

# User Guide

Manage your contract efficiently on a daily basis through your Allianz Trade Online account.

**July 2025** 



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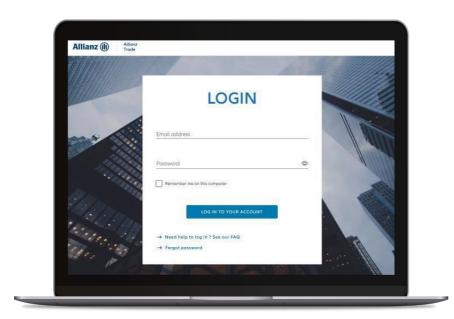
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# Step 1: Logging in

## Logging in to Allianz Trade Online for the first time



Enter the Allianz Trade Online website address: <a href="https://online.allianz-trade.com">https://online.allianz-trade.com</a>



- Use your individual login (your email address) and password.
- Once you are logged in to Allianz Trade Online, we recommend you to add the Home page to your favourites and to tick the "Remember me" checkbox.



Before you first log in, an email is sent to you with your Allianz Trade Online password.

#### Dashboard

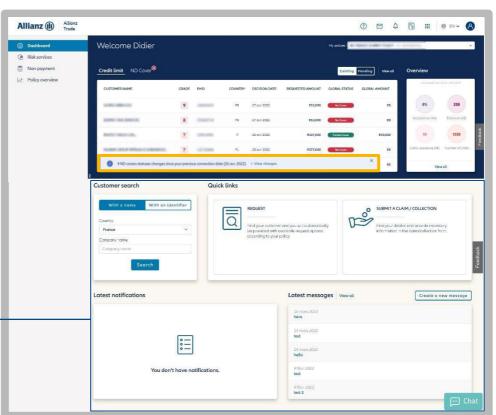
Your dashboard offers a swifter access to your main features as well as an easy drill down to detailed data.

ND Cover notifications are displayed exclusively on the dashboard Nd appears as a red bubble. They notify me to all events concerning my ND Cover requests, since my last connection to Allianz Trade Online. Notifications are displayed for one day and are updated every day.

By clicking on "View changes", I access to the list of concerned ND Covers.

contract on a single screen with quick access to the main features of Allianz

Trade Online.



#### Chose your display language

Define your display language by selecting the appropriate one in the selector at the bottom of the page.

We highly recommend to disactivate your browser automatic translation tool in order to have the best experience in Allianz Trade Online.



#### An introduction with the Allianz Trade Online assistant

Click the 'Help' button at any point to display the Allianz Trade Online help.

The help takes the form of a guide to the application's functions over a number of steps.

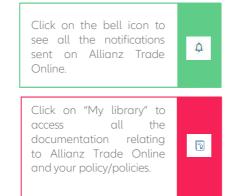


### Allianz Trade Online home page: other menu features

8

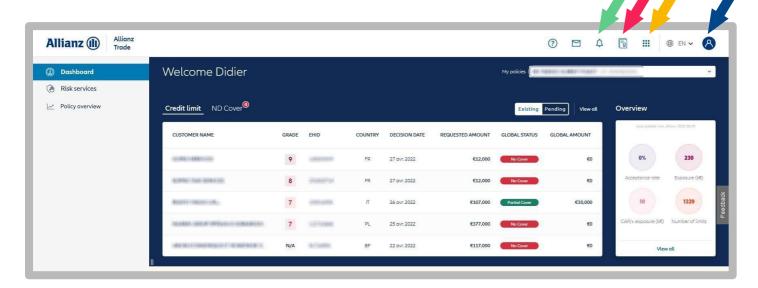
Access to your account information and to the disconnection button.

Define your preferred contract that will be displayed first for all requests you may have.

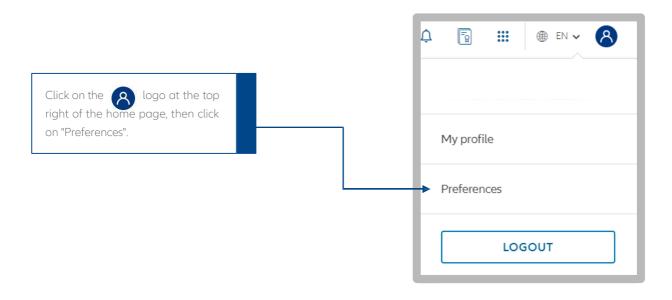


Access to EOLIS/eDoc

Click on "EOLIS" or eDoc to access the service.



#### Set your default search criteria



Policy To set your preferred policy, click on Policy the policy you want to select. Select... This policy will be chosen by default in all menus in Allianz Trade Online. Customer search criteria The following customer search Search type and country criteria can be set by default: Search criteria The search criteria: "By username" With a name and address or "With" France The default country Identifier search • The default identifier category: Category "Euler Hermes ID" or "Other Euler Hermes ID identifier" Identifier type SIREN number • The default identifier (e.g. SIREN). To save your preferences, click on the "SAVE" button at the bottom right of the page. To allow changes to be saved, all fields must be filled in. After you select the default configuration on the "Preferences" page, updates apply for all policies in all locations where you can use Customer Search.

## Modify my contact information

I can update my contact information on Allianz Trade Online at any time.

I click on my account, then on "My Profile."

By clicking on "Edit," I can change/add information about myself.

To update my email address, I send a message via "Contact Us" to inform Allianz Trade of any changes.



# Step 2 : Exchange with Allianz Trade team

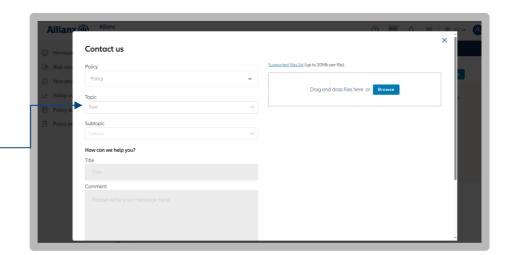
I can ask my questions on various topics, which will be directed to the relevant service for optimal handling. For claims, collection tracking, my contract, or a need for help in Allianz Trade Online, the Allianz Trade teams are available to assist me with quick and tailored responses.

#### Contact us: support closely aligned with my policy

A simple and intuitive form appears when clicking on "New Message." I can then accurately describe my request.

I can choose from different themes (my policy, my claims, etc.) and sub-themes to ensure my request is handled quickly and efficiently.

Allianz Trade experts are available to assist me at every step.



I click on the "mail" icon for Allianz Trade to assist me with using Allianz Trade Online.

I can send a new message by clicking on "New Message".

My questions and the responses from Allianz Trade are archived. To simplify my reading, I can filter by "read/unread" tickets as well as by the ticket status "closed/open."





#### Good to know

When I contact Allianz Trade by email or phone, I can track some of my requests in Allianz Trade Online under the "Contact Us" tab.

# Step 3: Making a new request

## My credit limit requests

#### Find my customer (1/2)

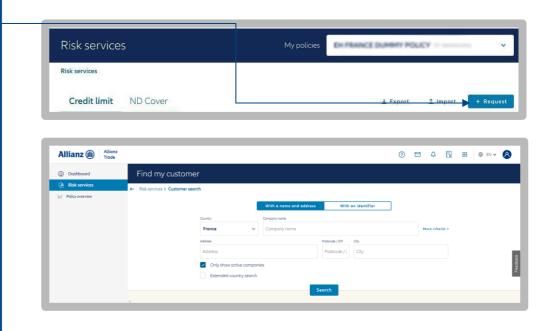
In the "risk services" menu, I make a new request by clicking on "+ Request".

I can find my buyer using:

- its registered name;
- its national business registration number.

If I have an Export component in my policy, I can choose the country where the buyer I am seeking is based.

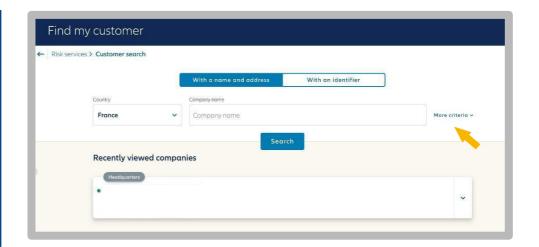
The search function is the same for both a credit limit request and an ND Cover request. Once I have selected the buyer, I can choose between "Credit Limit Request" and "ND Cover".



#### Search criteria:

- I can enter my buyer's address and choose to extend the search geographically if the buyer is not found.
- I can refine the results to list only active businesses.

I can display the companies I have recently viewed.



#### Find my customer (2/2)



#### More efficient

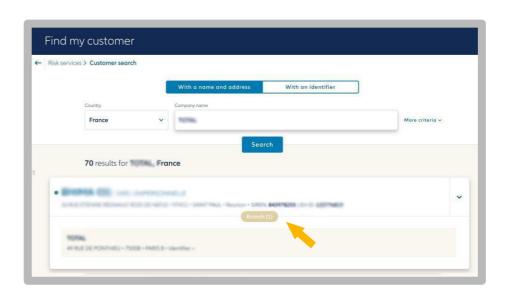
The search engine now includes trading names as well as the official registered names.

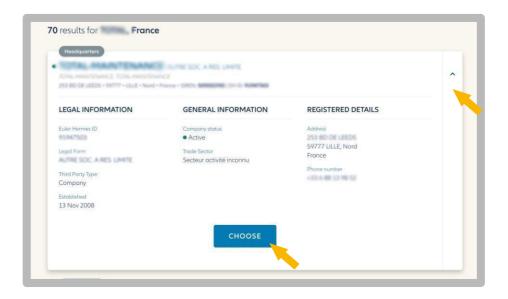
I can display all the secondary establishments connected to the business displayed. It is not possible for me to submit limit requests on such establishments – the main office will automatically be suggested when I make the request.

#### Simpler

The search module and the hits are displayed on the same page simultaneously, making it easier for me to read.

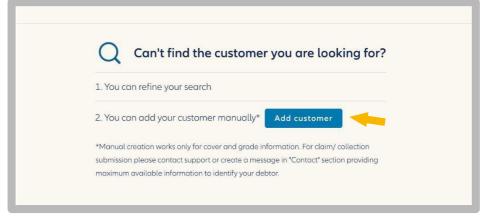
- I select my buyer from the list of suggestions.
- I click on the up-arrow at the top right to see more details.
- I click on "CHOOSE" to move on to the next step.





If I cannot find my buyer, I can:

- Try a different search.
- Create the business myself by clicking on "Add customer."
- Make a credit limit or ND Cover request.



## I define the amount of my credit limit requests

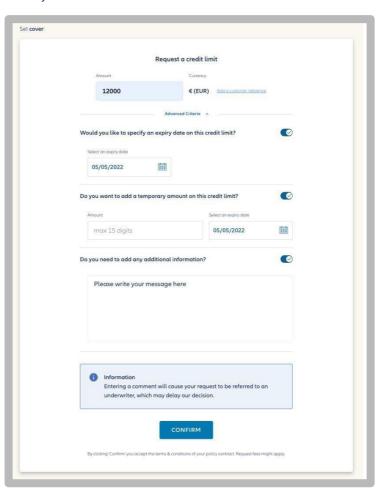


#### Fine-tuning my request (optional)

I select a date on which I wish the cover to end.

I request an uplift (a temporary extra amount on the limit for a given period).

I enter any other information that may be useful to the underwriters in making their decision (expecting a slightly longer response time in this case).

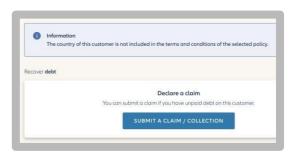


#### Setting the request amount (Countries excluded from the policy)

To make a credit limit request on a buyer located in a country that is not included within my insurance policy, I need to follow the usual procedure, indicate the amount of cover I wish to obtain, and then confirm.

An endorsement will be added to the policy automatically. I will then be able to make a request on the desired buyer.

A history of my requests to add countries is stored in the 'Contact us' section.

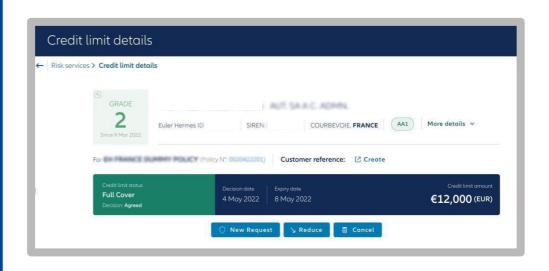


#### Viewing my response (1/3)

After a credit limit request, I can see Allianz Trade's response as a limit amount, along with the Allianz Trade buyer grade (at the top of the screen), which will be kept updated throughout the cover period.

Allianz Trade's response is automatically added to my list of current cover under the "Manage" menu.

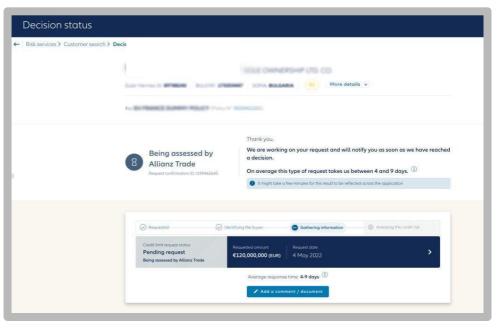
If Allianz Trade's response is "request in progress," then it will appear under "Pending requests."



#### Viewing my response (2/3)

If my request requires a more in-depth investigation, I can add further comments to the request.

- The credit limit request details are displayed.
- An indication of the average response time for requests of this type is given.

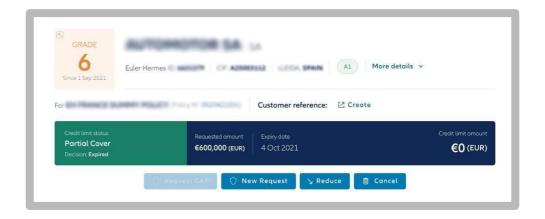


## Allianz Trade CAP and CAP+ supplementary cover requests

#### Viewing my response (3/3)

Allianz Trade's response only partly covers my request:

- If the amount granted does not fully cover my needs, and I would like a higher credit limit, I can request Allianz Trade CAP\* supplementary cover.
- I can then obtain double the amount of my primary cover
- In this example, my credit limit could climb from €30,000 to €90,000 if Allianz Trade's underwriters respond favorably to my request that is, the amount of my primary cover plus twice the amount of that primary cover.



Since 1 April 2022, new requests for CAP/CAP+ cover have been temporarily suspended for some export countries in risk zone A, and for all of risk zones B, C and D.

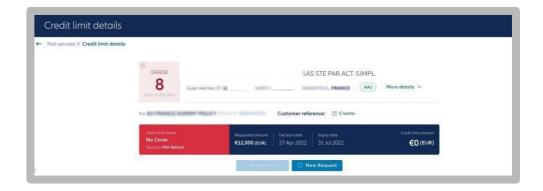
To make a request for state-backed CAP/CAP+ supplementary cover, I must first ask for this cover to be activated.

To obtain supplementary cover, I will choose my state-backed CAP/CAP+ agreement (CAP ETAT or CAP P ETAT) by clicking 'New request' on the credit limit details page, then select the CAP agreement I want.

The cost is based on the amount of supplementary cover that Allianz Trade grants.

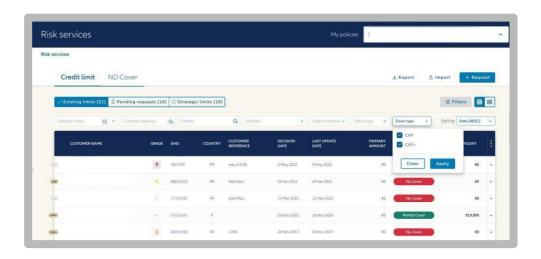
I can ask for more cover in the following cases:

- I do not have primary cover due to a refusal or withdrawal.
- My French customer is in a continuation plan or a safeguarding plan.



To find all my Allianz Trade CAP & CAP+ requests,:

- Filter by cover type to narrow down the results.
- Distinguish the lines that mention "Allianz Trade CAP" near the customer's name, to specifically identify those requests.



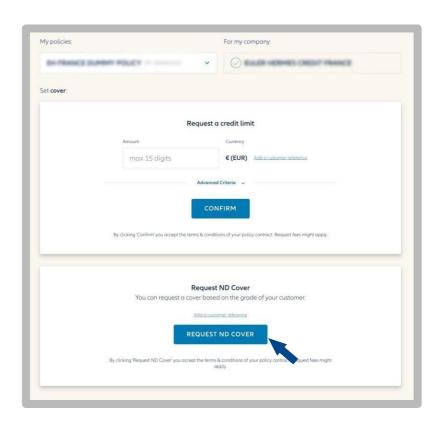
## **ND** Cover requests

#### Submitting request

Under the 'Request' menu, I can make a ND Cover request by selecting:

- My buyer.
- The policy in question.

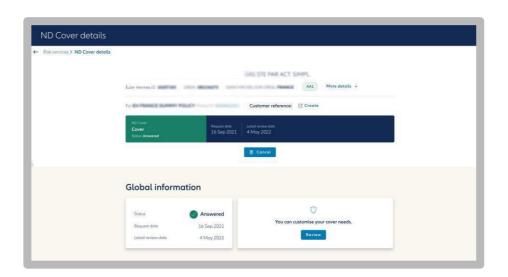
I should also check that the statu is "active" under the "More details" section, then confirm the request.



### Viewing the response to my request

I will receive an instant response.

- Green: I am covered under my contractual unnamed buyer amount.
- Red: I am not covered by the unnamed buyer amount stated in the policy.

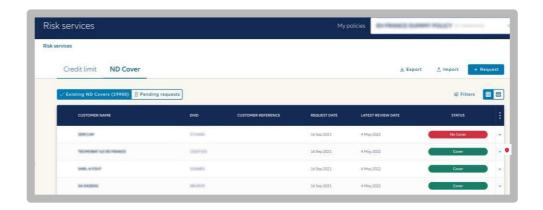


## Linking my current approved limits...

#### ... and my discretionary limit ND Cover.

The ND Cover list can be used to monitor my ND Cover requests and display those for which I have made a credit limit request as a named buyer, using the coloured shield on the right-hand side of the screen.

This information can also be seen in the ND Cover tracking.

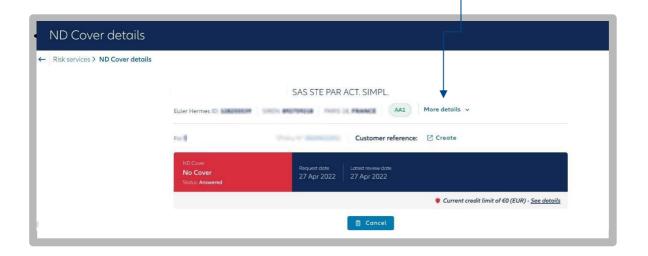


#### ... in the details of my request

When the shield is red, this means my named buyer cover is nil (if Allianz Trade has declined to cover – a refusal – or withdrawn it, for example). To see the response, I need to click on "See details":

From 1 May 2021, proactive decisions cancelling named buyer limits no longer automatically result in the cancellation of ND Cover for domestic (i.e. based in metropolitan France or the DROM) buyers.

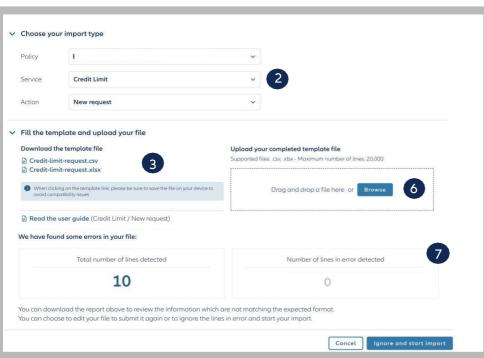
If my buyer has ND Cover, I keep the benefit of that ND Cover limit, provided the other policy conditions are met (including that the buyer is not in default and I do actually have ND Cover limit).



## Uploading a file of new requests...

Although the procedure is much the same as for modifying existing requests (see previous page on deleting & reducing requests and updating buyer references), I have to use the company's national business identification number to create new requests.







- 1/ Import the list of requests to be added by clicking the 'Import' button, then 'Import data'.
- **2/** I will select the service (ND Cover or Credit limits), then the type of action to perform, which in this case is 'New requests'.
- **3/** Save the file made available on my own computer network. This is the only file I will be able to use to perform the desired actions.
- **4/** Open this file, and enter data in at least the columns where the heading starts with an asterisk '\*'. There is more information on the next page, titled 'Explanation of Import Fields'.
- **5/** Save the file using the same format as the initial file, then close it.
- **6/** Drag and drop the file into the special area headed 'Upload the completed file.' Allianz Trade Online checks the file and informs me of the number of rows it has found and any errors or irregularities there might be.
- 7/ Click on 'Import' and enter a reference number for my import operation if I wish. My request will be processed immediately, and a response will be delivered within a few seconds. I can request an email notification when processing is complete.
- **8/** I can track my requests at any time (for up to 14 days per request) by clicking 'Import' and then 'Go to import list'.



#### Good to know

I can make more than one request for all policies linked to my prime policy (lead policy and its extensions).

Here's how to load a compliant Excel file to upload my requests in bulk:

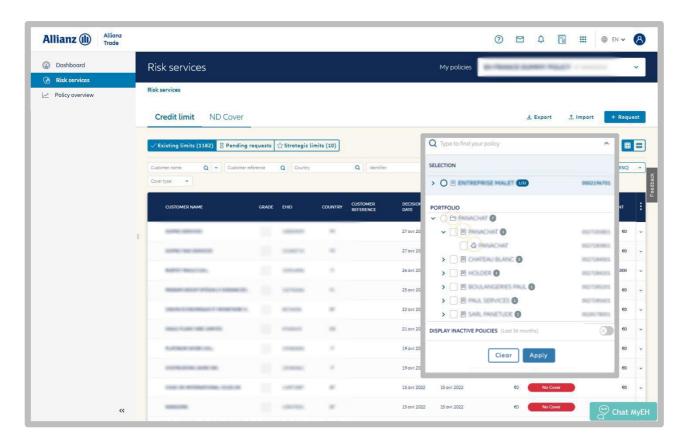
- Policy numbers (primary policy number, extension number): The Excel cell must contain 10 digits. To ensure my policy numbers are always 10 digits long, I should change the cell format in Excel by choosing the "custom" format and entering ten 0s. Excel will automatically pad all policy numbers to reach 10 digits (e.g., 0001234567).
- Credit limit type: I should use this field to indicate the type of cover I intend to modify:
  - Enter PRIMARY to modify my primary cover.
  - Enter CAP or CAPPPLUS to modify my Allianz Trade CAP\* or Allianz Trade CAP+\* supplementary cover. (Formerly CAP and CAP+ EH)

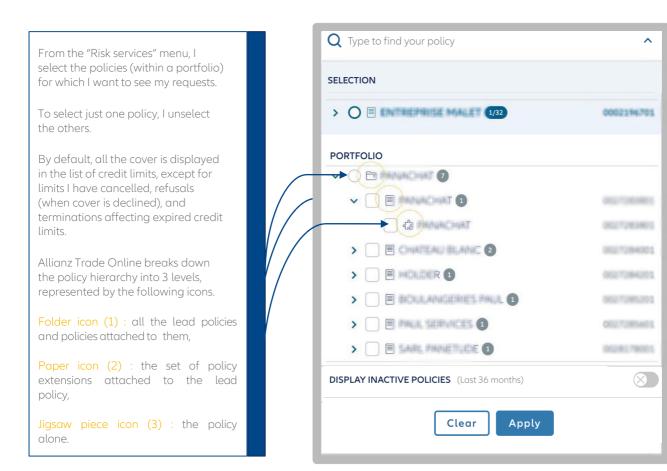
\*Ex CAP et CAP+ EH

## Step 4: Request management

## Managing current credit limits

#### I choose my police





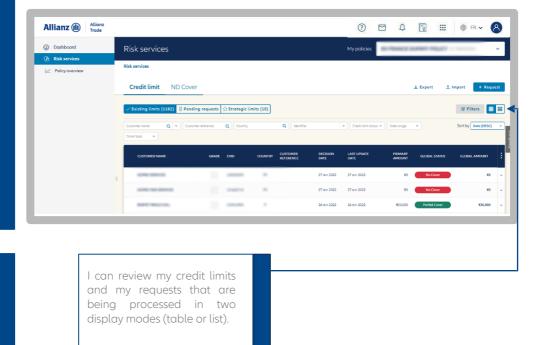
#### I review my credit limits

I can review my credit limits and my requests that are being processed (awaiting a response from our services).

My requests are categorized into two types:

- "Named" credit limit requests available in the "Guarantee" tab
- "Unnamed" requests available in the "ND Cover" tab.

When I hover over the Euler Hermes identification number "EH ID" of my clients, this logo appears. It allows me to copy the number with a single click.



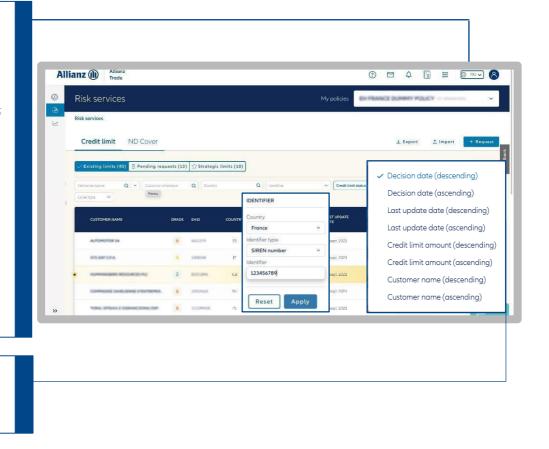
#### I sort and filter my active credit limits.

There are a number of search filters that help me find my credit limit requests more guickly:

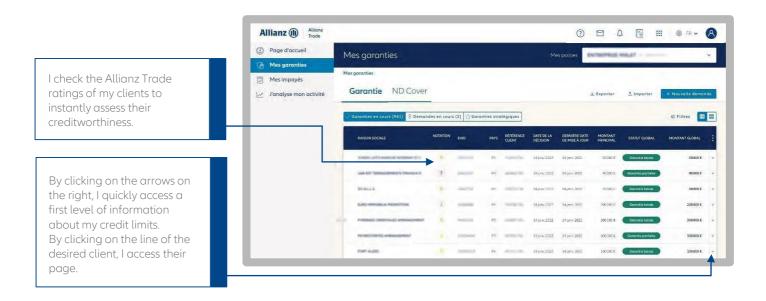
- Registered name or Allianz Trade ID;
- Buyer reference number;
- Country;
- National identifier ;
- Decision type:
  - Full cover
  - Partial cover
  - No cover
- Period: used to find cover where there has been a change over a given period;
- · Cover type:

Allianz Trade CAP or CAP+ supplementary cover.

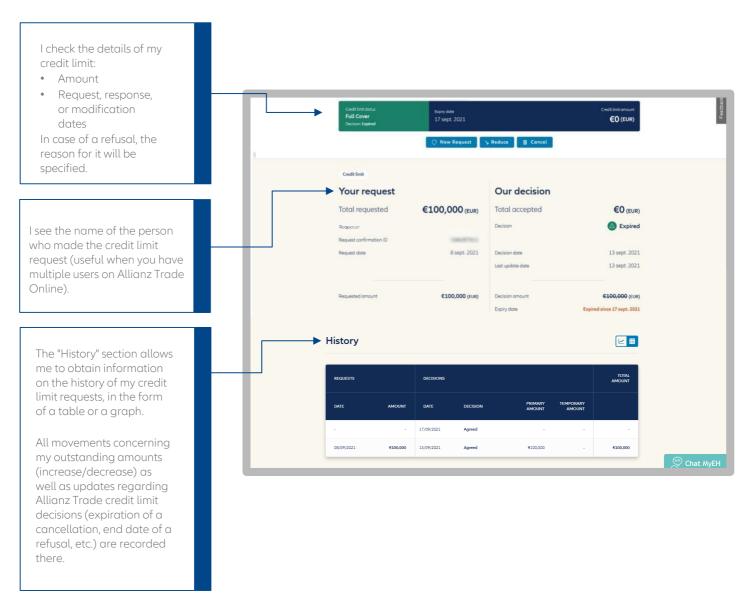
I sort my credit limits by decision date, last update date, amount and customer name



#### I check the preview of my credit limit.



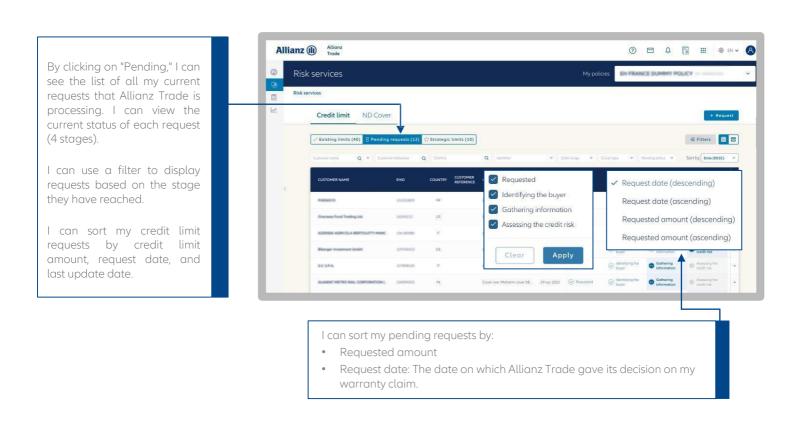
## I check the details of my credit limit



#### I view the history of my client's Allianz Trade grade.



#### I sort and filter my pending requests.



## I modify a credit limit request



#### The broker appeal

#### My broker or agent:

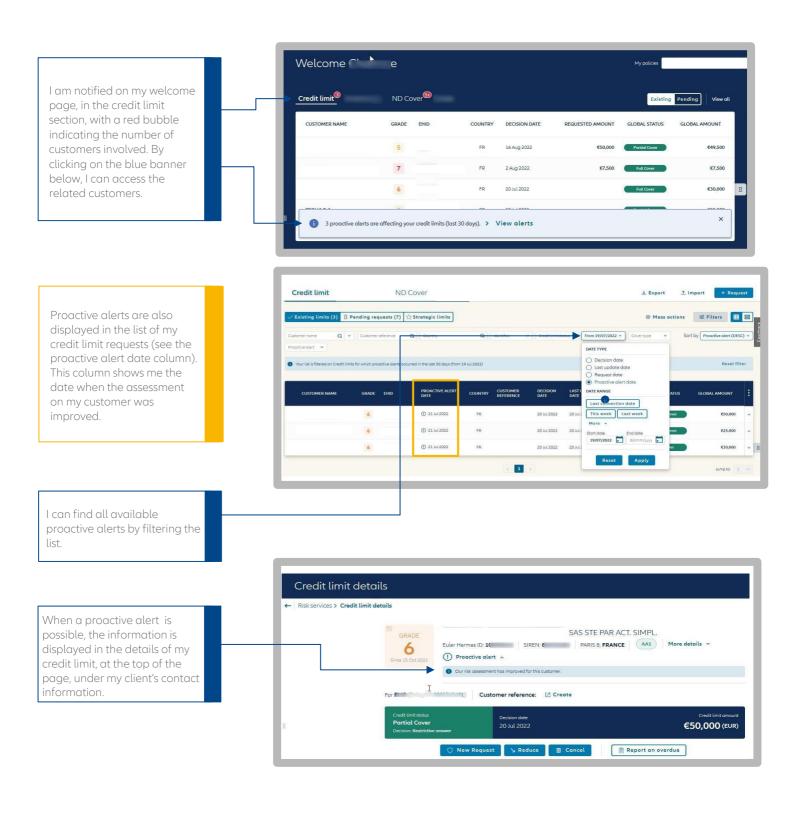
- Can intervene if there is a restrictive response to my credit limit request (decline to cover, or only part agreement i.e. less than the amount requested).
- Then makes an appeal to the risk underwriting teams at Allianz Trade.
- All requests for which my broker has made an appeal are identified by the lightning bolt icon ( ).



#### **Proactive alerts**

This service informs me about the possibility of obtaining a higher credit limit than my current insured outstanding balance for one or more buyers.

When the assessment of the credit risk attached to a buyer, on which I have made a credit limit request, improves, Allianz Trade Online notifies me of a possible cover increase (or recommencement if the current limit is nil) on my homepage and on my list of credit limits. In such cases, I can submit a new credit limit request for a higher amount.





#### Good to know

Only partial and withdrawn covers are concerned by the proactive alert service.

## Strategic covers

#### I define my strategic covers

The "Strategic Cover" service is free and without obligation. It allows me to monitor the covers that I consider most important on my main contract.

A manual review will be conducted by the Allianz Trade arbitration teams in case of reduction or cancellation, to take into account the importance of the cover in their decision.

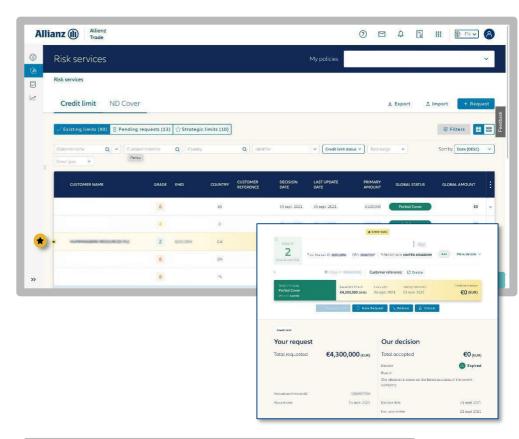
My strategic covers will be highlighted with a yellow background; a star (\*\*) will be placed next to my client's business name.

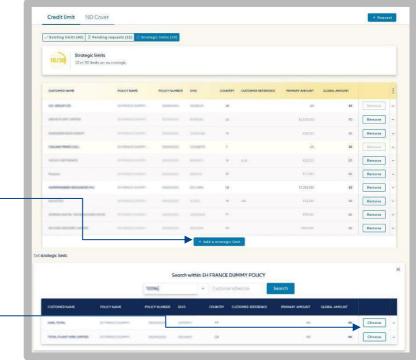
All my strategic covers are listed in a dedicated tab.

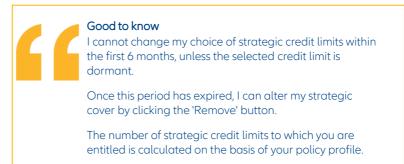


strategic limits for a minimum of

6 months.







#### I display my ND Cover (current requests and responses)

ND Cover requests differ from credit limit requests. The ND Cover service provides information that I can use to instantly check whether my domestic buyers or potential buyers, based in metropolitan France or the DROM, are covered up to the ND Cover limit stipulated in my policy. If the amount of my request exceeds the ND Cover limit in my policy, then I need to submit a credit limit request.

ND Cover (unnamed buyers) is an information service available on Allianz Trade Online. With just one click, I can find out whether my buyer is covered, and I can monitor my cover situation for 12 months:

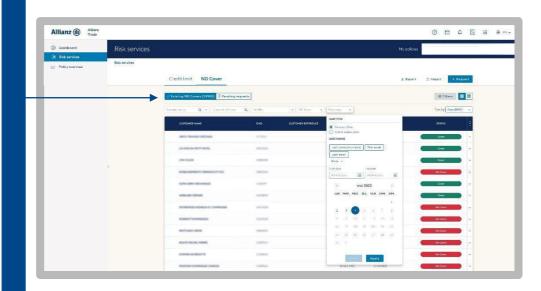
- Instant responses to my requests.
- Real-time monitoring of my buyers for 12 months.
- Any negative impact on cover resulting from a change in position is delayed for 30 days.

There are several search filters to help me find my covered buyers more quickly:

- Customer name or Allianz
   Trade ID
- Customer reference number
- ND Cover status: Cover or No cover

Date range: I can find all my ND Cover requests within a chosen period, such as all the requests I made last month.

I can also find all the updates (from red to green, or from green to red) by clicking on "Latest review date." Allianz Trade Online will display all the changes in the selected period.



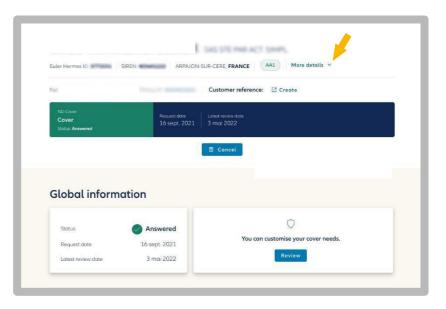
#### I view the details of my request

I click on "More details" to display fuller information about my buyer.

#### Request details panel

- its status
- key dates

I can customise the amount of the outstanding balance covered in order to obtain an amount higher than the unnamed buyer amount stated in the policy.



#### I display ND Cover due to be renewed

I am informed one month before the automatic renewal of my ND Cover request, via the 'Renewal' column:

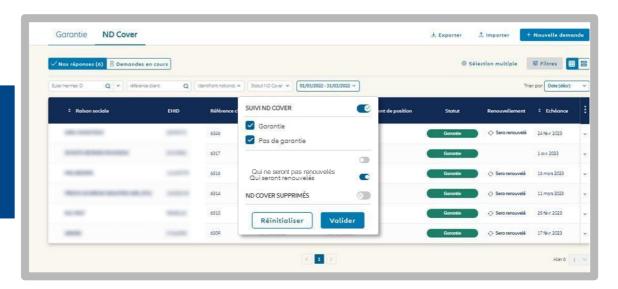
If the column is empty, my ND Cover is not yet within the renewal period.

If the column states 'Will not be renewed,' I have decided not to renew this ND Cover request at the renewal date (see 'Renewal date' column).

If the column states 'Will be renewed,' I have decided to renew this ND Cover for 12 months from the renewal date.

Note: My cover continues to be monitored until the renewal date, irrespective of the option chosen.

filtering option allows me to display ND Cover that I have chosen either to be renewed or not to be renewed.

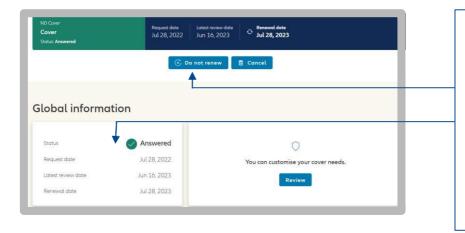




#### Users are reminded that all ND Cover requests are automatically renewed after 12 months, unless:

- I have submitted a named buyer credit limit request for the buyer in question.
- The buyer being monitored under ND Cover has ceased to trade.
- I have deleted my ND Cover request, in which case monitoring stops immediately.
- I have opted not to renew my ND Cover using Allianz Trade Online.

## Managing ND Cover renewal before the renewal date



I can decide whether to renew my ND Cover monitoring or not.

I use the 'Renew' and 'Do not renew' buttons to choose to renew this discretionary limit cover at the expiry date.

The due date for my ND Cover renewal is shown on the upper panel and in the 'Information about your request' section.

Tip: To renew, or not renew, more than one ND Cover request at once, I can see 'Selecting multiple buyers' on page 18 of the guide.

#### There are 5 columns dedicated to ND Cover renewal are available when I export my requests to Excel file:

#### 1. Renewal period open:

Yes: my ND Cover request has entered its renewal period No: my ND Cover request is not yet within its renewal period

#### 3. Will be renewed:

Yes: my request will be renewed automatically at its renewal date No: my request won't be renewed at its renewal date If the column is empty, my ND Cover request is not yet within the renewal period.

#### 5. Deletion date:

Displays the date on which I deleted my ND Cover monitoring. If the column is empty, I haven't deleted my ND Cover monitoring.

#### 2. Renewal date:

Displays the date on which my ND Cover request will be renewed automatically for 12 months.

If the column is empty, my ND Cover request is not yet within the renewal period.

#### 4. Expiry date:

Displays the date ND Cover monitoring ends when I have decided not to renew it. My ND Cover will be deleted on this date.

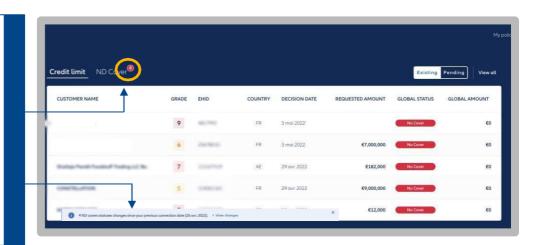
If the column is empty, I have renewed my ND Cover request.

## My ND Cover notifications

I am notified on the Dashboard every time there is a new request or a review on my ND Cover since my last connection.

By clicking on the red bubble in my Dashboard, I will find all new ND Cover events.

The banner at the bottom of the list displays the number of changes and provides quick access to the dedicated list.





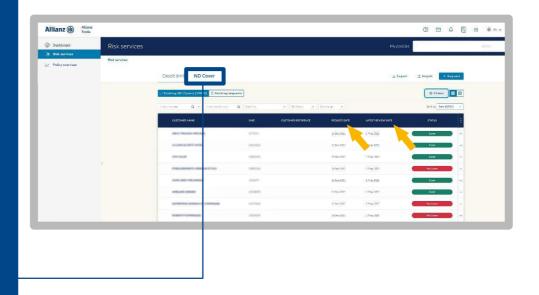
A filter on the list is automatically applied to view them instantly:

- New ND Cover requests made since my last connection
- ND Cover reviews since my last connection (status changes from red to green and vice versa)

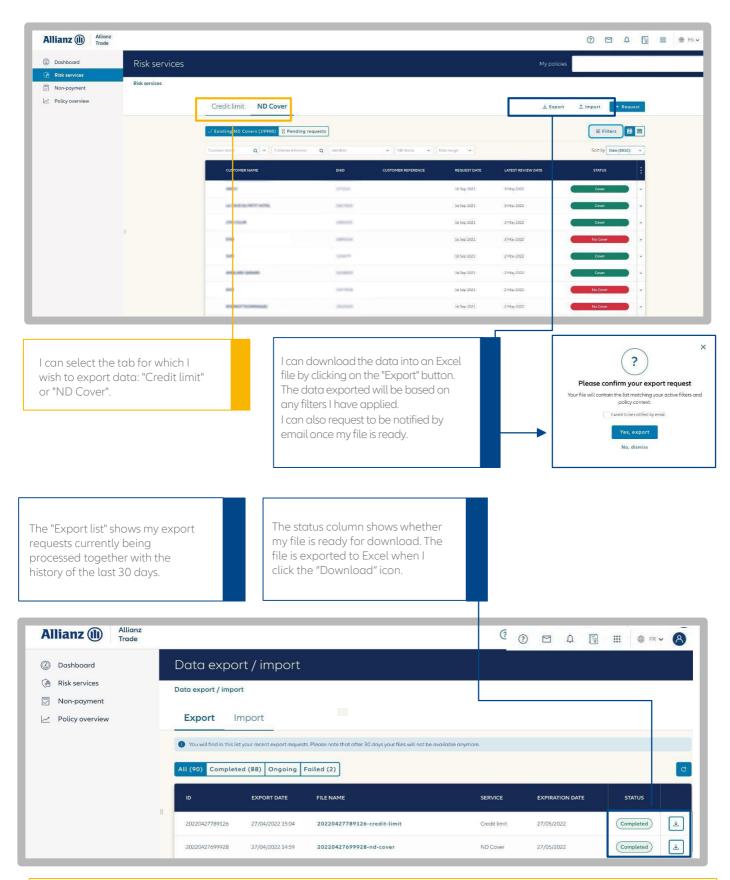
How to identify new ND Cover requests?

If the dates in the "Request date" and "Latest review date" columns are the same, then it is a new request.

To go back and find all of my ND Cover requests, I can click on "Reset" in the "Date range" filter.



## Export data of my credit limits and ND Cover



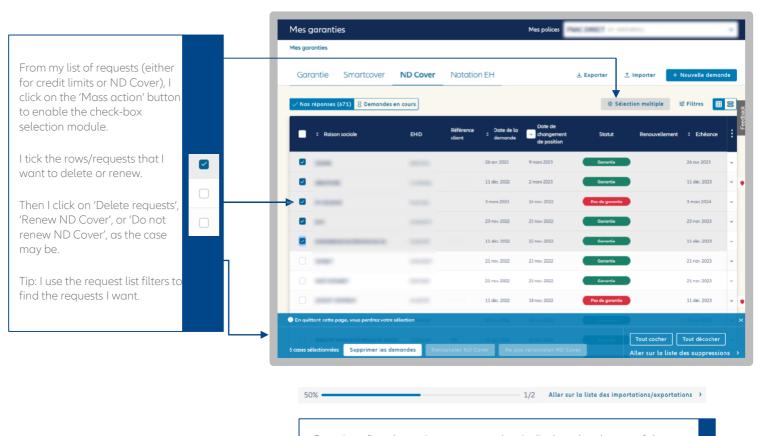
# "

#### Good to know

- If I do not want my Internet browser to download the file in the "downloads" folder, I go to my browser settings and customize my choice.
- The maximum requests that can be downloaded is 100,000 per export request.

## Selecting multiple buyers

The 'Select multiple buyers' feature allows me to delete a number of named buyer credit limit or ND Cover requests at once. I can also use it in the same way to renew, or not renew, ND Cover requests.





#### Good to know

- I can only delete 'partial' and 'full' approved limits and ND Cover requests with 'covered' status.
- The 'Renew ND Cover' and 'Do not renew ND Cover' buttons appear when the ND Cover rows, I select are within their renewal period (i.e., 1 month before the monitoring expiry date).

## **Buyer synthesis**

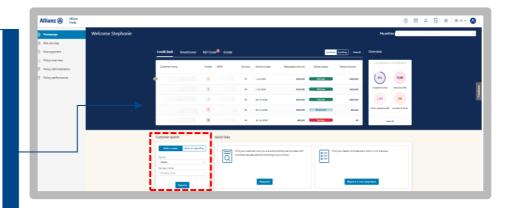
After reviewing the overview of my guarantees and my client's key information, I can go deeper in my analysis by accessing the company summary.

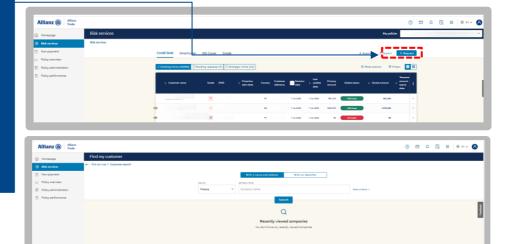
This allows me to examine financial and balance sheet data to get a clearer picture of my client's situation.

## I acces to my buyer synthesis

I can access the buyer synthesis through several entry points:

- Directly from the homepage via "Customer search" using the company's name or identifier.
- By clicking on the
   "Risk services" tab, I'm
   taken to the overview
   page of all the credit
   limits I've requested. A
   "+ request" button in
   the top right corner
   allows me to access
   the client search
   page.





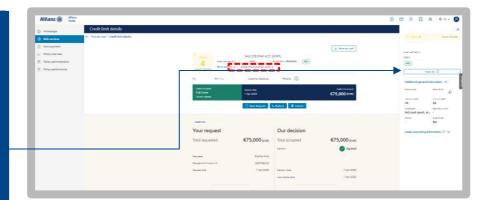
If I have an active credit limit (or ND request) on a company, I can access the buyer synthesis for that client by clicking on 'Open the customer card'.



## I review the financial and balance sheet information on my clients

By clicking on "Open the customer card", a window appears on the right side of my screen with a summary view of the company's financial information.

For more details, I can click on "View all" to access four categories of information.



## 1. Additional General Information

I find all the legal, general, and postal information of the company.





#### Good to know

- To access this information, it is necessary to have a credit limit or an active ND Cover request for the company.
- Consultation of the buyer synthesis is available for companies based in the following countries: United Kingdom, Ireland, France, Belgium, Spain, Italy.

#### 2. Grade history

I find the position changes of the selected client's rating.

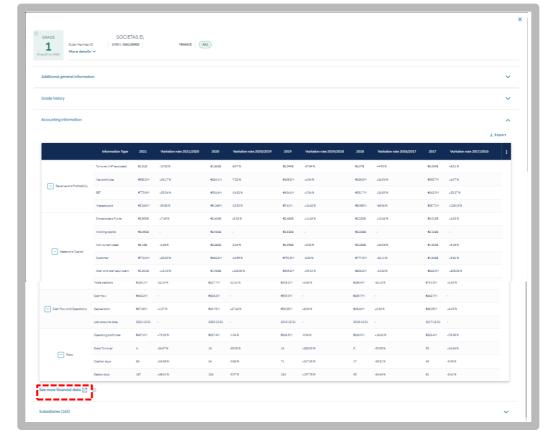
This information is only available for active credit limits.



#### 3. Accounting Information

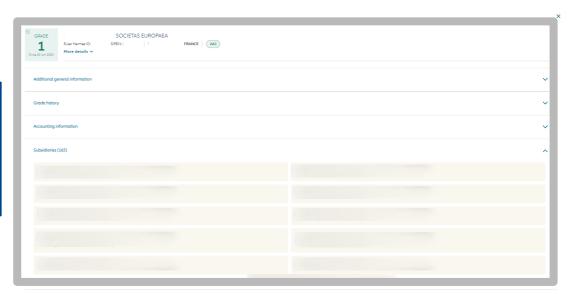
I find public accounting data divided into five types of information:

- Revenue and profitability
- Assets and capital
- Debt and liabilities
- Cash flow and operations
- Ratios
- Following this table, the link to 'See financial data' also allows me to access the complete public financial statements of French companies.



#### 4. Subsidiaries

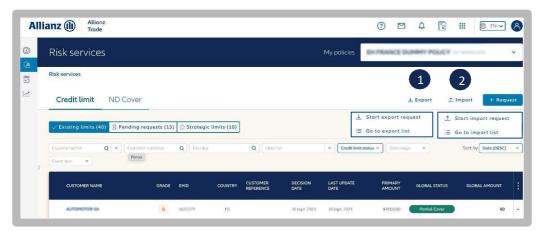
If subsidiaries exist, all those affiliated with the company will be displayed.

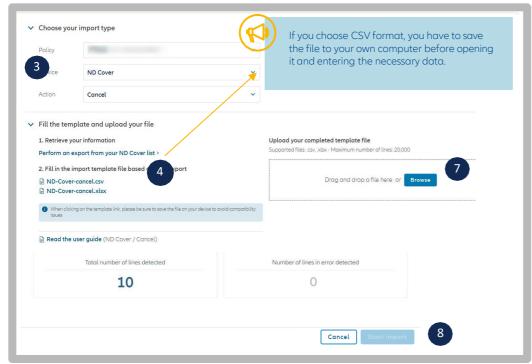


## Importing data

## Deleting, reducing, renewing and updating a number of requests

I can use Allianz Trade's file uploading service to delete, reduce, or renew requests, or update my buyer references, in bulk. The method is the same in all cases, and I need to have exported the identification numbers (CoverID) first.

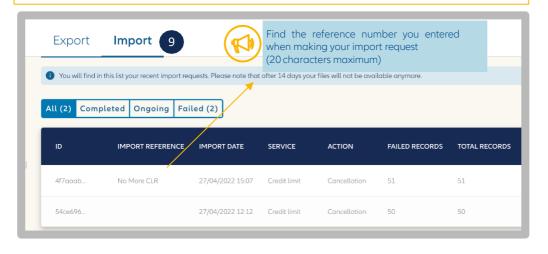






#### Good to know

If I don't want my browser to download the file into the Downloads folder, I can go to the browser's Settings to choose another destination folder.



- 1/ I export the list of requests (ND Cover or credit limits) to Excel by clicking the 'Export' button. Then, I select only those rows in my Excel list on which I wish to perform the action in question. I will need it in step 5.
- 2/ I import the list of requests to be deleted/reduced/renewed, or buyer references to be updated, by clicking the 'Import' button, then 'Import data'.
- **3/** I choose the service and the type of action I want to perform on the buyers:
- Delete my ND Cover or approved limits;
- Reduce limits (approved limits on named buyers only);
- Renew or not renew my ND Cover requests during the renewal period;
- Update my buyer reference.
- **4/** Save the file made available on my own computer network. This is the only file I will be able to use to perform the desired actions.
- **5/** Open this file and enter data in at least the columns displaying an asterisk '\*'.

The CoverID column must contain the identification numbers for my requests.

The CoverID can be found in the 'Cover ID' column in the file I exported into Excel beforehand (in step 1).

For ND Cover renewals, I enter 'YES' in the 'Will be renewed' column to renew the cover or 'NO' not to renew the discretionary limit cover. None of the other fields are mandatory.

- **6/** Save the file using the same format as the initial file, then close it.
- **7/** Drag and drop the file into the designated area titled 'Upload the completed file'. Allianz Trade Online will check the file and notify me of the number of rows found, as well as any errors or irregularities.
- **8/** Click on 'Import' and enter a reference number if needed. The request will be processed immediately, and a response will be delivered within a few seconds. I can request an email notification once processing is complete.
- **9/** I can track my requests at any time by clicking 'Import', then 'See list of my imports'.

## Importing fields Glossary (1/2)

Dedicated to new requests, cancellation, reductions, and updates of the customer reference.

In the spreadsheet, the mandatory information are marked with a  $\star$  at the beginning of the column names. These columns represent the minimum information required.

| Column<br>name in the<br>file         | Description of the  | Data to be entered   | New<br>request |            | Deletion     |            | Reduction    | Update buyer's reference number |            |
|---------------------------------------|---|--|----------------|------------|--------------|------------|--------------|---------------------------------|------------|
|                                       | field   |  | Credit limit   | ND Cover   | Credit limit | ND Cover   | Credit limit | Credit limit                    | ND Cover   |
| *Cover ID                             | A number identifying your request (a technical number only available when you export requests to Excel) | For example:<br>1234567890ED1A12BF<br>T1PAVOZZK1TYQZ   |                |            | <b>*</b> ×   | <b>*</b> X | <b>*</b> X   | <b>*</b> X                      | <b>*</b> × |
| *Primary policy<br>number             | Number of your<br>lead/primary<br>policy  | Number includes any<br>leading zeroes before<br>the actual policy<br>number.There must be<br>10 digits in total.For<br>example: 0001234567 | *x             | <b>*</b> X | ×            | ×          | ×            | Х                               | X          |
| Primary policy<br>extension<br>number | Number of your policy "extension".This policy is attached to your lead policy.                          | Number includes any<br>leading zeroes before<br>the actual policy<br>number.There must be<br>10 digits in total.For<br>example: 0001234567 | ×              |            | ×            | X          | X            | Х                               | X          |
| *Credit limit<br>type                 | Designates the<br>type of cover to<br>which your action<br>relates                                      | You must enter a value of Primary or CAP or CAPPLUS.   | *x             |            | <b>*</b> X   |            | *x           | <b>*</b> X                      |            |
| EHID                                  | The buyer identification number used by Allianz Trade systems   | Number includes any<br>leading zeroes before<br>the actual buyer<br>number.  | ×              | X          | ×            | ×          | X            | Х                               | X          |
| *Identifier Type                      | The type of national business identification number used for your buyer                                 | For example: SIREN   | <b>*</b> ×     | <b>*</b> X | ×            | ×          | X            | ×                               | X          |



#### Good to know

I can use the 'EH ID' field instead of 'Identifier type' + 'Identifier' + 'Country' to identify my buyers.

| Column<br>name in the<br>file                              | Description of the field   | Data to be<br>entered                                      | New request    |            | Deletion     |          | Reduction    | Update buyer's reference number |            |
|--|--|--|----------------|------------|--------------|----------|--------------|---------------------------------|------------|
|  |  |  | Credit limit   | ND Cover   | Credit limit | ND Cover | Credit limit | Credit limit                    | ND Cover   |
| Company  | The name of the buyer business   | For example:<br>Sample<br>Company Ltd                      | X              |            |              |          |              |                                 |            |
| *Country   | Country where your buyer is located (ISO 3166-1 alpha-2 code) https://en.wikipedia.org/wiki/ISO 3166-1 alpha-2 | For example, for<br>a buyer in France,<br>the code is 'FR' | <b>*</b> X     | <b>*</b> X | X            | ×        | X            | X                               | X          |
| Customer reference   | Your own internal reference number for your buyer  | For example:<br>AB0-12                                     | X              | X          |              |          | ×            |                                 |            |
| *New customer<br>reference                                 | Your new internal reference number to give to your buyer   | For example:<br>CD0-12                                     |                |            |              |          |              | <b>*</b> ×                      | <b>*</b> × |
| *Requested<br>amount                                       | The amount of the credit limit you would like for this buyer   | For example:<br>14000                                      | * <sub>×</sub> |            |              |          |              |                                 |            |
| *New requested amount                                      | New amount of the credit limit you would like for this buyer   | For example: 12000   |                |            |              |          | <b>*</b> ×   |                                 |            |
| *Requested currency  | The currency used for this credit limit request (ISO 4217 format: https://en.wikipedia.org/wiki/ISO 4217)      | For example, for<br>a request in<br>euros: EUR             | * <sub>X</sub> |            |              |          |              |                                 |            |
| Requested expiry date                                      | Date on which cover is to expire   | Date, YYYY-MM-DD   | X              |            |              |          |              |                                 |            |
| Requested temporary increase amount                        | Temporary amount requested   | For example: 5000  | ×              |            |              |          |              |                                 |            |
| Requested<br>temporary<br>increase<br>(uplift) end<br>date | Uplift requested with an end date (expiry date)  | Date, YYYY-MM-DD   | X              |            |              |          |              |                                 |            |
| Requested payment terms (days)                             | Payment terms granted to this buyer, in days   | For example: 30  | ×              |            |              |          |              |                                 |            |



#### Good to know

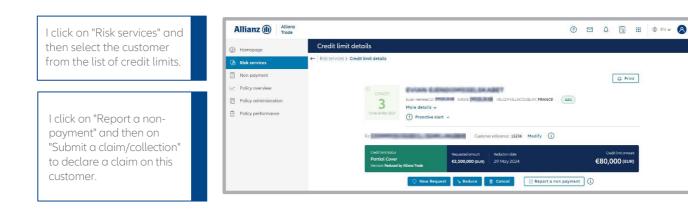
I can use the 'EH ID' field instead of 'Identifier type' + 'Identifier' + 'Country' to identify my buyers.

# Step 5: How to manage non-payments?

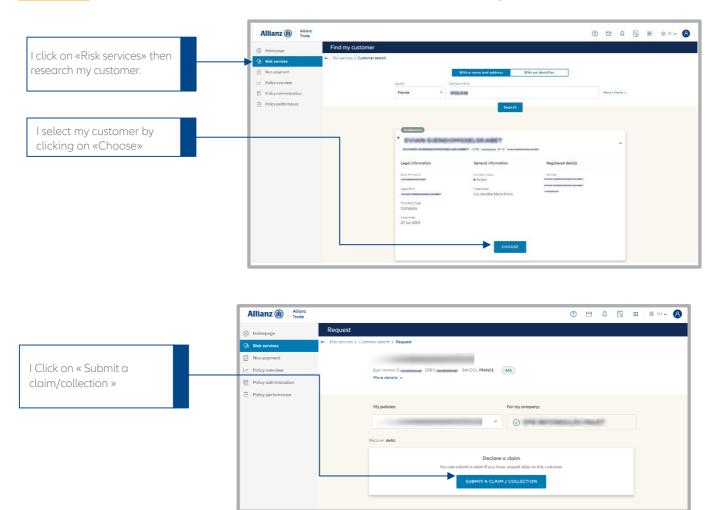
#### Submit a claim

CASE N° 1

I want to submit a claim about a customer for whom I already have a credit limit request.



CASE N° 2 I want to submit a claim about a customer for whom I did not request a credit limit.



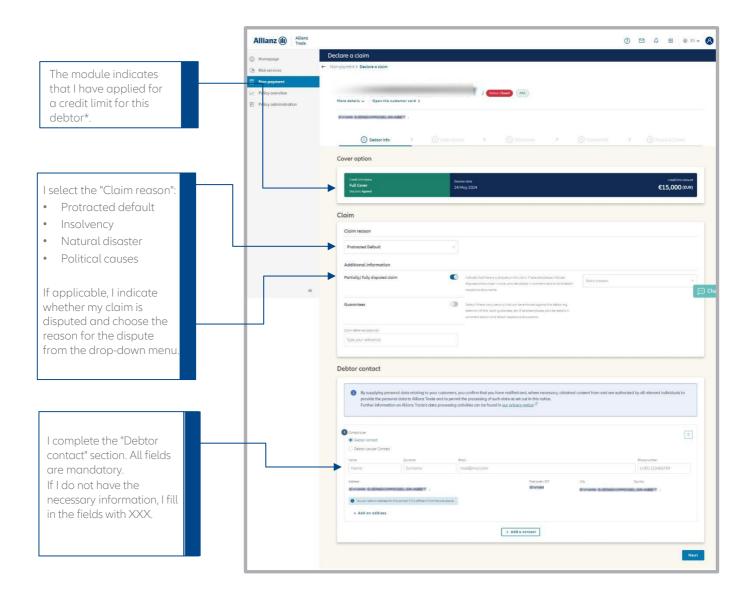


#### I submit my claim in 6 steps



Please note that this feature is not yet available to all customers. It will be gradually rolled out to all customers throughout 2025.

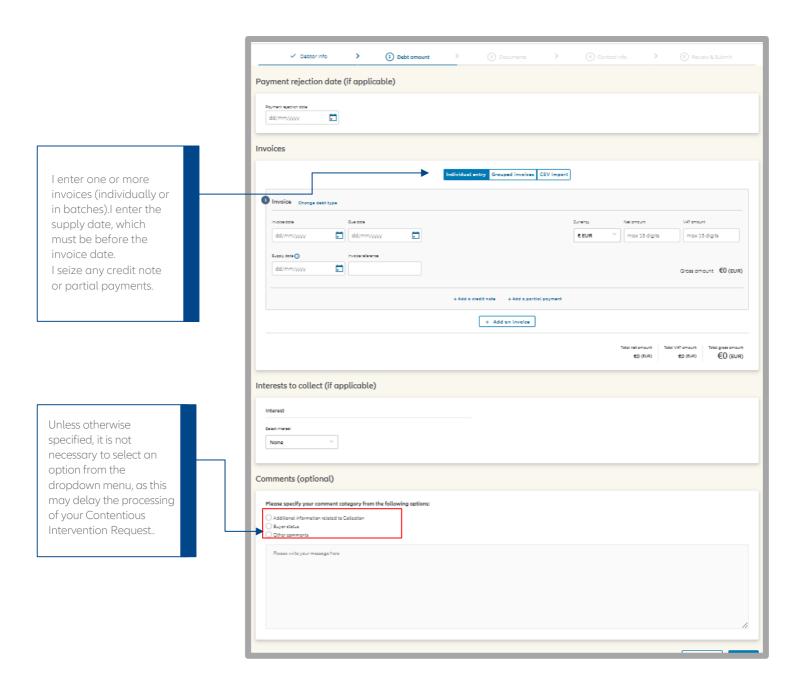
#### STEP 1 Completing my client's (debtor\*) information





## STEP 2

#### I Enter the debt amount



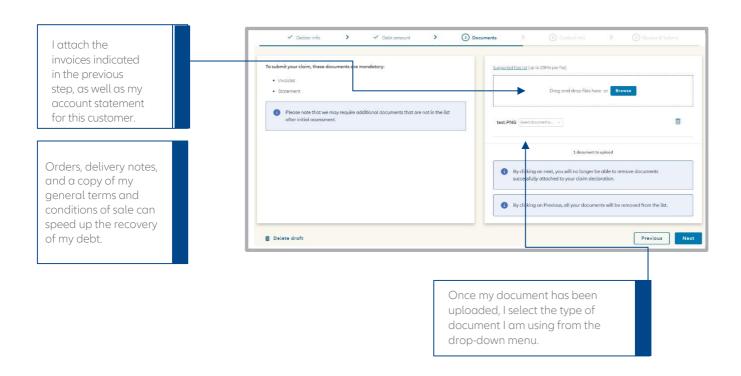


#### Good to know

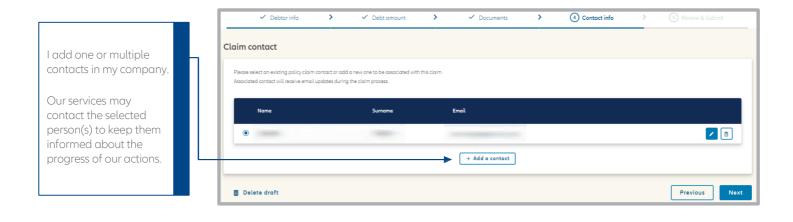
- If you choose to check one of the three boxes in the Comment section, it is mandatory to provide a clear and explicit comment.
- Without a comment, the selected box will not be taken into account during the processing of your file.

#### STEP 3

#### Add documents to my claim



# STEP 4 Choosing the right contact in my company

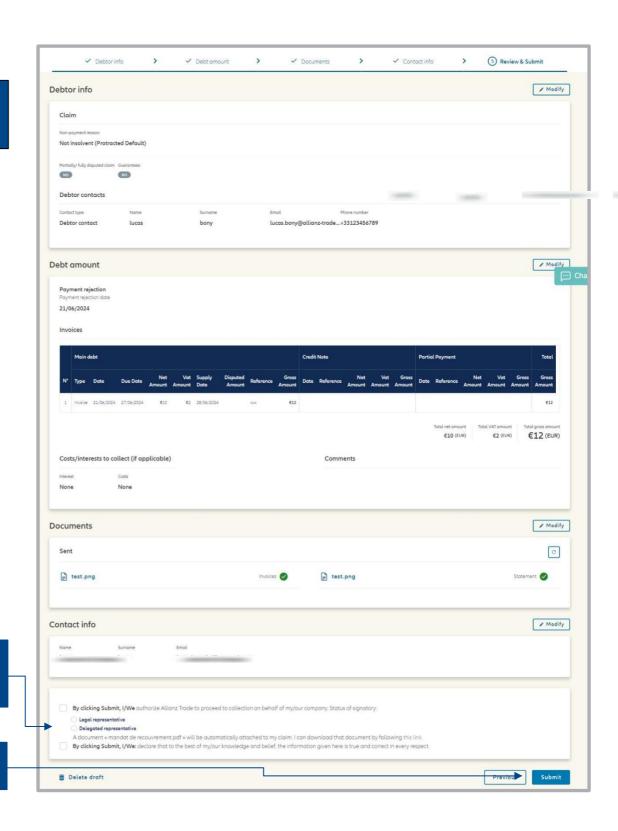


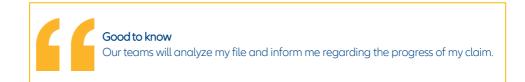
# STEP 5 My summary and collection mandate

I verify that the information displayed is correct.

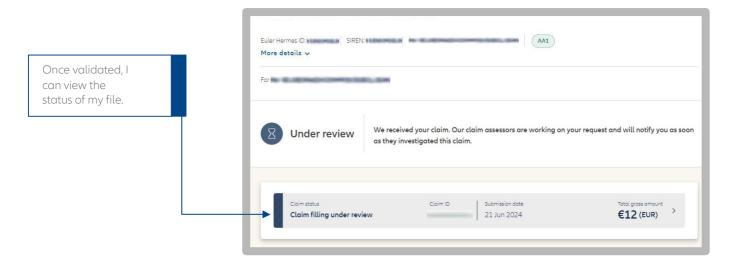
I validate the collection mandate that I entrust to Allianz Trade.

I click on 'Submit' to finalize my claim

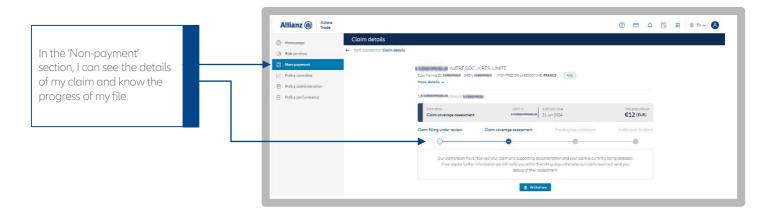




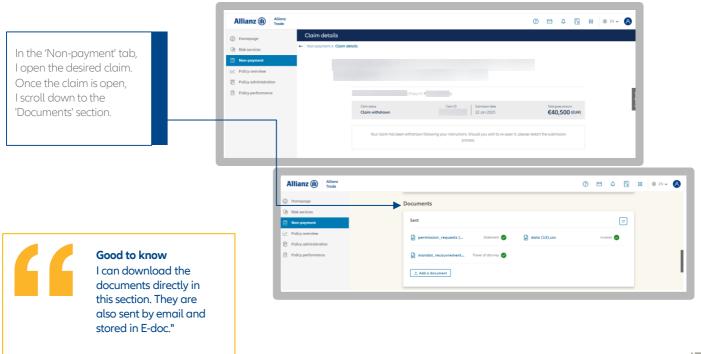
### STEP 6 I view the status of my request

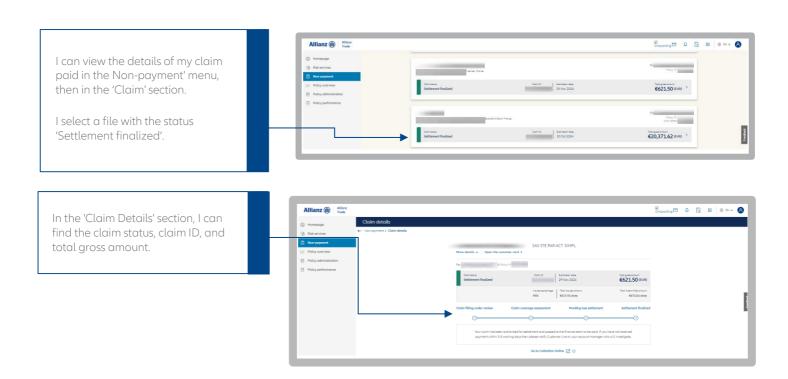


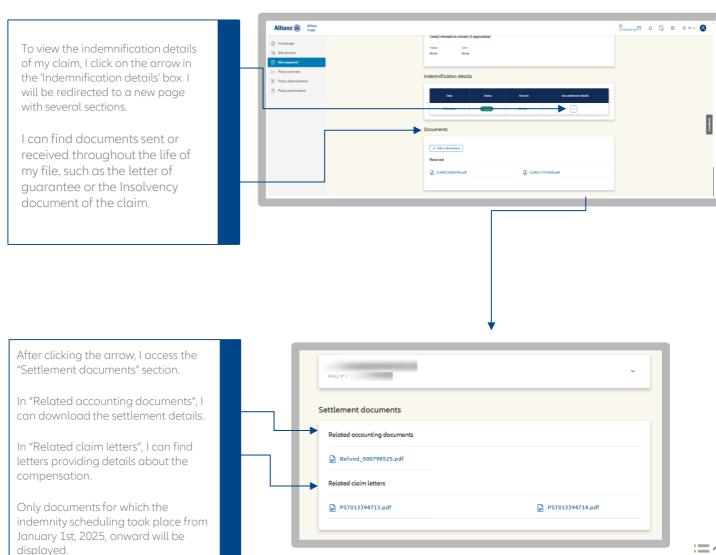
### I am looking up the status of my claim



# I access the documents sent by Allianz Trade

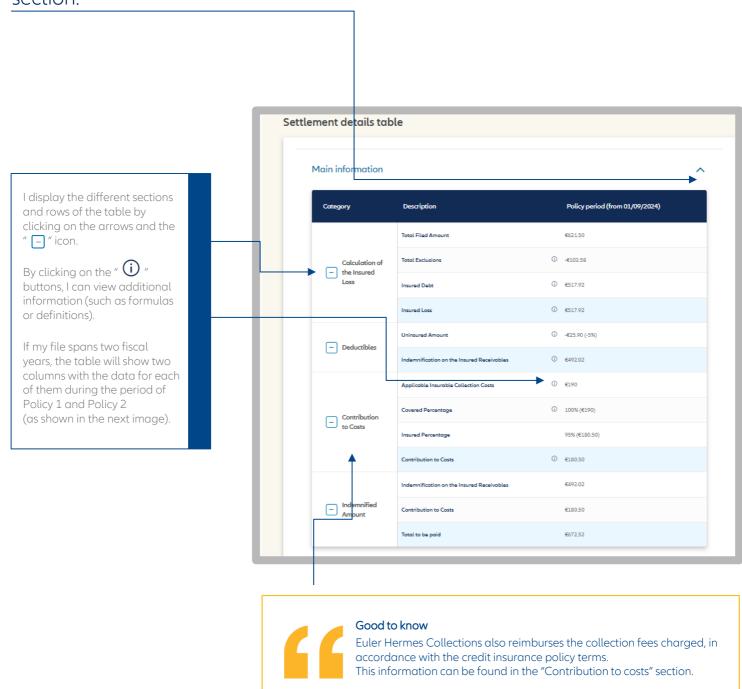






# Settlement details (1/2)

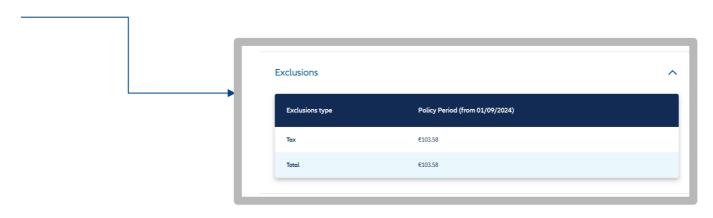
On the same page, I have the option to view the 'Settlement details table' section.



# Settlement details (2/2)

On the same page, I have the option to view the 'Settlement details table' section.

Tables on exclusions and costs are also available.



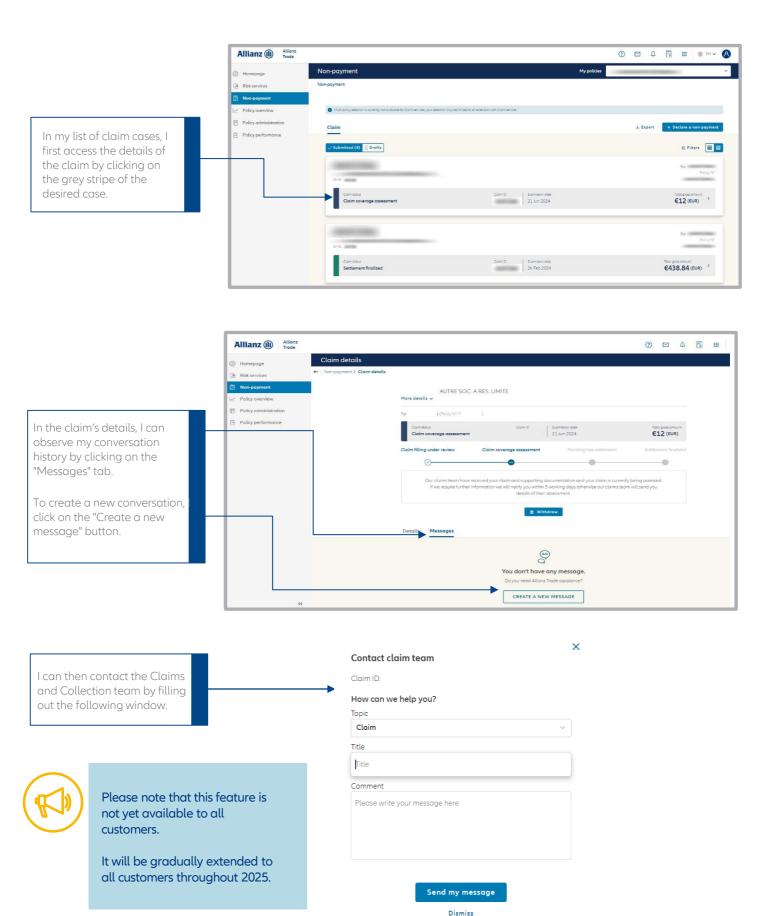




# My Claim Dialogue Box

In the "Non-payment" section, from the "Claim" tab, I can start a conversation to ask for clarification on my claim file, information about the progress of my claim, etc.

Members of the Claims and Collection team can also contact me via this feature to request additional documents or information.



# Step 6: My policy overview

Track the evolution of your key performance indicators to better analyze your activity. Dedicated tabs are available in the "Policy overview" menu.

Tabs are available in the
"Policy overview" menu. In
addition to the
"Policy/Administrative" tab,
you have access to:
• the "Risk Monitoring" tab
• the "Claims and
Collections" tab



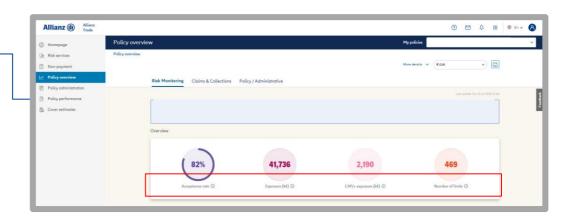
### The "Risk Monitoring" tab

The "Risk Monitoring" tab is available in the "Policy Overview" menu. Several performance indicators are available there.

In the "Risk Monitoring" tab, you have access to an overview that includes several key indicators, such as:

• Acceptance rate by

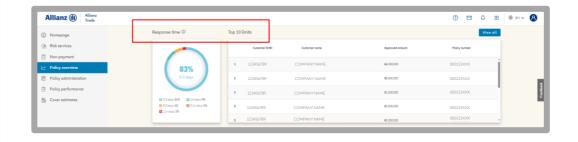
- Acceptance rate by amount
- Exposure (k€)
- CAP/+ exposure (k€)
- Number of limits



Additional indicators complete the overview:
• Response time

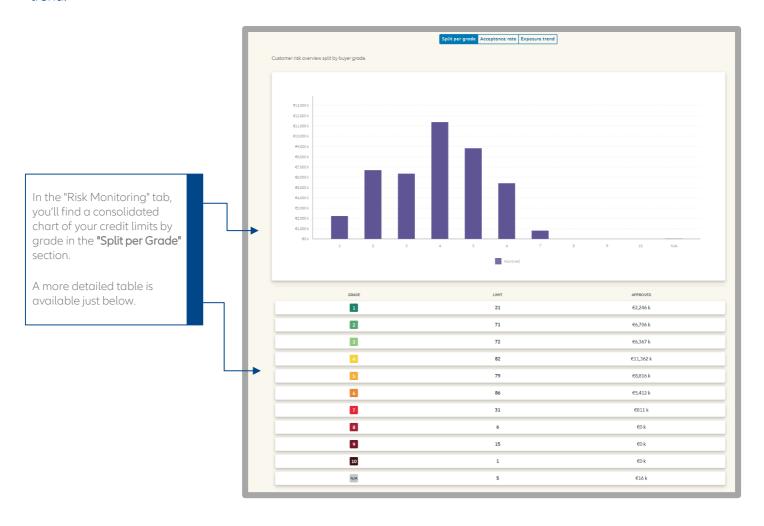
Top 10 limits

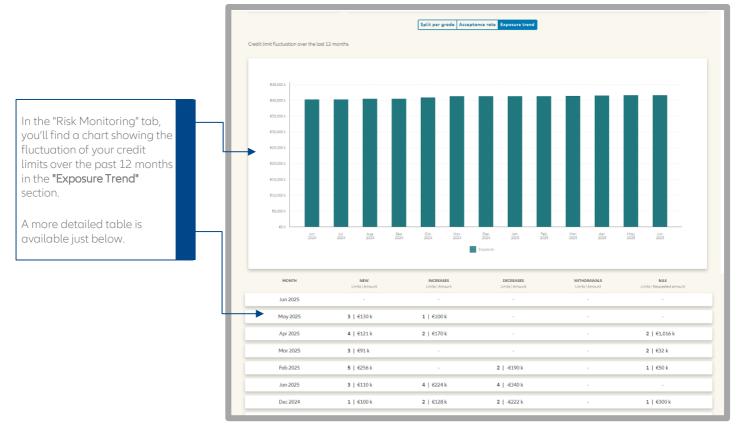
You can also view all outstanding amounts by clicking on "View all".





The "Risk Monitoring" tab features several tables and charts, including the split by grade and the exposure trend.



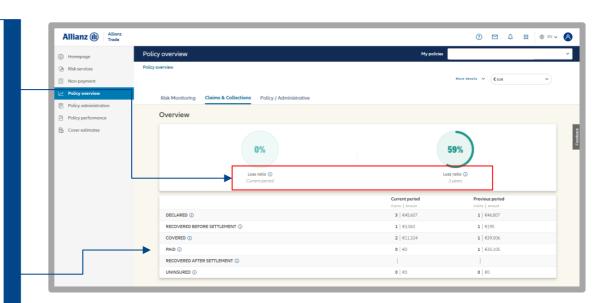


The 'Claims & Collections' tab is accessible from the 'Policy Overview' menu. It provides access to several performance indicators.

In the 'Claims & Collections' tab, you have access to an overview featuring several key indicators, such as the loss ratio for the current period and over a three-year period.

If the contract does not have three years of historical data, 'N/A' will be displayed for the corresponding indicators.

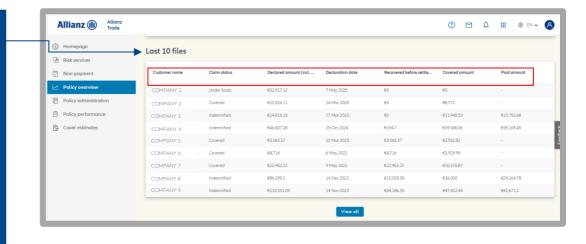
A table also presents additional indicators for both the current and previous periods.





- Declaration date
- Covered amount
- · Paid amount

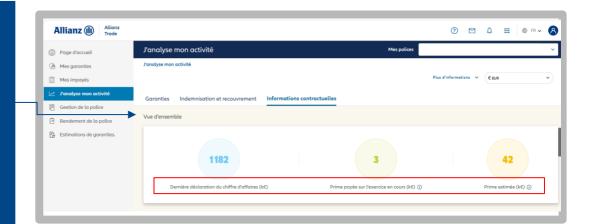
To view the full list of cases, click 'View All'.



In the 'Policy /
Administrative' tab,
the 'Overview' section
provides access to several
key indicators, such as:

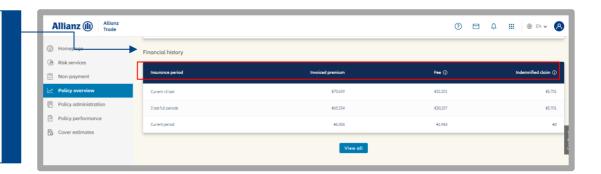
- Latest declared turnover / outstanding (k€)
- Invoiced premium (k€)
- Expected premium (k€)

The 'Invoicing' section is available further down the page.



The 'Financial History' is available in the 'Policy / Administrative' tab. It includes, among other things, the following elements:

- Invoiced premium
- Fees
- Indemnified claim



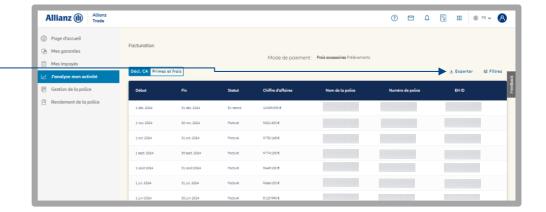


#### Good to know

Not all details are immediately visible. Feel free to scroll down to view all the details.

### Policy / Administrative

Je peux consulter l'historique de mes factures, utiliser des filtres pour affiner ma recherche, puis cliquer sur « Exporter » pour les télécharger.

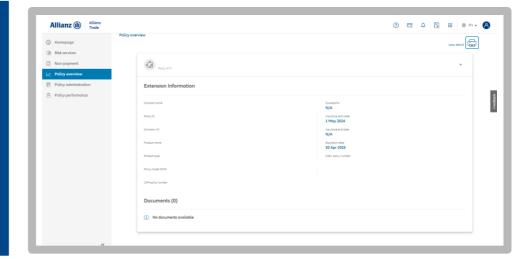


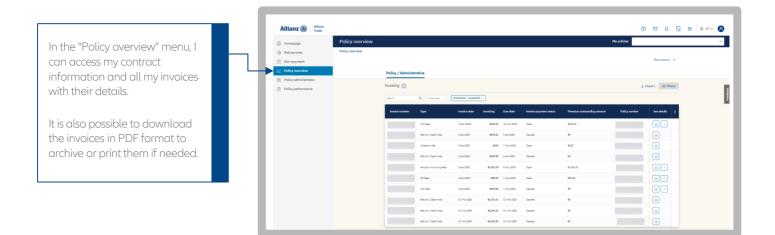
## My policy information

I click on "More details" to display full information about my policy.

I click on the printer icon to print:

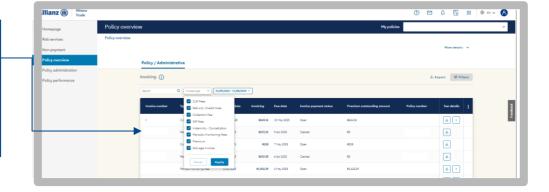
- My policy data
- Tables and graphs about my cover
- My collection data
- My claims figures
- My policy documents





It is possible to sort invoices according to different criteria to make it easier to find specific information.

I can select the invoice of my choice using the 'Invoice Type' filter.

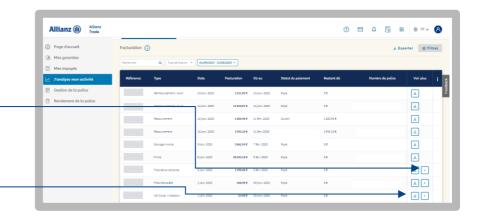


#### Invoice details

It is possible to view the invoice details for risk service fees, periodic monitoring fees, and ND Cover.

By clicking on the " " icon, I can access the list of clients concerned by credit limit request, monitoring actions, and ND Cover.

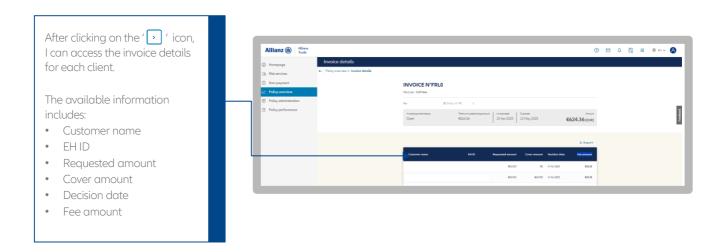
The invoice list can be exported in Excel format by clicking on this icon " \_\_\_\_ ".

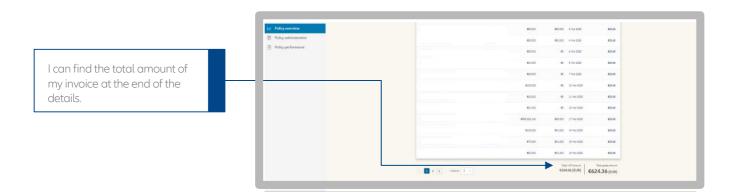


#### Good to know

- It is important to carefully check the invoice type before any consultation in order to access the desired information
- CLR Fees and Periodic Monitoring Fees are separated into two distinct invoices.

## Invoice details





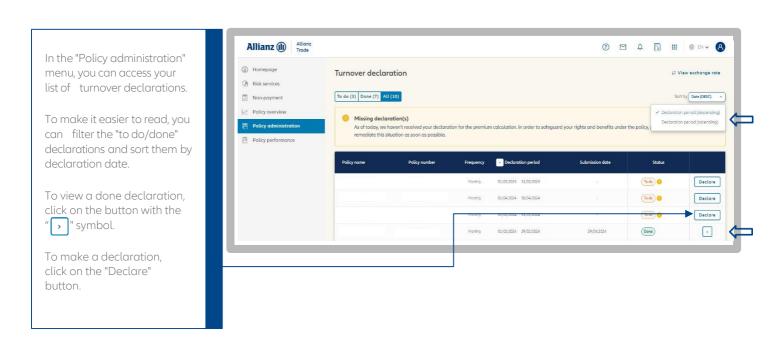
# Step 7: Policy administration

#### The turnover declaration



Please note that this feature does not apply to all types of contracts.

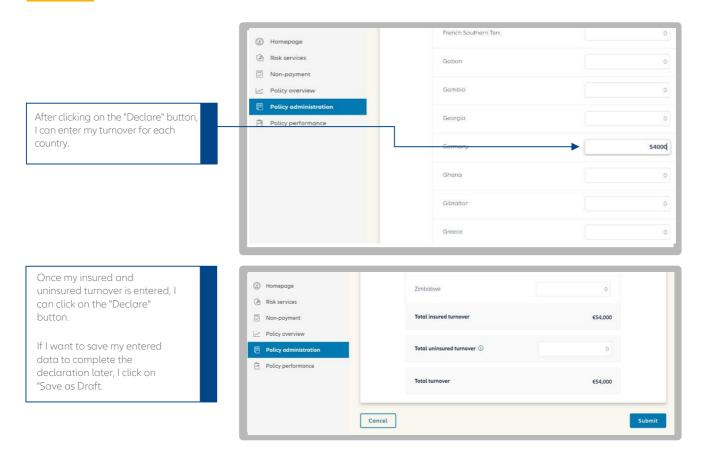
STEP 1 Consult the list of declarations



STEP 2 View the exchange rate



I am making a new turnover declaration.





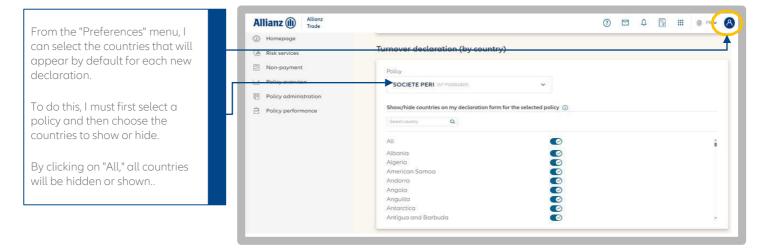
#### Good to know

- For each country, <u>only</u> the <u>insurable</u> turnover needs to be entered.= I enter my revenue without exclusions (individuals, administrations, terminations for each country, etc.).
- The exclusions should be entered in the second-to-last box labeled 'Total Uninsured Turnover'
- ✓ The 'status' column in the summary table of turnover declarations allows me to verify the processing of my declaration: the mention 'done' confirms that it has been successfully recorded."
- To view a declaration that has already been made, I just need to click on the '>' symbol of the relevant declaration from this same table.
- ✓ A declaration saved as a Draft will appear with the status 'Draft'.





#### Change default countries STEP 4



# **Appendix:** List of national business identifiers by country

Identifying my buyers is a crucial part of managing my credit insurance policy online.

My search engine allows me to easily find buyers in any country.

I do need to follow a few rules, however:

- 1- I select my buyer's country; once I've selected the country, Allianz Trade automatically offers me the list of business identifiers available under the 'Identifier' menu option.
- 2- Having my buyer's national business registration number is the most foolproof way to identify them, without any risk of error.

This is actually not always possible with just the registered name and address, given the possible existence of homonyms, different establishments, and trading names. I make sure to always enter the number in the correct format.

- 3- If I don't have an identification number for my buyer, I enter all the information I'm reasonably sure I have:
- a) their full registered name followed by the legal form.
- b) the address and post code of their registered office.
- c) for some countries, I must also enter a state, county, or administrative subdivision

### TIP

If I have an identifier but I don't know what type it is, I can enter the reference number of the company I'm looking for directly by selecting the empty line in the search engine's 'Identifier' drop-down menu (see the example below).



#### Please note

An EU VAT number is not always reliable or easy for me to use. I can only use it in a limited number of countries. In some countries, the VAT number isn't made public, and in others, it's not even unique — two companies can share the same number.

| Country               | Country<br>code | National<br>business<br>registration<br>number    | Format<br>AN= ALPHANUMERIC<br>N=NUMERIC          | Comments  |
|-----------------------|-----------------|---|--|---|
|                       |                 |   | Europe   |   |
| Albania               | AL              | NIPT  | 10 (AN)  | EU VAT number   |
| Germany               | DE              | Trade reg. +<br>Post code<br>(also called<br>COC) | HR + 1 letter (A or B) then<br>12 digits maximum | The Trade and Companies Register in Germany (HR) has two parts. Part A is for partnerships, sole traders and registered non-profit organisations (Vereine) with no share capital.  Part B contains all companies incorporated with share capital. The second series of 2-7 digits corresponds to the number allocated to the company in its local register. The last series of 5 digits is the post code for the town where the company's local register is maintained. Many sole traders (Einzelfirmen) are not registered. The EU VAT number or USt-Nr. (DE + 9 digits) is not a unique business registration number. |
| Austria               | AT              | FN  | 7 (AN)   | Company registration number (Firmenbuch Nummer). When searching for a buyer name, click on 'Extended search' if no companies match your initial search.   |
| Belgium               | BE              | TVABE   | 10   | EU VAT number<br>(TVA or BTW).If your 'TVABE' number has<br>fewer than 10 digits, add sufficient zeroes<br>before the number to reach the required<br>length.   |
| Belarus               | BY              | ОКРОВУ  | 13 (N)   | Company registration number and OKPO (statistical number: 13 digits) - OR INN (10 digits)   |
| Bosnia<br>Herzegovina | ВА              | RNBA  | 1-13 (N)   | Company registration number   |
| Bulgaria              | BG              | BULSTAT   | 9 (N)  | Company registration number   |
| Cyprus                | CY              | RNCY  | 5-6 (AN)   | The registration number comprises digits and letters. Please use the last 4, 5 or 6 digits only.  |
| Croatia               | HR              | OIB   | 11 (N)   | Company registration number- Osobni identifikacijski broj   |

| Country       | Country<br>code | National<br>business<br>registration<br>number | Format<br>AN=<br>ALPHANUMERIC<br>N=NUMERIC | Comments  |
|---------------|-----------------|--|--|---|
|               |                 |  | Europe                                     |   |
| Denmark       | DK              | TVADK  | 8 (N)                                      | EU VAT number<br>(CVR)  |
| Spain         | ES              | CIF  | 8-9 (AN)                                   | A number of possibilities exist for Spain. There is usually one letter followed by 8 digits, but for sole traders and foreign branch offices, different rules apply.  |
| Estonia       | EE              | RCEE   | 8 (N)                                      | Company registration number   |
| Faroe Islands | FO              | RNFO   | 6  | Company registration number   |
| Finland       | FI              | TVAFI  | 8  | EU VAT number. The company registration number is the RCFI, format 6-8 chars (N). France's SIREN number can be derived  |
| France        | FR              | SIREN  | 9  | - If the VAT number comprises 11 digits, the SIREN number is the last 9 digits.  - If the VAT number comprises 14 digits, the SIREN number is the first 9 digits.  If the SIREN number has fewer than 9 digits, add sufficient zeroes before the number to reach the required number of digits.  The best way to search is to use the name and the first 3 digits of the post code. |
| Gibraltar     | Gl              | CNGI   | 8  | Company registration number   |
| Greece        | GR              | VATGR  | 9 (N)                                      | EU VAT number:<br>Greek VAT numbers can be preceded by<br>the letters 'EL', but enter the digits only.  |
| Hungary       | HU              | RNHU, VATHU                                    | 10, 11                                     | The Registration No. is for companies only (RF, KFT, BT, KKT and Szovetkezet legal forms); International tax number (8 digits)  |
| Iceland       | IS              | RNIS   | 10 (N)                                     |   |
| Ireland       | IE              | CNIE   | 7- 8 (AN)                                  | Company registration number. This is not the same as the EU VAT number and is allocated only to buyers with the legal form of Ltd or Plc.  Sole traders and partnerships do not have any national identification number. If your number has fewer than 7 digits, add sufficient zeroes before the number to make 7 digits.  |
| Latvia        | LV              | VATLV  | 9 / 11 (N)                                 | EU VAT number.The RCLV registration number comprises 9 characters (N).  |
| Lithuania     | LT              | RCLT   | 9 (N)                                      | Company registration number   |
| Luxembourg    | LU              | IBLC   | 8  | EU VAT number: if your number has fewer than 8 digits, add sufficient zeroes before the number to make 8 digits.  |

| Country     | Country<br>code | National<br>business<br>registration<br>number | Format<br>AN= ALPHANUMERIC<br>N=NUMERIC              | Comments  |  |  |  |  |
|-------------|-----------------|--|--|---|--|--|--|--|
| Europe      |                 |  |  |   |  |  |  |  |
| Italy       | ΙΤ              | COFIS  | 11 (N) or a combination of<br>16 digits and letters. | This is the tax reference number (Codice Fiscale). It generally matches the VAT number (Partita IVA), but this is not always the case.  Buyers of a legal form that includes share capital have a COFIS of 11 digits, whereas sole traders have a combination of 16 digits and letters.  The letters refer to the business owner's name, to a varying extent. |  |  |  |  |
|             |                 | TVAIT  | 11 (N)   | Partita IVA For companies and partnerships: SPA, SRL, SNC - 11 (N) not preceded by 'IT'   |  |  |  |  |
|             |                 | CCIAA  | 2 (AN) + N   | Company registration number   |  |  |  |  |
| Macedonia   | МК              | RNMK   | 7(N)   | Unique company number: (7) The tax ref number (13N), registration no. and VAT no. are not searchable fields, but it is helpful to know them because they are unique.  |  |  |  |  |
| Malta       | MT              | CNMT   | 8 (AN)   | Company registration number   |  |  |  |  |
| Moldova     | MD              | IDNOMD   | max 13 (N)   | Company registration number,  |  |  |  |  |
| Motaova     | IVID            |  |  | unique  |  |  |  |  |
| Monaco      | МС              | RCI  | 9 digits<br>8 (AN)                                   | See France The RCI takes the format "NNANNNN". The letter is S for a company, and P for an unincorporated sole trader.  |  |  |  |  |
| Montenegro  | ME              | RNME   | 7 - 8 (N)  | Company registration number – Company no. (7) for PLC; (8) for sole traders; unique   |  |  |  |  |
| Norway      | NO              | RNNO   | 9 (N)  | Company registration number.It can be deduced from the EU VAT number by removing the letters. If your number has fewer than 8 digits, add sufficient zeroes before the number to make 8 digits.   |  |  |  |  |
| Netherlands | NL              | KVK  | 8 (N)  | Company registration number; if your number has fewer than 8 digits, add sufficient zeroes before the number to make 8 digits.  |  |  |  |  |
| Poland      | PL              | TVAPL  | 10   | EU VAT number (NIP).If your number has fewer than 10 digits, add sufficient zeroes before the number to make 10 digits.   |  |  |  |  |
| Portugal    | PT              | RNPT   | 9 (N)  | EU VAT number (NIPC) - SA & LTDA – VAT or Reg no. / NIPC (9 numeric chars generally beginning with 5)   |  |  |  |  |

| Country           | Country<br>code | National<br>business<br>registration<br>number | Format<br>AN= ALPHANUMERIC<br>N=NUMERIC | Comments   |  |  |  |  |  |
|-------------------|-----------------|--|---|--|--|--|--|--|--|
|                   | Europe          |  |   |  |  |  |  |  |  |
| Czech<br>Republic | CZ              | ICO  | 8 (N)                                   | Company registration number, (add zeroes if it is shorter).  |  |  |  |  |  |
|                   |                 | TVARO  | 1 à 8 (AN)                              | VAT identification number  |  |  |  |  |  |
| Romania           | RO              | RCRO   | 13                                      | Registration no. (13 chars in JNN/NNN/NNNN format with the last 4 digits being the year of registration)   |  |  |  |  |  |
|                   | RU              | OGRN   | 13 - 15 (N)                             | Company registration number.<br>Companies have 13 digits, sole<br>traders have 15 digits   |  |  |  |  |  |
| Russia            | RU              | ОКРО   | 8 (N)                                   | OKPO (statistical number; 8 digits for private and public limited companies).  |  |  |  |  |  |
| San Marino        | SM              | COESM  | SM + 5                                  | Company registration number  |  |  |  |  |  |
| Serbia            | RS              | RNRS   | 7 - 8 (N)                               | Company registration number  |  |  |  |  |  |
| Slovenia          | SI              | RNSI   | 7 – 8 (N)                               | Slovene registration number (Company registration number)  |  |  |  |  |  |
| Slovakia          | SK              | ICO  | Up to 6 chars                           | Company registration number  |  |  |  |  |  |
| Sweden            | SE              | RNSE   | 10 (N)                                  | The Company registration number is the first 10 digits of the 12-digit Swedish EU VAT number.  |  |  |  |  |  |
| Switzerland       | СН              | СОССНЕ   | 15                                      | Company registration number (CHE-XXX.XXX.XXX)  |  |  |  |  |  |
| Turkey            | TR              | TAXTR  | max 12                                  | Tax identification number  |  |  |  |  |  |
| Ukraine           | UA              | OKPOUA   | 8                                       | Company registration number  |  |  |  |  |  |
| United<br>Kingdom | GB              | CRO  | 8                                       | Company registration number. This is not the same as the EU VAT number and is allocated only to buyers with the legal form of Ltd or Plc.Sole traders and partnerships do not have any national identification number.Limited companies in Northern Ireland have a CRO number in the format Nlxxxxxx.Limited companies in Scotland have a CRO number in the format SCxxxxxx. |  |  |  |  |  |
|                   |                 |  | The Americas                            |  |  |  |  |  |  |
| Argentina         | AR              | CUIT   | 11                                      | Clave Unica ID Tributaria  |  |  |  |  |  |
| Brazil            | BR              | CNPJ   | 14 (N)                                  | EU VAT number<br>CNPJ (14 digits, e.g.<br>XX.XXX.XXX/XXXX-XX)  |  |  |  |  |  |
| Canada            | CA              | DUN  | 9 digits                                | See USA.When searching by buyer name, it is vital to select the right province of Canada from the drop-down list (AB, BC, MB, NB, NL NT, NS, NU, ON, PE, QC, SK, YT). Click on 'Extended search' if no companies match your initial search.  |  |  |  |  |  |

| Country                      | Country<br>code | National<br>business<br>registration<br>number | Format<br>AN= ALPHANUMERIC<br>N=NUMERIC | Comments   |  |  |  |  |  |  |
|------------------------------|-----------------|--|---|--|--|--|--|--|--|--|
|                              | The Americas    |  |   |  |  |  |  |  |  |  |
| Chile                        | CL              | RUTCL  | 8-9 (AN)                                | Registro Unico Tribuatario   |  |  |  |  |  |  |
| Colombia                     | CO              | NITCO  | 10                                      | Número de Identificación Tributaria  |  |  |  |  |  |  |
| Costa Rica                   | CR              | CEDULA   | 12                                      | Company registration number  |  |  |  |  |  |  |
| Ecuador                      | EC              | RUCEC  | 13                                      | Tax identification number  |  |  |  |  |  |  |
| French<br>Guiana             | GF              | SIREN  | 9                                       | See France   |  |  |  |  |  |  |
| Greenland                    | GL              | GERNO  | 8                                       | Grønlands Erhvervsregister   |  |  |  |  |  |  |
| Guadeloupe                   | GP              | SIREN  | 9                                       | See France   |  |  |  |  |  |  |
| US Virgin                    |                 |  |   | See USA, but when searching by buyer   |  |  |  |  |  |  |
| Islands                      | VI              | DUN  | 9                                       | name, it is vital to select the VI country code from the drop-down list.   |  |  |  |  |  |  |
| Mauritius                    | MU              | SIREN  | 9                                       | See France   |  |  |  |  |  |  |
| Mexico                       | MX              | RFC  | 12 (AN)                                 | Company registration number, format xxx-123456-xxx.X can be either letters or digits.  |  |  |  |  |  |  |
| Panama                       | PA              | RUCPA  | 15                                      | Tax identification number  |  |  |  |  |  |  |
| Paraguay                     | PY              | RUC  | 9 (AN)                                  | Tax identification number  |  |  |  |  |  |  |
| Peru                         | PE              | RUCPE  | 11                                      | Tax identification number  |  |  |  |  |  |  |
| Puerto Rico                  | PR              | DUN  | 9                                       | See USA, but when searching by buyer name, it is vital to select the PR country code from the drop-down list.  |  |  |  |  |  |  |
| Saint-Pierre-<br>et-Miquelon | PM              | SIREN  | 9                                       | See France   |  |  |  |  |  |  |
| El Salvador                  | SV              | NITSV  | 14 digits                               | Tax identification number  |  |  |  |  |  |  |
| Uruguay                      | UY              | RUTUY  | 12                                      | Tax identification number  |  |  |  |  |  |  |
| USA<br>Venezuela             | US<br>VE        | DUNS number                                    | 9 digits                                | Although it is not an official identification number, the Dun & Bradstreet number is widely known and used.  When searching by buyer name, it is vital to select the right state from the drop-down list. Click on 'Extended search' if no companies match your initial search.  Tax identification number (1 letter and 9 digits) |  |  |  |  |  |  |
|                              |                 |  | Africa                                  |  |  |  |  |  |  |  |
| South Africa                 | ZA              | RNZA   | 9-13 (N)                                | The "/" often seen in these numbers must be removed.   |  |  |  |  |  |  |
| Algeria                      | DZ              | RNDZ   | 10                                      | Company registration number  |  |  |  |  |  |  |
| Egypt                        | EG              | RNEG   | max 5 (N)                               |  |  |  |  |  |  |  |
| Madagascar                   | MG              | RNMG   | 10                                      |  |  |  |  |  |  |  |
| Morocco                      | MA              | RNMA   | 6 (N) + Town/City                       | For example 123456CASABLANCA, max 35 chars   |  |  |  |  |  |  |
| Mayotte                      | YT              | SIREN  | 9                                       | See France   |  |  |  |  |  |  |
| Réunion                      | RE              | SIREN  | 9                                       | See France   |  |  |  |  |  |  |
| Reunion                      | KE              | SIREIN   | У                                       |  |  |  |  |  |  |  |
| Tunisia                      | TN              | RNTN   | 10 (AN)                                 | Company registration number (1 letter and 9 digits). The last 4 digits are the year of company formation.  |  |  |  |  |  |  |

| Country | Country<br>code | National<br>business<br>registration<br>number | Format<br>AN= ALPHANUMERIC<br>N=NUMERIC | Comments |
|---------|-----------------|--|---|----------|
|         |                 |  |   |          |

## Asia

| Saudi Arabia                        | SA | CRNOSA | 8 or 9                        | Company registration number  |
|-------------------------------------|----|--------|-------------------------------|--|
| Brunei<br>Darussalam                | BN | ROC    | max 5 digits + 5 letters (AN) | Company registration number  |
| China                               | CN | RNCN   | max 15                        | Company registration number  |
| South<br>Korea/Republic of<br>Korea | KR | RNKR   | 10 (N)                        | Company registration number  |
| United Arab<br>Emirates             | AE | CRNOAE | max 6                         | Company registration number  |
| Hong Kong                           | HK | RNHK   | max 8 (AN)                    | Company registration number  |
| India                               | IN | RNIN   | 5 (N)                         | A company registration number only exists for the LTDG and LLC Pvt Ltd legal forms. Sole traders and partnerships do not have any registration number. |
| Indonesia                           | ID | ROC    | max 20 (AN)                   | Company registration number  |
| Israel                              | IL | RNIL   | 9 (N)                         | Company registration number  |
|                                     |    | TEIKOK | 9 (N)                         | Associate number (Teikoku Databank)  |
| Japan                               | JP | TSR    | 9 (N)                         | TSR (Tokyo Shoko Research)   |
|                                     |    | CRJP   | 12 (N)                        | Company registration number  |
| Kuwait                              | KW | CRNOKW | max 5 (N)                     | Company registration number  |
| Масао                               | МО | RNMO   | 7 (AN)                        | Company registration number: 2 letters + 5 digits  |
| Malaysia                            | MY | ROC    | 7 (AN)                        | Company registration number: 6 digits + 1 letter   |
| Oman                                | ОМ | CRNOOM | 7                             | Company registration number  |
| Philippines                         | PH | ROC    | 10 (AN)                       | Company registration number  |
| Qatar                               | QA | CRNOQA | max 4                         | Company registration number  |
| Kingdom of<br>Bahrain               | вн | CRNOBH | max 6                         | Company registration number  |
| Singapore                           | SG | ROC    | 10 (AN)                       | Company registration number (format: 9 digits + 1 letter)  |
| Taiwan                              | TW | RNTW   | 8 (N)                         | Company registration number  |
| Thailand                            | тн | ROC    | 13 (N)                        | Company registration number  |
| Vietnam                             | VN | ROC    | 11 (AN)                       |  |

| Country                         | Country<br>code | National<br>business<br>registration<br>number | Format<br>AN= ALPHANUMERIC<br>N=NUMERIC | Comments  |
|---------------------------------|-----------------|--|---|---|
|                                 |                 |  | Pacific region                          |   |
| Australia                       | AU              | ACN  | 9                                       | The company registration number (ABN for Australian Business Number) comprises 11 digits (the last 9 digits of the ABN are the ACN or Australian Company Number).  Format: xxxxxxxxxx The number must be stated on all correspondence and invoices issued by the company.   |
| Northern<br>Mariana<br>Islands  | MP              | DUN  | 9                                       | See USA, but when searching by buyer name, it is vital to select the MP country code from the drop-down list.   |
| Marshall Islands                | МН              | DUN  | 9                                       | See USA, but when searching by buyer name, it is vital to select the MH country code from the drop-down list.   |
| US Minor<br>Outlying<br>Islands | UM              | DUN  | 9                                       | EOLIS buyer identification sheet - 12/2014See USA, but when searching by buyer name, it is vital to select the UM country code from the drop-down list.   |
| New<br>Caledonia                | NC              | RIDET  | 7                                       | The RIDET number (Répertoire d'Identification des Entreprises et des Etablissements - directory of businesses and establishments) is the number allocated to each unit registered on the directory.  It is a sequential number of six or seven digits (7 since 2010).       |
| New Zealand                     | NZ              | RNNZ   | max 7                                   | Company registration number   |
| French<br>Polynesia             | PF              | PFNUM  | 6                                       | This identification number is a sequential number with no particular meaning, comprising 6 digits or 1 letter + 5 digits (the latter since 2011).  This number is also called T.A.H.I.T.I. (for Traitement Automatique Hiérarchisé des Institutions de Tahiti et des Iles). |



