

# Checklist for Claims

## *Before shipping*

### **Credit information**

Did you obtain credit information?

- in accordance with your policy requirements for exposure within your credit limit?

*or*

- a written credit approval from EDC?

### **Proof of debt**

Do you have documents proving a debt exists? You should have either/both of the following:

- purchase order or contract signed by your buyer  
 signed draft or promissory note.

Proof of debt can also be secured after shipment (see “*After shipping*”).

## *After shipping*

### **Proof of debt**

If you do not have a purchase order, contract, draft or promissory note, what other documents do you have that prove a debt exists? These documents could be any of the following:

- uncashed cheque  
 written acknowledgement of debt by the buyer  
 confirmation by the bankruptcy trustee of amount owed by the buyer  
 other documents establishing that the buyer has received the goods or services in question and owes you money.

### **Proof of shipment**

Do you have documents proving that the goods have been shipped? You should have either of the following documents:

- bills of lading  
 waybills  
 other evidence of export from Canada.

## *When you ascertain there is a loss*

### **Collection**

Did you report the account overdue in accordance with your policy requirements?

- yes       no

### **Insolvency**

Did you obtain proof of insolvency?

- yes       no

### **Claim**

Did you submit a claim within 12 months of the original due date?

- yes       no

### **Declarations**

*Did you declare and pay premium on the shipment/contract/services?*

- yes       no