

Factoring Questionnaire

This questionnaire forms the basis of an offer as well as the contract, if a contract is later concluded. All information supplied will be treated in confidence.

 Company

 Street

 Post code, City

 Contact person

 Tel.

 Fax

 E-mail

1. Business activity

2. Customer structure

Customer business sectors

	Share of total turnover in %
<input type="checkbox"/> Retail	
<input type="checkbox"/> Wholesale	
<input type="checkbox"/> Manufacturing	
<input type="checkbox"/> Public sector entities	
<input type="checkbox"/> Inter-group sales	
<input type="checkbox"/> Private Individuals	
<hr/>	
	Share of total turnover in %
<input type="checkbox"/> Switzerland/Liechtenstein	
<input type="checkbox"/> European Union/USA	
<input type="checkbox"/> Other countries	

3. Sales and accounts receivable

All figures in

 CHF

 EUR

 USD

3.1 Total turnover for last year

 Expected turnover for the current year

 Expected turnover for the upcoming year

 Total accounts receivable outstanding, on average

 Average collection period (in days)

3.2 Structure of accounts receivable

Customers with maximum outstanding balances	Number of customers	Share of turnover
up to 20,000		
20,000 to 50,000		
50,000 to 100,000		
over 100,000		

3.2.1 Total Sales three largest countries

Country	Number of debtors	Number of invoices

3.2.2 Total number of invoices/customer p.a.

Numbers of customers
Number of invoices
Highest individual invoice

3.3 The three largest customers

Company/Address/Post code/City	Country	Maximum accounts receivable outstanding

3.4 Accounts receivable losses off during the current year

Total Losses	Number of items	Largest single item (amount)

3.4.1 Accounts receivable losses off during the past three years

Year	Total Losses	Number of losses	Largest single loss (amount)

3.5 Agreements and order confirmations for clients are drawn up in the following language:

and are subject to laws of the following country:

3.5.1 For the following clients, claims are subject to a non-assignability clause:

4. Credit management

4.1 Payment terms

Standard payment terms _____ days

Maximum payment terms _____ days

4.2 Credit checks

A specific credit limit is set for each customer

Yes No

Regular use of a credit intonation service

Yes No

4.3 Reminders and collection

First reminder _____ days after the due date

Further reminders every _____ days

A collection agency is used

Yes No

4.4 Cessation of deliveries or services

Whenever a credit limit is exceeded

Yes No

Whenever the account is _____ days overdue

5. General questions

5.1 Assignments

Accounts receivable are currently assigned

Yes No

Assignment in favour of _____

We currently have credit insurance

Yes No

Credit insurance is provided by _____

5.2 Current bank details _____

5.3 VAT number _____

5.4 Supplemental information

In order to facilitate our making an offer to you, we will need this fully completed questionnaire and the declaration of release from bank-client confidentiality as well as business and trade secrets, and, where possible, the following documents:

- Up-to-date extract of commercial registry
- Extract of the registry of legal proceedings
- Annual financial statements for the past two years (including auditor's reports) and the latest interim balance sheet
- Annual sales turnover statistics (Customer name/sales)
- Product documentation or brochures
- Up-to-date list of accounts receivable (showing outstanding items and their due dates)
- The current credit insurance policy (if such insurance is used)
- Budget and/or cash-flow projections
- Business plan

We confirm the accuracy of the above information:

Place, date

Signature

Declaration regarding release from bank-client confidentiality and manufacturing and business secrecy

The Undersigned

hereby releases

- **UBS AG**, with registered offices in Basel and Zurich, P.O. Box, 8001 Zurich
- **UBS Factoring AG** with its registered office at Weberstrasse 5, P.O. Box, 8036 Zurich

from bank-client confidentiality as well as manufacturing and business secrecy (Art. 47 of the Swiss Banking Act [BankG]; Art. 162 of the Swiss Penal Code [StGB]) **in their dealings with each other**. Accordingly, both UBS AG and UBS Factoring AG shall be authorized to exchange information regarding their business relationship with the Undersigned at any time and without restriction, either verbally or in writing.

This declaration will enter into force on being signed and will apply until it is revoked in a written statement by the Undersigned to UBS AG and UBS Factoring AG.

This declaration shall be exclusively governed by and construed in accordance with Swiss law. Zurich will be the exclusive place of jurisdiction for any disputes arising out of and in connection with this declaration.

Signature(s)

Name(s) of the signatory/signatories

Place and date

Company stamp/signature(s)

UBS Factoring AG

Weberstrasse 5
P.O. Box, 8036 Zurich
Tel. +41-44 298 32 62
Fax +41-44 298 32 66
ubsfactoring@ubs.com

www.ubs.com/factoring

UBS Factoring SA

Avenue des Baumettes 23, Renens
P.O. Box, 1002 Lausanne
Tel. +41-21 215 31 93
Fax +41-21 635 43 74
ubsfactoring@ubs.com

www.ubs.com/factoring