

Analysis to prepare a factoring approval

1. Company data

| | | |
|----------------------------|--|----------------|
| Company name | | |
| address | | |
| telephone number | | |
| industry | | |
| Date of foundation | | |
| HR number / district court | | district court |
| VAT No. / Tax Office | | |

HR extract is attached as an appendix

Add list of shareholders

2. Shareholder and group structure

| partner | capital share | in % |
|---------|---------------|------|
| | TCHF | |
| | | |
| | | |
| | | |

Please attach a copy of the articles of association.

Organization chart of the group is attached

| | |
|---|---|
| Does society belong to a group? | Yes / No ¹ see appendix* |
| If there is a profit transfer and loss assumption contract? | |
| Is there an organ partnership relationship? | |
| Are there silent partners? | If so, please attach a copy of the contract. |
| Are there any other company contracts of importance? | If so, which ones? Please attach a copy of the contracts. |

¹ Please delete incorrect

3. management

| | | | | |
|--------------|---------|--|--|--|
| position | manager | | | |
| name | | | | |
| address | | | | |
| Phone number | | | | |
| experience | | | | |

4. Object of the enterprise

| | |
|---|---|
| Please briefly describe the main activities of your company: | see company portrait or short description: |
| What products or services are offered? | |
| Is produced exclusively on-order-related or ordered? | If not, what is the percentage of order-related production / order in % ? % % |
| How long does the order processing take? | |
| Are there sub-entrepreneurs? | |
| Are installation work required at the customer's office? | |
| If there is a product liability compulsory insurance? | If yes, sum insured: CHF Million personal damage, million property damage |
| Is there one of the legal Regulation deviating warranty obligation? | for "lifelong" according to brochure and Internet |
| Existing provisions for Warranty obligations? | Individual or lump-sum provisions |
| Exists a fire insurance | If yes, sum insured: |
| Business interruption insurance | If yes, sum insured: |

5. suppliers

| Who are your main suppliers? | Share in % | contracts | Payment modalities |
|------------------------------|------------|-----------|--------------------|
| | | Yes or no | |

Please attach supply contracts of the 5 most important suppliers.

6. Customers

| Who are your main customers? | Share in % | Credit | contracts | Prohibition of assignment |
|------------------------------|------------|--------|-----------|---------------------------|
| | | | Yes or no | yes |
| | | | Yes or no | yes |
| | | | Yes or no | yes |
| | | | Yes or no | yes |
| | | | Yes or no | yes |

Note: with which debtors do you work together in the credit procedure (= payment ass)?

Please attach purchase contracts or regulatory contracts of the 5 most important debtors.

| | | | |
|---|-----------------------------------|--|--|
| Is there credit insurance? | Yes / No at the: | | |
| How high have the receivables losses been in the last three years (in TCHF)? | 2019: 2020: 2021: hitherto: | | |
| How has the balance sheet risk provisioning changed with regard to the receivables portfolio (in TCHF)? | Pwb: 2019 - 2020 - 2021 - | EWB: 2019 - 2020 - 2021 - | |
| Is there "just-in-time" Delivery obligations? | no | If so, what conventional penalties for non- or delayed delivery have been agreed ? | |

Please attach existing credit insurance policy and last balance report to insurers.

Please attach a limit list of the credit insurer.

7. Sales breakdown

(Please break down the monthly sales of the last 12 months here)

| month | Number of invoices | inland CHF | foreign countries | credit items | | Total receivables existed at the end of the month |
|--------------|--------------------|------------|-------------------|--------------|--------|---|
| | | | | Anz. | amount | |
| January | | | | | | |
| February | | | | | | |
| March | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | | | | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| total | | | | | | |

(Please break down the turnover of the 5 most important export countries in relation to the last 12 months)

| land | Share in % * | currency | Payment | Payment method ** |
|------|--------------|----------|---------|-------------------|
| | | CHF | | |
| | | CHF | | |
| | | CHF | | |
| | | € | | |
| | | € | | |

(* of total turnover)

(**) Payment methods can be: international transfer, check, letter of credit, bill of exchange, etc.

Factoring – calculation corner data:

(for the first year of sales with the Factor)

| Total Sales PLAN | in TCHF | Ford. L+L |
|-------------------|---------|--------------------------------|
| of which domestic | | min. and max. during the year: |
| of which abroad | | min. and max. during the year: |

Not relevant to factoring are sales with affiliated companies and with debtors to which no limits can be obtained or for which objections or returns are to be expected on an ongoing basis.

| please be sure to enter: | | Comment for special features: |
|-------------------------------------|--|---|
| Number of calculations p.a. | | |
| Number of customers buying | | only the customers actually buying last year |
| Credit rate in % | | |
| Turnover with the largest Kd. | | name: |
| Turnover with 2nd gr. customers | | name: |
| Turnover with 3rd largest customers | | name: |
| Payment term in days | | according to invoices to customers given payment term |
| Payment term in days | | customer-taken, uncoordinated payment term |
| Total use of goods in TCHF | | |

| | | |
|--------------------------------|--|----------------------------------|
| Discountable purchase of goods | | in % - with sufficient liquidity |
| | | |

| | |
|---|--------------------------------|
| Please enter the percentage of -Deliveries to third parties -Deliveries to affiliated companies | % % |
| Exist reciprocal Supply and service relationships with suppliers? | no If so, with whom ? |

8. Internal company organization

job processing

| | | |
|--|---|---------|
| Who is responsible? | name: | Tel.: - |
| Is an order book kept? | yes If so, what is the current order value? T CHF | |
| How are orders accepted? | Written / Oral / Email / Fax / Other: and by dial-up | |
| Are verbally accepted orders confirmed in writing? | Yes / No If No, please justify | |
| Have supply contracts of unusual magnitude been concluded within the last 12 months? | no If yes, please describe | |

bookkeeping

| | | |
|---|---|---------|
| Who is responsible? | name: | Tel.: - |
| Are there any accounting arrears? | no If yes, please justify: | |
| Are balance confirmations sent regularly? | yes If so, how often and how many ? to the annual financial accounts to selected debtors / creditors | |

Goods

| | | |
|---|--|---------|
| Who is responsible? | name: | Tel.: - |
| Under what conditions are the goods shipped? | Ex works ? | |
| Is a starting book kept? | | |
| Are delivery notes issued? | | |
| How and where are the delivery notes managed? | | |
| Are the delivery notes countersigned by the customer? | Yes / No Pick-up proofs available ? | |

| | | |
|---|-------------------------|-------|
| How and where are the proofs of delivery managed? | s.o. | |
| What is the credit rate and the rate of disputed goods? | credit items: ___ % | |
| | Dispute: % | |
| Who is responsible for the approval of credits? | name: | Tel.: |

Billing

| | | |
|---|-------------------------------|-----------------------|
| Who is responsible? | name: | Tel.: |
| Are the payment methods shown on all invoices? | yes If no, please justify | |
| Which and how many skonti, bonuses, Discounts etc. are granted? * | <u>kind:</u> | <u>amount</u> TCHF |

(*) Please set up as precisely as possible which amounts are incurred in which month of bonuses, skonti, WKZ, as these values are decisive for the amount of the blocked account. Attach separate table or evaluation as an attachment.

Accounts receivable processing

| | | |
|--|--|--|
| Are special documents (e.B. from the customer) required for invoicing? | | If so, which ones ? e.B. Order and acknowledged delivery note |
| Are there any special arrangements with the debtors? | no | If so, which ones ? |
| Are the payment terms binding on the debtors? | yes | |
| Are invoices also written and sent before delivery? | no | If so, how often does this happen and how many days before delivery? |
| How many days are usually between invoicing and delivery? | 0 days | Delivery day = invoicing ? |
| Are discount invoices created? | | If yes, please justify |
| Are orderers, recipients and Payer of the goods always identical? | | If no, please explain: |
| Will the invoices become central created? | yes | If no, please explain: |
| How is invoicing done? | EDP generated, manual, autom. Invoice number update? | |
| How is the awarding of the invoice number? | | |
| How often does the Invoice run? | | |

Payment receipt monitoring

| | | |
|---------------------|-------|---------|
| Who is responsible? | name: | Tel.: - |
|---------------------|-------|---------|

| | | |
|--|---|-------|
| Accounts receivable payments are made by: | % | |
| -Transfer | % | |
| -Check | % | |
| -Direct debit | % | |
| -Debit order | % | |
| -Cash payment | % | |
| -Other | % | |
| Within how many days are incoming payments recorded? | Day / daily on presentation of the bank statement | |
| Get occasionally pre-dated cheques? | no If yes, please provide detailed information: | |
| Which employees have Account power of attorney? | name: | Tel.: |

Dunning

| | | |
|--|--|-------|
| Who is responsible? | name: | Tel.: |
| At what rhythm are reminder letters sent to defaulting debtors? | days | |
| Is located between the individual Reminder letter kept in telephone contact? | yes If so, please explain how and by whom: | |

9. EDP system

| | |
|--|--|
| How long has the current EDP system been in operation? | |
| Are the individual PCs networked? | |
| How often are "back-ups" driven and are they secured separately? | |
| Which of the following evaluations are used: -Balance lists per customer -Age structure list -List of credits -Open items list -Invoices -History Debtors payment type | Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No |
| Which business areas does the EDP system cover: -Accounting -Purchasing -Warehouse Sale Staff | Yes / No Yes / No Yes / No Yes / No Yes / No |

Please include a current age structure list and an open item list.

10. Auditors/tax consultants

| | |
|--|---------------------------------|
| Company name | |
| Name of the examiner / consultant | |
| address | |
| telephone number | |
| Was the examiner in the last 3 Years changed? | If so, why? |
| When are the audited annual accounts normally available? | |
| How often is management information processed? | |
| Who prepares this information on a regular basis? | |
| Are planned figures drawn up? | |
| Are the planned figures usually reached? | Yes / No If No, please justify: |

11. Financial information

| Profit and loss (in TCHF) | 2019 | 2020 | 2021 | 2022(plan) * |
|----------------------------------|-------------|-------------|-------------|---------------------|
| turnover | | | | |
| gross profit | | | | |
| Depreciation | | | | |
| Interest income | | | | |
| Operating profit before tax | | | | |
| Annual surplus | | | | |
| Other income | | | | |

* (vorl. IS)

Please include the annual reports of the last 2 financial years of the company (as well as those of the parent company if applicable), the current business evaluation as well as planned figures for the current/coming financial year.

12. Bank account

| bank | address | Type of credit line | Credit | Current use | Collateral provided |
|-------------|----------------|----------------------------|---------------|--------------------|----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|---|---|
| <p>Do you already have experience with factoring?</p> | <p>If so, with which factoring society?</p> <p>Why do you want to switch?</p> |
|---|---|

All information has been filled out to the best of our knowledge and belief and commented on with attachment.

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Annex (with the following documents:)

- HR extract together with list of shareholders
- social contract
- Organization chart of the group
- Contract silent partner(s)
- Other contracts of importance
- Contract sub-contractor
- Internal organization chart of the company
- Credit insurance contract together with damage statistics
- A current open item list OF DEBTORS with age structure/due dates
- The annual reports of the last 2 financial years (possibly plus parent company)
- A current business evaluation ("BWA")
- Planned figures for the current/upcoming financial year
- A current open item list CREDITORS with age structure/maturities
- Copies of 2 invoices (domestic/export), as well as credits, the terms and conditions, the proof of delivery
- The current sales brochures
- Examples of acceptance confirmations (delivery note) or balance confirmations
- Copies of the identity cards of the authorised representatives
- Copies of the credit agreements with banks wg. receivables concession / collateralisation
- 1 bank statement per bank or a statement of account balances and approved frameworks