



# PSG Payment Request

<b>Bank Name and Address</b>	<b>PSG number</b>
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<b>Exporter Name and Address</b>
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<b>Buyer (Beneficiary) Name and Address</b>
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<b>Supporting documentation:</b> (please check and attach pertinent copies of documentation)	
<b>01</b>	A copy of the demand for payment under the Bank Instrument or under the Bank Instructions
<b>02</b>	Copies of all documents required under the wording of the Bank Instrument in order to make a demand (if available)
<b>03</b>	A copy of the Bank Instrument or Bank Instructions and, in either case, all amendments thereto
<b>04</b>	A copy of the Bank's payment advice
<b>05</b>	Bank Instrument Number _____
<b>06</b>	Relevant correspondence

### Calculation of loss

<b>07</b> Bank Instrument Currency	<input style="width:100%" type="text"/>	
<b>08</b> Bank Instrument Value at issuance		\$ <input style="width:100%" type="text"/>
<b>09</b> Less any reductions through amendments or prior partial payments	(\$ <input style="width:100%" type="text"/> )	
<b>10</b> Add any increases through amendments	\$ <input style="width:100%" type="text"/>	
<b>11</b> Bank Instrument Value at time of demand		\$ <input style="width:100%" type="text"/>
<b>12</b> Amount Paid By the Bank (exclusive of inter-bank fees, costs and expenses, inter-bank interest charges and any penalty paid to the Beneficiary as a result of delayed payment under the Bank Instrument)		\$ <input style="width:100%" type="text"/>

### Certification

I, \_\_\_\_\_ of \_\_\_\_\_  
(Authorized Representative of the Bank) (Bank)

have examined the information included in this PSG Payment Request and certify it to be accurate and complete.

The Bank certifies that it is not in breach of any terms and conditions of the PSG, and declares that the payment made by it, as described above, was made in strict compliance with the terms of the Bank Instrument or the Bank Instructions as the case may be. The Bank also certifies that there have been no alterations to the terms of the Bank Instrument or if applicable to the Bank Instructions, without the prior written consent of EDC.

\_\_\_\_\_  
Authorized signature Date

Your company's contact for EDC inquiries relating to information on this request.

\_\_\_\_\_  
Name (please print) Title Telephone Fax



## A Guide to Completing EDC's *PSG Payment Request*

*The PSG Payment Request is included with this guide.*

EDC strives to process PSG Payment Requests within a reasonable timeframe. In order to begin a proper assessment of your request, we will require **all** of the supporting documentation outlined in the PSG Payment Request that pertains to your request for payment. A definition of each of these documents is provided below. Incomplete documentation will delay assessment of your request.

### ***Line-by-line instructions on how to complete the PSG Payment Request***

#### **The Basics**

At the top of the PSG Payment Request please indicate:

*Bank Name and Address:* State the full legal name and address of the Bank.

*PSG number:* Indicate the PSG Number relating to the Stand-By Letter of Credit or Bank Guarantee ("Bank Instrument")

*Exporter Name and Address:* State the full legal name of the Exporter, as indicated in the PSG, and their address.

*Buyer (Beneficiary) Name & Address:* State the full legal name and address of the foreign Beneficiary of the Bank Instrument.

#### **Supporting Documentation**

Check appropriate box and attach copies of each document specified in Boxes 01 to 05. Complete box 06 if applicable.

Box 01: *A copy of the demand for payment under the Bank Instrument or under the Bank Instructions.* A copy of the written demand for payment under the Bank Instrument and if applicable under the Bank Instructions.

Box 02: *Copies of all documents required under the wording of the Bank Instrument in order to make a demand.* Any additional document(s) stipulated in the Bank Instrument that must be presented by the Beneficiary in support of its demand (if available).

Box 03: *A copy of the Bank Instrument and all amendments thereto.* A copy of the instrument issued by the Bank and if applicable the instructions issued by the Bank, together with any and all amendments to either from date of issuance until date of demand.

Box 04: *A copy of the Bank's payment advice.* A copy of proof of payment from the Bank to the Beneficiary or Foreign Bank.

Box 05: *Bank Instrument Number.* As indicated on the face of the Bank Instrument.

Box 06: *Relevant correspondence.* Copies of all correspondence with the Beneficiary or Foreign Bank, with respect to the demand and the payment under the Bank Instrument.

#### **Calculation of Amount Payable to You**

Box 07: *Bank Instrument Currency* - The currency in which the Bank Instrument was issued.

Box 08: *Bank Instrument Value at issuance* - The face value of the instrument at the time of issuance.

Box 09: *Less any reductions through amendments* - Total of amendments issued over the duration of the Bank Instrument that reduced its value, or partial payments made in compliance with the terms of the Bank Instrument.

Box 10: *Add any increases through amendments* - Total of amendments issued during the exposure of the Bank Instrument that increased its value.

Box 11: *Bank Instrument Value at time of demand* - The face value of the instrument at the time a demand for payment was made.

Box 12: *Amount Paid By the Bank (exclusive of inter-bank fees, costs and expenses and inter-bank interest charges)* - Amount paid by you excluding any inter-bank fees, costs and expenses, inter-bank interest charges and any penalty paid to the Beneficiary as a result of delayed payment under the Bank Instrument.

## Certification

The final formality is to add the signature of the Bank's authorised representative to the PSG Payment Request.

Also, please provide the name, telephone and fax number of the person in your organisation who can respond to questions EDC may have regarding your PSG Payment Request.

If you need more information, please contact:

EDC Claims Department  
Telephone: 613-598-2500  
Fax: 613-598-2837

Submit your completed PSG Payment Request:

by mail to:

Claims Department  
Export Development Canada  
151 O'Connor Street  
Ottawa, Canada K1A 1K3

or by fax to:

EDC Claims Department  
613-598-2837