

## Report of Notifiable Event

### Instructions

Please complete this form in respect of those accounts where a "Notifiable Event" has occurred. Failure to do so may prejudice your position in the event of a claim. If in doubt as to what constitutes a Notifiable Event, please refer to your policy document.

### Buyer details

Name				Date
Address	City	State	Zip	

### Account details

Position of account	Currency/amount	Due date
Current		
30 days		
60 days		
90 days		
90 days +		
<b>Total</b>		
Terms of payment	Code (see page 2 for details)	

Reason for non-payment and action taken.

Reason codes	Code no.	Reason for non-payment	Code no.	Reason for non-payment
	13	Slow Account	19	Stopped supply
	04	Credit Claims request	11	Paying installments
	17	Overdue portion paid	15	Commercial/warranty dispute
	09	Short payment	01	Disputed invoices
	03	Legal action commenced	07	Company insolvent
	08	Payment promised	05	Temporary cash-flow problem

#### How to use this form

- Please print clearly.
- Please ensure that the full name of the buyer (legal entity), street address and Registration No. (where applicable) are provided. In case of an unincorporated buyer, the full business or association must be stated.
- Please round the amounts owing to the nearest whole unit of currency and specify currency.
- Once an account is reportable, all amounts owing (including current, 30 days, etc) must be shown.
- You must continue to report a Notifiable Event until such time as a Claim Form has been submitted to the Notifiable Event no longer exists.
- Mail or fax the completed form to QBE Trade Creditor the broker of your policy. QBE Trade Credit's address is shown below.
- If you have any queries, please contact us or the arranger of your policy.