

Macquarie Leasing

Chattel Mortgage - Settlement Checklist



Checklist generated 10 June 2020

Applicant details

Applicant Name (s) Applicant Name

Reference ELN/ILN ELNXXXXXXX

Supplier verification

- Following approval, please enter the supplier's ABN/ACN into the 'Vendor/Supplier tab' in MacLease. This initiates the supplier verification process immediately and assists in minimising delays at settlement.

Documentation

- Ensure the documents are in A4 size format with no liquid paper or double-sided pages.
- Ensure all pages of the document are correctly signed and executed by the relevant parties (including witnesses where required).
Please note: handwritten amendments on the Disbursement Authority must be initialled by the client. Also version numbers must be consistent across all pages of the documentation provided.
- Ensure the asset tax invoice / invoice matches the asset details and quote figures in MacLease. It must show **all** of the following:
- | | | |
|-------------------------|----------------------------|------------------------------|
| - asset identifiers | - invoice/delivery details | - odometer reading (if used) |
| - invoice date | - build date | - supplier details |
| - supplier bank details | - asset make and model | - asset condition (new/used) |
- Include a brokerage and origination fee tax invoice where applicable. If supplying one invoice for both, please ensure these are individually itemised.
Brokerage invoice: This must equal the commission value in MacLease + GST.

Approval conditions

- Ensure all credit approval conditions are satisfied. At settlement, if any of these conditions remain outstanding, please provide relevant documentation to satisfy the requirements.
Please note: a statement of Assets & Liabilities must be signed and dated. Individual clients must also sign and date a business use declaration form.

Submission Process

- When scanning documents, please ensure that both the ELN and version numbers are clear and visible on all pages. Mixed and matched documents (certain pages scanned with others faxed) will not be accepted.
- Please email documents to leasingsettlements@macquarie.com noting the application number in the subject line with no spaces (e.g. ELN1234567). If your settlement is for a future date, please include in the subject line "**DO NOT SETTLE UNTIL [insert date]**".

Important Note

Settlement cut-off time is 12.00pm (midday) AEST for same day settlement. To avoid delays, we recommend you send the documents via email instead of fax.

Send all settlement related enquiries and documents to leasingsettlements@macquarie.com or call us on 03 9864 2800 (Melbourne enquiries) 02 8232 7882 (Sydney enquiries)