



BUYER CONDUCT OF ACCOUT INFORMATION SHEET

NAME OF BUYER	
BRN	

Monthly debtor's balance

Details of the evolution of the above debtor's balance over the past 12 months:

Month (M)	Opening Debtor's balance	Payments received during month	New supplies/Deliveries	Closing Debtor's Balance
M-1				
M-2				
M-3				
M-4				
M-5				
M-6				
M-7				
M-8				
M-9				
M-10				
M-11				
M-12				

Of note, Closing debtor = Opening debtor's balance – Payment received during month + New supplies/Deliveries during month.

In case the 1st three parameters are not available, the minimum information required is the closing debtor's balance.

Overdues

1. Based on your experience with the buyer, how would you qualify the frequency of overdues?

- A. Very Often
- B. Often
- C. Sometimes
- D. Rarely
- E. Never

2. Over the last 12 months, how many times the buyer has had significant overdues [i.e. above 10% of the usual credit limit]?

- A. Never
- B. 1-3 times
- C. 5-6 times
- D. 7-10 times
- E. All the time



3. What is the date of oldest invoice for this buyer? _____

4. How would you rate the buyer's repayment performance based the last 12 months' experience?

- A. Excellent
- B. Very good
- C. Fair
- D. Not so good
- E. Poor

Bad debts

1. Over the past 5 years, have you ever incurred any bad debt with the buyer?

- A. Yes
- B. No

If the above answer is YES, fill in the following table:

	Current year 2010	CY - 1 2009	CY - 2 2008	CY - 3 2007	CY - 4 2006
Total bad debts					
Number of bad debts					
Largest individual bad debt					

Certification

I certify that the statements and information contained in this form are true and based on real and non-fictitious data.

Authorized Signatory:

Name: _____

Position in company: _____

Date : __/__/__