## **Capital Finance Settlement Checklist**



Full Name Drive application no

CONTRACT DOCUMENTS  1. Signed & dated contract. All contracts executed by companies are to be signed by two directors, or a director and a company secretary of the company signing the document. Sole director companies signed by the sole director.  2. Signed & dated Guarantors Instructions - all questions answered  2. Signed & dated privacy document.  4. Signed & dated privacy document.  4. Signed & dated privacy document.  5. Signed & dated direct debit form (all sections to be completed and must be under the borrower's name.)  5. Signed & dated Affordability Declaration where required. All contracts executed by companies are to be signed by two directors and a company secretary of the company signing the document. Sole director companies signed by the sole director.  6. Supplier tax invoice (dated, name, address & asset details and amount to match contract documents. Drive approval). Borrower name invoice must exactly match the contract name (middle name required for individuals).  7. Broker invoice (dated, name, address & asset details and amount to match contract documents.  8. All approval conditions have been met. Copy of approval has been included in the settlement documents.  9. Rates notice must be current & in Applicants/Guarantors/Partners' Name  10. Direction to pay required for multiple suppliers.  11. Multiple assets are added correctly in Drive. Assets must not be added under multiple assets facility. Only one facility permitted.  12. For non-ABN holders the Business purpose document to be signed (included in documentation)  7. Ves. N/A  8. AML conditions have been satisfied and signed off by Frontline Service Team and the confirmation email matches.  8. All All Additional multiple.  18. Supplier Acceptable of the provide of the service of the deal.  18. Supplier Acceptable of the provide of the sole of the service of the deal.  18. Supplier Acceptable of the provide of the service of the deal.  18. Supplier Acceptable of the provide of the provide of the service of the service of the provide of t		CONTRACT DOCUMENTS		
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facility permitted.  12. For non-ABN holders the Business purpose document to be signed (included in documentation)  AML  AML  AML conditions have been satisfied and signed off by Frontline Service Team and the confirmation email matches the application number. Please note settlement cannot be assessed until FST has cleared the deal.  INSURANCE  Asset value does not exceed \$55k - no evidence required.  Asset value between \$55k to \$150k - details of insurer and policy number provided.  Insurance details (if applicable):  Asset value exceeds \$150k and above - copy of insurance policy required noting Capital Finance Australia Limited  Ves N/A  Note - Asset value is the cost prior to any deposits.  ASSET INSPECTION  Inspection required for individual assets \$500k and above, private sales, external refinances & sale backs.  Yes N/A  Refer inspection bullelin on who can inspect. Inspections must include pholo's of the asset and identifiers  Yes N/A  SUPPLIER ACCREDITATION  Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes N/A  POUR ASSET INSPECTION  Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  Yes N/A  PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes N/A  Supplier accredited (please (if required)  Yes N/A  Supplier accredited for include vendors bank account details  Yes N/A  Proof of payment (copy of bank statement)  1. Copy of original invoice  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes N/A  Proof of payment (copy of bank statement)  4. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Yes N/A  Deeds of Release (if required)  Yes N/A  Current payout letter matching finance amount				
12. For non-ABN holders the Business purpose document to be signed (included in documentation)  ANIL  ANIL  ANIL  ANIL  ANIL conditions have been satisfied and signed off by Frontline Service Team and the confirmation email matches  Yes N/A  the application number. Please note settlement cannot be assessed until FST has cleared the deal.  INSURANCE  Asset value does not exceed \$55k - no evidence required.  Asset value between \$55k to \$150k – details of insurer and policy number provided.  Insurance details (if applicable):  Asset value exceeds \$150k and above – copy of insurance policy required noting Capital Finance Australia Limited  Yes N/A  Note - Asset value is the cost prior to any deposits.  ASSET INSPECTION  Inspection required for individual assets \$500k and above, private sales, external refinances & sale backs.  Refer inspection bulletin on who can inspect. Inspections must include photo's of the asset and identifiers  Yes N/A  SUPPLIER ACCREDITATION  Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  Yes N/A  PRIVATE SALE [additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes N/A  1. Invoice to customer to include vendors bank account details  Yes N/A  1. Invoice to customer to include vendors bank account details  Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes N/A  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes N/A  2. Dieds of Release (if required)  Yes N/A  3. Proof of payment (copy of bank statement)  4. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Yes N/A  5. Direction to pay  Yes N/A  Current payout letter matching finance amount.  Yes N/A  Current payout letter matching finance amount.	1		Yes	N/A
AML conditions have been satisfied and signed off by Frontline Service Team and the confirmation email matches  N/A the application number. Please note settlement cannot be assessed until FST has cleared the deal.  INSURANCE  Asset value does not exceed \$55k - no evidence required.  Asset value between \$55k to \$150k – details of insurer and policy number provided.  Asset value exceeds \$150k and above – copy of insurance policy required noting Capital Finance Australia Limited  Yes  N/A Note - Asset value is the cost prior to any deposits.  ASSET INSPECTION Inspection required for individual assets \$500k and above, private sales, external refinances & sale backs.  Yes  N/A SUPPLIER ACCREDITATION Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  Yes  N/A PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes  N/A  SUPPLIER ACCREDITATION  1. Invoice to customer to include vendors bank account details  Yes  N/A  Set inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes  N/A  SALE / BUYBACKS (additional requirements)  1. Copy of original invoice  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes  N/A  SALE / BUYBACKS (additional requirements)  1. Copy of original invoice  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes  N/A  Proof of payment (copy of bank statement)  Yes  N/A  Proof of payment (copy of bank statement)  Yes  N/A  Proof of payment (copy of bank statement)  Yes  N/A  Proof of payment (copy of bank statement)  Yes  N/A  Proof of payment (copy of bank statement)  Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Yes  N/A  Proof of payment (copy of bank statement)  Yes  N/A  Proof of payment (copy of bank statement)  Yes  N/A  Proof of payment (copy of bank statement)  Ye				
AML conditions have been satisfied and signed off by Frontline Service Team and the confirmation email matches the application number. Please note settlement cannot be assessed until FST has cleared the deal.  INSURANCE  Asset value does not exceed \$55k - no evidence required.  Asset value between \$55k to \$150k - details of insurer and policy number provided.  Insurance details (if applicable):  Asset value exceeds \$150k and above - copy of insurance policy required noting Capital Finance Australia Limited  Yes N/A  Note - Asset value is the cost prior to any deposits.  ASSET INSPECTION Inspection required for individual assets \$500k and above, private sales, external refinances & sale backs.  Yes N/A  SUPPLIER ACCREDITATION  Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  Yes N/A  PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes N/A  1. Vendors Name and DOB (individuals only)  Yes N/A  Invoice to customer to include vendors bank account details  Yes N/A  SALE / BUYBACKS (additional requirements)  1. Copy of original invoice  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes N/A  Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Yes N/A  SALE / BUYBACKS (additional requirements)  1. Copy of original invoice  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes N/A  Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Yes N/A  Asset inspection (Day Of bank statement)  Yes N/A  Asset inspection (Part refinance (Finance Lease & Term Purchase)  Yes N/A  Current payout letter matching finance amount.  Yes N/A  Current payout letter matching finance amount.			Yes	N/A
the application number. Please note settlement cannot be assessed until FST has cleared the deal.  INSURANCE  Asset value does not exceed \$55k - no evidence required. Asset value between \$55k to \$150k – details of insurer and policy number provided. Insurance details (if applicable):  Asset value exceeds \$150k and above – copy of insurance policy required noting Capital Finance Australia Limited Yes N/A Note - Asset value is the cost prior to any deposits.  ASSET INSPECTION Inspection required for individual assets \$500k and above, private sales, external refinances & sale backs. Yes N/A Refer inspection bulletin on who can inspect. Inspections must include photo's of the asset and identifiers Yes N/A SUPPLIER ACCREDITATION Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au) Yes N/A PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM) Yes N/A 1. Invoice to customer to include vendors bank account details Yes N/A 1. Evidence to be provided of bank account via copy of deposit slip or bank statement.  SALE / BUYBACKS (additional requirements)  1. Copy of original invoice Yes N/A 3. Proof of payment (copy of bank statement) Yes N/A 3. Proof of payment (copy of bank statement) Yes N/A 4. Direction to pay Yes N/A 5. Direction to pay Yes N/A 6. Deeds of Release (if required) Yes N/A 7. Invoice to Custial Finance Australia Limited (Finance Lease & Term Purchase) Yes N/A XTERNAL / INTERNAL REFINANCE  1. Asset inspection (Non CFAL refinance only). Inspections to be completed by CFAL accredited broker, Red Book, Yes N/A Current payout letter matching finance amount.				
INSURANCE  Asset value does not exceed \$55k - no evidence required.  Asset value between \$55k to \$150k – details of insurer and policy number provided.  Insurance details (if applicable):  Asset value exceeds \$150k and above – copy of insurance policy required noting Capital Finance Australia Limited  Yes N/A  Note - Asset value is the cost prior to any deposits.  ASSET INSPECTION  Inspection required for individual assets \$500k and above, private sales, external refinances & sale backs.  ASSET INSPECTION  Supplier accredited (please check with Supplier Verifications must include photo's of the asset and identifiers  Yes N/A  SUPPLIER ACCREDITATION  Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  Yes N/A  PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes N/A  2. Deeds of Release (if required)  3. Vendors Name and DOB (individuals only)  Yes N/A  4. Invoice to customer to include vendors bank account details  Yes N/A  SALE / BUYBACKS (additional requirements)  1. Copy of original invoice  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes N/A  Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Yes N/A  Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Yes N/A  Deeds of Release (if required)  Yes N/A  1. Invoice to Capital Finance Australia Limited (Finance Lease & Term Purchase)  **EXTERNAL / INTERNAL REFINANCE*  1. Asset inspection (Non CFAL refinance only). Inspections to be completed by CFAL accredited broker, Red Book, Yes N/A  BOOK OF Release (external refinance amount.)  Yes N/A  Current payout letter matching finance amount.			Yes	N/A
Asset value does not exceed \$55k - no evidence required.  Asset value between \$55k to \$150k - details of insurer and policy number provided.  Insurance details (if applicable):  Asset value exceeds \$150k and above - copy of insurance policy required noting Capital Finance Australia Limited  Note - Asset value is the cost prior to any deposits.  ASSET INSPECTION  Inspection required for individual assets \$500k and above, private sales, external refinances & sale backs.  Yes N/A  Refer inspection bulletin on who can inspect. Inspections must include photo's of the asset and identifiers  Ves N/A  SUPPLIER ACCREDITATION  Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  Yes N/A  PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes N/A  2. Deeds of Release (if required)  3. Vendors Name and DOB (individuals only)  4. Invoice to customer to include vendors bank account details  Yes N/A  SALE / BUYBACKS (additional requirements)  1. Copy of original invoice  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes N/A  3. Proof of payment (copy of bank statement)  1. Copy of original invoice  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Yes N/A  3. Proof of payment (copy of bank statement)  4. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Yes N/A  Direction to pay  4. Asset inspection (Non CFAL refinance only). Inspections to be completed by CFAL accredited broker, Red Book, Yes N/A  EXTERNAL / INTERNAL FEINANCE  1. Asset inspection (Non CFAL refinance only). Inspections to be completed by CFAL accredited broker, Red Book, Yes N/A  EXTERNAL / Internal refinance only). Inspections to be completed by CFAL accredited broker, Red Book, Yes N/A  2. Deeds of Release (external refinance only). Inspections to be completed by CFAL				
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Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes N/A  Deeds of Release (if required)  Yes N/A  Invoice to customer to include vendors bank account details  Evidence to be provided of bank account via copy of deposit slip or bank statement.  Yes N/A  SALE / BUYBACKS (additional requirements)  Copy of original invoice  Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Proof of payment (copy of bank statement)  Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Direction to pay  Direction to pay  Deeds of Release (if required)  Invoice to Capital Finance Australia Limited (Finance Lease & Term Purchase)  EXTERNAL / INTERNAL REFINANCE  Asset inspection (Non CFAL refinance only). Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Deeds of Release (external refinance only). Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Deeds of Release (external refinance only). Inspections to be completed by CFAL accredited broker, Red Book, or BDM)	- 1	nspection required for individual assets \$500k and above, private sales, external refinances & sale backs.	Yes	N/A
Supplier accredited (please check with Supplier Verification supplierverification@westpac.com.au)  PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Yes N/A  Deeds of Release (if required)  Vendors Name and DOB (individuals only)  Invoice to customer to include vendors bank account details  Evidence to be provided of bank account via copy of deposit slip or bank statement.  Yes N/A  SALE / BUYBACKS (additional requirements)  Copy of original invoice  Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  Proof of payment (copy of bank statement)  Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  Pes N/A  Direction to pay  Deeds of Release (if required)  Invoice to Capital Finance Australia Limited (Finance Lease & Term Purchase)  EXTERNAL / INTERNAL REFINANCE  Asset inspection (Non CFAL refinance only). Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  Deeds of Release (external refinance only)  Deeds of Release (external refinance amount.	F	refer inspection bulletin on who can inspect. Inspections must include photo's of the asset and identifiers	Yes	N/A
PRIVATE SALE (additional requirements)  1. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  2. Deeds of Release (if required)  3. Vendors Name and DOB (individuals only)  4. Invoice to customer to include vendors bank account details  5. Evidence to be provided of bank account via copy of deposit slip or bank statement.  Yes N/A  SALE / BUYBACKS (additional requirements)  1. Copy of original invoice  2. Settlement date not exceeding 60 days from date of purchase (Credit approval required if outside 60 days)  3. Proof of payment (copy of bank statement)  4. Asset inspection. Inspections to be completed by CFAL accredited broker, Red Book or BDM)  5. Direction to pay  6. Deeds of Release (if required)  7. Invoice to Capital Finance Australia Limited (Finance Lease & Term Purchase)  EXTERNAL / INTERNAL REFINANCE  1. Asset inspection (Non CFAL refinance only). Inspections to be completed by CFAL accredited broker, Red Book, or BDM)  2. Deeds of Release (external refinance only)  3. Current payout letter matching finance amount.	S	SUPPLIER ACCREDITATION		
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3. Current payout letter matching finance amount.  Yes N/A			.,	N1 / 2
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4. Customer invoice made out to Capital Finance Australia Limited (Finance Lease & Term Purchase)  Yes N/A				
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