of payment 30 days from end of month of shipment
- MEP 60 days from original due date

Managing your outstanding debts

To take advantage of the Trade Collect endorsement on your policy (if applicable), you must submit the outstanding debt to an approved collection agency (e.g. NCI Commercial Collections) **within 30 days of expiry of the MEP**. This is required to take advantage of the full 100% reimbursement of any debt collection fees (including legal costs up to a maximum of \$10,000 for domestic debts and \$8,000 for export debts). Please note reimbursement is available on completion of a successful claim on the policy or the collection of outstanding debts.

You may submit a collection request via NCINet to start this process.



Reporting obligations cont.

Anytime – Debtor incident reports

- Report any notifiable events, for example bounced cheques, repayment arrangements or any account you believe to be in financial difficulty on a debtor incident report.

These need to be reported immediately and repayment arrangements or cash trade with a debtor will require approval from the insurer. Failing to do this may jeopardise your claim.

Annually – Turnover declarations

- Your declaration of actual turnover can be completed either online or on a turnover declaration form. You need to declare all insurable turnover on credit sales with the exception of:

- Cash sales
- GST
- Intercompany sales
- Trade with debtors who hold a nil limit
- Trade with mutually excluded debtors
- Government sales
- Retention monies

Contact your client service manager or credit services consultant for more information on any of your day to day policy requirements.

