

# BEST PRACTICES

A complete and accurate application will expedite the EXIM underwriting process and improve turnaround time. Please consider the following best practices prior to submitting an application:

## Paint the Picture & FILL IN THE GAPS



### Be familiar with the EXIM Short-Term Credit Standards

Check the [information required for the buyer limits requested](#). If the application does not meet certain credit standards, explain why and the mitigating circumstances.



### Use the EXIM-approved [trade reference form](#)

Be sure to verify that it is filled out correctly and completely.



### Check report dates

Make sure any [credit reports](#) on foreign buyers and the content of the report are not stale (i.e., not older than 6 months).



### Ensure the information provided supports the request

For example: if requesting a Policy Payment Limit (PPL) higher than historical total export accounts receivable balance, explain why and provide supporting documentation.

## Add Detail WITH COMMENTS & ATTACHMENTS



### Document the customer-foreign buyer relationship

This can include length, whether there were any in-person visits, future sales expectancies, how the relationship began and has evolved, etc.



### Pass along comments provided by EXIM's regional staff

EXIM-registered brokers are provided notes from regional staff when they receive leads.



### Elaborate on exporting history

Go into detail about the exporter's overall exporting experience and expertise.



### Explain special coverages needed

Give more information about the basis of these requests (i.e., foreign warehouse, ANI endorsements, etc.)



### Proactively address problem topics

This includes areas where EXIM is likely to see higher than average risks, or deficiencies in the application.

## Dot the I's AND CROSS THE T'S



### Make sure your NAICS code is correct

Note that this is based upon the [SBA's definitions](#), independent of how D&B may have it listed.



### Use full legal names/addresses of all parties

Double check to make sure that you do not use acronyms or trade-style names.



### Consider extended business relationships

In determining the exporter's qualification for small business designation, make sure data encompasses the parent company & affiliates/subs, both domestic & international. This includes employee count & revenue questions.



### Review product description information

Make sure all information provided is detailed and accurate.

## Finish It Up: SCREEN SUBMISSIONS + REPLIES



### EXIM online applications

Prior to submission, brokers can make sure the application is complete and that it matches the information in the attachments by reviewing the exporter's entry in EXIM Online.



### Replies to EXIM underwriting's questions

EXIM-registered brokers can check that exporters are answering all points that have been requested, and ask exporters to add or clarify if needed.

*This is a descriptive summary to be used only as a general introductory reference tool. The complete terms and conditions of the policy are set forth in the policy text, applications, and endorsements.*

### Get Started with an EXIM-Registered Broker:

[www.exim.gov/tools-for-exporters/broker-and-lender-locator](http://www.exim.gov/tools-for-exporters/broker-and-lender-locator)

An EXIM-registered insurance broker has met EXIM's qualifications to help you get authorized. EXIM strongly encourages all users of its insurance products to use an insurance broker. The broker receives their compensation from EXIM—there is no charge to the policyholder.

