

CommBiz User Guide.

Market Rate Loan Service Request: Balance Increase

About this guide.

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

- Requests for Market Rate Loan Balance Increase can only be processed on the Reset Date of the selected account;
- If the Market Rate Loan Reset Date is today, the Balance Increase request must be submitted before 3pm (AEST);
- There is a minimum Balance Increase amount of \$20,000.00;
- Market Rate Loan Balance Increase 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.

Market Rate Loan Balance Increase is a Service Request and requires an additional level of security. You will only be able to submit a Balance Increase 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 a Balance Increase Request.

If you are unable to view/submit a Balance Increase 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 Balance Increase 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 **Balance Increase / Decrease** hyperlink next to a Loan Account from the **Dashboard** or **Balance Increase / Decrease** 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:	Limit:	End Date:	Available Balance:	Actions
15/04/2017	\$1,000,000.00	15/04/2042	+\$442,000.00	Create Drawdown request Create Consolidation request

Account number & Name	Loan Balance	Reset Period	Current Reset Date	Next Reset Date	Rollover days	Repayment type	Opened on	End date	IRR	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 Balance Increase / Decrease request** page is displayed.

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Market Rate Loan

Log off

Dashboard New Drawdown **Balance Increase / Decrease** Consolidation

Create Balance Increase / Decrease request

If there is Available Balance in your Arrangement you can request a Balance Increase. You can also request a Balance Decrease to reduce the Loan Balance. *Please note "Arrangement" means your Market Rate Loan Facility (Please refer to CommBiz User Guide for more information)*
Select an Arrangement and Loan Account, enter your increase or decrease amount and submit your request. Requests submitted on Reset Date and before 3 pm AEST will generally be processed on the same day.

Information before you get started: Close

Requests with today's Reset Date must be submitted before 3PM AEST
Requests can be submitted up to 30 days in advance, to be processed on the Reset Date. For Balance Increase or Decrease requests greater than 30 days, contact your relationship manager.

Minimum Balance Increase or Decrease amount is \$20,000.00 via this service
For a lower amount contact your relationship manager. Balance Decrease for Loan Balance less than \$20,000 is defaulted to the amount remaining in the Loan Account.

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

Select Arrangement & Loan Account

Arrangement *

Select an Arrangement

Select Arrangement

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Note: The 'Before You Get Started' panel is displayed at the top of the page each time you go to the 'Balance Increase / Decrease' 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):

Select an Arrangement to submit a Balance Increase / Decrease request. For Balance Increase check that the Arrangement has an Available Balance greater than \$20,000.00 (minimum Drawdown amount is \$20,000.00 on this channel)

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

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II. Select Arrangement & Loan Accounts

1. To begin a Market Rate Loan Account Balance Increase request, select an existing Arrangement from the dropdown in the **Select Loan Arrangements & Loan Accounts** panel.

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Market Rate Loan

Log off

Dashboard New Drawdown **Balance Increase / Decrease** Consolidation

Create Balance Increase / Decrease request

If there is Available Balance in your Arrangement you can request a Balance Increase. You can also request a Balance Decrease to reduce the Loan Balance. *Please note "Arrangement" means your Market Rate Loan Facility (Please refer to CommBiz User Guide for more information)*
Select an Arrangement and Loan Account, enter your increase or decrease amount and submit your request. Requests submitted on Reset Date and before 3 pm AEST will generally be processed on the same day.

Information before you get started: Close

Requests with today's Reset Date must be submitted before 3PM AEST
Requests can be submitted up to 30 days in advance, to be processed on the Reset Date. For Balance Increase or Decrease requests greater than 30 days, contact your relationship manager.

Minimum Balance Increase or Decrease amount is \$20,000.00 via this service
For a lower amount contact your relationship manager. Balance Decrease for Loan Balance less than \$20,000 is defaulted to the amount remaining in the Loan Account.

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

Select Arrangement & Loan Accounts

Arrangement *
Please select an Arrangement

Search: Select Arrangement

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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Commonwealth Bank of Australia ABN 48 123 123 124

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 [CommBiz User Guide – Add Arrangement\(s\)](#) for instructions.

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 Balance Increase request for that specific Arrangement, otherwise you may be able to proceed by selecting another Arrangement from the dropdown.

Balance Increase / Decrease cannot be performed for this Arrangement. Please contact your relationship manager for additional information.

- After selecting an Arrangement, the **Loan Account** dropdown menu lists all Loan Accounts under the Market Rate Loan Arrangement.

Select Arrangement & Loan Accounts ^

Arrangement ⓘ *

Please select an Arrangement

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

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

Loan Account ⓘ *

Please select a Loan Account

Select Account

20000101010111 - MRL ACCOUNT ONE FOR PTY LTD ONE Reset Period: 15 of every Month Reset Date: 15/05/2017 Interest Only	\$200,000.00 Loan Balance
20000101010222 - MRL ACCOUNT TWO FOR PTY LTD ONE Reset Period: 20 of every Month Reset Date: 20/05/2017 Principal Plus Interest	\$200,000.00 Loan Balance
20000101010333 - MRL ACCOUNT THREE FOR PTY LTD ONE Reset Period: 18 of every Month Reset Date: 18/05/2017 Interest Only	\$100,000.00 Loan Balance

Cancel
Review & Submit

▲ Back to top

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Note: The Available Balance is the different between the Arrangement Limit and the combined Loan Balances for Loan Accounts under the Arrangement.

3. Select a **Loan Account** from the dropdown. A blue message displays when the Balance Increase / Decrease will be applied based on the Loan Account Reset Date.

Select Arrangement & Loan Accounts ^

Arrangement i *

Please select an Arrangement

+ **\$1,500,000.00** v

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

Loan Account i *

Please select a Loan Account

\$200,000.00 v

Reset Period: 15 of every Month | Reset Date: 26/06/2017 | Interest Only Loan Balance

i An Increase or Decrease for this Loan Account will be applied on Reset Date: 15/05/2017

Request for Increase / Decrease v

Would you like to increase or decrease the loan? Increase loan amount Decrease loan amount

Things you should know: When the request is processed, the Arrangement Available Balance and Loan Balance will be updated and subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#).

Note: If you have selected a Loan Account that is an IRRM account the following error message is displayed (see example below) and you will not be able to proceed. Contact your relationship manager if you wish to discuss further, otherwise you may be able to proceed by selecting another non-IRRM account from the dropdown (if any).

! The Loan Account selected is an IRRM account. Balance Increase / Decrease cannot be performed on this Account. Please contact your relationship manager for additional information

Note: This CommBiz User Guide only covers instructions on how to apply for a Balance Increase. For instructions on how to complete Balance Decrease request, refer to the *CommBiz User Guide – Market Rate Loan Service Request: Balance Decrease*

4. For instructions on Balance Increase for an 'Interest Only' Loan Account – go to [Section III. Request for Increase for Interest Only Account](#)

For instructions on Balance Increase for a 'Principal Plus Interest' Loan Account – go to [Section IV. Request for Increase for Principal plus Interest Account](#)

III. Request for Increase for Interest Only Account

1. In the **Request for Increase/Decrease** panel, select the **Increase loan amount** radio button. The Request for Increase/Decrease panel expands to display the **Increase amount** field.

Select Arrangement & Loan Accounts

Arrangement ⓘ *

Please select an Arrangement

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

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

Loan Account ⓘ *

Please select a Loan Account

20000101010111 - MRL ACCOUNT ONE FOR PTY LTD ONE \$200,000.00 Loan Balance

Reset Period: 15 of every Month | Reset Date: 26/06/2017 Interest Only

i An Increase or Decrease for this Loan Account will be applied on Reset Date: 15/05/2017

Request for Increase / Decrease

Would you like to increase or decrease the loan? **Increase loan amount** **Decrease loan amount**

Increase amount ⓘ *

You can increase the Loan Account Balance up to the Available Balance **\$1,500,000.00** (minimum is \$20,000.00)

↑

Things you should know: When the request is processed, the Arrangement Available Balance and Loan Balance will be updated and subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#) .

Cancel Review & Submit

2. Enter an **Increase amount** you wish to add to the Loan Balance. The minimum and maximum amount is displayed. As you enter an amount, '**Your new Loan Balance will be**' is automatically calculated by combining the Loan Balance and the Increase amount.

Request for Increase / Decrease ^

Would you like to increase or decrease the loan? **Increase loan amount** **Decrease loan amount**

Increase amount *

You can increase the Loan Account Balance up to the Available Balance **\$1,500,000.00** (minimum is \$20,000.00)

↑

Your new Loan Balance will be
\$250,000.00

Crediting Account *

In which Nominated Account should we credit these funds?

061937562920547 - OTHER JONES SMITH ACCT

062435101019383 - ABCD SUPER NOM ACCT

I understand that this request will be processed on the Reset Date as shown above.

Effective date ?

Your Increase request will be processed on **Reset Date: 15/05/2017**

Things you should know: When the request is processed, the Arrangement Available Balance and Loan Balance will be updated and subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#).

Cancel
Review & Submit

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

3. 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.
4. The **Effective date** automatically defaults to the Reset Date for the selected Loan Account.
5. If you wish to proceed, check the **tick box** next to the 'I understand that this request will be processed on the Reset Date as shown above' to give your acknowledgement.
6. Once you have completed the **Request for Increase/Decrease** panel, click on the **Review & Submit** button. Go directly to [Section V. Review & Submit Balance Increase Request](#).

IV. Request for Increase for Principal plus Interest Account

1. In the **Request for Increase/Decrease** panel, select the **Increase loan amount** radio button. The Request for Increase/Decrease panel expands to display the **Increase amount** field.

Select Arrangement & Loan Accounts

Arrangement ⓘ *

Please select an Arrangement

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

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

Loan Account ⓘ *

Please select a Loan Account

20000101010222 - MRL ACCOUNT TWO FOR PTY LTD ONE \$200,000.00

Reset Period: 20 of every Month | Reset Date: 20/05/2017 Loan Balance

Principal Plus Interest

i An Increase or Decrease for this Loan Account will be applied on Reset Date: 15/05/2017

Request for Increase / Decrease

Would you like to increase or decrease the loan? **Increase loan amount** **Decrease loan amount**

Increase amount ⓘ *

You can increase the Loan Account Balance up to the Available Balance **\$1,500,000.00** (minimum is \$20,000.00)

↑

Things you should know: When the request is processed, the Arrangement Available Balance and Loan Balance will be updated and subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#) .

Cancel Review & Submit

2. Enter an **Increase amount** you wish to add to the Loan Balance. The minimum and maximum amount is displayed. As you enter an amount, '**Your new Loan Balance will be**' is automatically calculated by combining the Loan Balance and the Increase amount.

Request for Increase / Decrease ▼

Would you like to increase or decrease the loan? **Increase loan amount** **Decrease loan amount**

Increase Amount *

You can increase the Loan Account Balance up to the Available Balance of the Arrangement, **\$452,000.00** (minimum is \$20,000.00)

↑

Your new Loan Balance will be
\$250,000.00

Crediting Account *

To which Nominated Account should we credit these funds?

🔍

▼

Effective date *

Your Increase request will be processed on **Reset Date: 15/05/2017**

Would you like to increase your current Principal repayment amount?

Yes No, I'll continue to pay \$150.00 as per the existing repayment arrangement

New Principal repayment amount *

Enter a new amount (the minimum is \$150.00)

Repayment Account

Nominated Account linked to this Loan will be used to debit your repayments

06200001010101 - MRS ABCD SMITH ACCT

I understand that this request will be processed on the Reset Date as shown above.

Things you should know: When the request is processed, the Account Balance of the Market Rate Loan Account will be updated and subject to the [Current Terms & Conditions for Business Finance](#) and the [CommBiz Terms & Conditions](#).

Cancel

Review & Submit

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

3. 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.

4. The **Effective date** automatically defaults to the Reset Date for the selected Loan Account.

5. Select the **Yes** or **No** radio button under **'Would you like to increase your current Principal repayment amount?'**
 If Yes is selected, the **New Principal repayment amount** field is displayed with the minimum amount that you can enter. The **Repayment Account** is also displayed. This is the Nominated Account linked to the Market Rate Loan Account that is used to debit your repayments.
 If No is selected, your Principal repayment amount displayed will remain the same as per existing repayment arrangement.

6. If you wish to proceed, check the tick box next to the 'I understand that this request will be processed on Reset Date as shown above' to give your authorisation.

7. Once you have completed the **Request for Increase / Decrease** panel, click on the **Review & Submit** button. Go directly to [Section V. Review & Submit Balance Increase Request](#).

V. Review & Submit Increase Request Details

1. The **Review Increase request details** pop-up displays all information entered in the Balance Increase/Decrease form.

To make further changes, 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 Increase request details

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

Loan Details

Loan Account: 2000101010222 - MRL ACCOUNT ONE FOR PTY LTD ONE
Reset Period: 15 of Every Month | Reset Date: 15/05/2017 | Repayment type: Interest Only
Crediting Account: 062435101019383 - ABCD SUPER NOM ACCT

\$200,000.00	+	\$50,000.00	=	\$250,000.00
Loan Balance		Increase amount		Loan Balance after Increase

Effective Date

Changes to this Loan Account will occur on the Reset Date: **15/05/2017**

Arrangement Balance after Increase

Arrangement: 10000110101 - MRL ORGANISATION NAME PTY LTD
Maturity Date: 15/04/2021 | Limit: \$2,000,000.00

\$1,450,000.00
Available Balance

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

Note: If you are requesting a Balance Increase for a Principal Plus Interest Loan Account and have selected 'Yes' to the 'Would you like to update your current Principal repayment amount?' question – the 'Review Increase request details' pop-up will display an additional section labelled 'Repayment Details' to review prior to submission (see example below):

Repayment details

Principal repayment amount: \$2,500.00

Repayment Account: 06200000101010101

- 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 Increase request details

✕

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

Loan Details

Loan Account: 2000101010222 - MRL ACCOUNT ONE FOR PTY LTD ONE

Reset Period: 15 of Every Month | Reset Date: 15/05/2017 | Repayment type: Interest Only

Crediting Account: 062435101019383 - ABCD SUPER NOM ACCT

\$200,000.00	+	\$50,000.00	=	\$250,000.00
Loan Balance		Increase amount		Loan Balance after Increase

Effective Date

Changes to this Loan Account will occur on the Reset Date: **15/05/2017**

Arrangement Balance after Increase

Arrangement: 10000110101 - MRL ORGANISATION NAME PTY LTD **\$1,450,000.00**

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

Step Up Authentication | For this request you are required to step up your authentication. Please authenticate using your token ✕

Login Password * Token Password *

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●●●●●

Cancel

Submit

- Once you have finished reviewing, click on the **Submit** button. The 'Thanks for Your Request' (Confirmation) page is displayed with a copy of the submitted Balance Increase 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 Balance Increase Service Request by going to the **Dashboard** under **My Requests**.

To lodge another Balance Increase request, click on the **Create another request** button.

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

[← Back to CommBiz Homepage](#)

Market Rate Loan

[Log off](#)

Dashboard
New Drawdown
Balance Increase / Decrease
Consolidation

Thanks for your request.

✓

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

Your request number is 143166049

Increase request details
↑

Loan Details

Loan Account: 2000101010222 - MRL ACCOUNT ONE FOR PTY LTD ONE
 Reset Period: 15 of Every Month | Reset Date: 15/05/2017 | Repayment type: Interest Only
 Crediting Account: 062435101019383 - ABCD SUPER NOM ACCT

\$200,000.00	+	\$50,000.00	=	\$250,000.00
Loan Balance		Increase amount		Loan Balance after Increase

Effective Date

Changes to this Loan Account will occur on the Reset Date: **15/05/2017**

Arrangement Balance after Increase

Arrangement: 10000110101 - MRL ORGANISATION NAME PTY LTD **\$1,450,000.00**
 Maturity Date: 15/04/2021 | Limit: \$2,000,000.00 Available Balance

Remember, submitted request cannot be cancelled or modified in CommBiz. For any questions, please contact your relationship manager. The Available Balance and Loan Balance will be updated when this request has been processed. An Account Confirmation Document will be available to view or download via the 'Account Information' section of 'Accounts' menu in CommBiz.

Create another request

Visit Dashboard

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