

CommBiz User Guide.

Market Rate Loan Service Request: New Drawdown

About this guide.

This guide takes you through the process of submitting a New Drawdown Service Request (subject to available funds against your Market Rate Loan Arrangement). Please note that:

- New Drawdown with today's funding date must be submitted before 3pm (AEST);
- There is a minimum Drawdown amount of \$20,000.00;
- Market Rate Loan Drawdown requests can be scheduled up to 30 days in advance.

To help you understand the terms used in this guide - you can refer to the [Definition of Terms](#), the Current Terms and Conditions for Business Finance or the CommBiz Terms and Conditions.

Before you start.

New Drawdown is a Service Request and requires an additional level of security. You will only be able to submit a New Drawdown Service Request if you have been assigned Admin (Administrator) permissions and/or defined as an Authoriser for the Market Rate Loan Arrangement. You must have a security token ready to submit the New Drawdown Service Request.

If you are unable to view/submit a New Drawdown Service Request - contact your administrator for permission to enable this option. Administrators can refer to the [CommBiz User Guide - Add an Electronic Facility Authority](#) for instructions.

Important information.

This guide is published solely for information purposes. As this guide has been prepared without considering your objectives, financial situation or needs, you should consider its appropriateness to your circumstances and if necessary seek the appropriate professional advice before acting on the information in this guide. Where this guide is inconsistent with the Current Terms and Conditions for Business Finance or the CommBiz Terms and Conditions, the Current Terms and Conditions for Business Finance and the CommBiz Terms and Conditions prevail to the extent of such inconsistency.

Definition of Terms

Arrangement	An Arrangement is the particular facility under which the Bank makes financial accommodation available to you. For example, a Market Rate Loan is an Arrangement that provides an umbrella limit offering multiple Loan Accounts.
Arrangement Type	An Arrangement Type is a specific banking product (such as Bank Guarantees or Market Rate Loan) that an Arrangement is for.
Arrangement Number	The unique number / identifier for the Arrangement. This can be found in the Offer Document and Account Confirmation document. For Market Rate Loans - this is known as the Facility Number.
Arrangement Holder Type	An Arrangement Holder Type is the structure of the borrower / facility holder that the Arrangement is for - this can be a Company, Government, Incorporated Association, Partnership / Joint, Sole Proprietor / Firm, Trust and Unincorporated Association entity.
Authoriser(s)	An identified individual that has been granted permission to submit transaction(s) on the CommBiz Service for specific products.
Available Balance	The amount available for Drawdown or Balance Increase when the Arrangement is not drawn up to the Limit.
Balance Decrease / Decrease	Repayments to reduce the Loan Balance of a Loan Account on Reset Date.
Balance Increase / Increase	Subsequent Drawdown from the Available Balance of an Arrangement to a Loan Account on Reset Date.
Consolidation	Combine two or more Loan Accounts with the same Reset Date under an Arrangement into an existing Loan Account with a consolidated Loan Balance.
Current Reset Date	Current or past Reset Date of the Loan Account.
Dashboard	A CommBiz page providing a summary view of your Arrangements, Loan Accounts and Service Requests at a point in time.
Electronic Facility Authority	The Electronic Facility Authority is the authority form submitted by a CommBiz Administrator to grant individual(s) the ability view and/or transact on specific Arrangements on CommBiz.
Identified / Unidentified User	An Identified User is an individual that has completed identification and verification checks with the Bank. An Unidentified User is an individual that has not completed identification / verification checks with the Commonwealth Bank. Unidentified Users must complete these checks before the user can submit a Maintenance Service Request.
Loan Funding Date	The date on which the Bank debits the requested amount from your Available Balance to a Loan Account.
Maintenance Service Request / Service Request	A Maintenance Service Request is an administration task raised by a CommBiz user to make changes to their CommBiz products, profile and/or authorities.
New Drawdown	A new request to Drawdown from the Available Balance of an Arrangement.
Next Reset Date	Reset Date in the future determined by the Current Reset Date and Rollover Period.

I. Create New Drawdown Request – Before You Get Started

1. Open your internet browser, visit www.commbiz.com.au and log in to CommBiz using your password AND your token password from your security token.
2. The **CommBiz Home Page** is displayed. Click on the **MRL Dashboard** icon.

CommBiz

Home Accounts Payables Receivables Markets File Transfer Functions Offers & Apply Admin

Broadcast Messages 0 messages My Inbox 99 unread messages My Summary

Outstanding Verifications 12 outstanding profile verifications
 Outstanding Authorisations 1 transaction
 Today's Transactions No Transactions Today
 Service Requests 3 open requests
 Dashboard MRL Dashboard

You last logged on at 12:13:35 PM (Sydney Time) on 28 Apr 2017.

My Actions

1 Authorisation
 12 Profile Verifications

Useful links

- Change my password
- CommBiz Markets
- My Security Centre
- McAfee Internet Security Offer
- TradeXchange
- BetterBusiness Insights

Accounts Summary

Account name	Account type	Account number	Available Balance
JIMMY SMITH ABCDE JONES	Business Transaction Account	50123456789192712	\$2,500.00 DR
SUPER COMPANY PTY LTD	Overdraft Account	60292872635427863	N/A
ABCDE PTY LTD CHEQUES	Cheque Account	12312312312312312	N/A
GYM TO GO PTY LTD	BetterBusiness Loan	20003456789124123	\$ 45,900.00 CR
JIMMY SMITH ABCDE JONES	Business Credit Card	40403535242416373	\$ 12,560.00 CR

Valid as at 28 April 2017, 12:14:57 Sydney time. © 2017 Commonwealth Bank of Australia ABN 48 123 123 124

3. The **Market Rate Loan Dashboard** page is displayed with information about your Market Rate Loans. You can click on the **Create Drawdown request** hyperlink next to a specific Arrangement from the **Dashboard** or **New Drawdown** from the top panel.

Back to CommBiz Homepage

Market Rate Loan Log off

Dashboard New Drawdown Balance Increase / Decrease Consolidation

Welcome to Market Rate Loan Dashboard
 A single place to manage your Market Rate Loan. You can initiate and view Service Requests and see your important upcoming events.

Arrangement: 10010010111 - MRL ORGANISATION ONE PTY LTD

Start Date: 15/04/2017	Limit: \$1,000,000.00	Create Drawdown request
End Date: 15/04/2042	Available Balance: + \$442,000.00	Create Consolidation request

Account number & Name	Loan Balance	Reset Period	Current Reset Date	Next Reset Date	Rollover days	Repayment type	Opened on	End date	IRRM	Create request for...
2000112233445566 - ABCD SMITH ACCT	\$250,000.00	11 of every 2 Month(s)	13/03/2017	11/05/2017	59	Principal Plus Interest	11/05/2015	12/05/2025	No	Balance Increase/Decrease
2000998877665544 - ABCD JONES ACCT	\$130,000.00	15 of every 1 Month(s)	18/04/2017	15/05/2017	27	Interest Only	15/04/2015	16/03/2020	No	Balance Increase/Decrease
2000121314151617 - JIMMY SMITH ACCT	\$150,000.00	15 of every 3 Month(s)	18/04/2017	15/07/2017	27	Interest Only	15/04/2015	15/04/2021	No	N/A
2000989796959493 - SARAH ABCD ACCT	\$28,000.00	15 of every 3 Month(s)	18/04/2017	15/07/2017	27	Interest Only	15/04/2015	17/04/2020	No	N/A

Arrangement: 100010010222 - MRL ORGANISATION TWO PTY LTD

Arrangement: 100010010333 - MRL ORGANISATION THREE PTY LTD

4. The **Create New Drawdown Request** page is displayed.

Back to CommBiz Homepage

Market Rate Loan

Log off

Dashboard New Drawdown Balance Increase

Create New Drawdown Request

If there is Available Balance in your Market Rate Loan Arrangement you can request a new Drawdown. Please note "Arrangement" means your Market Rate Loan Facility (Please refer to CommBiz User Guide for more information). Select an Arrangement, enter your Drawdown amount, select your interest and repayment options and submit your request. Requests for same day funding submitted before 3 pm AEST will generally be processed on the same day.

Before you get started, please ensure the following: X Close

- Requests with today's Funding Date must be submitted before 3PM AEST**
Requests can be submitted up to 30 days in advance. For Drawdown requests greater than 30 days, contact your relationship manager.
- Minimum Drawdown amount is \$20,000.00 via this service**
For a lower Drawdown amount contact your relationship manager.
- Keep your CommBiz Security Token ready**
To complete this request you will be required to enter the code from your security token

Loan Details

Arrangement ⓘ *

Select an Arrangement

Select Arrangement

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CommonwealthBank

Note: The 'Before You Get Started' panel is displayed at the top of the page each time you go to the 'Create New Drawdown Request' page. To remove this in the future, click on the X Close button.

Note: For more information about what each field or header means, you can hover over the grey circle information icon for further details (see example below):

Please select an Arrangement to submit a new Drawdown request. Check that the Arrangement has an Available Balance (minimum Drawdown is \$20,000.00).

An Arrangement is the particular facility under which the Bank makes financial accommodation available to you. For example, a Market Rate Loan is an Arrangement that provides an umbrella Limit offering multiple Loan Accounts.

Arrangement ⓘ *

Please select an Arrangement

Select Arrangement

II. Loan Details – Select Arrangement to raise New Drawdown Request


1. To begin a new Market Rate Loan Drawdown request, in the **Loan Details** panel, select an **Arrangement** from the dropdown menu.

Create New Drawdown Request

If there is Available Balance in your Market Rate Loan Arrangement you can request a new Drawdown. *Please note "Arrangement" means your Market Rate Loan Facility (Please refer to CommBiz User Guide for more information).*


Select an Arrangement, enter your Drawdown amount, select your interest and repayment options and submit your request. Requests for same day funding submitted before 3 pm AEST will generally be processed on the same day.

Before you get started, please ensure the following: X Close




Requests with today's Funding Date must be submitted before 3PM AEST

Requests can be submitted up to 30 days in advance. For Drawdown requests greater than 30 days, contact your relationship manager.



Minimum Drawdown amount is \$20,000.00 via this service

For a lower Drawdown amount contact your relationship manager.



Keep your CommBiz Security Token ready

To complete this request you will be required to enter the code from your security token

Loan Details ^

Arrangement *


Select an Arrangement

Q Select Arrangement v

10001010101 - MRL ORGANISATION NAME PTY LTD ONE Maturity date: 15 / 04 / 2021 Limit: \$2,000,000.00	+ \$1,500,000.00 Available Balance
10001010222 - MRL ORGANISATION NAME PTY LTD TWO Maturity date: 15 / 04 / 2022 Limit: \$950,000.00	+ \$350,000.00 Available Balance
10001010333 - MRL ORGANISATION NAME PTY LTD THREE Maturity date: 17 / 04 / 2025 Limit: \$3,500,000.00	+ \$2,000,000.00 Available Balance

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Note: Only Market Rate Loan Arrangements linked to the CommBiz Service are displayed in the dropdown menu. To link a Market Rate Loan Arrangement to your CommBiz Service – refer to the [CommBiz User Guide – Add Arrangement\(s\)](#) for instructions.

Note: If you have selected an Arrangement with an Available Balance that is less than \$20,000 – an error message is displayed (see below) and you will not be able to proceed. Select another Arrangement with an Available Balance of more than the minimum to continue or contact your relationship manager.

! New Drawdown cannot be performed for this Arrangement. Drawdown amount should be minimum \$20,000.00


Note: If you have selected an Arrangement and the following error message is displayed (see example below), you will not be able to proceed. Contact your relationship manager if you wish to place a New Drawdown request for that specific Arrangement, otherwise you may be able to proceed by selecting another Arrangement from the dropdown.


 New Drawdown cannot be performed for this Arrangement. Please contact your relationship manager for additional information.

2. After selecting an Arrangement, the second half of the **Loan Details** panel displays the Drawdown amount, Loan Funding Date and Crediting Account fields.

Loan Details ^

Arrangement *
Select an Arrangement

 10001010101 - MRL ORGANISATION NAME PTY LTD ONE
Maturity date: 15 / 04 / 2021 | Limit: \$2,000,000.00**+ \$1,500,000.00**
Available Balance v

<p>Drawdown amount * You can Drawdown up to \$1,500,000.00 (minimum Drawdown is \$20,000.00)</p> <input style="width: 100%;" type="text"/>	<p>Loan Funding Date * When would you like these funds?</p> <input style="width: 100%;" type="text"/> 
<p>Crediting Account * In which Nominated Account should we credit these funds?</p> <input style="width: 100%;" type="text"/>	<p>Loan term *</p>

Note: All fields marked with a red asterisk (*) are mandatory and must be completed.

3. Enter an amount you wish to Drawdown in the **Drawdown amount** field. The minimum and maximum amount that you can Drawdown from the Arrangement is displayed.
4. Enter the **Loan Funding Date** by clicking on the calendar icon. The date can be set for the same day up to 30 days in advanced and subject to it being a Sydney business day.
5. Select a **Crediting Account**. This is the Nominated Account that you want the funds to be credited into. Only available Nominated Accounts will appear in the dropdown. If there is only one Nominated Account, it will display as the default account. If there are other accounts available, you can select it from the dropdown menu.

Loan Details ^

Arrangement *
Select an Arrangement

Q 10001010101 - MRL ORGANISATION NAME PTY LTD ONE + \$1,500,000.00

Maturity date: 15 / 04 / 2021 | Limit: \$2,000,000.00 Available Balance v

Drawdown amount *
You can Drawdown up to **\$1,500,000.00** (minimum Drawdown is \$20,000.00)

\$750,000.00

Loan Funding Date *
When would you like these funds?

05/05/2017

📅

Crediting Account *
In which Nominated Account should we credit these funds?

Q 0623456789153 - MR ABCD JONES SMITH ACCT v

Loan term
Based on your Loan Funding Date and Arrangement maturity date your loan term is : **3 Year(s) & 11 month(s)**

Note: The **Loan term** automatically calculates the remaining period between the entered Loan Funding Date and the Arrangement maturity date.

- Scrolling down the page, the **Reset Date and repayment details** panel displays two options: copy and modify details from existing account OR enter details manually.

Reset Date and repayment details ^

To help you align your Loan Accounts with the same interest and repayment options, please select an existing Market Rate Loan Account and we'll use this to populate these options for you. Details can be entered manually, if preferred.

Copy & modify details from existing account
 Enter details manually

Things you should know: When the request is processed, a new Loan Account will be created for this Drawdown request and will be subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#) . A Rollover Fee will be charged as applicable.

Cancel

Review & Submit

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Note: The Copy & Modify option is useful if you would like to use all or some of the interest and repayment details from an existing Market Rate Loan Account. This saves you from having to fill out details for your New Drawdown account.

- For instructions on how to 'Copy & modify details from existing account' – go to [Section III. Interest Rate Reset and Repayment Details \(Copy & Modify\)](#)
For instruction on how to 'Enter details manually' – go to [Section IV. Interest Rate Reset and Repayment Details \(Enter Details Manually\)](#)

III. Interest Rate Reset and Repayment Details (Copy & Modify)

1. Select the **Copy & modify details from existing account** radio button and a dropdown menu is displayed for you to select an existing Market Rate Loan Account.

Reset Date and repayment details ▲

To help you align your Loan Accounts with the same interest and repayment options, please select an existing Market Rate Loan Account and we'll use this to populate these options for you. Details can be entered manually, if preferred.

Copy & Modify details from existing account Enter details manually

🔍 Select existing Market Rate Loan Account to copy existing interest and repayment settings ▼

Things you should know: When the request is processed, a new Loan Account will be created for this Drawdown request and will be subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#) . A Rollover Fee will be charged as applicable.

Cancel Review & Submit

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2. Click on the dropdown to '**Select existing Market Rate Loan Account...**' to copy existing interest and repayment details from.

Reset Date and repayment details ▲

To help you align your Loan Accounts with the same interest and repayment options, please select an existing Market Rate Loan Account and we'll use this to populate these options for you. Details can be entered manually, if preferred.

Copy & Modify details from existing account Enter details manually

🔍 Select existing Market Rate Loan Account to copy existing interest and repayment settings ▼

20000202111 - MRL ACCOUNT NUMBER ONE Reset Period & day: 15 of every 1 month(s) Repayment type: Principal Plus Interest Reset Date: 15/05/2017
20000202222 - MRL ACCOUNT NUMBER TWO Reset Period & day: 20 of every 2 month(s) Repayment type: Interest Only Reset Date: 20/06/2017
20000203333 - MRL ACCOUNT NUMBER THREE Reset Period & day: 11 of ever 3 month(s) Repayment type: Interest Only Reset Date: 11/09/2017

Note: The dropdown lists each Market Rate Loan's Reset Period and day – which is the day and frequency in which in the account's interest rate will get reset.

3. After selecting a Market Rate Loan Account, the second half of the **Reset Date and repayment details** panel expands to display:

Reset Date details (Reset day and period, Interest charging frequency and First Reset Date – all pre-populated with details) and the;

Repayment Details (Repayment type and Repayment account) where:

* The Repayment type defaults to 'Interest Only' if the Market Rate Loan Account selected has 'Repayment type: Interest Only'.

* The Repayment account defaults to the Nominated Account if there is only one account, otherwise, click on the dropdown menu to view other Nominated Accounts.

Reset Date and repayment details ^

To help you align your Loan Accounts with the same interest and repayment options, please select an existing Market Rate Loan Account and we'll use this to populate these options for you. Details can be entered manually, if preferred.

Copy & Modify details from existing account
 Enter details manually

🔍 20000202222 - MRL ACCOUNT NUMBER TWO

Reset Period & day: 20 of every 2 month(s) | Repayment type: Interest Only | Reset Date: 20/06/2017

Reset Date details

Reset day and period *

How often would you like your Interest Rate to reset during the term of your loan?

On the of every

📘 You have selected a Reset Period less than 3 months, a Reset Fee will apply

You can select your Reset Period from 1, 3 & 6 months and on any weekday of the month (excluding New South Wales public holidays).

Interest charging frequency ? *

When your interest will be charged

On Reset Date
 Monthly And On Reset Date

First Reset Date ? *

Based on your Loan Funding Date 27/04/2017 and Interest Rate Charging details your First Reset Date will be:

Please select another date if you require your first Reset Date to be a different date from the one determined above

Repayment details

Repayment type ? *

Your Loan repayment method

Interest Only
 Principal Plus Interest

Repayment Account ? *

Which Nominated Account should we use to make your repayment

🔍 0602020393812365 - MRSC ABCD NOM ACCOUNT

Things you should know: When the request is processed, a new Loan Account will be created for this Drawdown request and will be subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#) . A Rollover Fee will be charged as applicable.

Cancel
Review & Submit

Note: You can edit any of the pre-populated fields as long as the mandatory fields marked with a red asterisk (*) are completed.

Note: A blue notification message is displayed if a Reset Period of less than 3 months is selected to inform you that a Reset Fee will be applied (see example below). Period options of 3 months and 6 months do not attract a Reset Fee:

Reset day and period *

How often would you like your Interest Rate to reset during the term of your loan?

On the of every

Select Month

1 Month

3 Months

6 Months

📘 You have selected a Reset Period less than 3 months, a Reset Fee will apply

You can select your Reset Period from 1, 3 & 6 months and on any weekday of the month (excluding New South Wales public holidays).

Note: If 'Principal Plus Interest' is selected as the Repayment type, the 'Repayment details' section expands to display Repayment frequency (Monthly / Quarterly), Principal repayment amount and First repayment date fields.

The 'First repayment date' is automatically calculated and displayed by applying the Repayment frequency (Monthly or Quarterly) to the First Reset Date (see example below):

Reset Date and repayment details

To help you align your Loan Accounts with the same interest and repayment options, please select an existing Market Rate Loan Account and we'll use this to populate these options for you. Details can be entered manually, if preferred.

Copy & Modify details from existing account Enter details manually

20000202222 - MRL ACCOUNT NUMBER TWO
Reset Period & day: 20 of every 2 month(s) | Repayment type: Interest Only | Reset Date: 20/06/2017

Reset Date details

Reset day and period *
How often would you like your Interest Rate to reset during the term of your loan?

On the of every

Interest charging frequency ? *
When your interest will be charged
 On Reset Date Monthly And On Reset Date

First Reset Date ? *
Based on your Loan Funding Date 27/04/2017 and Interest Rate Charging details your First Reset Date will be:

Repayment details

Repayment type ? *
Your Loan repayment method
 Interest Only Principal Plus Interest

Repayment frequency ? *
How frequently would you like to make Principal repayments?

Repayment Account ? *
Which Nominated Account should we use to make your repayment

Principal repayment amount ? *
How much would you like to repay? (minimum is \$500.00)

First repayment date ? *
Your first repayment will be processed on 16/05/2017.

Things you should know: When the request is processed, a new Loan Account will be created for this Drawdown request and will be subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#) . A Rollover Fee will be charged as applicable.

- Once you have completed the **Reset Date and repayment details** panel, click on **Review & Submit** button. Go directly to [Section V. Review & Submit New Drawdown Request](#).

IV. Interest Rate Reset and Repayment Details (Enter Details Manually)

1. Select **Enter details manually** radio button. The second half of the **Reset Date and Repayment details** panel displays:

Reset Date details (Reset day and period, Interest charging frequency and First Rate Reset Date – all blank fields) and the;

Repayment Details (Interest Only / Principal Plus Interest radio buttons and the Repayment Account dropdown menu):

Reset Date and repayment details

To help you align your Loan Accounts with the same interest and repayment options, please select an existing Market Rate Loan Account and we'll use this to populate these options for you. Details can be entered manually, if preferred.

Copy & Modify details from existing account Enter details manually

Reset Date details

Reset day and period *
How often would you like your Interest Rate to reset during the term of your loan?

On the of every

Interest charging frequency ? *
When your interest will be charged

On Reset Date Monthly And On Reset Date

First Reset Date ? *
Based on your Loan Funding Date 30/05/2017 and interest charging details your first Reset Date will be:

Please select another date if you require your first Reset Date to be a different date from the one determined above

Repayment details

Repayment type ? *
Your Loan repayment method

Interest Only Principal Plus Interest

Repayment Account ? *
Which Nominated Account should we use to make your repayment

Things you should know: When the request is processed, a new Loan Account will be created for this Drawdown request and will be subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#). A Rollover Fee will be charged as applicable.

Note: All fields marked with a red asterisk (*) are mandatory and must be completed.

Note: A blue notification message is displayed if a Reset Period of less than 3 months is selected to inform you that a Reset Fee will be applied (see example below). Period options of 3 months and 6 months do not attract a Reset Fee:

Reset day and period *
How often would you like your Interest Rate to reset during the term of your loan?

On the of every

You can select your Reset Period from 1, 3 & 6 months (excluding New South Wales public holidays).

! You have selected a Reset Period less than 3 months, a Reset Fee will apply

Note: If 'Principal Plus Interest' is selected as the Repayment type, the Repayment Details expands to display Repayment frequency (Monthly / Quarterly), Principal repayment amount and First repayment date fields.

The 'First repayment date' is automatically calculated and displayed by applying the Repayment frequency (Monthly or Quarterly) to the First Reset Date (see example below):

Reset Date and repayment details

To help you align your Loan Accounts with the same interest and repayment options, please select an existing Market Rate Loan Account and we'll use this to populate these options for you. Details can be entered manually, if preferred.

Copy & Modify details from existing account Enter details manually

Reset Date details

Reset day and period *
How often would you like your Interest Rate to reset during the term of your loan?

On the of every

Interest charging frequency ? *
When your interest will be charged
 On Reset Date Monthly And On Reset Date

First Reset Date ? *
Based on your Loan Funding Date 27/04/2017 and Interest Rate Charging details your First Reset Date will be:

Repayment details

Repayment type ? *
Your Loan repayment method
 Interest Only Principal Plus Interest

Repayment frequency ? *
How frequently would you like to make Principal repayments?

Repayment Account ? *
Which Nominated Account should we use to make your repayment

Principal repayment amount ? *
How much would you like to repay? (minimum is \$500.00)

First repayment date ? *
Your first repayment will be processed on 16/05/2017.

You can select your Reset Period from 1, 3 & 6 months and on any weekday of the month (excluding New South Wales public holidays).

Please select another date if you require your first Reset Date to be a different date from the one determined above

Things you should know: When the request is processed, a new Market Rate Loan Account will be created for this Drawdown request and will be subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#). A Rollover Fee will be charged as applicable.

- Once you have completed the **Reset Date and repayment details** panel, click on **Review & Submit** button. Go directly to [Section V. Review & Submit New Drawdown Request](#).

V. Review & Submit New Drawdown Request

1. The **Review Drawdown request details** pop-up displays all information entered in the New Drawdown request form.

To make further amendments, click on the **X** icon on the top right or click on the **Cancel** button. Otherwise, click on the **Authenticate & Submit** button to proceed.

Review Drawdown request details [X]

Please review your Drawdown request before submitting. Submitted request(s) cannot be cancelled or modified in CommBiz. For any questions, please contact your relationship manager.

Loan details

Arrangement name:	MRL ORGANISATION NAME PTY LTD ONE	Arrangement Maturity date:	15/04/2021
Arrangement no.:	10001010101	Available Balance:	\$1,500,000.00
Arrangement Limit:	\$2,000,000.00	Loan Funding Date:	05/05/2017
Drawdown amount:	\$750,000.00	Loan Term:	3 Year(s) & 11 month(s)
Crediting Account:	06200011001010111		

Reset Date details

Reset day & period:	On the 20th Day of every 1 Month	ⓘ You have selected a Reset Period less than 3 month, a Reset Fee will apply	
Interest charging frequency:	On Reset Date	First Reset Date:	15/05/2017

Repayment details

Repayment type:	Interest Only	Repayment Account:	06200019283746411
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Cancel Authenticate & Submit

Note: Requests for New Drawdown requires step-up authentication. To authenticate, you will need your security token to submit the request

2. When the **Step-Up Authentication** section pops-up, enter your **Login Password** and your **Token Password**. Both fields are mandatory and must be completed before you can submit the request.

Review Drawdown request details ✕

Please review your Drawdown request before submitting. Submitted request(s) cannot be cancelled or modified in CommBiz. For any questions, please contact your relationship manager.

Loan details

Arrangement name:	MRL ORGANISATION NAME PTY LTD ONE	Arrangement Maturity date:	15/04/2021
Arrangement no.:	10001010101	Available Balance:	\$1,500,000.00
Arrangement Limit:	\$2,000,000.00	Loan Funding Date:	05/05/2017
Drawdown amount:	\$750,000.00	Loan Term:	3 Year(s) & 11 month(s)
Crediting Account:	0620001100101010111		

Reset Date details

Reset day & period:	On the 20th Day of every 1 Month	i You have selected a Reset Period less than 3 month, a Reset Fee will apply	
Interest charging frequency:	On Reset Date	First Reset Date:	15/05/2017

Repayment details

Repayment type:	Interest Only	Repayment Account:	06200019283746411
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Step Up Authentication | For this request you are required to step up your authentication. Please authenticate using your token ✕

Login Password *	Token Password *
●●●●●●●●	●●●●●●

Cancel
Submit

3. Click on the Submit button. The 'Thanks for Your Request' (Confirmation) page is displayed with a copy of the submitted Drawdown request details.

It may take a few moments for your CommBiz Service Request Number to generate and show on the page.

You can view the status your New Drawdown Service Request by going to the **Dashboard** under **My Requests**.

To lodge another New Drawdown request, click on the **Create another request** button.

To return to the Dashboard, click on the **Visit Dashboard** button.



[Dashboard](#)

[New Drawdown](#)

[Balance Increase / Decrease](#)

[Consolidation](#)

Thanks for your request.



Your Drawdown request has been submitted successfully. To view this request and see completed requests go to [Dashboard](#).

Your request number is 143166338

Drawdown request details

Loan details

Arrangement name:	MRL ORGANISATION NAME PTY LTD ONE	Arrangement Maturity date:	15/04/2021
Arrangement no.:	10001010101	Available Balance:	\$1,500,000.00
Arrangement Limit:	\$2,000,000.00	Loan Funding Date:	05/05/2017
Drawdown amount:	\$750,000.00	Loan Term:	3 Year(s) & 11 month(s)
Crediting Account:	0620001100101010111		

Reset Date details

Reset day & period:	On the 20th Day of every 1 Month	First Reset Date:	15/05/2017
Interest charging frequency:	On Reset Date		

You have selected a Reset Period less than 3 month, a Reset Fee will apply

Repayment details

Repayment type:	Interest Only	Repayment Account:	06200019283746411
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Remember, submitted request cannot be cancelled or modified in CommBiz. For any questions, please contact your relationship manager. The Available Balance for the Arrangement will be updated on the Funding Date once this request has been processed. An Account Confirmation Letter for this Drawdown will be available to view or download via the 'Account Information' section of 'Accounts' menu in CommBiz.

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