

Company Name .....

Policy Number .....

Buyer Details	Account Details	Total Outstanding (include currency)	Reason for non payment	Action being taken to recover debt/comments	Do you wish to mandate Atradius to collect or to place this account for collection (please note that fees & charges will apply)
Name:  ACN/ABN:  Terms of payment:	Current				<input type="checkbox"/> YES  <input type="checkbox"/> NO
	30 days				
	60 days				
	90 days				
	90 days+				
	TOTAL				
Name:  ACN/ABN:  Terms of payment:	Current				<input type="checkbox"/> YES  <input type="checkbox"/> NO
	30 days				
	60 days				
	90 days				
	90 days+				
	TOTAL				
Name:  ACN/ABN:  Terms of payment:	Current				<input type="checkbox"/> YES  <input type="checkbox"/> NO
	30 days				
	60 days				
	90 days				
	90 days+				
	TOTAL				
Name:  ACN/ABN:  Terms of payment:	Current				<input type="checkbox"/> YES  <input type="checkbox"/> NO
	30 days				
	60 days				
	90 days				
	90 days+				
	TOTAL				
Name:  ACN/ABN:  Terms of payment:	Current				<input type="checkbox"/> YES  <input type="checkbox"/> NO
	30 days				
	60 days				
	90 days				
	90 days+				
	TOTAL				

Please provide additional comments if any of the following apply:

- The buyer is disputing his/her right to pay you
- You hold pre credit risk under your policy
- Securities are held

## Declaration

I declare and warrant that:

- (a) The information in this form and any attachments is true, complete and correct;
- (b) Acceptance of this form is not an acceptance of any claim by Atradius;
- (c) I have authority to provide the collection mandate (if applicable);
- (d) I have authority to complete and sign this Declaration.

Company Name: .....

Signature ..... Name .....

Position ..... Date .....

## The Privacy Act 1988 - Information

The Privacy Act 1988 contains National Privacy Principles which require us to tell you that as an insurer, we collect, handle, store and disclose your personal and sensitive information in order to:

- decide whether to issue the Policy;
- determine the terms and conditions of the Policy;
- compile data; and
- handle claims.

Sensitive information includes, amongst other things, information about an individual's health, membership of professional associations and criminal records. You have given us your consent to collect your personal and sensitive information in order to issue you with the Policy. We disclose personal information to third parties who we believe are necessary to assist us and them in providing the relevant services and products. For example, in handling claims, we may have to disclose your personal and other information to third parties such as other insurers, reinsurers, loss adjusters, investigators, agents and others involved in the claims handling process, or as required by law. We limit the use and disclosure of any personal information provided by us to them to the specific purpose for which it was supplied.

You have the right to seek access to your personal and sensitive information and to correct it at any time. We aim to ensure that your personal information is accurate, up to date and complete. Please contact us on **(02) 9201 5222** if you would like to seek access to or revise your personal information or feel that the information we currently have on record is incorrect or incomplete or believe that the privacy of your personal information has been interfered with. In these cases, you are entitled to raise your concerns. Your complaint will be managed and resolved through our internal Customer Feedback process.

Should you wish to obtain more information about our privacy policies, please contact us and ask for our Privacy Officer. From time to time, we may advise or offer you information on other products or services that may be relevant and of interest to you. If you do not wish to receive these offers or information please call **(02) 9201 5222**.

## Submitting your Notification of Non Payment

### Atradius Client Relations

Locked Bag 2

ROYAL EXCHANGE NSW 1225

Phone 1800 737 638

Fax 1800 888 574

---

Atradius  
Export House  
22 Pitt Street  
Sydney NSW 2000  
Australia  
Tel +61 (0)2 9201 5222  
Fax +61 (0)2 9201 2210

Atradius  
Level 7  
10 Brandon Street  
Wellington  
New Zealand  
Tel +64 (0)4 472 4142  
Fax +64 (0)4 472 6966