

NEW COLLECTION CASE - SIMPLICITY

Version 2.0

Date:

How to

Fill out the form on the screen and save it to your computer. Hereafter you can either:

- Email the form to claims-collections.fi@eulerhermes.com, or
- Send the form by post to Euler Hermes, Konepajankuja 1, 00510 Helsinki

Information needed for the collection case handling

Please provide copies of the following documents, which are needed for the amicable collection process - please indicate the ones you have enclosed:

- All outstanding invoices (and credit notes regarding the outstanding amount)
- Statement of account showing the period 6 months prior to the first outstanding until today (must show all movements on the account)
- Statement of account showing all open items
- Information about any payments that are not shown on the statement
- Order confirmations
- Delivery confirmation, consignment note or similar
- Documentation for agreed interest rate
- Any correspondence with the debtor

Please clarify if any of the above cannot be provided:

Your information

| | | | |
|-----------------|--|----------|--|
| Policy no.: | | Company: | |
| Contact person: | | | |
| Phone no.: | | Email: | |

Information about the debtor

| | | | | | | | |
|---------------------------|--|-----------------------|--|-----------------|--|--|--|
| Company name and address: | | | | | | | |
| Email: | | | | Contact person: | | | |
| Phone no.: | | | | Website: | | | |
| EH ID: | | Your debtor ref. no.: | | CVR no./VAT*: | | | |
| Debtor's bank details: | | | | | | | |

*Alternatively company registration number for the relevant country.

All invoices

| No. | Invoice no. | Invoice date | Due date | Invoice amount | Outstanding invoice amount |
|---------------|-------------|--------------|----------|----------------|----------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| Total amount: | | | | | |

Information about the collection case

| | | | | | |
|---|-----|--|--------------------------|--------------------------|--------------------------|
| Is the case insured (sent to collection within 90 days after the first invoice's due date)? | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Currency: | | Agreed interest rate (% p.a.): | | | |
| Various fees: | | Date for notification of debt collection sent to the debtor: | | | |
| Dispute(s)? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Retention of title? |
| | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Comments | | | | | |

It is acknowledged that the above debt collection case is handled and settled according to the present terms and conditions of Euler Hermes. Following the debt collection department will make a claim on your behalf and settle with our claims department.

* If the interest rate differs from the statutory interest rate please provide documentation for this.

Contact Euler Hermes
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