



SMART BUSINESS FINANCE - Step by Step Checklist

Please complete and return this form with your application

Please tick (✓) the appropriate box.

1. To open and operate any BSP account or loan you are required under the provisions of the *Proceeds of Crime Act 2005* to provide identification/verification. This applies to all individuals associated with this application, including signatories and guarantors. If you have never had a BSP account or loan, you are required to bring acceptable photographic identification to the Bank when submitting your finance application
2. Please indicate the entity type/s which best represents the proposed Borrower and provide copies of any relevant requested information for each:
 - Sole trader
 - Partnership - formal Partnership Agreement
 - Incorporated Company - Certificate of Incorporation
 - Incorporated Associations/Business Groups (including Not for Profit Organisations) - Certificate of Incorporation, copy of your Constitution/Rules/By-Laws, and minutes of the meeting that authorises this application for finance.
3. Please indicate the formal business registration or trading approval held, and provide copies of current certificates/licences:
 - IPA registration - Certificate of Registered Business Name
 - Local Level Government registration - Licence to Trade
 - Any specific industry or statutory approvals necessary to operate business (e.g. PMV Operating Licence)
4. The following forms are to be completed and signed by all individuals associated with Borrower:
 - Application for Smart Business Finance
 - Personal Details of Sole Traders/Partners/Directors/Guarantors for Smart Business Finance (all persons party to the application for finance are to be included)
5. Please provide evidence of any security offered for the application for finance. If property security is offered, please provide a copy of the State Lease and/or Property valuation. If cash security is offered, please provide a copy of the Certificate of Deposit
6. Please provide evidence of the financial performance of the business. Please choose either A or B:
 - A. If the business has formal financial accounts prepared by a registered external accountant, please provide the following:
 - (i) Last 2 years financial accounts (comprising balance sheet and profit & loss account), with latest accounts to be no more than 18 months old; AND
 - (ii) Bank statements for the business account covering the most recent 12-month period
 - B. If the business does NOT have formal financial accounts prepared by a registered external accountant, please provide the following:
 - (i) Bank statements for the business account covering the most recent 12-month period
 - If you wish to refinance an existing bank or finance company loan, please provide the most recent 12-months loan statements for the loan account
7. Submit the completed forms along with this checklist and supporting documents above, to your nearest BSP Branch