

# EasyLiner Plus

## GUIDELINES FOR MANAGING YOUR INSURANCE AGREEMENT

**coface**  
FOR TRADE

## 1.1 THE AGREEMENT

This Guide is not a contractual document. Its aim is to clarify different aspects of your agreement in order to facilitate and optimize the management of your credit insurance.

Your agreement consists of two contractual documents detailing the different features of your credit insurance policy.

### GENERAL CONDITIONS



They define the main rules of your credit insurance agreement.

### SPECIFIC CONDITIONS



Include all specific parameters and features of the agreement, which were adapted to the needs of your business.

#### Benefits:

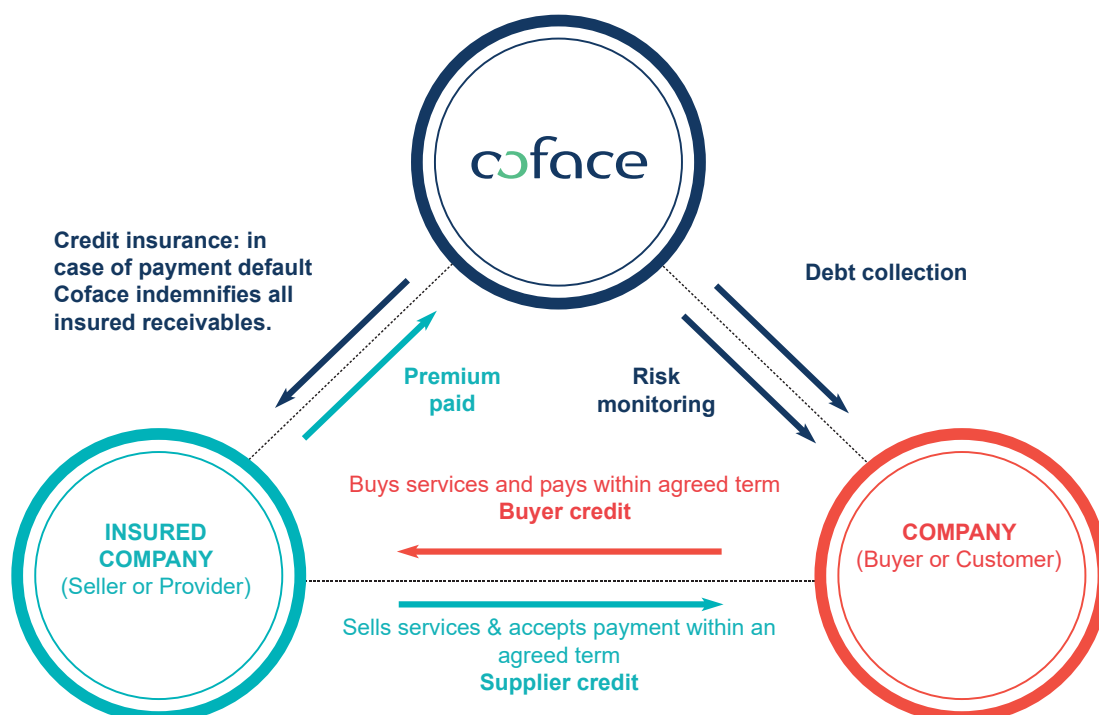
Our online instruments, CofaNet and EasyNet, allow you to manage the agreement as efficiently as possible:

- Submit applications for credit decisions concerning the buyers and monitor their status.
- Make changes to or withdraw existing decisions concerning your buyers.
- Submit your notification concerning overdue amounts and update the status of outstanding balances.

They also offer the freedom and flexibility to monitor and review your buyers' portfolios, at both national and international levels.

#### Insurance agreement:

- Covers you against any losses caused by a client's insolvency or default.
- Includes full risk management services: client portfolio review and monitoring, amicable or in-court collection of debts, compensation of losses.
- Supports business development by increasing deliveries to existing clients or by taking on new clients.
- Any compensation rights under this agreement may be assigned to third parties.



## 1.2 SUBJECT MATTER OF THE COVER

- Your EasyLiner Plus agreement is designed to insure you against all debt, under a cover subject matter defined under its specific conditions.
- In order to be insurable, your debt must meet the following criteria:

1. The buyer must be located in a covered country;
2. The goods or services provided must comply with the covered business;
3. They are payable within the maximum credit period;
4. They must be invoiced within the maximum invoicing period;
5. You have a positive credit decision concerning the buyer, prior to delivery: either set by you, as discretionary limit, or by us.

Any debt meeting these criteria can be insured under your EasyLiner Plus agreement, unless they are non-insurable, as detailed below.

### CAUSES FOR LOSS OF INSURANCE

- Your agreement covers the non-payment of insured debts, determined by a cause for insurable loss, as follows:

1. The insolvency of your buyer.
2. An extended default: i.e. when your buyer fails to pay, but is not insolvent.

### INSURABLE DEBT



Deliveries made to any buyer based in a **covered country**.



Deliveries related to **the covered business**.



Deliveries payable within **the maximum credit period**.  
Deliveries carried out during **the maximum invoicing period**.



Prior to delivery, there is a positive credit decision.

### NON-INSURABLE DEBTS



Deliveries carried out to a private person  
Deliveries carried out to a Buyer – public entity  
Deliveries carried out to an Affiliated Company



Sales carried out based on an irrevocable letter of credit, confirmed by the bank  
Sales payable in advance  
Sales for which the buyers raise a dispute  
Interest and penalties caused by late payment, exchange rate differences

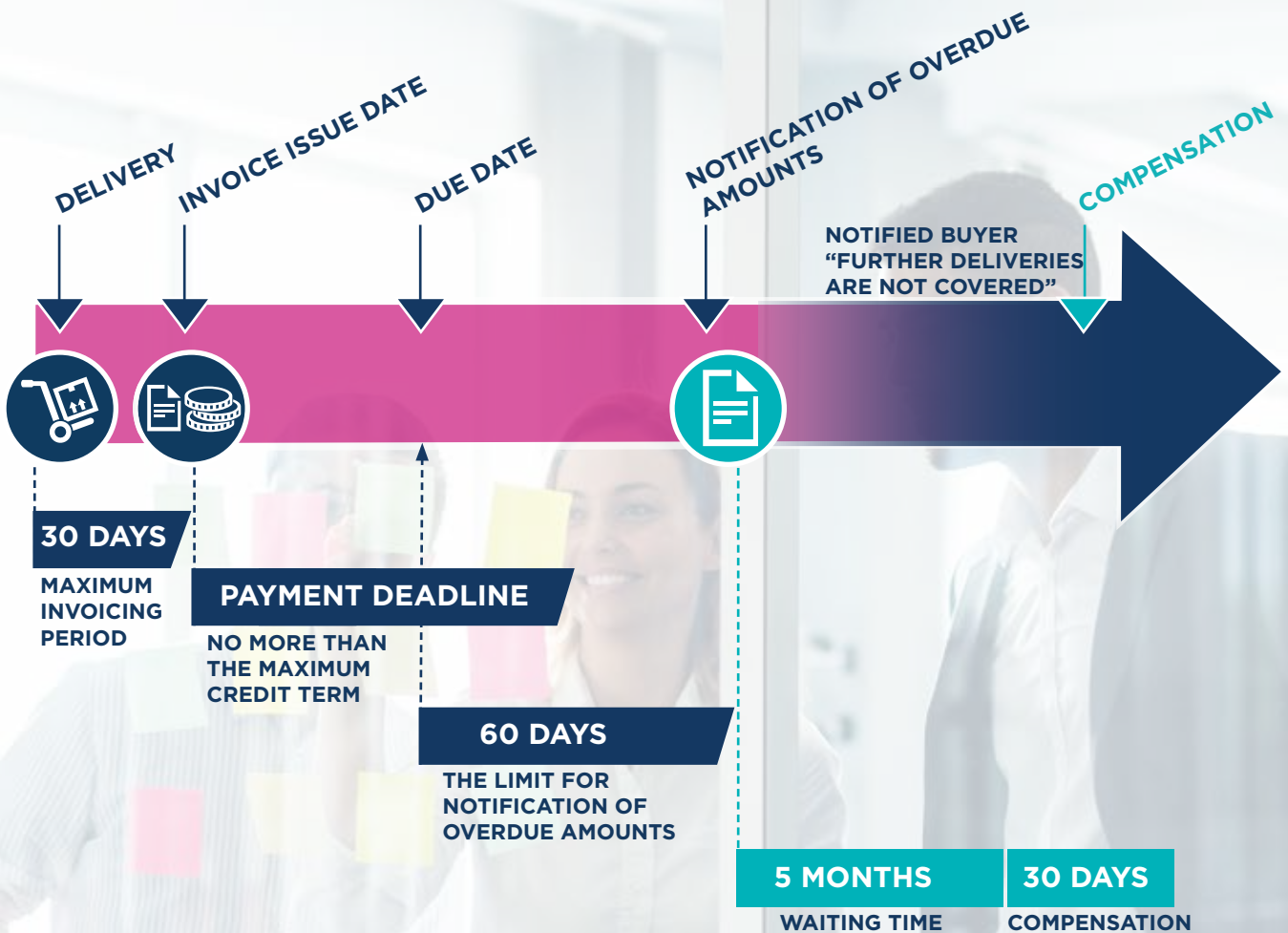


Deliveries carried out after you notified us or should have notified us about any negative news  
Deliveries breaching current laws or regulations  
Losses directly or indirectly arising from a political risk, war, nuclear explosion or contamination  
Deliveries carried out by a Buyer already insolvent at the time of delivery  
Total debt below the RON 3,000 notification threshold

### 1.3 SUCCESSION OF STEPS TO FOLLOW FOR UNPAID INVOICES

The chart below shows the steps related to an invoice.

The example is based on an extended buyer default



#### HOW TO APPLY FOR A REDUCTION OF THE WAITING TIME?

While carrying out a notice for an overdue amount (NOA) via CofaNet, you may reduce the waiting time to 30 - 60 or 90 days, and your insured share will be reduced based on your choice. The minimum waiting period is 60 days.

Upon receiving all documents certifying the debt, we will compensate you within 30 days from the end of the reduced waiting period.



### 2.1 CREDIT DECISIONS MADE BY US

In order to benefit from the cover, you must hold a positive credit decision in force for your buyer, at the time of delivery.

#### CREDIT DECISIONS:

When the cover value requires us making a credit decision, you will apply for an online credit decision via CofaNet for the respective buyer.

The credit decision (which may be approved, dismissed, reduced or cancelled) shall be communicated in writing and may be viewed in CofaNet, at any time.

Should you decide to apply for a new credit limit or an increase in the previous credit limit (including LCD, if applicable to your agreement), you need to confirm to us the following:

- There are no unpaid invoices by more than 60 days from the initial due date;
- You hold no negative information concerning the buyer.

For this notification, please fill in the Comments field in the credit limit application.

### 2.2 CREDIT DECISIONS SET BY YOU

You may make credit decisions within the discretionary credit limit (LCD) option

#### LCD BASED ON POSITIVE EXPERIENCE

You may grant cover based on the positive experience of your buyers, provided that the following requisites are met prior to delivery:

- You have already carried out at least two deliveries within payment on due date to the buyer, within the previous 12 months, paid within a maximum of 60 days from the due date.

The amount of the discretionary limit based on positive experience is the one provided under the Specific Conditions.

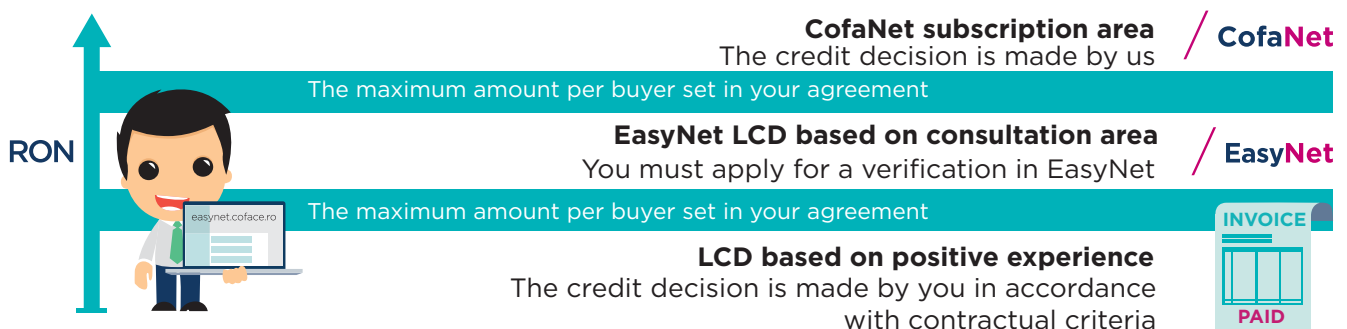
Your area of discretionary credit limits (LCD) is available, as long as the specific conditions are met, even when we have made a positive credit decision with a lower value.

#### LCD BASED ON CONSULTING AREA

You may grant a cover for your buyers, by applying for their verification in the EasyNet online platform. This platform shall give out one of the following decisions:

- Easy 0: the buyer cannot be insured;
- Easy 70: the buyer is insured with a 70% insurance share;
- Easy 90: the buyer is insured with a 90% insurance share

The decision will be communicated in writing and may be viewed in EasyNet at any time. The amount of the discretionary limit based on consultation area is the one provided under the Specific Conditions.



### 3.1 CREDIT DECISIONS MADE BY US

The compensation granted by us is dependent on:

- Compliance with applicable laws and/or regulations;
- Compliance with your contractual terms;
- The absence of any disputes concerning your debt.

After you have sent us your notification concerning the overdue amount account, we shall trigger the compensation process and shall determine the covered debt. The compensation shall be paid:

- Either upon the end of the waiting period, provided that we had received all supporting documents concerning the overdue debt.
- Or within 30 days from receipt of all documents certifying the debt, should your buyer be insolvent.

### HOW IS THE COMPENSATION CALCULATED?

COMPENSATION

=

NET DEBT  
(or the Credit Decision,  
if lower)

X

INSURED SHARE

### 3.2 CREDIT DECISIONS MADE BY US

Your agreement includes a mandate for any actions related to the collection of the covered debt.

At the time of submitting the notification of overdue amounts (NOA), we shall proceed to notifying the debt collection agency, provided in your agreement, about the recovery of your unpaid invoices.

**The sooner you send in your NOA, the better the results of collection actions shall be.**

### OUR MANDATE INCLUDES THE FOLLOWING DUTIES:

1. We manage collection actions and take appropriate decisions.
2. We cooperate with the collection agency and send all relevant documents received from you (invoices etc.).

### COSTS RELATED TO DEBT COLLECTION

For the collection of debt owed to you by your buyers, the Collection Agency listed in the agreement shall charge the collection costs appropriate to the option selected by you:

- Fixed cost, covering all potential amicable collection expenses possibly arising, or
- A success fee, applicable on the collected amount, if applicable.

For legal procedures, legal fees shall be promptly communicated.



### 3.3 RECOVERED AMOUNTS

The recovered amounts are any amounts credited to the client account, irrespective of the means of payment.

The following shall also be considered recovered amounts:

- Interest received upon late payment;
- An enforced security;
- VAT, if such charge is covered by the agreement (including credits or reimbursements received from tax authorities);
- A credit note;
- Any amount originating from an offset;
- Income related to the sale of goods.

#### Prior to compensation

The recovered amounts are kept by you, but the recovered values are deducted from the outstanding debt in a chronological order, from the time of the initial due date, in chronological order.

#### After indemnity is paid, the recovered amounts shall be allocated as follows:

1. Into our account, until reaching the amount of the compensation paid.
2. Into your account, for the difference.

#### Notification of the recovered amounts received

- You must notify us with regard to the amounts you have received during the timeframe provided in the special terms.
- Please make sure initially that the payment (check, payment order etc.) was appropriately recorded into your account.

## 4. AGREEMENT MANAGEMENT

### 4.1 HOW TO MANAGE YOUR INSURANCE AGREEMENT?

In order to manage your insurance agreement, you shall benefit from the support of a dedicated person within Coface, throughout the entire agreement term.

You must make sure that the insurance conditions of your buyers (falling within the discretionary limit or the existence of a credited decision made by Coface) are observed and carefully monitor the due date of invoices in order to see the notification deadline for the overdue invoices.

Throughout the agreement, it is paramount to submit any negative information you have become aware of and that relate to the status of your buyers (see the definition of negative information, according to the Insurance Agreement).

The insurance premium shall be set based on the declared turnover and shall be paid in equal instalments, according to the provisions in the agreement.

30 days prior to the completion of an insurance period, you shall submit to us a turnover declaration in which you will declare the total turnover achieved during the specific past insurance period. This figure shall determine the insurance price for the following insurance period.

Should there be a desire to assign the compensation rights to the bank, such situation must be notified to Coface.

Communicate permanently with any contact persons indicated to you by Coface, in order to clarify any aspect related to

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FOR FURTHER INFORMATION PLEASE CONTACT:  
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