

New Client Checklist

Business Banking - Commercial Origination

The following checklist gives you a guide on the information required for all new client applications.

Minimum documentation required to refer a new client

Items required for initial enquiry submission:

- Business Lending Forms. Please see website for the forms required for NCCP and non-NCCP transactions
- Financial Statements / Income Tax Returns (past three years of accountant prepared statements and returns, and year to date management accounts including balance sheet and P&L)
- Snapshot of existing and proposed lending facilities, both business and personal
- Details of your group structure, including ownership, key management and number of staff

Additional items required to progress with a formal application:

- Customer Identification Form (CIP forms, can be individual, company, trust, partnerships)*
- Clear tax certification letter provided by your client's accountant (ATO portals confirming the same will be required if deal progresses to formal approval)

If acquisition:

- Background of sponsors and strategy behind proposed transaction
- Forecast figures post acquisition
- Historical accounts for the business being acquired
- Contract of sale and details of acquisition (including details of tranche payments)

The Macquarie Commercial Loans tools and resources list can be found at www.macquarie.com/commercialbroker.

Email the completed forms and supporting documentation to your Macquarie Business Development Manager

Please see www.macquarie.com.au/brokers/commercial-brokers/meet-the-team your Macquarie Business Development Manager's contact details.

Additional industry specific requirements

Commercial Property Finance

- Details of borrowing structure and asset ownership.
- Copy of valuation(s) where available.
- Full tenancy schedule detailing for each tenancy: current passing rents, outgoings, incentives or abatements, size of space, lease details, start and end dates, options, termination rights.
- Background to sponsors and guarantors including: industry experience, summary of assets and liabilities, sources of income.
- Financial statements for both the borrowing entity and trading businesses where relevant for servicing.

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Residential Investment / Retained Stock Property Finance

- Details of borrowing structure and asset ownership.
- Copy of valuation(s) where available.
- Full tenancy schedule outlining: Layout (1,2,3 bed), current passing rents, outgoings, incentives, size of space, start and end dates, inclusions (e.g. parking).
- Background to sponsors and guarantors including: industry experience, summary of assets and liabilities, sources of income.
- Financial statements for both the borrowing entity and trading businesses where relevant for servicing.

Legal

- Breakdown of income for all financial statements, detailing as follows: split of revenue by area of practice and by each partner. If acquisition: provide this for the business being acquired.
- Aged debtor and WIP listing from practice management software.
- Details of partner salaries and benefits if not clearly itemised in the financial statements.
- Forecasts for the coming twelve months.

Built environment

- Breakdown of income for all financial statements, detailing as follows: split of revenue streams by discipline (if appropriate), and top 10 clients by revenue.
- Copies of current insurance - Professional Indemnity and Public Liability and understanding of exposure to buildings with cladding.
- Aged debtor and creditor listings.
- Committed and uncommitted forward order book for coming twelve months.

Medical

- Past two years of income tax returns (personal and business).
- Copy of registration with the Australian Health Practitioner Regulation Authority.
- Schedule of personal insurances..
- The two most recent payslips (if PAYG employee).

Strata

- Breakdown of income for all financial statements, detailing as follows: base contracted management fees and other income.
- Details of director salaries and benefits if not clearly itemised in the financial statements.
- Full report of lots under management (LUM) including number of plans, lots and average base contract fees. If acquisition: provide this for the business being acquired.
- Forecasts for the coming twelve months.

Financial planning

- Minimum loan amount of \$1m.
- Minimum recurring revenue of \$500k (excluding grandfathered commissions).
- Confirmation of Dealer group/ license - please contact your Macquarie Commercial Broker BDM to confirm the Dealer Group is accredited with Macquarie for lending to be provided to the Authorised Representative.
- Breakdown of income for all financial statements, detailing the split of revenue streams by: upfront revenue - investments, upfront income - risk, recurring income - investments, recurring income - risk, and grandfathered recurring income for the last full financial year (to be confirmed via company report or equivalent). If acquisition, provide the above for the historical accounts for the business being acquired.
- Funds under management details (split by asset class). If acquisition, provide the above for the historical accounts for the business being acquired.
- Age demographics of client base. If acquisition, provide the above for the historical accounts for the business being acquired.
- Latest external compliance report (must be within last 12 months). If acquisition, provide the above for the historical accounts for the business being acquired.
- Details of partner salaries and benefits if not clearly itemised in the financial statements.
- Snapshot of aged debtor and WIP listings (if multi discipline firm).
- Forecasts for coming twelve months, taking into account effect of Life Insurance Framework changes implemented in Jan 2018 (if applicable).

Technology

- Breakdown of income for all financial statements, detailing as follows: split of revenue streams by product and/or service (if appropriate), and top 10 clients by revenue.
- Forecasts for the coming twelve months.

Insurance broking

- Confirmation of cluster group/licence..
- Extent of the commission and/or fee base that is directly linked to agency arrangements, underwriting and wholesaling.
- Breakdown of income for all financial statements, detailing as follows: line of insurance (top 10 clients by revenue, GWP split by policy class and underwriter).
If acquisition, provide the above for the historical accounts for the business being acquired..
- Copy of the business' latest trust account audit (FS71 and FS72).
- Details of partner salaries and benefits if not clearly itemised in the financial statements.

Accounting

- Breakdown of income for all financial statements, detailing as follows: split of revenue streams by business type and by corporate clients versus personal clients, and top 20 clients by revenue.
If acquisition, provide the above for the historical accounts for the business being acquired.
- Aged debtor and WIP listing to accompany management accounts.
- Plans around financial planning licensing (more specifically around how SMSF clients are serviced).
- Details of partner salaries and benefits if not clearly itemised in the above.
- Forecasts for coming twelve months.

Real estate agents

- Breakdown of income for all financial statements, detailing as follows: split of property management income net of letting fees, and split between sales commissions and salaried employees.
- Forecasts for the coming twelve months.
- Year to date month by month reporting of P&L (detailing breakdown as above).
- Evidence of trust account audits over the past 2 years.
- Details of director salaries and benefits if not clearly itemised in the financial statements.
- Real estate agency statistics report (see page 3).
- If acquisition: Rent roll listing and statistics for the business being acquired. Details of acquisition, including any vendor payments.