

# New collection case - Insured

Version 2.0

## How to

Fill out the form on the screen and save it to your computer. Hereafter you can either:

- Email the form to [claims-collections.fi@allianz-trade.com](mailto:claims-collections.fi@allianz-trade.com), or
- Send the form by post to Euler Hermes, Konepajankuja 1, FI-00510 Helsinki

Date

## Information needed for the collection case handling

Please provide copies of the following documents, which are needed for the amicable collection process - please indicate the ones you have enclosed

All outstanding invoices (and credit notes regarding the outstanding amount)

Statement of account showing the period 6 months prior to the first outstanding until today (must show all movements on the account)

Statement of account showing all open items

Information about any payments that are not shown on the statement

Order confirmations

Delivery confirmation, consignment note or similar

Documentation for agreed interest rate

Any correspondence with the debtor

Please clarify if any of the above cannot be provided

## Your information

Policy no.

Company

Contact person

Phone no.

Email

## Information about the debtor

Company name

Address

Contact person

Email

Phone no.

Website

EH ID

Your debtor ref. no.

CVR no./VAT\*

Debtor's bank details

\*Alternatively company registration number for the relevant country.

### All invoices

No.	Invoice no.	Invoice date	Due date	Invoice amount	Outstanding invoice amount
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
<b>Total amount</b>					

### Information about the collection case

<b>Is the case covered under DCL?</b>	Yes	No	<b>Currency</b>	
<b>Agreed interest rate (% p.a.)*</b>			<b>Various fees</b>	
<b>Date for notification of debt collection sent to the debtor</b>			<b>Dispute(s)?</b>	Yes No
<b>Retention of title?</b>	Yes	No		
<b>Comments</b>				

It is acknowledged that the above debt collection case is handled and settled according to the present terms and conditions of Euler Hermes. Following the debt collection department will make a claim on your behalf and settle with our claims department.

\* If the interest rate differs from the statutory interest rate please provide documentation for this.