**CLAIM SUBMISSION CHECKLIST**

POLICY HOLDER:

POLICY NUMBER:

BUYER NAME:

PLEASE TICK (✓) IF AVALAIBLE AND (X) IF NOT AVAILABLE

1. CREDIT AGREEMENT □
2. ARE PERSONAL SURETIES SIGNED CORRECTLY □?
3. RECENT STATEMENT OF ACCOUNT □
4. COPIES OF INVOICES, ORDERS AND DELIVERY NOTES
5. HAS THE DEBT BEEN HANDED TO BECI □ OR EXTERNAL DEBT COLLECTORS/LAWYERS □FOR COLLECTION
6. IF TO EXTERNAL IS PROOF AVAILABLE YES / NO
7. COPIES OF CORRESPONDENCE WITH BUYER DEMANDING PAYMENT (demand letter) □
8. Copy of the Annexure attached? □

BECI OFFICIAL USE:

DATE (received by BECI): BECI STAMP: