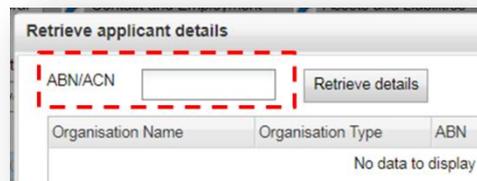


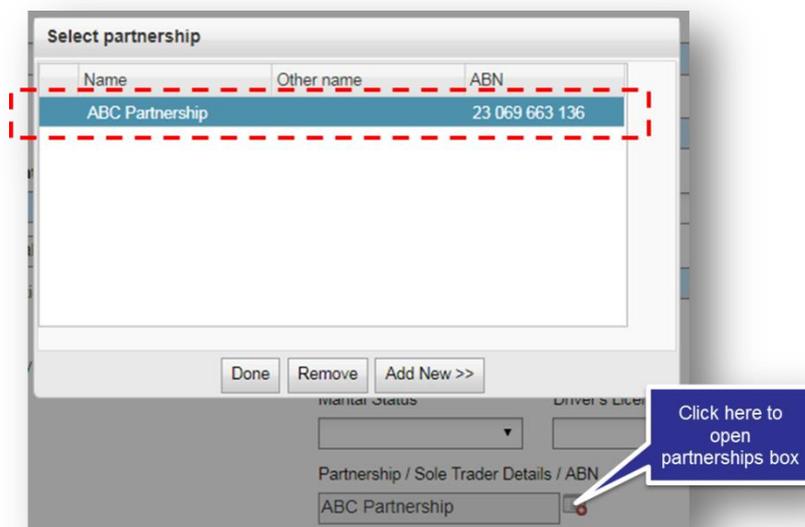
Working with Partnerships in DriveOnline

INDIVIDUALS IN A PARTNERSHIP

1. Add the first individual in the partnership to the application using the partnership ABN in the ABN lookup.



2. Click on the partnerships box to review that the information is correct



3. When adding the second and subsequent individual partners, do not use the ABN lookup. Instead, add the applicant manually and then click on the partnerships box and choose the existing partnership.

COMPANIES & TRUSTS IN A PARTNERSHIP

1. When adding a company or trust as a party in a partnership, use the ABN lookup to add them to the application. Once added, you need to manually link the company or trust to the partnership using the partnerships box.
2. Be sure to only add the partnership once.
3. If there are multiple partnerships, choose Add New in the partnership box and enter the correct details.



ENTITIES IN A PARTNERSHIP

1. Add the entity to the application without using the ABN lookup.
2. Once added, you need to manually link the entity to the partnership using the partnerships box.

COMBINATION OF APPLICANT TYPES

If you have a combination of applicant types, always add the individual in the partnership first. All instructions above will then apply.

ERRORS

If you add a partnership twice, you'll receive an error on validation:



In this case, remove the second instance of the partnership by opening the partnerships box, clicking the duplicate partnership and clicking delete. Make sure you then link all partners to the remaining partnership by clicking the partnership box on the General tab for each relevant applicant.

