



Asset finance broker funding & settlement checklist

Recognised supplier, licenced dealer or manufacturer

Applicant name

Agreement number
(Bank use only)

Amount financed

Date to be funded



All approval conditions must be fully satisfied. Any changes, variations or authorisations post approval must be re-approved with evidence supplied prior to submitting this form, failure to do so may cause delays. You can only submit your settlement once all relevant boxes have been validated and attachments checked for correctness. This form can now be signed electronically.

Approval advice copy attached

- Approval advice (all conditions met)
- Supplier check complete (if not at approval, provide evidence by approving officer)
- Approval valid <3 months
- Rate quoted within last 14 days
- Int rate and/or doc fee discounted
 - ▶ if 'Yes', attach written evidence of BDE approval
- Is brokerage >3% ▶ if 'Yes', attach written evidence of BDE approval

Loan documents & DDR attached

- Loan schedule has the following details and matches approval advice
 - Applicant name
 - ABN/ACN
 - Description of goods (also matches supplier invoice)
 - Term
 - Finance amount (inc GST)
 - Balloon/residual
 - Applicant/guarantors (signed/dated)
 - Signatures match ID provided
 - Witness section (signed and includes full name, address & postcode)
 - Direct debit request (DDR) (banking details included)

Note: For company applicant, where 1 director provides guarantee, the 2nd director/secretary must co sign the loan schedule and borrower acknowledgement & consent (refer Privacy form(s) section)

Privacy form(s) attached

- Borrower acknowledgement & consent (signed/dated)
- Guarantor privacy consent (signed/dated) if applicable
- Accredited broker signed and completed proof of identity within "Bank use only" section of form(s)

Brokerage tax invoice

- Brokerage tax invoice created & attached
- Addressed to Commonwealth Bank
- Banking details included
- Brokerage calculation correct
- Doc fee rebate included (if applicable)

Insurance certificate of currency

attached (if detailed as approval condition or if finance amt >\$500K)

- Any radius restriction? ▶ if 'Yes', provide written evidence by approving officer
- Insurance company/underwriter details
- Policy number
- Insured's name (matches applicants full name in loan schedule)
- Full description of goods including min (2) asset identifiers, (i.e. Serial, VIN, Rego, Engine, VH, HIN)
- Period of insurance (current on date of settlement)
- Sum insured (financed amount, can be less GST/on-roads)
- Commonwealth Bank noted as interested party

Recognised supplier, licenced dealer or manufacturer tax invoice attached

- Suppliers name, address, ABN, banking details
- Applicant full name (matches Loan schedule)
- Invoice date <60 days
- Full description of goods includes all identifiers, new/used, year of manufacture, build date
- Amount = amount financed and includes correct GST/LCT
- Is there a payout? Invoice must include contract numbers & payout figure (**Note:** Net settlement applies to Commbank contracts only)

Other requirements

- Equipment loan
Delivery to: applicants full name and address as detailed in loan schedule and "goods kept at" address
- Hire purchase/Lease
Invoice to: Commonwealth Bank
Delivery to: applicants full name and address as detailed in Loan schedule and "goods kept at" address

Broker declaration

I acknowledge the above and by checking the below boxes I confirm:

- I have in my possession for the above transaction all the original executed documents and certify they were not signed electronically and no alterations have been made
- I have provided the customer with a copy of the current terms and conditions
- I have personally met the customer and for new to Commbank individuals/organisations, I have confirmed they have satisfied all AML/CTF requirements of the Bank

Business intermediary nominee's name

BIN number

Business intermediary's signature

Date

Settlement contact name (if differs from broker name above)

Email address for settlement confirmation