

TO PROCEED WITH A NOVATED LEASE APPLICATION

Thank you for your recent enquiry into a Novated Lease Vehicle through Summit Fleet Leasing and Management. If you wish to proceed with a Vehicle Quotation and Order Form provided, please complete the attached forms:

1. Novated Lease Credit Application Form
2. Commonwealth Privacy Act 1988 Form
3. A copy of your current payslip
4. A copy of your partner's payslip
5. A copy of your current rates notice, showing the lease applicant as the property owner (if applicable).
6. A certified copy of your Drivers Licence front and back confirming that it is a true and exact copy.
(This is a requirement of the Anti Money Laundering & Counter Terrorism Act of 2006. A list of accepted Authorised Persons is attached. They must specify in which capacity they are signing. I.e; Justice of the Peace, etc).

And return with a copy of the following:-

7. A signed copy of the Novated Lease Vehicle Quotation Form you wish to proceed with, signed by yourself and your Employers authorised signatory.
8. A letter from your Company confirming your employment

PLEASE NOTE THAT YOUR APPLICATION CAN NOT BE PROCESSED UNTIL "ALL" THE ABOVE INFORMATION HAS BEEN RECEIVED BY SUMMIT.

Once we have received all of the above information, your credit application will be assessed. If your application is approved, we will request our Insurance Broker to contact you to finalise your Comprehensive Insurance policy.

Upon receipt of confirmation that Comprehensive Insurance is in place, we will forward the order and delivery instructions to the supplying Motor Vehicle Dealer to coordinate delivery of your vehicle.



Summit Fleet Leasing & Management

Novated Credit Application

PERSONAL DETAILS			Account Manager	<input style="width: 100%;" type="text"/>	
Given Names	<input style="width: 150px;" type="text"/>	Surname	<input style="width: 150px;" type="text"/>	Date of Birth	<input style="width: 150px;" type="text"/>
Drivers Lic. No.	<input style="width: 150px;" type="text"/>	Phone (W)	<input style="width: 150px;" type="text"/>	Fax (W)	<input style="width: 150px;" type="text"/>
Lic. Expiry Date	<input style="width: 150px;" type="text"/>	Mobile	<input style="width: 150px;" type="text"/>	Marital Status	<input style="width: 150px;" type="text"/>
Email	<input style="width: 350px;" type="text"/>			Dependants	<input style="width: 150px;" type="text"/>
Current Address	<input style="width: 150px;" type="text"/>	Post Code	<input style="width: 150px;" type="text"/>	How long at this address?	<input style="width: 150px;" type="text"/>
		Phone (H)	<input style="width: 150px;" type="text"/>		
Previous Address (If < 5 years @ current address)	<input style="width: 150px;" type="text"/>	Post Code	<input style="width: 150px;" type="text"/>	How long at this address?	<input style="width: 150px;" type="text"/>
		Phone (H)	<input style="width: 150px;" type="text"/>		
Occupation	<input style="width: 350px;" type="text"/>			How long with this employer?	<input style="width: 150px;" type="text"/>
Current Employer	<input style="width: 350px;" type="text"/>				
Previous Employer	<input style="width: 350px;" type="text"/>			How long with this employer?	<input style="width: 150px;" type="text"/>
Australian Permanent Resident <input type="checkbox"/> Non - Resident <input type="checkbox"/>					

STATEMENT OF ASSETS & LIABILITIES		Please provide combined assets & liabilities with spouse if applicable	
Liabilities	\$	Assets	\$
Owing on House		House Value	
Owing on Other Property		Other Property Value	
Other Loans (Please detail below)		Savings (Please provide proof)	
		Motor Vehicle	
Credit Cards (detail below inc limit of each)		Furniture & Contents	
		Other Investments (Detail below)	
		Total Assets:	
		Total Liabilities:	
Total Liabilities:		Surplus/Deficit:	

STATEMENT OF INCOME & EXPENDITURE		Please provide combined income & expenditure with spouse if applicable	
Monthly Expenditure	\$	Monthly Income	\$
Mortgage / Rent		Salary (After Tax)	
Credit Cards / Store Cards		Other Wages & Drawings	
Rates		Rental Property Income	
Insurance (Car, house, life, etc)		Other Income (Provide details below)	
Household Expenses			
Other Loans (Details)		Spouse Income	
		Total Anticipated Income:	
Total Commitments:		(Less) Total Commitments:	
		Surplus / Deficit:	

I declare, that the information given is in all respects a full and true statement of my present financial position, and my anticipated income and outgoings for the next twelve months.

SIGNATURE: _____ DATE: _____

Office Use Only			
Recommended: _____	Date: _____	Approved: _____	Date: _____



Summit Fleet Leasing & Management Novated Credit Application

COMMONWEALTH PRIVACY ACT 1988

PLEASE READ CAREFULLY

The supplier may give information about you to a credit reporting agency, but only kinds of information allowed under Section 18E (I) of the Privacy Act 1998 (Commonwealth). This includes:

- Identity details - this only includes your name, sex, date of birth, current known address, previous address, your current or last known employer, and your drivers licence number;
- The fact that you have applied for credit and the amount;
- The fact that the supplier is a credit provider to you;
- Payments overdue for at least 60 days and for which collection action has commenced;
- Advice that payments are no longer overdue;
- Cheques drawn by you which have been dishonoured more than once;
- In specific circumstances that in the opinion of Summit Auto Lease Australia Pty Ltd you have committed a serious credit infringement;
- That credit provided to you by Summit Auto Lease Australia Pty Ltd has been paid or otherwise discharged.

STATEMENT BY APPLICANT/S FOR CREDIT

Please read carefully before signing. When more than one applicant, each applicant to sign.

1. Giving information to a Credit Reporting Agency (Section 18B Privacy Act 1988) Summit Auto Lease Australia Pty Ltd has informed me that it may give certain personal information about me to a credit reporting agency.
2. Access to Commercial Credit Information (Section 18L(4) Privacy Act 1988). In order to assess my application for personal credit, **I/we** agree to Summit Auto Lease Australia Pty Ltd obtaining a report about my commercial activities or commercial credit worthiness, from a business which provides information about the credit worthiness of persons.
3. Access to Consumer Credit Information (Section 18K(1)(b) Privacy Act 1988), (Section 18K(1)(e) Privacy Act 1988). In order to assess my application for commercial credit, **I/we** agree to Summit Auto Lease Australia Pty Ltd obtaining from a credit reporting agency a credit report containing personal credit information about **me/us** in relation to commercial credit provided by Summit Auto Lease Australia Pty Ltd.

I/We hereby apply to establish credit facilities with Summit Auto Lease Australia Pty Ltd and agree to abide by the attached terms and conditions. **I/We** understand that a credit check will be undertaken as part of this application and that **I/we** have read and understood the acknowledgement and authority regarding the Privacy Protection of information.

NAME: _____ SIGNATURE: _____ DATE: _____
(Please Print)

NAME: _____ SIGNATURE: _____ DATE: _____
(Please Print)

COPY OF DRIVERS LICENCE FRONT AND BACK

(Please have licence enlarged for clarity)



ENDORSEMENT

I hereby certify this to be a true and correct copy of the original as sighted by me on this ____ day of _____ 20__

Signature of Authorised Person

Name of Authorised Person

Title of Authorised Person

Professional Membership / Justice of the Peace Number (If Applicable)

Key terms and Concepts

The **AML/CTF** Act means the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

AML/CTF program means an anti-money Laundering and counter-terrorism financing program as defined in section 83 of the AML/CTF Act.

Beneficial owner, in respect of a company, means any individual who owns through one or more share holdings more than 25 per cent of the issued capital in the company.

Certified copy means a document that has been certified as a true copy of an original document by one of the following person:

1. a person who is enrolled on the roll of the Supreme Court of State or Territory, or the High Court of Australia, as a legal practitioner (however described);
2. a judge of a court;
3. a magistrate;
4. a chief executive officer of a Commonwealth court;
5. a registrar or deputy registrar of a court;
6. a Justice of the Peace;
7. a notary public (for the purposes of the Statutory Declaration Regulations 1993);
8. a police officer;
9. an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
10. a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
11. an Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*);
12. an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the *Statutory Declaration Regulations 1993*);
13. A finance company office with 2 or more continuous years of service with one or more finance companies (for the purposes of the *Statutory Declaration Regulations 1993*);
14. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.
15. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accounts with 2 or more years of continuous membership.