

SETTLEMENT CHECKLIST - BROKER

Explanatory notes to assist in document completion & submission to Selfco Leasing for settlement:

Credit Approval

- Ensure all approval conditions have been met & relevant documentation obtained prior to submitting for settlement.
- Refer to your BDM or Selfco settlements team prior to submitting if unclear.

Direct Debit Authority – Page 1 (top) of 10 of contract –

- Completed, signed and relevant Account Name, Bank, Account Number & BSB Number input (top boxes).
- As confirmation of bank details, Selfco requires a copy of one of the following:
 - Bank statement
 - Deposit slip
 - Copy of a cheque

Business Purpose Declaration – Page 1 (bottom) of 10 of contract –

- Executed by applicant / s & witnessed by an individual that is NOT a party to the loan (Sole Traders, Partnerships or Individual Trustees only).

Loan Schedule & Tax Invoice – Page 2 of 10 of contract –

- Bottom of page 2 initialled by applicant / s.

Contract Executed by Applicant/s (& Guarantors if applic.) - Page 3 of 10 of contract –

- Executed by applicant / s (& Guarantors if applic.) & witnessed by an individual that is NOT a party to the loan.

Guarantee & Indemnity Executed - Page 4 of 10 of contract – Details of Individual Guarantor/s (& Details of Company Guarantor/s if applic.) –

- Executed by individual guarantor / s (& company guarantor / s if applic.) & witnessed by an individual that is NOT a party to the loan.

Privacy Act Authorisation – Page 6 of 10 of contract –

- Ticked by applicant.

Terms & Conditions –

- Remaining pages of contract (currently 5 – 10) MUST be returned with all other documents.

Acknowledgement of Delivery –

- Section 2 (a) OR 2 (b) MUST be completed. Both fields can't be left blank.
- To be executed by applicant & title of signatory completed.

Secured Guarantee –

- Page 1 – Do NOT date (Selfco will date when accepting docs)
- Page 9 - To be executed by guarantor / s & witnessed by an individual that is NOT a party to the loan.

Driver's License / Passport –

- Clear, legible, certified copies to be provided.

I.D. Declaration –

- Completed by Broker if original document has been sighted by themselves.

Signature Confirmation Form –

- Completed by Customer if signature on contract differs to ID supplied.

Identity Consent Form –

- Completed when there are additional beneficiaries to the trust that are NOT a party to the loan.

Landlord's Waiver –

- Completed when the premises where goods will be installed / stored is NOT owned by the applicants / guarantors.
- To be executed by applicant / s & landlord.

Third Party Waiver –

- When a guarantee is taken from a party that is not a director / shareholder of the borrower, it is a requirement that they seek independent legal advice.
- The guarantor may choose to waive the requirement by signing the legal waiver form.

Insurance – Mandatory for ALL Motor Vehicles, Trailers & all other assets >\$75,00.00 (financed amount)

- Current comprehensive COC's to be provided, noting applicant as the insured party.
- MUST have Selfco noted as an interested party.
- Expiry date (dated after today's date).
- VIN to be included (if applicable i.e. asset is a motor vehicle or trailer).
- In the case of unregistered vehicles, the insurance policy is to note the registration status of the asset as "Unregistered".
- Motor vehicle definition:
 - VIN / chassis or manufacturer's number
 - Built to travel wholly on land
 - Capable of at least 10 km/h
 - With one or more motors with a total power output of more than 200w
- It can also be:
 - Machinery or equipment with wheels that can be towed at more than 10km/h (e.g. a trailer)

GST Registration –

- Selfco may condition the approval subject to GST registration prior to settlement.
- Registration is to be evidenced by an ABN lookup noting entity as GST registered via: www.abr.business.gov.au

Supplier's Tax Invoice –

- Must state "Tax Invoice" & also have ABN & supplier address / contact details noted.
- If vendor does NOT have an ABN, invoice is to say "Invoice" only. Do NOT include the word "Tax"
- For Chattel Mortgages – Invoice to & Deliver to our Customer
- For Rental / Lease – Invoice to Selfco & Deliver to Customer
- Description section should note:
 - Year
 - Colour
 - Make
 - Model
 - VIN / Serial Number
 - Registration Number (if applicable)
 - Mileage (if applicable)
- The tax invoice Totals are to note:
 - Amount excl. GST
 - GST
 - Total amount incl. GST
- Supplier's bank account details should be noted on the invoice
- Copy of bank statement or deposit slip from the Supplier to support the above bank details.
- If there are disbursements i.e. other financier payout & balance to supplier, these are to be noted on the invoice.
- Generally, the disbursement detail is noted in the description field and is NOT to be included in the amount column of the invoice.
- The amount column (after Deposit / Trade), MUST only reflect the amount financed / approved.
- Please refer to your BDM or the Selfco settlements team if unclear.

Broker's Tax Invoice –

- It must state "Tax Invoice" & also have ABN & address / contact details noted
- Description section should note:
 - Customer Name
 - Selfco Contract Number
- The tax invoice Totals are to note:
 - Amount excl. GST
 - GST
 - Amount incl. GST
- Broker's bank account details should be noted on the invoice
- Copy of bank statement or deposit slip from the Broker to support the above bank details (if not already held).

Dealer Sale – Vehicles

Registered Vehicle

- Tax invoice (refer above)
- Insurance to note:
 - Interested party as 'Selfco Leasing'

Unregistered Vehicle

- Tax invoice (refer above)
- Photos of vehicle and VIN plate
- Insurance to note:
 - Vehicle as 'Unregistered'
 - Interested party as 'Selfco Leasing'
- Transit permit IF the Supplier is located in a different state to the Borrower
- If the vehicle has been unregistered > 6 months or if this is unascertainable, a physical inspection is to be completed by Red Book, or similar

Private Sale – Vehicles

Registered Vehicle

- Tax invoice (refer above)
- Registration papers in Vendor or Purchaser's name
- Copy of Vendor's Drivers Licence (only required if Vendor is an individual)
- Bank statement confirming vendor's bank details
- Stat Dec from Vendor confirming that the vehicle is unencumbered, i.e. There is no money owing, together with:
 - Year
 - Colour
 - Make
 - Model
 - VIN & Engine Number
 - Registration Number
 - Mileage
- If encumbered, financier's payout letter
- Valuation report
- Insurance to note:
 - Interested party as 'Selfco Leasing'

Unregistered Vehicle

- Selfco Leasing DOES NOT finance unregistered vehicles purchased via private sale
- Vehicle will need to be registered prior to settlement (refer requirements to left)

Private Sale – Other Assets

- Tax invoice (refer above)
- Copy of Vendor's Drivers Licence (only required if Vendor is an individual)
- Stat Dec from Vendor confirming that they own the asset and that it is unencumbered, together with:
 - Year
 - Colour
 - Make
 - Model
 - Serial Number
- If encumbered, financier's payout letter
- Valuation report
- Insurance to note:
 - Interested party as 'Selfco Leasing' (if applicable)
- Proof of ownership by way of original invoice addressed to the Vendor and proof of payment
- If not available a clause added to the Stat Dec stating – "Original invoice & proof of payment of the goods detailed in this statutory declaration are not available at the time of making this declaration."

Transit Permit –

- Completed when vehicle is unregistered, supplier is in one state & customer resides in a different state. (RTA requirement)

Miscellaneous documents –

- Any other documents requested as per approval advice, signed by relevant party / ies if applicable.

Please note, this is always a guide only & we will be updating as needed.

If you have any questions, are unsure of anything or have any feedback regarding this cheat sheet, please do not hesitate to call the Selfco settlement team on 1300 12 11 10 prior to submitting for settlement.

We will be only too happy to assist.