



ITM

International Trade Management P/L

TRADE REFERENCE EVALUATION

Doc No: FN12.6

Date: 23/11/98

Page : 1 of 1

If Credit Limit Sought is in excess of AUD \$5,000 then written approval must be obtained by Financial Controller prior to any credit extended.

If Credit Limit Sought is AUD \$5,000 or less the following must be Taken into consideration.

- 1) Length of time. - The longer the account has traded reflects positively on the applicant. Eg. 5 years would be looked upon favourably.
- 2) Average Amount - Amounts Greater than \$5,000 granted by others would be looked upon favourably. Must be Viewed in conjunction with other criteria.
- 3) Amount Overdue - This should reflect Nil, Amounts would indicate either cash flow problems or traditional payment methods. If amounts are reported you shoul treat this as a major drawback.
- 4) Prompt Payers - The answer shoul be yes. If the answer is no than this should be treated as a drawback. You may wish to cross check Amounts Overdue with the answer here, as you cant have amounts overdue and the client also being a prompt payer.

The Branch Accountant / Administrator have authority to grant credit to prospective clients to the value of \$5,000.

If unsure than directives should be sought from the Financial Controller.

Name of Applicant:

Credit Approved: YES / NO

Amount of Credit: \$

Signature: Date: / /

Name:

- Note: 1) Please Attach Trade Reference Form to this Document.
- 2) Please pass Originals to Sales for filing and a copy to Operations.

Approved by:.....
 Date: 13/07/99 Replaced Issue: N/A