

MESSAGES IN COFANET REGARDING SALES DECLARATIONS

This document explains the messages you receive in Cofanet regarding your sales declarations.

A specific sales declaration period (Annually, Quarterly or Monthly) is stated in your policy. Cofanet provides notice of the sales declaration periods and an interface to submit sales declarations directly to Coface. The sales declaration interface in Cofanet currently only allows sales to be submitted by country.

In this document, a monthly sales declaration period (01/01/2015 to 01/31/2015) will be used to help illustrate the Cofanet sales declaration timeline.

First Message: Portfolio Update Email from Cofanet 1/15/2015

Message:

A new sales declaration is now open on contract 9211xxxx001. The Sales Declaration may be submitted 15 days from this messages sent date. To enter your sales for this contract period, please go to Contract >> Sales Declaration and click the Sales Declaration reference number.

Purpose of Message:

This message informs you that a sales declaration period will be closing in 15 days. At this point, Cofanet allows you to enter sales and save the sales declaration. **The submit function is not available until the period end date (1/31/2015).**

Second Message: Portfolio Update 1/23/2015

Message:

The submission of sales for the sales declaration 9211xxxx001_2015-01-01_2015-01-31_001 on contract 9211xxxx001 will be due on 01/31/2015. Please complete and submit the sales declaration at your earliest convenience. You can access sales declaration 9211xxxx001_2015-01-01_2015-01-31_001 by navigating to Contract >> Sales Declaration in your Cofanet menu bar.

If you have submitted sales declaration 9211xxxx001_2015-01-01_2015-01-31_001 and do not need to make any amendments, no further action is required.

Purpose of the Message:

This message informs you that the sales declaration for the period is due in 8 days. Please keep in mind that Cofanet will allow initial sales declaration submissions after the due date (1/31/2015).



Third Message: Portfolio Update 2/7/2015

Message:

The period for completing sales declaration 9211xxxx001_2015-01-01_2015-01-31_001 on contract 9211xxxx001 has expired on 01/31/2015. If you have not submitted your sales declaration for this period 9211xxxx001_2015-01-01_2015-01-31_001, please do so by going to Contract >> Sales Declaration in the Cofanet menu bar.

If you have already submitted sales declaration 9211xxxx001_2015-01-01_2015-01-31_001, please be sure to complete any amendments to 9211xxxx001_2015-01-01_2015-01-31_001 as soon as possible.

If you have submitted sales declaration 9211xxxx001_2015-01-01_2015-01-31_001 and do not need to make any amendments, no further action is required.

Purpose of the Message

Cofanet provides a 15 day window after the sales declaration due date to allow you to make corrections/amendments to the sales declaration submitted. In this case, you have until 2/7/2015 to submit any changes. If you have already submitted a sales declaration and do not have any corrections, you do not need to take any action.