

Proposal for Export Credit Insurance for Banks – Surety Cover

(TO BE SUBMITTED TO THE NEAREST BRANCH OFFICE)

INSTRUCTIONS

- (i) Fill in all columns of the Proposal legibly or if possible send in typewritten.
- (ii) Please mention Not Applicable (NA) or NIL, as the case may be, wherever applicable.

Name and address of the proponent- (Bank):

| | | |
|-----------------|------------|-----------|
| City: | State: | Pin Code: |
| Telephone No: | Fax No: | |
| Contact Person: | Mobile No: | |
| E-mail: | Website: | |

We hereby apply for the Export Credit Insurance for Bank – Surety Cover - ECIB (SC) of the Export Credit Guarantee Corporation of India Ltd., to pay us a maximum of 75% of the Insured Debt as defined therein that we may sustain in accordance with the terms and subject to the conditions of the said Insurance Cover for Bank (which we have read) in respect of Guarantees which we propose to give and/or Letters of Credit which we propose to open on behalf of the exporter client named in the declaration herein below:

We declare as under:-

1. Name and address of the Exporter Client :

| | | |
|-----------------|------------|-----------|
| City: | State: | Pin Code: |
| Telephone No: | Fax No: | |
| Contact Person: | Mobile No: | |
| E-mail: | Website: | |

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2. (a) Import Export Code No of the Exporter Client :
- (b) Health Code Status allotted to the Exporter Client :
- (c) Asset Classification of the Exporter Client :
- (d) Internal Credit Rating score of the Exporter Client :
- (e) Date of last assessment of the Asset Classification / Credit Rating :
- (f) PAN Number of the Exporter Client :
-

3. (a) Status of the Exporter Client :
(Proprietorship / Partnership / Private Ltd Co / Closely held Public Ltd Co / Widely held Public Ltd Co)
- (b) In the case of partnership, is the Exporter registered under the Partnership Act?

Yes/No

- (c) In the case of a Company, please indicate the Authorized, Subscribed and Paid-up Capital

Authorized Capital : Rs

Subscribed Capital : Rs

Paid-up Capital : Rs

4. Details of the Proprietor / Partners / Directors / Guarantor(s) of the Exporter Client (in Block Letters Only). Please use separate sheet if the space is insufficient.

| Sr No | First Name | Middle Name | Surname / Last Name | Date of Birth | PAN Number | Father's/Husband name | Address |
|-------|------------|-------------|---------------------|---------------|------------|-----------------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

5. Details of the Associates / Sister Concerns of the Exporter Client (in Block Letters Only).
Please use separate sheet if the space is insufficient.

| Sr No | Name of the Associate / Sister Concern | Address | PAN No. of the Company | Status of the Associate / Sister Concern | Reason for treating as an Associate / Sister concern | Limits sanctioned by Bank (Rs in Lakh) | Banks with whom the Associate / Sister concern are dealing |
|-------|----------------------------------------|---------|------------------------|------------------------------------------|------------------------------------------------------|----------------------------------------|------------------------------------------------------------|
| | | | | | | | |
| | | | | | | | |

6. Details of the Proprietor / Partners / Directors / Guarantor(s) of the Associates / Sister Concerns of the Exporter Client (in Block Letters Only). Please use separate sheet if the space is insufficient.

| Sr No | First Name | Middle Name | Surname / Last Name | Date of Birth | PAN Number | Father's / Husband name | Address | Name of the Associates/Sister Concern |
|-------|------------|-------------|---------------------|---------------|------------|-------------------------|---------|---------------------------------------|
| | | | | | | | | |
| | | | | | | | | |

8. Type of guarantee for which the ECIB (SC) is required

| Sr No | Types of Guarantee | Please indicate by marking () |
|-------|---------------------------|--------------------------------|
| 1 | Bid Bond Guarantee | |
| 2 | Due Performance Guarantee | |
| 3 | Advance Payment Guarantee | |
| 4 | Retention Money | |

| | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 5 | Export Performance under an obligation on an import license | |
| 6 | For opening inland/import L/C for purchase/import of raw materials against export obligation | |
| 7 | Performance Bond to be given to Customs or DGFT for duty free import of Capital goods under EPCG scheme with an export obligation | |
| 8 | Performance Bond to be given to Central Excise or Sales Tax Authorities for clearing goods / exemption from tax or duty procured with an export obligation | |
| 9 | Performance Bond to be given to STC/MMTC/EP Councils/ Recognized Export Houses | |
| 10 | A guarantee given by Indian Banks to Banks in foreign country in respect of advance made by the foreign Bank in local currency to the Indian exporter doing construction works or rendering services to parties in that country | |
| 11 | | |
| 12 | Please specify, if any other | |

9. Commodity to be exported / jobs to be undertaken :

10. Details of experience of the exporter, if any, in the line :

11. **Details of the contract:-**

(a) Contract No. : (b) Name of the beneficiary :

(c) Country : (d) Terms of payment :

(e) Value of the contract (in Foreign Currency) :

(f) Value of the contract (In Indian Rupees) : Rs

(g) Percentage for which ECIB (SC) is required :

(In case of Bonds required to be given to Govt. authorities such as Excise, J C C I & E., Textile Commissioner etc, indicate percentage of the value for which these Bonds are required to be furnished. If the guarantee has already been given by you please furnish a copy thereof).

(h) Value for which ECIB (SC) is required (in Indian Rupees) :

(i) Period for which ECIB (SC) is required :

[Indicate (i) Date of commencement and (ii) Date of expiry of the guarantee]

(j) Whether the Reserve Bank of India's approval is obtained, if necessary : Yes / No

If Yes, give copy of the approval.

12. Is the exporter client holding any ECGC Policy : Yes / No

If yes, Please provide the Policy Number :

13. (a) Has any security been taken : Yes / No

(If no, please state reasons) :

(If yes, please give its particulars) : Please use separate sheet if the space is insufficient.

| Sr No | Type of Security (Primary / Collateral) | Details | Value in Rs (as on _____) |
|-------|--------------------------------------------|---------|------------------------------|
| | | | |
| | | | |

(b) Is the security exclusively for the guarantees and/or letters of credit? Yes/ No

If it is a common security with any other account of the exporter, give full particulars with the copy of document:

14. Other details of the Exporter client for which the ECIB (SC) is required:-

(a) Since when is the Exporter client dealing with your bank :

(b) Whether in past two years you have issued any Guarantee and/or Letters of Credit on behalf of the Exporter ? : Yes / No

(c) What is the value of Guarantees and/or Letters of Credit given in the last two years? : Rs
Whether the Guarantee given on behalf of the Exporter-client has been duly discharged. If not the reasons thereof:

(d) Position of the account of the exporter client with your bank in the following format:-

(Please use separate sheet if the space is insufficient.)

| Type of limit facility | Amount of limit sanctioned (Rs) on _____(pl specify date of last sanction) | Amount outstanding (Rs) as on _____ (pl specify date) | Amount overdue, if any (Rs) as on _____ (pl specify date) | Remarks, if any |
|------------------------|----------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------|-----------------|
| Packing Credit | | | | |
| Bills | | | | |
| Term Loan | | | | |
| Overdraft | | | | |
| Cash Credit | | | | |
| Bank Guarantee | | | | |
| Others | | | | |

(e) Particulars of overdues, if any, in any account of the exporter client with your bank, in the following format:- (Please use separate sheet if the space is insufficient.)

| Sr No | Date of advance | Amount (in Indian Rupees) | Due date | Type of advance viz PC/Bills/OD etc. (PI specify) | Reason for overdue |
|-------|-----------------|---------------------------|----------|---------------------------------------------------|--------------------|
| | | | | | |
| | | | | | |

(f) Does the Exporter client maintain account with any other Bank : Yes / No

(i) Whether NOC from other banks obtained? Yes/No (If Yes, copy of NOC to be provided)

(ii) Please give the following details: - (Please use separate sheet if the space is insufficient)

| Sr No | Name of the bank | Address | Limit details | Present Outstanding (Rs) | Present overdue, if any (Rs) |
|-------|------------------|---------|---------------|--------------------------|------------------------------|
| | | | | | |
| | | | | | |

(g) Particulars of overdue, if any, in any account of the Associates / Sister Concerns of the exporter client with your bank, if any in the following format: - (Please use separate sheet if the space is insufficient.)

| Sr No | Date of advance | Amount (in Indian Rupees) | Due date | Type of advance viz PC/Bills/OD etc. (PI specify) | Reason for overdue |
|-------|-----------------|---------------------------|----------|---------------------------------------------------|--------------------|
| | | | | | |
| | | | | | |

(h) Do the Associates / Sister Concern of the exporter client maintain account with any other Bank : Yes / No

If yes, please give the following details: - (Please use separate sheet if the space is insufficient.)

| Sr No | Name of the bank & Address | Name of the Associates / Sister Concern | Limit details | Present Outstanding (Rs) | Present overdue, if any (Rs) |
|-------|----------------------------|-----------------------------------------|---------------|--------------------------|------------------------------|
| | | | | | |
| | | | | | |

(i) Have you been giving guarantees and/or opening letters of credit on behalf of the exporter?
:

(Yes / No)

(If yes, please indicate the total value of the guarantees and/or letters of credit given by you during last year):

(j) Details of Income-tax paid by the exporter client during the last two financial years:

| Year | Income Tax Paid (Rupees) |
|--------------------|--------------------------|
| From_____ to _____ | |
| From_____ to _____ | |

(k) Indicate export turnover of the exporter client during the last two years:

| Year | Export Turnover (Rupees) |
|--------------------|--------------------------|
| From_____ to _____ | |
| From_____ to _____ | |

15. Have you obtained any ECIB cover from ECGC on account of the exporter client or its Associate / sister concern: Yes/No

(If so, please give details including ECIB (WT-PC)/ECIB (WT-PS)) :

16.(a) Banks general assessment of the performance & credit worthiness of the exporter client:

(b) Bank's assessment about the exporter client's capacity to fulfill the contract :

(c) Has the Exporter client been discharging his liabilities to you promptly and regularly:

Yes/No

(If no, please provide details)

(d) Is there any misunderstanding or dispute regarding his financial obligations to you, if any: Yes/No (If yes, please provide details)

We enclose the following:-

(i)* Copy of the latest audited Balance Sheet / audited Profit & Loss account / audited annual report of the Exporter client

(ii) Copy of the relevant contract / order of overseas buyer

(iii) Copy of the bank guarantee / letter of credit/ proforma guarantee to be executed

- (iv) Copy of the latest appraisal note
- (v) Copy of the latest sanction letter
- (vi) Copy of the NOC of other banks, if applicable
- (vii) Credit report of the buyer, if any
- (viii) Processing fee of Rs _____ /-

(*If these statements are older than 18 months provisional balance sheet of more recent date should be provided)

(Please give analysis of balance sheet and profit & loss account for the last three years in the format attached)

We further declare that we will get all necessary documents duly executed before giving guarantee/opening letters of credit.

PROHIBITION OF REBATES
(Under Section 41 of Insurance Act 1938)

No person shall allow or offer to allow, either directly or indirectly as an inducement to any person to take out or renew or continue insurance in respect of any kind of risk relating to lives or property, in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing or continuing a Policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectuses or tables of the Insurer.

We hereby declare and certify that all presentations made and facts stated by us are true, and that we have not misrepresented or omitted any material fact which might have a bearing on the ECIB (SC) and we agree that such representations and facts shall form the basis of and be incorporated in the ECIB(SC) and that the truth of such representation and facts and due performance of each and every undertaking contained herein or in the ECIB (SC) shall be a condition precedent to any liability of the Corporation hereunder and to the enforcement thereof by us.

We understand that:

The proposal made by us shall be the basis and essence of this contract of Insurance and shall form part thereof and shall keep the Corporation informed of any facts and material circumstances, directly or indirectly affecting or are likely to affect the assessment of risk by or the liability of the Corporation under contract of Insurance.

| | | | |
|-------------------------|---|------|---|
| PROPONENT'S SIGNATURE | : | DATE | : |
| OFFICIAL SEAL & ADDRESS | : | | |

ANNEXURE TO THE PROPOSAL FORM

ANALYSIS OF THE EXPORTER'S FINANCIAL STATEMENT

Balance Sheet**Rupees in Lakh**

| | <u>As at</u> | <u>As at</u> | <u>As at</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| Capital | | | |
| Reserves and surpluses | | | |
| Medium and long term liabilities | | | |
| Current Liabilities and provisions | | | |
| TOTAL | | | |
| Fixed Assets | | | |
| Investments | | | |
| Current Assets | | | |
| Loans and Advance | | | |
| Intangible Assets such as Good Will, Accumulated loss and drawal of partners or directors | | | |
| TOTAL | | | |
| | <u>Year</u> | <u>Year</u> | <u>Year</u> |
| Profit and Loss Account | | | |
| Total business turnover for the year | | | |
| Export turnover | | | |
| Profit before tax | | | |
| Ratios (a) Gross Profit Ratio (Profit before tax X 100 divided by total sales): (b) Current Ratio (current assets divided by current liabilities and provisions): (c) Debt- equity Ratio (total debt divided by capital and reserves): (d) Cash Profit / Accruals during the year: (e) Total liabilities to total Networth Ratio: | | | |

OFFICIAL SEAL AND SIGNATURE OF THE BANK