



**TRADE CREDIT UNDERWRITING AGENCY  
PTY LTD**  
 ABN 73 160 077 574  
 as agent for  
**QBE INSURANCE (AUSTRALIA) LIMITED**  
 ABN 78 003 191 035

# SME Trade Credit Insurance Monthly Report of Notifiable Events

Please complete and send us this form promptly at the end of each month in respect of those accounts where a "Notifiable Event" has occurred. Failure to do so may prejudice your position in the event of a claim. If in doubt as to what constitutes a Notifiable Event please refer to your Policy document. All amounts should be expressed in your Policy Currency.

Please forward this form to [info@tcua.com.au](mailto:info@tcua.com.au)

Statement of Notifiable Events for month ended

Buyer Details (please show full legal entity)		Aging of Account (from date of dispatch)	Currency and Amount	Reason for Non-Payment & Action Taken Choose a code from the table on the back of this form or comment
Name		Current		Code/Comments
		30 days		
ABN; ACN or other Registration No. (if applicable)		60 days		
Address		90 days		
		90+ days		
Terms of Payment		<b>Total</b>		
Name		Current		Code/Comments
		30 days		
ABN; ACN or other Registration No. (if applicable)		60 days		
Address		90 days		
		90+ days		
Terms of Payment		<b>Total</b>		
Name		Current		Code/Comments
		30 days		
ABN; ACN or other Registration No. (if applicable)		60 days		
Address		90 days		
		90+ days		
Terms of Payment		<b>Total</b>		
Name		Current		Code/Comments
		30 days		
ABN; ACN or other Registration No. (if applicable)		60 days		
Address		90 days		
		90+ days		
Terms of Payment		<b>Total</b>		

## Signature of Insured

Company Name of Insured		Policy Number	
Name of Signatory		Position in Company	
Email			
Signature		Date	/ /

## Reason Codes

Code No.	Reason for Non Payment	Code No.	Reason for Non Payment	Code No.	Reason for Non Payment
01	Disputed invoices	11	Paying instalments	21	Progress claims/variatioins
02	Account closed	12	Stock returns	22	Financial problems
03	Legal action	13	Slow account	23	Bounced cheques
04	Credit claims/request	14	Technical dispute	24	Contra / set-off claimed
05	Temporary cash flow problem	15	Comm/warranty dispute	25	Since paid
06	Copy invoices requested	16	Claim submitted to QBE	26	Contract repudiation
07	Company insolvent	17	Overdue portion since paid	27	Currency inconvertibility
08	Payment promised	18	Letter of demand sent	28	Collections initiated
09	Short payment	19	Stop supply	29	Payment delay
10	Moratorium on debt	20	No comment given		

## How to use this form

### Please print all answers clearly and:

- Please ensure that the full name of the buyer (legal entity), street address, ABN, ACN or other Registration No. (where applicable) are provided. In the case of an unincorporated buyer, the full business or association name must be stated.
- Please round the amounts owing to the nearest whole unit of currency and specify currency.
- Once an account is reportable, all amounts owing (including current, 30 days, etc.) must be shown.
- You must continue to report a Notifiable Event until such time as a Claim Form has been submitted or the Notifiable Event no longer exists.
- Where no Notifiable Events have occurred during a particular month, a "Nil" return should be submitted.
- If your TOP are not counted from date of dispatch please indicate basis in "code/comments" column
- 'Current' in respect to the aging of debt refers to dispatches made during the month but in respect of which the TOP period has yet to commence.
- Please ensure your company name and policy number are provided, and that an authorised officer has signed and dated the bottom of the form.
- Mail or fax the completed form to the arranger of your Policy or to us, using the address or fax numbers below.
- If you have any queries, please contact us or the arranger of your policy.