

# CLAIM FORM

## INFORMATION ABOUT LOSS AND LACK OF PAYMENT

Version 2.0

Date

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

### Information needed for the claim handling

Please provide copies of the following documents, which are needed to assess your claim - 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
- The lodge of your claim (if bankruptcy, dissolution or reconstruction)
- Circular letter from the trustee (if bankruptcy or reconstruction)
- Any judgement/basis for enforcement in this case
- Order confirmation
- Delivery confirmation, consignment note or similar
- 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		Address:		
EH ID:		Your debtor ref. no.:		CVR no./VAT*:

\*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.					
Total amount (invoices):					

**Information about claim**

Is the claim covered under DCL?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Reason for the claim	<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> Reconstruction	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Insolvency	<input type="checkbox"/> Composition with creditors		
	<input type="checkbox"/> Protracted Default	<input type="checkbox"/> Liquidation (insolvency)		
Outstanding amount (excl. VAT, interest and fees):			Currency:	
VAT percentage on invoices:			Date of claim incident:	
Collection costs ex VAT:			Disputes:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the case handled by a third party debt collection agency or lawyer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Retention of title:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please state the original outstanding amount:			and any collected amount:	
Currency:				

**Contact Euler Hermes**

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