



We hereby submit our proposal to Export Credit Guarantee Corporation of India Limited for the issue of a Specific Shipment Policy-Short Term to indemnify us in accordance with the terms and conditions of the said Policy against an agreed portion of the amount of loss as defined therein that we may sustain owing to credit risks involved in our export transaction, the full details of which are furnished hereunder. We say and submit that we have read and understood the aforesaid Specific Shipment Policy –Short Term.

## Part I

### Information on the Exporter

1.	Name of the exporter	
2.	Address	Phone No: Fax No. e-mail : Website:
3.	Legal status/ constitution of the exporter (Please delete whatever is not applicable)	Public limited company / private limited company / partnership firm / proprietorship / others (Please specify)
4.	Import - Export Code No.	
5.	Name and address of the remitting bank (which would handle the exporter's export documents in India)	
6.	Whether the exporter is a recognized export-house  If yes, the recognition given by the Government (please delete whatever is not applicable)	Yes / No  Export House/ Trading House/ Star Trading House/ Super Star Trading House/ others



7.	Name and designation of the contact person					
8.	Name of Proprietor / Partners / Directors / etc.					
	First Name	Middle Name	Last Name	Date of Birth	PAN No.	Father's Name / Husband's Name.
9.	Names of group concerns, associates and sister concerns					

## Part II

### Information on the Buyer

10.	Name and address of the buyer	<hr/> Telephone: _____ Fax: _____ e-mail: _____ Website: _____
11.	Is the buyer a Government department or organization?  If yes, give details	Yes / No
12.	Is the buyer and the exporter are associates or in any way related? If yes, give details of the nature of relationship	Yes / No



13.	Name and address of the buyers bank / LC opening bank	Telephone Fax Email				
14.	Buyer's bank account number (if available)					
15.	Experience with the buyer \ LC opening bank for the last one year, if any (Separate sheet may be enclosed)					
Sr. No.	Date of shipment	Value (in Rupees)	Terms of payment	Due date of payment	Date of realization	

### Part III

#### Information on the contract/ export order

16.	Details of the contract/ confirmed order/ Letter of Credit on hand: -Reference number -Date -Period/ date within which shipments are to be completed -Country of destination	
17.	Commodity	
18.	Value of contract / LC (in foreign currency)	
19.	Rate of exchange to be applied for conversion to Indian rupees and amount in India rupees  Rate*: Rupees.....Per .....	
	Amount: Rs..... *(Rate on the basis of the bank buying rate at Mumbai as on date)	



20.	Terms of Payment	L / C DP CAD DA Open Delivery	Sight / Usance Sight presentation / Usance Sight presentation Usance – Period Sight / Usance Period
21.	Period of credit (Number of days from the date of shipment to the due date of payment)	_____ days	
22.	Type of cover applied for (a) Commercial and Political risks on the buyer; (b) Political risks only; (c) Insolvency and Default risks on the LC opening bank and political risks (Please tick the appropriate box)	(a) Specific Shipment Policy - ST (Commercial and Political risks)	
		(b) Specific Shipment Policy - ST (Political risks)	
		(c) Specific Shipment Policy - ST (Insolvency & Default of LC opening Bank and Political risks)	
23.	Cover Required  (Rate for conversion of shipment value as per column 19 of the proposal)	For the entire value of the contract / for shipment(s) scheduled to be made before _____ (as per the schedule given below in the next column)  (a) Value (in foreign currency) :  (b) ( In Indian Rupees):	
24.	Shipment Schedule	Month	Value (Rs.)
25.	Past experience, if any, of the exporter on exports made during the preceding two years (terms of payment-wise)	<u>Year</u> <u>Remarks</u>	<u>Total number of shipments</u> <u>Aggregate value of shipments</u> <u>Terms of payment</u>
26	Please give information on losses, if any, suffered in the past by the exporter on exports made owing to any of the credit risk (with details of the concerned buyer)		
27	Processing Fee	(Rs.2000/- non adjustable against premium and non refundable.	



## Part V

### Declarations and undertakings by the exporter

I / We agree, declare, certify and/or undertake that –

1. I/ we are not aware of any circumstances relating to the buyer or to the shipment which might adversely influence your acceptance of any of the risks on which we are hereby requesting insurance;
2. The goods shall be wholly or partly produced, processed or manufactured in India;
3. We will not make any shipment to the buyer after we have received any information to the effect that he is in financial difficulties or that his position appears to be such as to make shipment to him undesirable;
4. All statements made in the proposal form are true and that we have not misrepresented or omitted to disclose any material fact that might have a bearing on the policy, and we agree that such representations and facts shall form the basis of and be deemed to have been incorporated in the policy and that the truth of such representations as facts and due performance of each and every undertaking contained herein or in the policy shall be a condition precedent to any liability on the Corporation under the policy and to the enforcement thereof by us;
5. In the event of a claim for any loss sustained by us being admitted by the Corporation under the policy or any endorsement that may at any time be attached to the policy, it shall be paid by the Corporation direct to the bank named in this proposal as the bank for handling our relevant export documents pertaining to the shipment(s) concerned and we agree that, in that event, the bank's acknowledgement of receipt of the amount would be a full legal discharge to the Corporation therefor and the Corporation shall have no further obligation to us.



Exporters Signature:

Designation:

Address Stamp

### Instructions to the exporter

1. Please fill in all the columns of the proposal in a legible hand or if possible, typewritten;
2. Copy of LC / confirmed export order/ contract to be enclosed along with the shipment schedule;
3. If the proposal for cover is with regard to a shipment(s) that has already been effected prior to the date of this proposal, a copy of the relevant invoice and the bill of lading/ airway bill should be attached to the proposal form;
4. If any bank report on the buyer is available with the exporter, he may enclose the same (in original) to expedite a decision by the exporter.

#### Notes:

- (a) In the case of incorporated companies this proposal should be signed by a duly authorized officer for and on behalf of the company and should state the capacity in which the signatory acts;
- (b) In the case of partnership firms, the proposal should be signed by any one of the partners of the firm;
- (c) In the case of proprietorships, the proposal should be signed by the proprietor.