Commonwealth Bank
Commonwealth Bank of Australia
ABN 48 123 123 124
Australian credit licence 234945

Asset finance broker funding & settlement checklist Private Sale

Applicant name	Agreement number (Bank use only)	Amount financial	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)
- ☐ Approval valid <3 months
- ☐ Rate quoted within last 14 days interest 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's 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 and 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 and 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 and 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 amount >$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

Private sale invoice attached

- ☐ Vendor's name
- ☐ Address
- ☐ ABN – if not registered and is HP/Lease contract – ATO NAT3346 form required
- ☐ Banking details included
- ☐ 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
- ☐ Is there a payout? Invoice must include contract numbers and payout figure (**Note:** Net settlement applies to CommBank contracts only)

Other requirements

- ☐ Copy of original invoice when vendor purchased goods and receipt of payment **or**
- ☐ When using the CBA Private Sale Invoice template, 'Pay To' has been completed by vendor to attest asset ownership **or**
- ☐ When using external invoice, Statutory declaration completed, confirming vendor is the legal owner of the goods and the goods are unencumbered **or**
- ☐ Current payout letter from financier
- ☐ Vehicle/equipment inspection report **or** formal inspection/valuation completed by an authorised 3rd party
- ☐ Is notice of release required? ▶ if '**Yes**', attach

Broker declaration

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

- ☐ I confirm that for the above transaction, I have in my possession all original executed documents. Where a wet signature was used, the originals remain in my possession. Where an electronic signature was used, the documents were issued only to the intended signing parties using their verified details. In both cases, I certify that 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

X

Date

Settlement contact name (if differs from broker name above)

Email address for settlement confirmation