



IMPORT FACTOR INFORMATION SHEET

**Spring Giz Plaza, Meydan Sokak,
B Blok, Kat:1,Maslak,34398 Istanbul**

Telephone: +90 212 276 39 59

Fax: +90 212 276 39 79-80

www.ekspofaktoring.com

I. SPECIALIZATION

Ekspo Faktoring A.Ş. was established in June 2000 with the purpose of providing factoring services in both domestic and international markets.

Credit cover is provided for debtors in Turkey and for credit terms not exceeding 90 days. Longer terms can be discussed as exceptions.

II. CREDIT APPROVALS

As Import Factor, we respond to credit applications as soon as possible and certainly within 10 days. In case of any delay we will notify the Export Factor. Sometimes we cannot reply applications because the information is insufficient and/or incorrect. Basically, we need the following details to speed up the process:

- Full name and address of buyer.
- Telephone number and permission to contact buyer directly.
- Registration number of buyer.
- Full name and the branch address of buyer's bank.
- Parent company of buyer.
- Invoice address.

All preliminary limits expire after 6 months without further notice.

III. ASSIGNMENT

The assignment clause must be placed on all invoices and credit notes (original and copy) in order to avoid payments being effected directly to seller or its agent.

“İşbu faturadan doğan alacağın fer' ileri, talep ve yan hakları ile birlikte Ekspo Faktoring A.Ş.' ye (Spring Giz Plaza, Meydan Sokak, Kat:1, Maslak, 34398, İstanbul Tel: 0212 276 39 59 Faks: 0212 276 39 79-80) temlik edilmiş olup, vadesinde tarafımıza ödenecektir. Bu nedenle, ilgili faturadan doğan borcunuzun tamamen sona ermesi için, ödemenizin yalnızca Ekspo Faktoring A.Ş tarafından yazılı olarak bildirilecek bir hesaba, faturada belirtilen döviz cinsinden yapılması gerekmektedir. Başka kişilere yapılacak ödemeler geçerli değildir ve ödeme yükümlülüğü devam eder.

İşbu fatura ve mala ilişkin her türlü itirazın Ekspo Faktoring A.Ş' ye anında bildirilmesi gereklidir.”

IV. INTRODUCTORY LETTER

Once credit cover is in place, the seller sends the buyer an introductory letter explaining that he has entered into an export factoring contract. The introductory letter includes the date and amount of the first invoice assigned. Please find the following introductory letter:

(SATICININ ANTETLİ KAĞIDINA YAZILMASI GEREKLİDİR.)

TANITIM MEKTUBU

Düzenleme Tarihi

Sayın Yetkili,

Bildirmek isteriz ki; kaynaklarımızı daha etkin biçimde kullanmak ve rutin muhasebe işlemlerinden kaçınmak amacı ile ülkemiz dahilindeki bir Factors Chain International (FCI) üyesi ile ihracat faktoringi sözleşmesi imzalamış bulunmaktayız.

Yapılan sözleşmeye göre, no. lu*, tarihli*,..... tutarlı* faturadan itibaren Şirketiniz'e hitaben düzenlenen faturalarımızın üzerinde ödemelerin Türkiye'ye ihracatımızda aracı olan EKSPÖ FAKTORİNG A.Ş.,'ye (Spring Giz Plaza, Meydan Sokak, B Blok Kat :1 34398 Maslak/İstanbul, Telefon 0212 276 39 59) yapılacağını belirten bir temlik şerhi bulunmalıdır. Bu durumda EKSPÖ FAKTORİNG A.Ş, temin edilen mal ve hizmetler ile ilgili olarak bizim namımıza Şirketiniz' in kreditorü olarak hareket edecektir.

Bu tür muameleler ile ilgili ödemeler, vadesi geldiğinde temlik şerhinde belirtildiği üzere EKSPÖ FAKTORİNG A.Ş' ye yapılacaktır.

Yukarıda bahsi geçen hususlar dışında, tarafınızla işbirliğimiz aynen devam edecektir.

Mallar alındıktan sonra çıkabilecek herhangi bir soru veya talep ile ilgili olarak EKSPÖ FAKTORİNG A.Ş.' ye ve tarafımıza bilgi vermenizi rica ederiz.

Saygılarımızla,

* Temlik edilen ilk faturanın numarası, tarihi ve tutarı

ENGLISH TRANSLATION

(LETTER TO BE TYPED ON CLIENT' S HEADED STATIONERY)

INTRODUCTORY LETTER

Date

Please be informed that we have signed an export factoring contract with a member of Factors Chain International (FCI) in our country in order to use our resources more efficiently and to avoid routine bookkeeping work.

The contract implies that all our invoices to be issued to your party, starting with the invoice number*....., dated*....., issued for the import amounting to*....., shall bear a receivable transfer and an assignment clause stating that payment must be effected to EKSP0 FAKTORING A.Ş., (Spring Giz Plaza, Meydan Sokak, B Blok Kat :1 34398 Maslak/İstanbul, phone 0212 276 39 59, whom we use for our exports to Turkey. Thus EKSP0 FAKTORING A.Ş. will act as your creditor on our behalf with respect to goods and services provided by us. Payment amounts due with regard to such transactions must be effected to EKSP0 FAKTORING A.Ş. as stated in the assignment clause.

Aside from the foregoing, the rest of our cooperation will remain unaltered.

Please inform EKSP0 FAKTORING A.Ş as well as ourselves of any queries or claims that might arise after receipt of goods.

Yours Sincerely,

* No. of the first invoice, invoice date and invoice amount.

V. PRICING

The commission consists of three elements;

- **Risk coverage:**
The commission is fixed separately for each seller depending on line of trade, payment terms, etc.
 1. For transactions with credit cover: between 0.5% and 1.00% on gross turnover,
 2. For collection only business: 0.30%-0.50% on gross turnover.
- **Handling charges:**
USD 8 per invoice and credit note
- **Bank charges:**
Bank charges are excluded.

We always consider special rates for special deals.

VI. COLLECTIONS

Our collection process starts with the pre-dunning letter sent 10 days before the due date of the invoice. Three further dunning letters are issued at two-week intervals from the due date followed by telephone calls and visit if necessary. Overdue invoices will be subject to legal action in 60 days after the due date but only with the Export Factor's permission for unapproved accounts receivable.

In the course of legal action, we shall expect the Export Factor to provide the following documents;

- Copy of invoice
- Terms of sale and/or purchase
- Evidence of order and confirmation of order
- Evidence of dispatch
- Evidence of delivery
- Any correspondence between buyer and seller
- Any other documents if necessary

Failure to provide such information could affect remittance of the payment under guarantee.

VII. TRANSFER OF FUNDS

Remitted by SWIFT

VIII. REPORTING

Please note that the receivable ledgers can be downloaded from the edifactoring.com (Centralized Reporting System) and the commission statements are sent monthly via EDI.

IX. VISITS

Sellers and their agents are always welcome to visit us. Please contact Miss Ipek Karci.

POINTS OF CONTACT

Queries relating to customer payments, payment transfers, credit limits collections and commissions:

ikarci@ekspofaktoring.com (+ 90) 212 276 39 59

skiliclar@ekspofaktoring.com (+ 90) 212 276 39 59

Any other issues:

Murat Tumay, General Manager and Board Member

mtumay@ekspofaktoring.com (+ 90) 212 276 39 59

Betul Oran Akan, Assistant General Manager Marketing and Customer Relations

bakan@ekspofaktoring.com (+ 90) 212 276 39 59

Ipek Karci, Assistant Manager International Factoring

ikarci@ekspofaktoring.com (+ 90) 212 276 39 59

HOURS OF OPERATION

Our working hours are between 08.30- 17.30.

