SOURCES OF CREDIT INFORMATION

Contents:

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- EXIM’s short list of accepted credit information sources

The information contained in this document is provided as a service to EXIM customers. Our list of accepted credit information sources is not all inclusive as there are many other sources and credit reporting agencies. EXIM reserves the right to accept or reject a specific credit report regardless of the appearance of the agency on this list.

EXIM insurance policyholders should use the list of EXIM accepted credit information sources to fulfill Discretionary Credit Limit (DCL) or Special Buyer Credit Limit applications under multibuyer policies, or to fulfill short and medium term singlebuyer policy application requirements.

Note: Not all of the sources of credit information on this list are creators of credit reports. Some sources purchase and resell reports from credit reporting agencies. When the latter case is true, the source should indicate the origin of the credit report.

The most current version of EXIM’s list of accepted credit information sources may be obtained from the internet at [www.exim.gov](http://www.exim.gov) under Tools, Applications and Forms, Export Credit Insurance Applications & Forms, INST-12-009.
What a Credit Report Should Include

1. **Current Credit Agency reports** must be dated within six (6) months of the application date. The report should state both the date of the report and the date the information was gathered. If the source of the report is not the creator of the report, the origin of the report should be stated.

2. **Name, Address and History of the Subject**
   The business name and address should be verified. Previous names and addresses should also be indicated, particularly in the case of unregistered trade names ("DBA or doing business as") used by sole proprietors.

   The history of a business, the experience and reputation of the owners, and quality of management are important. Any recent demographic, ownership, or management changes should be indicated, together with an appraisal of likely trends in the future.

3. **Legal Status and Date of Establishment**
   The registered form of business should be specified. For partnerships, private and public companies, the names of the major partners or owners (shareholders), and directors should be listed. Affiliations of the partners or owners with other businesses should be indicated along with the nature of their affiliation.

4. **Description of Business Activity**
   Some businesses engage in multiple business activities (manufacturing, wholesale, retail distribution, etc.) When applicable, the whole range should be described. Principal lines of goods and services should be listed with their experience. Past, present and future business trends should be assessed. Names of foreign and domestic suppliers for whom the subject acts as agent, representative or distributor should be listed.

5. **Number of Employees and Subject’s Standing in its Industry**
   The subject’s number of employees should be specified with notation if that number consolidates several locations (branches or wholly owned subsidiaries). The subject’s competitive standing in its industry and the range and type of clients it serves should be included.

6. **Trade References, Commercial Morality, Pay History, Agency Credit Scores**
   Trade references (if available) should be listed with their experience. An opinion on the subject’s commercial morality and assessment of past repayment history should be given and supported by evidence based on knowledge and collection experience. Any suits, liens or judgments filed against the subject should be included. An agency’s credit score should also include its scoring scale and how scores are derived.
7. **Financial Condition**
   A subject’s financial condition is clearly an essential element for appraising creditworthiness. Past and current records (with dates) of assets, liabilities, equity, turnover, income, expenses and profitability should be provided.

   EXIM recognizes that sole proprietorships and other business types may not be required to officially publish financial data. When detailed figures are not released, the reasons should be given. If estimates are provide, the estimates should be clearly described as such.

   For companies legally required to publish annual financial statements or those who voluntarily supply agencies with financial information, it is helpful to have balance sheets and income statements for the most recent consecutive two years with dates. There should be an indication whether the financial statements are audited or not and who the auditors are. Effort should be made to include current interim statements to reveal the current financial condition. The following financial accounts are of particular importance:

   - Capital (registered and paid-up figures)
   - Reserves
   - Current and Long Term Assets
   - Current and Long Term Debt
   - Net Worth and Liquidity position
   - Property and other Fixed Assets (with details of debentures, mortgages, or charges if applicable)
   - Turnover (revenues) and Profitability

8. **Public Sector Entities (if a report is available)**
   The credit report should include answers to these questions:
   a. Is the subject an agency of the central government?
   b. If not, is it a publicly owned entity? The precise status should be described with references to applicable enabling laws or decrees and the degree of autonomy the subject may exercise.
   c. What budgetary provisions enable the subject to engage in commercial contracts?
   d. Is the subject itself, or some other entity, responsible for payment?
   e. What is the source of the subject’s funds?
   f. Does the subject have a satisfactory performance record on contracts?
   g. Can the subject be made judicially or administratively insolvent?
   h. Are legal processes feasible against the subject in the event of default

9. **Opinions and Recommendations**
   Any offered opinion on creditworthiness should be supported by a reasoned argument with specific financial, trading or debt collection items underscoring the opinion. If no opinion is offered the agency should note why and the report should contain facts and figures to enable EXIM to make its own assessment.
SOURCES OF CREDIT INFORMATION

ALTUS RECEIVABLES MANAGEMENT
Worldwide
Altus Corporate Headquarters
2400 Veterans Memorial Blvd., Suite 300
Kenner, LA 70062
Website: https://www.trustaltus.com/
E-mail: info@trustaltus.com
Toll Free (US/Canada): 1-800-509-6060

ARCSA
Worldwide
ARCSA
Patricio Sanz 1609 Torre B Piso 5
Col. De Valle, C.P. 03100, CDMX
Website: https://arcsa.com.mx/
E-mail: carolina.calderon@arcsa.com.mx
informes@arcsa.com.mx
Tel: (+52)55 5278-6230 (General)
(+52)55 5278-6230 Ext. 188 (Carolina Calderon/General Manager)
(+52)55 1329-4700 cell (Carolina Calderon/General Manager)

BUSINESS CREDIT REPORTS, INC.
Worldwide
1645 Nashville Pike
Gallatin, TN 37066
Telephone: 615-989-7000
Fax: 800-748-5512
Email: service@businesscreditreports.com
Website: https://businesscreditreports.com/

CEDAR ROSE INT. SERVICES LTD.
Middle East & Africa
P.O. Box 50751
3609 Limassol, Cyprus
Telephone: 357-25-346630
Email: orders@cedar-rose.com
Website: www.cedar-rose.com

COFACE
Worldwide
Information Services
900 Chapel St.
New Haven, CT 06510
Telephone: 1-800-929-8374
Customer Service: 877-626-3223
E-Mail: service@coface-usa.com
Website: www.coface.com
CONFIDEXIA CORP. dba CREDEXIM AMERICAS (formerly Credexim Corp.)
USA,  14221 SW 120 Street, Suite 113
Latin America  Miami, Florida 33186
Caribbean Telephone: 305-251-5250 Fax: 305-964-8042
Toll Free: 1-888-CREDEXIM (273-3394)
E-mail: customerservice@credexim.com
Website: www.credexim.com

Confidexia Peru S.A.C.
Calle Las Camelias 735 Oficina 402
San Isidro, Lima 27 Peru
Telephone/Fax: 511-651-7988
E-Mail: customerservice@credexim.com
Website: www.credexim.com

CREDEXIM FRANCE S.A.R.L
Europe, Asia, Africa  86 Rue du Fauburg St. Denis
75010 Paris, France
Telephone: 33 1 40 56 08 84
E-Mail: Europe@credexim.com
Website: www.credexim.com

CREDITREFORM
Europe – China  Creditreform International e.V.
Hellersbergstr. 12
D- 41460 Neuss, Germany
Telephone: 49 21 31 109-132
Fax: 49 21 31 109-80 15
E-Mail: info@creditreform.com
Website: www.creditreform.com

CREDIT REPORT LATIN AMERICAN S.A.C.
Latin America  Av. Paseo de la Republica 3127 8th floor
San Isidro, Lima 27 Peru
Telephone/Fax: 511-2053300 or 2053304
E-Mail: irg@crlacorp.com
Website: www.crlacorp.com

CREDIT REPORTS WORLD LTD
Bohemia Center
80 Orville Drive Suite 100
Bohemia, NY 11716
Telephone: 315-403-6930 or 631-244-1631
Fax: 631-567-0611
E-Mail: main@creditreportsworld.com
CREDITRISKMONITOR
Customer Service
704 Executive Boulevard
Suite A
Valley Cottage, NY 10989
Telephone: 877-468-6276 or 845-589-0180
Fax: 845-267-4110
E-Mail: Customer Service - Info@CreditRiskMonitor.com
Sales - Sales@CreditRiskMonitor.com
Website: www.crmz.com

CREDITSAFE
USA
Creditsafe USA
1550 Pond Road
Winchester Plaza, Suite 100
Allentown, PA 18104
Telephone: 855-551-6903
Email: USpainfo@creditsafe.com
Website: www.creditsafe.com

Worldwide
Creditsafe UK
Bryn House, Caerphilly Business Park Van Road
Caerphilly, UK
CF83 3GG
Telephone: 02920 886 500
Email: ukinfo@creditsafeuk.com
Website: www2.creditsafeuk.com

CRIBIS/SKYMINDER.COM
USA, Canada,
South America
Cribis Corporation
3505 E. Frontage Road, Suite 175
Tampa, Florida 33607-1762
Telephone: 813-636-0981
Toll Free: 877-586-0981
Fax: 813-637-8451
E-Mail: info@skyminder.com
Website: www.skyminder.com or www.crif.com

Italy, France,
Worldwide
CRIF
Via Fantin 1/3
Bologna, Italy
40131
Telephone: 39 051 4175951
Fax: 39 051 4176010
E-Mail: euroinfo@skyminder.com
Website: www.cribis.it
DUN & BRADSTREET
Worldwide
103 JFK Parkway Short Hills, NJ 07078
Corporate Headquarters: 973-921-5500
Customer Assistance: 800-234-3867
Website: www.dnb.com

DYNAMIC BUSINESS INFORMATION, LTD.
Worldwide
1 Vincent Square,
Westminster,
London,
SW1P 2PN,
United Kingdom
Tel  +44 (0)20 87414824
Fax +44 (0)20 87415044
Orders and Queries: orders@dybusinfo.com
General Info: info@dybusinfo.com
www.dybusinfo.com

EXPERIAN
Worldwide
Corporate Headquarters
475 Anton Blvd.
Costa Mesa, CA 92626
714-830-7000

955 American Lane
Schaumburg, IL 60173
224-698-5600
Website: www.experian.com

FCIB-NACM CORP.
Worldwide
8840 Columbia 100 Parkway
Columbia, MD 21045-2158
Phone: 410-423-1840 · 888-256-3242
Fax: 410-423-1845
Email: fcib_info@fcibglobal.com
Website: www.fcibglobal.com

Europe
FCIB Europe
16 Red Lion Street
Alvechurch, Worcestershire, B48 7LF United Kingdom
Telephone: 44 121 445 2982
Email: fcib_europe@fcibglobal.com
GLOBIS
Worldwide
Global Business Information Services, Inc.
1820 North Lincoln Ave.,
Chicago, IL 60614
Telephone/Fax: +1-877-GLO-BIS8 (1-877-456-2478)
Email: Info@Glo-bis.com
Website: www.glo-bis.com

GRAYDON
Worldwide
Graydon
333 Earle Ovington Blvd, Suite 1025
PO Box 707
Uniondale, NY 11553 USA
Telephone: 516-280-4089
Fax: 516-280-4090
Email: info-us@graydoninternational.com

Paasheuvelweg 40
1105 BJ Amsterdam, Netherlands
Customer Service Telephone: 31 20 567 9751
Email: customerservice@graydoninternational.com
Website: www.graydoninternational.com

ICTF-The Association of International Credit and Trade Professionals
Worldwide
1820 Lancaster Street
Suite 210
Baltimore, Maryland 21231
Telephone: 410-522-5013
Fax: 410-522-5017
Email: aneta.spilman@ictfworld.org
Website: www.ictfworld.org

ICP
Africa,
6 - 14 Underwood Street
Europe,
London N1 7JQ
Middle East,
Telephone: 44 (0) 20 7566 8274
The Americas
Fax: 44 (0) 20 7566 8318/9
Website: www.icpcredit.com

INTERNATIONALCREDITREPORTS.COM
Worldwide
Head Office
20 Pacifica, Suite 360
Irvine, California 92618
Telephone: 949-260-1111
Toll Free: 877-237-4685
Fax: 949-260-9711
Website: www.internationalcreditreports.com
KRELLER BUSINESS INFORMATION GROUP

Worldwide 817 Main Street, Suite 700, Cincinnati, OH 45202
Telephone: (513) 723 8900
Toll Free: 800-444-6361
Website: http://www.kreller.com

KUTZ

Africa Kutz Univar Limited
Gathani House Homa Bay Road
P.O Box 18061 Nairobi, Kenya
Telephone: 254 (02) 650389/ 650390
Fax: 254 (02) 3750999/ 650362
E-Mail: gathani@africaonline.co.ke

Asia and Oceanic; Kutz Corporation
Including South 327, TV Industrial Estate
Pacific Islands S. K Ahere Marg Worli North
Mumbai India 400 025
Telephone: 91-22-24931147/ 24984582
Fax: 91-22-24930073
E-Mail: gathani_kutz@vsnl.com

Europe Kutz International Limited Gatex
House 603 Harrow Road North
Kensington
London W10 4RA
Telephone: 44 (0)20 8960 3222
Fax: 44(0)20 8969 6096
E-mail: kutz@gatex.co.uk

OWENS ONLINE, INC

Worldwide 6501 North Himes Avenue Suite 104
Tampa, Florida 33614 USA
Telephone: 813-877-2008 (or 813-874-1215)
Toll Free (USA): 800-745-4656 (or 800-813-5345)
Fax: 813-877-1826
E-Mail: email@owens.com
Website: www.owens.com

RIME Information Bureau Ltd.

Middle East/
North Africa 8 Vasiliou Voulgaroktonou
Politis Newspaper Building Nicosia
1010
Cyprus
Tel: +357 22 768 662
Email: groupsales@rimeib.com Website:
www.rimeib.com