



# TURNOVER DECLARATION GUIDE

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## Declaring your turnover

At the end of the defined period, you need to declare your Turnover according to the sales covered under your Policy (unless otherwise stated in the Special Terms to your policy).

### WHAT IS YOUR TURNOVER?

It's the total invoice value of all goods you have dispatched and services you have provided during the insurance period. At the end of the Policy declaration period, we will ask you to confirm these amounts within a set number of days.

### HOW TO DECLARE YOUR TURNOVER

You need to enter the Turnover Declaration against your Policy number using [EOLIS](#) – see [page 3](#) for details.

The amount should be converted into your Policy currency. Once you have declared your Turnover, your adjusted premium will be calculated.

## What to include in your declaration

### Declare the value of:

- ✔ Total sales on credit during the insurance period

### Do not deduct the value of:

- ✔ Any credit notes issued more than 14 days after the original invoice
- ✔ Any retrospective rebates

### Exclude the value of:

- ✔ Any sales not covered by your Policy (to private individuals, to governments, any advance payments, any cash payments, any intercompany payments, etc.)
- ✔ Value added tax (or any similar tax) unless otherwise specified in your Policy
- ✔ Interest for late payment
- ✔ Sales to Buyers where we have issued a zero (0) Approved Limit at the time the goods were despatched (and not covered by a risk extender)

## Turnover Declaration Process

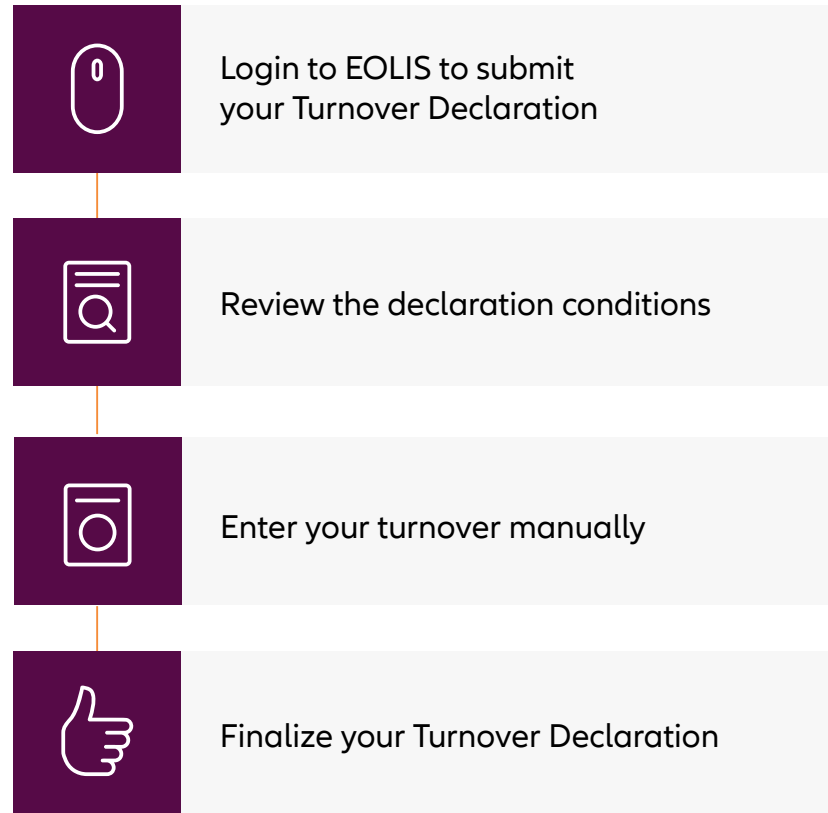
### GETTING STARTED

This chart outlines the basic steps of the **Turnover Declaration** process. If you're unsure about anything, please refer to our **Customer Handbook** and the **EOLIS User Guide**. If you still have questions, please contact your Account Manager.

### TIPS FOR A SMOOTH DECLARATION PROCESS

- Complete the declaration directly on EOLIS
- Enter the value of all necessary turnover amounts
- Exclude all irrelevant values (see [page 2](#))

Should you need any additional information, do not hesitate to contact your Account Manager.





## **Euler Hermes Hong Kong**

Suite 403 - 11, 4/F,  
12 Taikoo Wan Road,  
Taikoo Shing, Hong Kong SAR

**[eulerhermes.hk](http://eulerhermes.hk)**

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