

# Your Westpac Equipment Finance Credit Team



## Checklist - Minimum documentation requirements\*

Transaction Size	Attach	Matrix <sup>^</sup>	≤\$250k	>\$250k- \$500k	>\$500k- \$1m	>\$1m+
<b>Application/Customer Details</b>						
Client Information (name, address, DOB, etc)		✓	✓	✓	✓	✓
Brief Background of Business/Directors		✓	✓			
Detailed Background of Business/Directors				✓	✓	✓
ABN for 2 years and GST registered		✓	✓	✓	✓	✓
Details of Succession planning					✓	✓
List of major competitors & major clients					✓	✓
Full Description of Goods		✓	✓	✓	✓	✓
Reason of purchase		✓	✓	✓	✓	✓
Signed Privacy Form from ALL individuals		✓	✓	✓	✓	✓
<b>Financial information</b>						
Last 2 years Financial Statements - not more than 18 months (profit & Loss and Balance sheet) #			✓	✓	✓	✓
Last 2 years tax returns for individuals, and beneficiaries			✓	✓	✓	✓
Last 3 years Financial Statements - not more than 18 months (profit & Loss and Balance sheet) #					✓	✓
Interim or Management Accounts if financial statements year end > 6 months old					✓	✓
Current Asset & Liability Statement(s) from all directors / individual guarantors			✓	✓	✓	✓
Commitment Schedule			✓	✓	✓	✓
Current Tax Portal (Integrated Client Account - TFN's redacted)				✓	✓	✓
Commentary on major movements in Financial Statements (=> 10%)					✓	✓
Cash Flow projections (with assumptions)						✓
Current Aged Debtor & Creditors Listing					✓	✓

<sup>^</sup> Matrix refers to DriveXpress (DX), Replacement Policy, Roll-Over Policy, Medical Checklist & eligible IPF transactions.

# Financial statements required for all related companies and trusts - consolidated financial statements are preferred.

\*\* Level of existing exposure may trigger additional requirements.

\*Please do not hesitate to contact your Credit Manager & Team Leader if you cannot meet the above requirements to discuss.

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