

Equinox Global use only:	
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1. Claimant details

Policy No.					
Policyholder name					
Indicate whether	Lead Insured	<input type="checkbox"/>		Joint Insured	<input type="checkbox"/>
Address					
Contact Name		Position			
Email address					
Telephone No.		Fax No.			

2. Buyer details

Company name			
Trading style			
National Identifier		VAT No.	
Registered Address (incl postcode)			
Trading Address (if different)			
Equinox ID			

2a. Justification for credit limit

Equinox Approved credit limit		Discretionary credit limit (DCL)	
If credit limit was approved under DCL please provide details of how you justified the amount:			

2b. Trading terms

Contractual Payment Terms	
Date Account First Opened	

2c. Method of Trading

<input type="checkbox"/> - Open account <input type="checkbox"/> - Consignment Stock <input type="checkbox"/> - Letters of Credit <input type="checkbox"/> - Bill of Exchange <input type="checkbox"/> - Other
If other, please give details:
For any disputed invoices please give details:

3. Debt details (use a continuation sheet if required)

Currency:		Exchange rate (if applicable)			
Invoice No.	Invoice date	Due date	Net amount	VAT amount	Outstanding amount
	__/__/__	__/__/__			
	__/__/__	__/__/__			
	__/__/__	__/__/__			
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	__/__/__	__/__/__			
	__/__/__	__/__/__			
Total Invoiced					
Amount of any pre-shipment exposure (if applicable)					

4. Details of claim

a. Reason for claim (please select only one option)

- Insolvency
 - Protracted Default
 - Public Buyer Default
 - Currency Inconvertibility

b. Security held

- Retention of title
 - Guarantee
 - Set-off rights
 - Lien
 - Other

If yes to any security option please give details:

c. Actions taken to enforce security (please give details):

d. Recovery actions (please give details):



5. Trading history with the buyer (enter details for the 12 months prior to the first unpaid invoice)

This section must be completed. Enter the opening balance and include all transactions built up in chronological order including the outstanding part of the debt. If completed correctly the final balance will match the gross amount of your claim

Month and year	Amount invoiced	Amount received	Credit notes	Month End Balance
Opening Balance				



6. Checklist – please attach the following documents, where applicable, to your claim form

a. Copy of final statement	<input type="checkbox"/>
b. Copies of invoices	<input type="checkbox"/>
c. Proof of delivery	<input type="checkbox"/>
d. Copy written orders	<input type="checkbox"/>
e. Evidence or Notice of insolvency	<input type="checkbox"/>
f. Evidence of actions taken to mitigate the loss and to recover the debt (including payment plan)	<input type="checkbox"/>
g. Evidence of written demand to buyer and/or guarantor	<input type="checkbox"/>
h. Copies of any response from the buyer and/or guarantor to written demand	<input type="checkbox"/>
i. Evidence (if available) that debt has been accepted in the insolvent estate of buyer, or explanation why this is not available	<input type="checkbox"/>
j. Copy of contract or financing agreement (for banks)	<input type="checkbox"/>
k. Confirmation of Debt from Insolvency Practitioner	<input type="checkbox"/>
l. Copy of Proof of Debt as lodged with the Insolvency Practitioner	<input type="checkbox"/>
m. Any other information relevant to support the claim (please give details below):	<input type="checkbox"/>

**Please complete all the sections of the form and return to:
 The Claims Department, Equinox Global Limited, The Hallmark Building, 52-56 Leadenhall Street, London, EC3A 2EB**

The form may be completed on screen, however, the completed form must be printed out and signed before submission.

7. Declaration

I declare that to the best of my knowledge and belief, the above details are true and complete and that no information has been withheld that may influence the assessment of the claim. I undertake to inform Equinox Global Limited of any changes in circumstances relating to this claim, including any recoveries.

Your Personal Data

In this notice “we”, “us” and “our” means Nexus CIFS Limited. We are the data controller in respect of any personal data we collect, hold and use about you.

We collect your personal data directly from you, but we may also collect it from brokers and other intermediaries who provide information to us for the purpose of providing your policy of insurance.

We will mainly use your data for the purpose of providing and administering this policy of insurance and claims you make under it. If you decline to provide your data when requested, or you give us false or inaccurate data, we may be unable to process your enquiry, and this could give us the right to void coverage or could impact your ability to claim under your policy.

In some circumstances, we may need to collect and use particularly sensitive data, such as data about your health or ethnicity. Where this is required, we will usually seek your consent to use that data. You can withhold or withdraw your consent at any time by contacting us, but if you do, we may be unable to process your enquiry or claim or continue to provide coverage.

We will exchange data about you with other parties in order to provide our services and administer this policy and any claims. This may include insurers, claims handlers and loss adjusters and providers of emergency medical services. In some cases, this may involve a transfer of data outside the UK and the European Economic Area (“EEA”) to countries that have less robust data protection laws. Any such transfer will be made in accordance with data protection laws.

We will not use your data or pass it to any other party for marketing products or services to you unless you have given your consent. Our full privacy notice explains how we use your data in more detail. Our privacy notice also explains the rights you have in respect of your data, including the right to request a copy of the personal data we hold about you. A copy of our full privacy notice is available on our website at www.nexusunderwriting.com, or can be provided on request by contacting us at: Data Protection Manager, 52-56 Leadenhall Street, London, EC3A 2EB, or by emailing us at compliance@nexusunderwriting.com

If you are not satisfied with the way we have managed your personal data, you may complain to the Information Commissioners Office (ICO) at www.ico.org.uk/concerns .

Signature		Name (Print)	
Position		Date	__/__/__