



Medium-Term Export Credit Insurance

Additional Application Documents





For Transactions of \$10,000,000 or Less (Exclusive of Exposure Fee/Premium Amount)

Use this checklist to track the additional documents required for your Medium-Term Export Credit Insurance application. You can save it to your computer and check off items as you go, or print a copy if you prefer.





Submit this completed checklist along with your application and the additional required items.

Lender/Applicant:

Tracking #:

#	Is the document included with the application?	Yes	No
1	Form of Fee Letter  Guarantee application only		
2	Annex A  Guarantee application only		
3	Export Contract Also include supplier invoice or purchase order if exporter is not the supplier.		
4	Anti-lobbying Statement 		
5	Used Equipment Questionnaire  If applicable		
6	Credit Agency Report on Primary Source of Revenue (PSOR) Dated within six months prior to the date of application		
7	Credit Agency Report on Each Exporter and Each Supplier Each dated within six months prior to the date of application		
8	Creditor Bank Reference(s) on PSOR Dated within six months prior to the date of application		
9	Supplier References (2) on PSOR Two references, each dated within six months prior to the date of application		
10	Financial Statements (3) Interim statements are needed if the latest fiscal statement is more than six months old.		

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#	Is the document included with the application?	Yes	No
11	Lender's Credit Memorandum & Financial Analysis With financial spreads on PSOR, origination source details, participant contact information, purpose of the proposed export (rationale and benefit of EXIM-supported products to the PSOR), special coverages (referred to in EOL) with appropriate supporting information related to special coverage requests, and other relevant information supporting the credit request		
12	Due Diligence  Know your customer information included in Lender Credit Memorandum		
13	Local Cost  Details (if included Local Cost support is requested) a. Contracts/invoices for each local cost provider and commentary supporting that the services provided by each entity fulfil the local cost eligibility requirements. b. The Name, Address, Amount, Details of the local costs to be provided and NAICS code of the service must be included.		
14	Exporter's Certificate(s)  Can include an unsigned preliminary version, including Certifications and Covenants		
15	Additionality Checklist  Why is EXIM needed for this transaction? (Documented in Lender Credit Memorandum)		



If you don't include one of the required documents, provide a written explanation. Tell EXIM why the document is missing and why they should continue reviewing your application. Send the explanation(s) along with this checklist.

1. Transactions are processed in conformance with EXIM Medium-Term-Credit Standards. Please consult this document for additional insight on how transactions are evaluated.
2. This medium-term checklist is meant to provide guidance to an applicant on what documents are needed to consider a medium-term application to be technically complete. A technically complete application is one where each item on the checklist is marked "Yes".
3. This checklist must be included with the application with responses to each of the requested items. It is meant for those transactions of \$10,000,000 or less. For transactions over \$10,000,000, please consult with EXIM before submitting your application.
4. EXIM may consider processing an application even if it is not technically complete.
 - a. A decision to proceed with a technically incomplete application will be based on our evaluation of credit factors relevant to the application.
 - b. The applicant will be advised of status during this substantive review. EXIM may ask the applicant for additional information if such information is necessary to achieve a substantively complete application and render a final decision.
 - c. A transaction is substantively complete if EXIM has determined that all relevant questions pertaining to the application have been addressed and enable us to render a decision to approve or deny the application.
5. An application which is either technically or substantively incomplete may be withdrawn or declined if information is not submitted to deem them complete.