



**3. SUBSTANTIATION OF CAUSE OF LOSS**

**A: Protracted Default**

Legal action to be instituted by Credit Guarantee

YES <input type="checkbox"/>	NO <input type="checkbox"/>
OR	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

Legal action instituted by yourselves

Name of attorney appointed

Other action required

**Please note: With the exception of the Business Builder Policy, no legal action may be instituted without the consent of Credit Guarantee unless by way of an endorsement to the policy.**

If Business Builder Policy JUDGEMENT OBTAINED

YES <input type="checkbox"/>	NO <input type="checkbox"/>
------------------------------	-----------------------------

**B: Insolvency**

Date of provisional liquidation

Liquidator appointed

**Please attach confirmation of liquidator nomination and provisional date of liquidation (if available). Please note the onus is on yourselves to lodge and prove your claim with the liquidator, provided that there is no danger of a contribution.**

**4. DOCUMENTATION REQUIRED IN SUPPORT OF YOUR CLAIM**

*Attached*

**1. Claims under R15 000.**

Current statement confirming balances outstanding.

**2. Claims above R15 000.**

Statements for 12 months preceding the first delivery of amount claimed **and** Statements for the amounts claimed and any other transactions thereafter.

- 3. Copy of final demand sent to your client together with proof of dispatch.
- 4. Copy of credit application form completed by your client.
- 5. Copy of ID document/company registration number (if available).
- 6. Copy of securities/guarantees held.
- 7. Valid bank code / Trading history to confirm limit of discretion.  
(Refer *proviso Credit Limits* in your policy document)
- 8. Business Builder policies - Copy of the court judgement if available

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Please note:**

**The submission of an incomplete claim or omission of copies of the documents required in support of your claim, with exception of the 'copy of the court judgement' mentioned in point 8 will not constitute the lodging of a claim in terms of the policy**

**NB: All documentation attached must reflect your policy number as a reference. Further documentation may be requested in order to assess the claim.**

**5. DECLARATION BY THE INSURED**

We undertake to advise Credit Guarantee immediately of any payments received from any source and to copy Credit Guarantee with all relevant correspondence.

We declare that the representation made and facts stated herein are correct to the best of our knowledge.

We have not omitted or misrepresented any material facts, which might have a bearing upon the assessment of this claim under our policy.

**Please print and FAX to 011**

Authorised by : Full name

Date

Designation

Signature .....