

Trade credit insurance Claim form

QBE Insurance (Malaysia) Berhad Reg No. 161086-D



Please email this form and all details required to qbetc.claimsubmissions@qbe.com

Your claim				
1.	Name of insured (or joint insured)			
	Policy number			
2.	Buyer information - the debtor			
	Company name (legal name)		Registration no.	
	Address			
	Postcode		City	
	State		Country	
	Contact name			
	Email		Telephone	
	Debtor's industry			
3.	Claim details			
	Type of loss	Insolvency	Protracted default	Contract repudiation Political risk
	Date of loss or insolvency (dd/mm/yyyy)			
	Have you lodged your debt with the insolvency practitioner?	Yes	No	
	Has the debtor raised any dispute or complaint in regard to this contract?	Yes	No	If 'Yes', please give details
	Total amount owed by the debtor		Currency	
	Amount claimed under the policy (please take into account the permitted credit limit, Insured percentage and any items not covered by your policy)		Currency	

General information and securities		
4.	Do any of the following apply to this account? If 'Yes', give details including all documentation and advise what action you are taking to enforce your rights	
	(a) Retention of title	
	(b) Personal guarantee / other security	
	(c) Contra trading or set-off	
	(d) Number 2 account / cash sales	
5.	Date account first opened on credit terms (dd/mm/yyyy)	
6.	Terms of payment agreed with debtor (please be specific)	
7.	(a) Was credit approved under a credit limit endorsement? If 'Yes', provide copy of endorsement. If 'No', refer to (b)	
	(b) Was credit approved under an available discretionary credit limit? Yes No	
	If 'Yes', was credit granted relying on:	
	(i) Trading experience	
	(ii) Trade references	
	(iii) Business information report	
	(iv) Bank report	
	(v) Other information used in credit assessment	
	If 'Yes' to any of (i) to (iv) above, provide copies of relevant reports or information. Use back page if additional space is required.	

Additional information

8. What specific action, including legal action, was taken from the date the account became reportable to the date of insolvency, in pursuing the debtor for payment of the outstanding debt? Was the debt passed to a collection agent? Please provide all relevant copy documents.

9. Details of all unpaid invoices / credit notes (If necessary continue on a separate sheet with the same headings)

Invoice / credit note number	Shipment / services rendered date (dd/mm/yyyy)	Issue date (dd/mm/yyyy)	Due date for payment (dd/mm/yyyy)	Currency	Amount including Tax	Rate of exchange used for conversion to policy Currency for declaring turnover of transactions	Taxes, retention monies & Other policy exclusions
Totals							

Copies of all outstanding invoices to be provided. If in excess of 20 in number, provision of the last 20 will suffice for initial claim assessment. Please also provide all invoices to which credit notes relate together with copies of the relevant credit notes.

