

COMPANY NAME: \_\_\_\_\_

**CREDIT AND COLLECTION PROCEDURES QUESTIONNAIRE**

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1. Does your company have a separate department which assesses credit risk?  Yes  No

If yes, how many employees are in the department? \_\_\_\_\_

2. Do the same individuals who assess domestic risk also assess foreign credit risks?

Yes  No

3. Please provide the following information on those involved in making credit decisions:

4. Please provide the authority level for each position having the authority to approve credit limits on new buyers and to renew or amend credit limits for existing buyers.

<u>Title</u>	<u>Department</u>	<u>Authority Level</u>	
		<u>New Buyer</u>	<u>Existing Buyers</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Can anyone overrule the decisions made by the employees in the positions identified above?

Yes  No If yes, please explain \_\_\_\_\_

\_\_\_\_\_

6. Are buyer limits established for a specified period by the employees in the positions above, with others then having the ability to clear shipments based on those approvals, or do the employees in the positions above have to approve each order?

\_\_\_\_\_

7.a) For new foreign buyers or ones you have not extended credit to for over 12 months at a minimum, what credit information would you require to consider approving a credit limit?

\_\_\_\_\_

b) How current must this information be?

\_\_\_\_\_

c) What general guidelines do you use to evaluate the information?

\_\_\_\_\_

8.a) For existing foreign customers, what is the minimum information you would require to consider approving or renewing a credit limit?

\_\_\_\_\_

b) How current must this information be?

\_\_\_\_\_

c) What general guidelines do you use to evaluate the information?

\_\_\_\_\_

9. Do you today have on file current financial information on your top five foreign customers?

Yes  No

10.a) How often are accounts receivable reports generated and reviewed?

\_\_\_\_\_

b) What position within the company reviews the reports?

\_\_\_\_\_

11. When a customer goes past due on an obligation that is not in dispute, what actions do you take within the following time frames to collect:

0 - 30 days past due \_\_\_\_\_

30 - 60 days past due \_\_\_\_\_

60 - 120 days past due \_\_\_\_\_

12. Assuming past dues are not insignificant or dispute-related, at what point do you refuse to make further shipments to a past due account?

\_\_\_\_\_

\_\_\_\_\_

NOTE: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: (Print) \_\_\_\_\_

Company: \_\_\_\_\_