



Notification of Overdue Account Instructions

You (Coface client) may use the Notification of Overdue Account form to notify Coface North America of an overdue account. Complete the form and save by clicking the 'Save As...' button. Attach the saved form in an email and send to the email address specified below. You must also submit supporting documentation through normal channels. Without the supporting documents, intervention cannot commence and a claim is not considered filed.

For an account on which intervention is requested, documentation includes: itemized statement of account, invoices, proofs of delivery, purchase orders or sales contracts, correspondence in relation to the debt and a 12-month trading history. For Insolvency cases, please include a copy of the insolvency notice as well as the previous documents. For Transfer Delay claims, supporting documents would include evidence of local currency deposit and administrative actions.

Please submit all supporting documentation to Claims Department, Coface North America, 650 College Road East, Suite 2005, Princeton, NJ 08540. Email: claims@coface.us. Fax: 609-490-1582.