

Trade Finance Obligations (TFO) Policy Claim Payment Request

Bank's Name and Address	Policy No.	EDC Credit Approval No.
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Canadian Exporter's Name and Address

Foreign Bank Obligor and/or Buyer's Name and Address

Supporting documentation: (please check and attach pertinent copies of documentation)
01 A copy of the demand for payment under the Financial Instrument 02 Copies of all documents required under the wording of the Financial Instrument in order to perfect a payment demand 03 A copy of the Financial Instrument and all amendments thereto 04 Financial Instrument Number _____ 05 Copies of all relevant correspondence 06 Cause of Loss: _____

Calculation of loss

07 Financial Instrument Currency		
08 Financial Instrument Value at issuance		\$
09 Less any reductions through amendments	(\$)	
10 Add any increases through amendments	\$ 	
11 Bank Instrument Value at time of the payment demand		\$
12 Amount Unpaid (net loss, exclusive of inter-bank fees, costs and expenses)		\$

Certification

I, _____ of _____
 (Authorized Representative of the Bank) (Bank)

have examined the information included in this Claim Payment Request and certify it to be true, accurate and complete. I further certify that the Bank has complied with all of the terms and conditions of cover noted in the EDC Policy of Insurance

_____ Authorized signature	_____ Date
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Your company's contact for EDC inquiries relating to information on this request.

Name (please print)	Title	Telephone	Fax	E-Mail
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A Guide to Completing EDC's ***Claim Payment Request***

In order to begin a proper assessment of your request, we will require all of the supporting documentation outlined in the Claim Payment Request that pertains to your request for payment. A definition of each of these documents is provided below.

Line-by-line instructions on how to complete the Claim Payment Request

The Basics

At the top of the Claim Payment Request please indicate:

Bank's Name and Address: State the full legal name and address of the Bank.

Policy number: Indicate your EDC Policy Number relating to the Financial Instrument under which the non-payment occurred

EDC Credit Approval number: Indicate the reference number of the EDC credit approval associated with the Financial Instrument

Canadian Exporter's Name and Address: State the full legal name of the Canadian Exporter and their address.

Foreign Obligor's Name & Address: State the full legal name and address of the foreign obligor.

Supporting Documentation

Check appropriate box and attach copies of each document specified in Boxes 01 to 05. Complete box 06 if applicable.

Box 01: *A copy of the demand for payment under the Financial Instrument.* A copy of the written demand for payment under the Financial Instrument and / or, if applicable, under the Bank Instructions.

Box 02: *Copies of all documents required under the wording of the Financial Instrument in order to perfect a payment demand.* Any additional document(s) stipulated in the Financial Instrument that must be presented in support of a payment demand.

Box 03: *A copy of the Financial Instrument and all amendments thereto.* A copy of the instrument issued by the Bank and if applicable the instructions issued by the Bank, together with any and all amendments to either, from date of issuance to the date of the Claim Payment Request.

Box 04: *Financial Instrument Number.* As indicated on the face of the Financial Instrument.

Box 05: *Relevant correspondence.* Copies of all correspondence from or to the Bank, the Canadian Exporter and the Foreign Obligor with respect to the demand and the payment under the Financial Instrument.

Box 06: *Cause of Loss.* Please indicate (check) the cause of non-payment as noted in the definition section of your EDC Policy

Calculation of Amount Payable to You

Box 07: *Financial Instrument Currency* - The currency in which the Financial Instrument was issued.

Box 08: *Financial Instrument Value at issuance* - The face value of the instrument at the time of issuance.

Box 09: *Less any reductions through amendments* - Total of amendments issued over the duration of the Financial Instrument that reduced its value.

Box 10: *Add any increases through amendments* - Total of amendments issued during the exposure of the Financial Instrument that increased its value.

Box 11: *Financial Instrument Value at time of the payment demand* - The face value of the instrument at the time the payment demand was issued.

Box 12: *Amount Unpaid (Net Loss, exclusive of inter-bank fees, costs and expenses)* - The dollar value of the unpaid demand for payment.

Certification

The final formality is to add the signature of the Bank's authorised representative to the Claim Payment Request.

Also, please provide the name, telephone number, fax number and e-mail address of the person in your organisation who can respond to questions EDC may have regarding your Claim Payment Request.

If you need more information, please contact:

EDC Special Risks – Insurance & Trade Guarantees
Telephone: 1-866-394-7984

Submit your completed Claim Payment Request:

by email to:

debtmanagement@edc.ca

or by mail to:

EDC Special Risks – Insurance & Trade Guarantees
Export Development Canada
150 Slater
Ottawa, Canada K1A 1K3