



Company seal

## FORM 3

### BUSINESS CONDUCT INFORMATION

**CAUTION!** Regards company property.

Please complete the form below in order to perform a detailed business conduct analysis:

Company Name/Surname	Address/telephone, fax
NIP:	REGON:

Owner/s				
Name	Shareholder ownership %	Shareholder value, tsd PLN	PESEL	NIP

Shares of the entity and partners held in other entities (in case of a Limited Liability Company shares only held by the company, in case of a sole trader - shares held by the owner)	
Entity name and address	Shareholder ownership %

#### 1. Scope of business (summary) – please also state the basic business activity PKD

Place	Date	Owner/s Representative signature

**2. Recipients – over 10% of sales**

Recipient structure			
Recipient	Period of cooperation	Payment deadlines resulting from contract	% of sales in the last full year

**3. Suppliers – over 10% of purchase**

Supplier structure			
Supplier	Period of cooperation	Payment deadlines resulting from contract	% of sales in the last full year

**4. Sales structure**

Sales structure			
Sales (A+B)	Domestic (A) (enter percentage of sales)	Export (B) (enter percentage of sales)	Major international export destinations
100%			

**5. Revenue structure**

Revenue structure	
Product/service	% of income

Place

Date

Owner/s Representative signature

6. Please provide current receivables age structure.

Days counted from the receivables due dates (invoice payments due dates)

Age structure of receivables as on <input type="text"/>					
Standard receivables (in PLN)	Receivables past due (in PLN)				Total
	< 30 days	30 - 90	90 - 180	> 180	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount of remittances enforced by court of law or loss:

7. Please provide current remittances age structure.

Days counted from the remittances due dates (invoice payments due dates)

Age structure of remittances as on <input type="text"/>					
Standard remittances (in PLN)	Remittances past due (in PLN)				Total
	< 30 days	30 - 90	90 - 180	> 180	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount of receivables enforced by court of law or loss:

8. Please enter your liabilities below with financial insitutions other than HSBC Bank Polska SA as well as provided by other entities (including associated enterprises) - regards company liabilities

Credit/financial commitments with other financial institutions as well as provided by other entities					
Bank	Commitment value	Due date	Current borrowing	Financing type	Collateral
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Off-balance sheet commitments: leasing, guarantees, letters of credit, securities, etc.

Off-balance sheet commitments					
Bank/Entity	Commitment value	Due date	Current commitments	Commitment type	Collateral
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Place

Date

Owner/s Representative signature