ApplyOnline+

User Guide: Company and Trust Applications

AMP Bank

Overview

Applications for Company Borrowers can be submitted via Lodgement Centre.

Topics covered

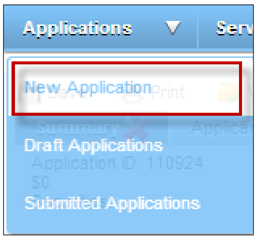
Important notes

Serviceability Calculator will remain in the Excel format, available for download via ApplyOnline under the top navigation – Forms and Documents, or via the on the AMP website.

Create a new Company Application

An application for Company is created from the main menu bar:

- Click **Applications**
- Click **New Application**

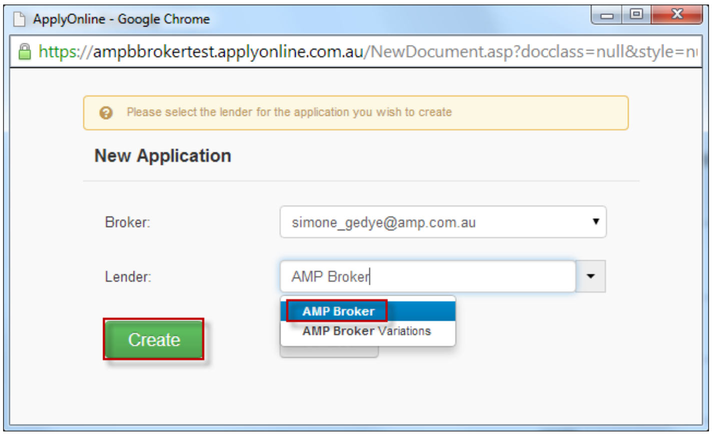


In the **New Application** pop up window:

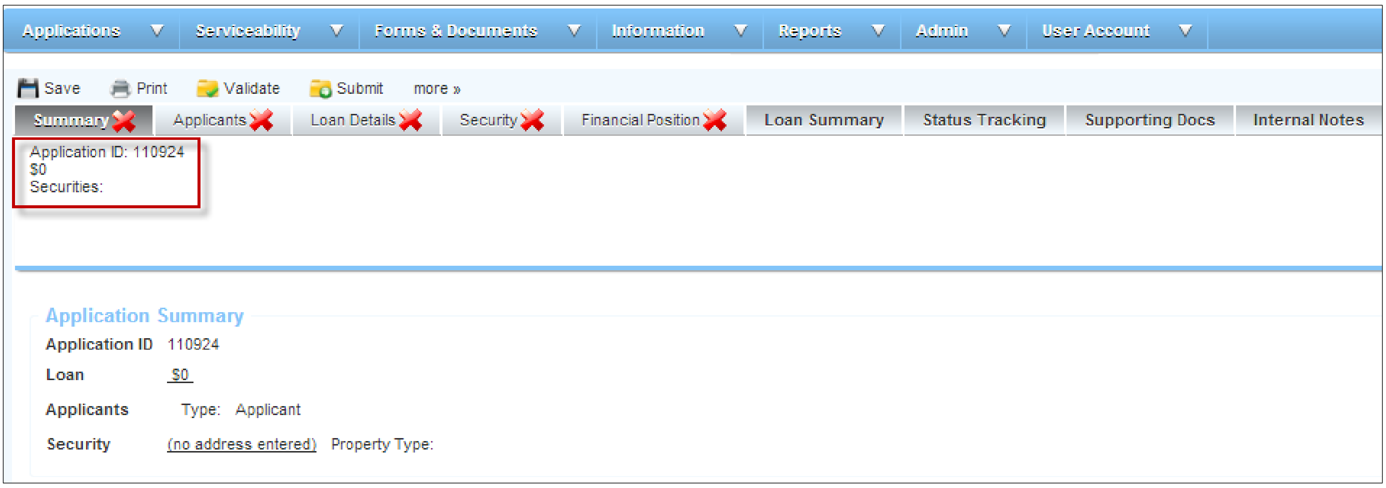
- **AMP Broker** will be set default from the **Lender** drop down menu

AMP Broker variations should be selected for increases or variations to existing AMP loans only

- Click **Create**



This opens the application menu with a new application created and creates the application ID:



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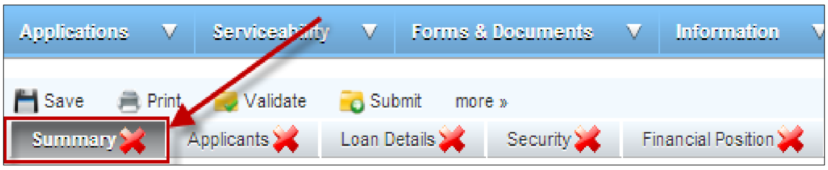
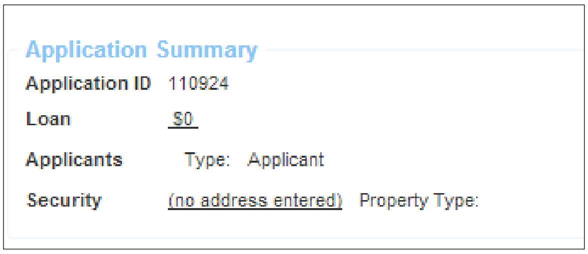
How to complete Summary tab

Summary Tab



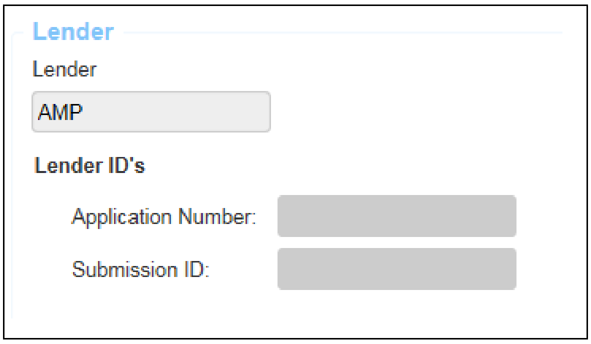
- ✖ Highlights mandatory fields to be completed**.** The tab will remain with a red cross until all has been completed and validated

Application Summary section:



- Auto populates as the application is completed

The **Lender** section:



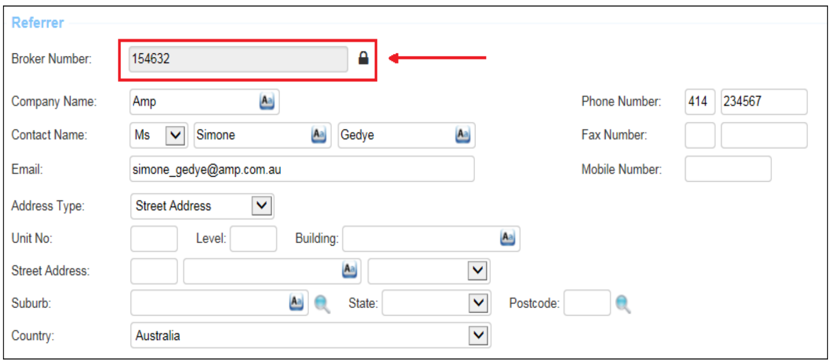
- Nothing is required for this section

The **Application** section requires:

- If there is a referrer that is separate to the application owner, enter the **Referrer ID**

It is important to ensure this information is correctly entered for commissions and payments.

The **Referrer** (Broker) section:



- Auto-populates from the log in details. The **Broker Number** and all details can be overwritten.

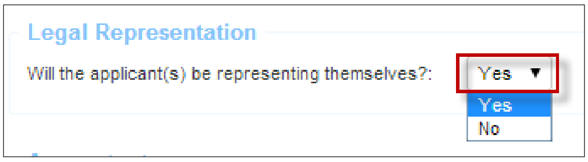
It is important to ensure this information is correctly entered for commissions and payment. The Broker details are the application owner for commissions.

The **Credit Licence Declaration** section:

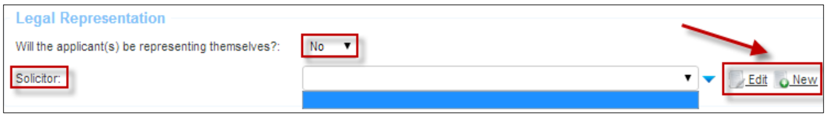
- Tick the **Check Box** for the declaration that applies

The **Legal Representation** section:

- Identify if the applicant will be representing themselves, select **Yes** or **No** from drop down menu



- If **No**, Select Solicitor details from the drop down menu and edit as applicable.

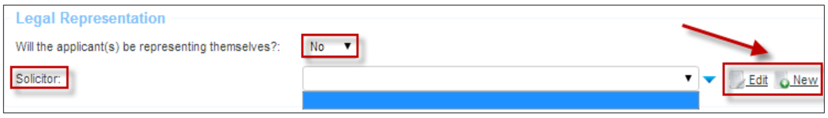


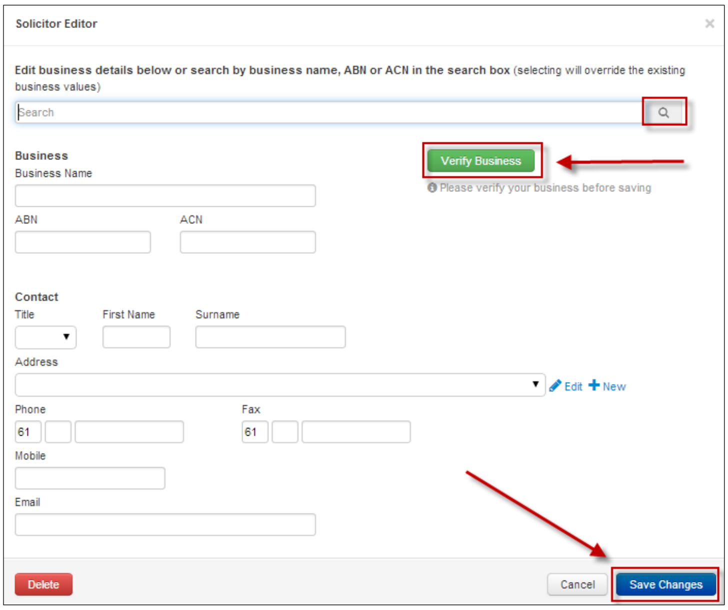
The **Legal Representation** section:

New entry – Solicitor:

- If you need to add a New entry, click the **New** button
- Search for the company and add – this will already be verified
- If the company is not in the Database, manually add the address in the field
- Ensure you click **Verify business** and **Save changes**

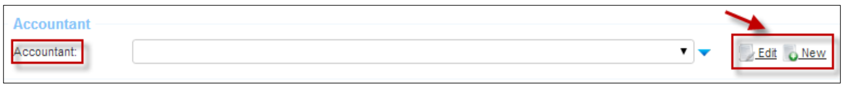
☛If the Solicitor details do not appear in the Solicitor drop down menu on the front page, click Save to update and refresh





The **Accountant** section:

- If Accountant details are available in the drop down, select.
- If not, then you can add New Accountant details. (same steps as "New entry – Solicitor" above)
- Enter Accountant's Address



☛This information is not mandatory, but will assist with processing the application and requests later for more information

The **Comments** section:

- Provides the ability to add notes relating to the application. The exclamation mark **!** indicates this field is recommended to be completed, but is not mandatory.

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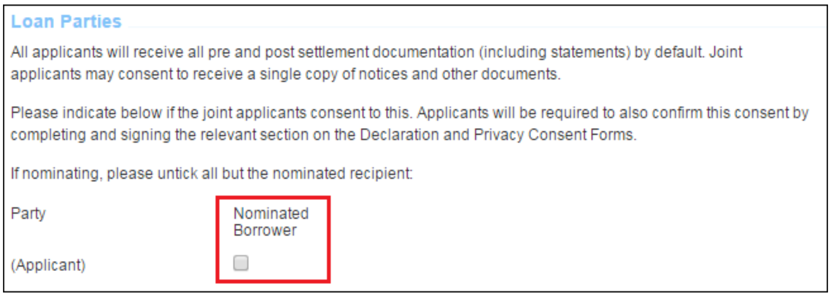
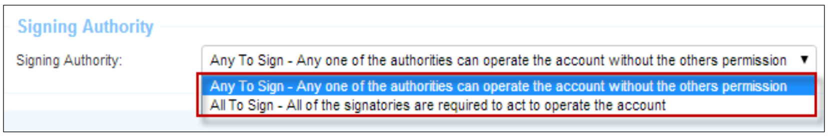
The **Loan Parties** section:

- You can leave this section blank, as it will auto populate when you add Applicant details



The **Signing Authority** section:

- Select either **Any to sign** or **All to sign**



Once all sections have been completed:

- Click **Save**
- Click **Validate**

The **Validation** pop up window will identify if further information is required

If all is validated a green tick will appear to indicate the tab is completed

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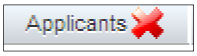
How to Complete the Applicants Tab

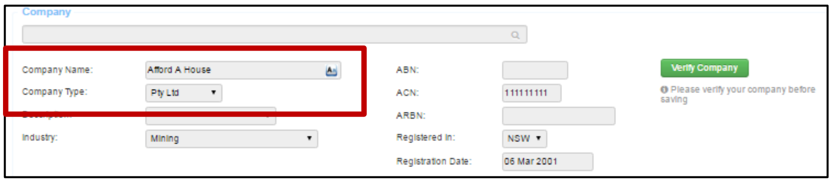


Applicants Tab

The **Applicants** tab defaults to one Applicant

Additional Applicants are added by clicking on New

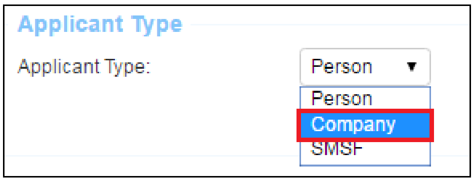
The Applicant name will change from New Application to the Applicants name once this information has been entered.



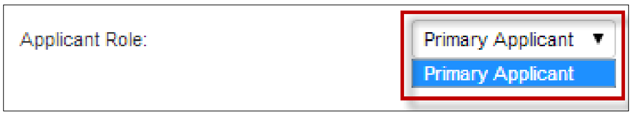
Borrowers can be removed by clicking on Delete

The **Applicant Type** section:

- Select **Company** – this will dynamically change the form for validations for Company



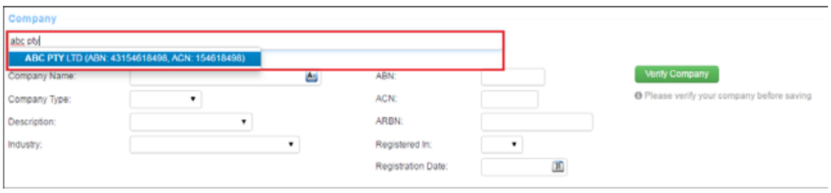
- **Applicant Role** will now default to **Primary Applicant**



- The 1st **Applicant** for a Company application is always the **Company.**

The **Company** section:

- Enter Company details via Search and auto-populate, this automatically verifies the company details



- Alternatively, enter company details and click Verify Company

- If the company details cannot be verified a message will display, this does not stop the application from proceeding may result in a data quality issue during document preparation

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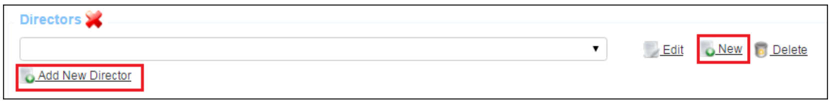
The **Directors** section:

- To add a director, select **Add New Director** and then select **New**.
  You will be given the option to add as a new **Loan Party**.



- The Add Director dialogue will display. Complete the fields and select **Save Changes**.

- Add additional new directors if required.

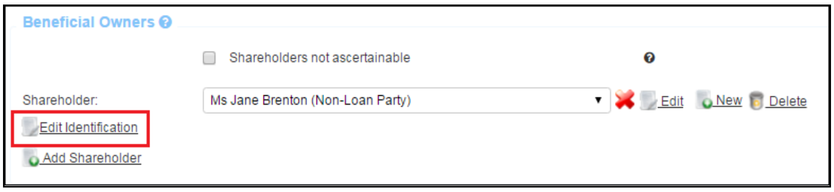
The **Beneficial Owners** section:

- If the Beneficial Owners is a Shareholder select **Add** Shareholder and then select **New** to add as a new **Loan Party** or **Non-Loan Party**.

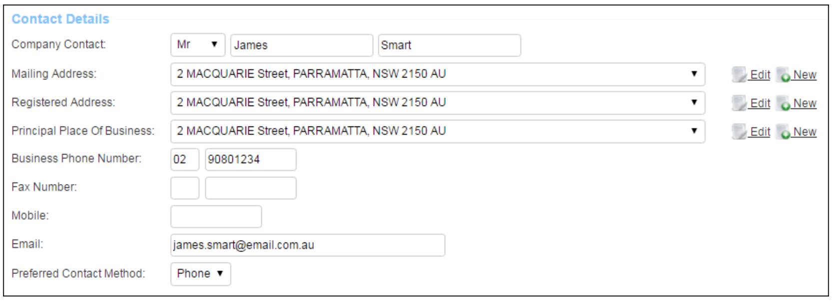
- The Add Beneficial Owner dialogue will display. Complete the fields and select **Save Changes**.

- When there is no shareholder who owns 25% or more of the property, tick **Shareholders not ascertainable**, select the **Role**, select **Add Controller** and then select **New** to add as a new **Loan Party** or **Non-Loan Party**.

- The Add Beneficial Owner dialogue will display. Complete the fields and select **Save Changes**.



- If the Beneficial Owner is a Non-Loan Party, select **Edit Identification** to add identification details.
- Add additional new beneficial owners if required.



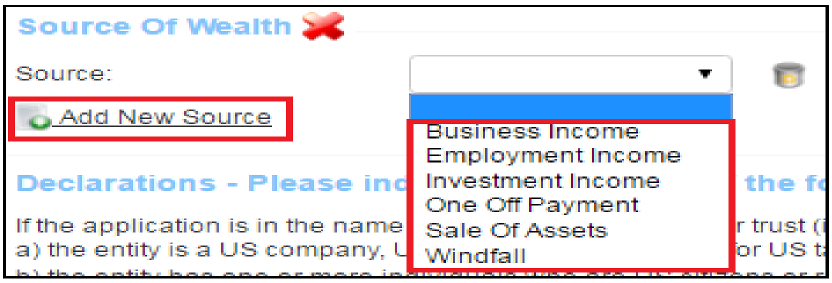
The **Contact Details** section requires:

- Enter all required details - **Mailing Address, Registered Address and Principal Place of Business** are required fields for a Company applicant.
- Trading address will be collected for Trusts.
- Add **Addresses.** If the same, select the previously captured address from the dropdown.
- If address is not in the drop down, add **New.**

Remember to verify the address

The **Source of Wealth** section:

- Select **Add New Source**
- Select the relevant **Source** option
- Click **Save**
- Click **Validate**



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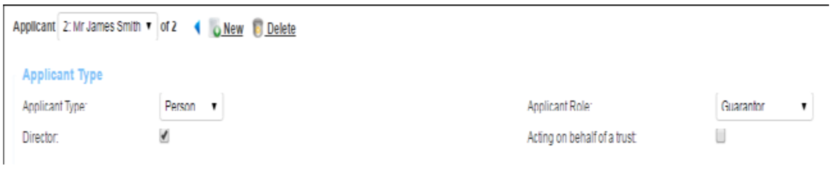
Completing 2nd applicant

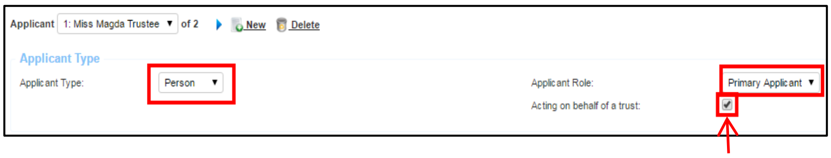


- The **2nd Applicant** and subsequent applicants were added when the director information was entered. Go to Applicant 2 to complete the applicant information.
- Applicant type – Person

Individual Trustee Applications

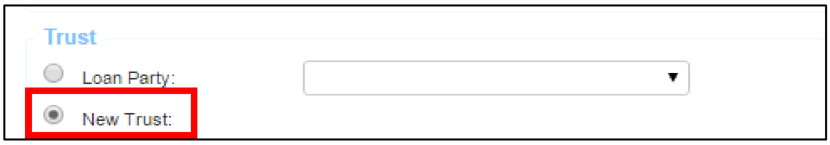
To be used when adding Trustees who are Individuals.

The **Applicant Type** section:



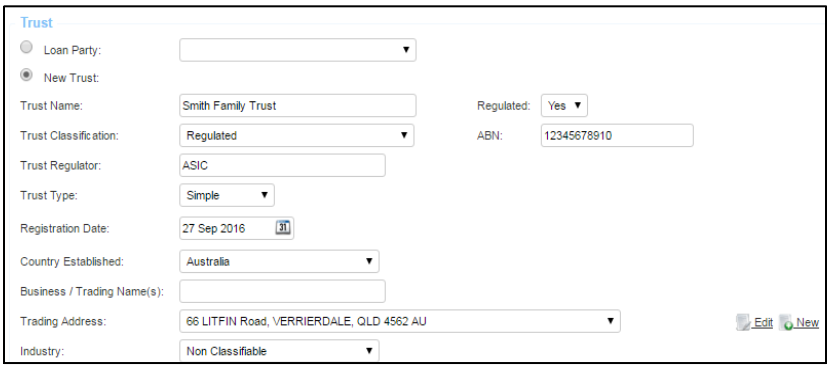
- Applicant type select **Person**
- Applicant role for an Individual/Person select **Primary Applicant**
- Tick Acting on Behalf of Trust

The Trust data input section will appear, when “Acting on Behalf of Trust” is selected.



- Select “New Trust.

The **Trust** section:



- Populate relevant Trust details

If the Trust Classification type is Standard, and the Regulated is No, the additional information will need to be captured.

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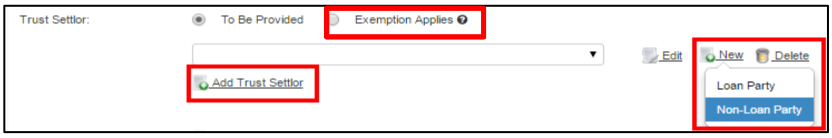
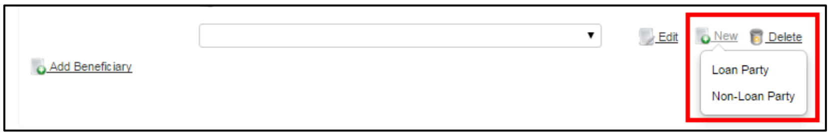


- Provide Trust Settlor details
- If no Trust settlor can be provided, user Exemption Applied radio button.



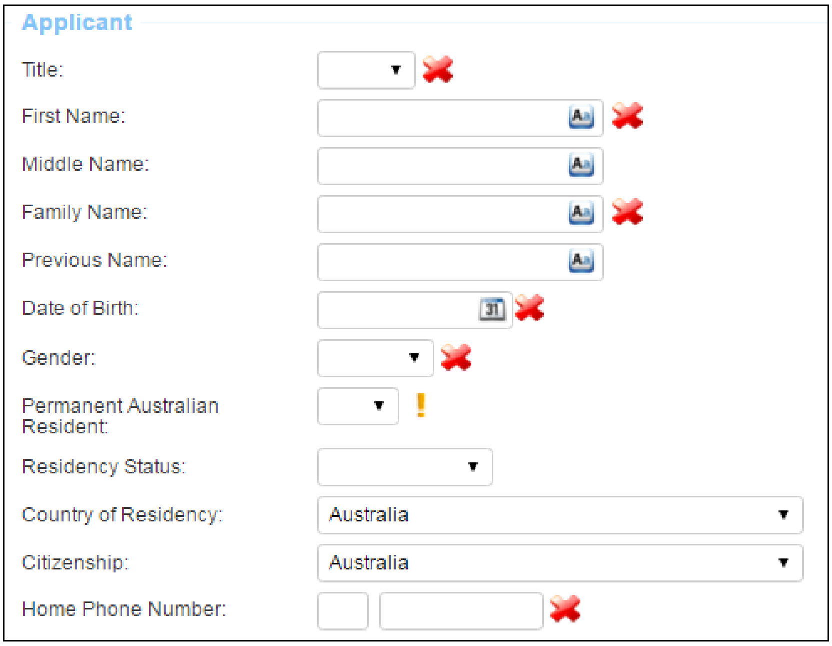
- Provide Beneficiary information. Beneficiaries can be either a Loan Party, or Non-Loan Party.

- Provide between 1 and 4 Controlling Persons.

Controlling Persons can be either a Loan Party, or Non-Loan Party

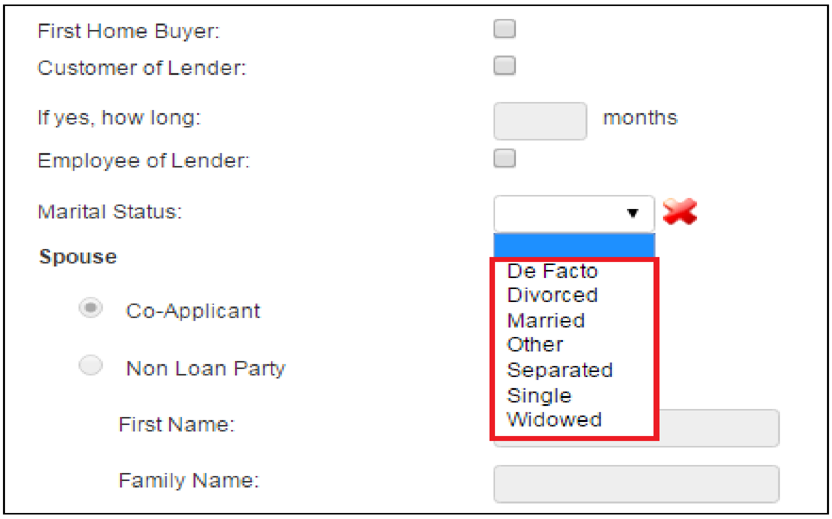
The **Applicant** section:

This section captures the first Trustee for the trust. This will be available under Applicant 1, beneath the Trust data capture.



- Complete fields for the Individual Trustee.
- Fields marked with a red cross are mandatory.
- Applicants must be **Australian Citizens or Permanent Resident**

➢ *Where the **Marital Status** of **De Facto, Married** or **Separated** is selected from the drop down menu, the **Spouse** section is required to be completed to identify if they are a Co-Applicant or Non Loan Party*

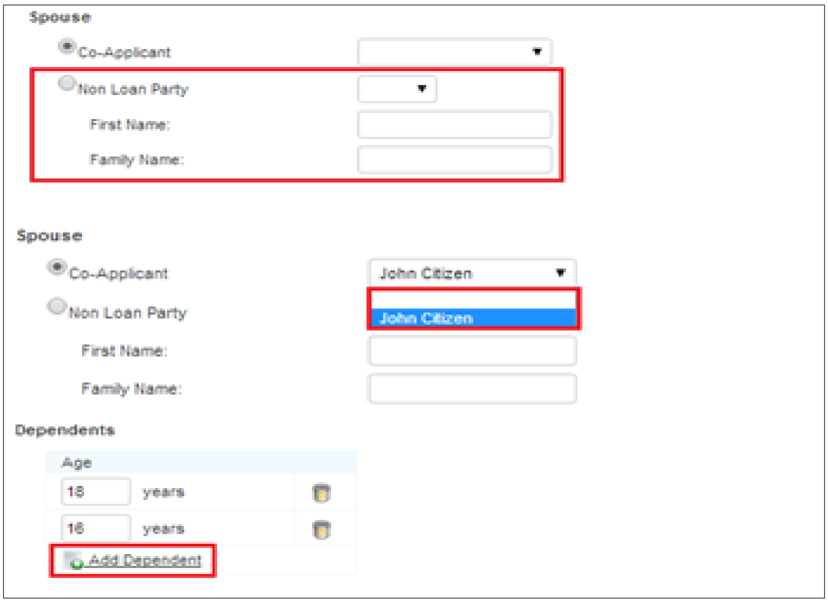


➢ If spouse is a Non Loan Party, free text **Title, First Name** and **Family Name**

➢ If a **Co-Applicant**, add the applicant and then select from the drop down menu

➢ Add **Dependents** and enter the Dependent **Age** in years.

Dependents common to joint applicants need only be entered once.

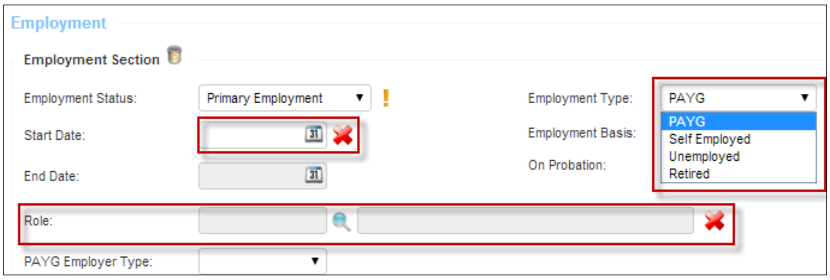


The **Address** section:

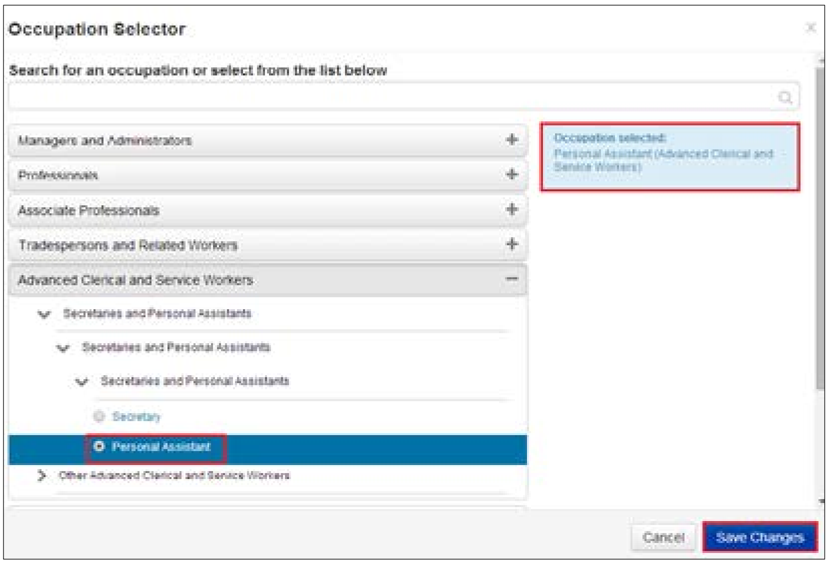
➢ Complete address details, by selecting from drop down or adding as **New.**

The **Employment** section:

- Complete Employment section, including **employment status, type, basis and start date**
- To select a **Role,** click on



- The **Occupation Selector** window will open, expand the categories and click on the check circle to select the most appropriate role



- If you need to remove an entry under Employment section – click

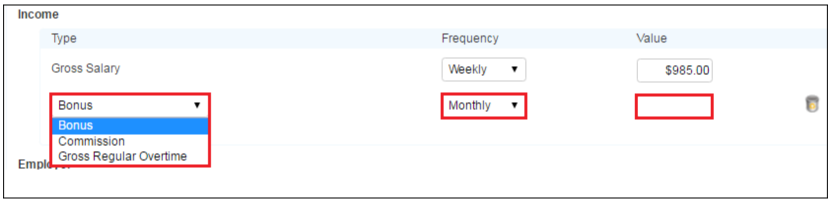
Employment Section

- Click **Save Changes**

The **Income** section:

- Enter **Income** details for Gross Salary, selecting the relevant **Frequency** from the drop down box and typing in the **Value**

- Add additional income by clicking on **Add New Income**
- Select Additional Income type – Bonus or Commission, select the **Frequency** and enter the **Value**



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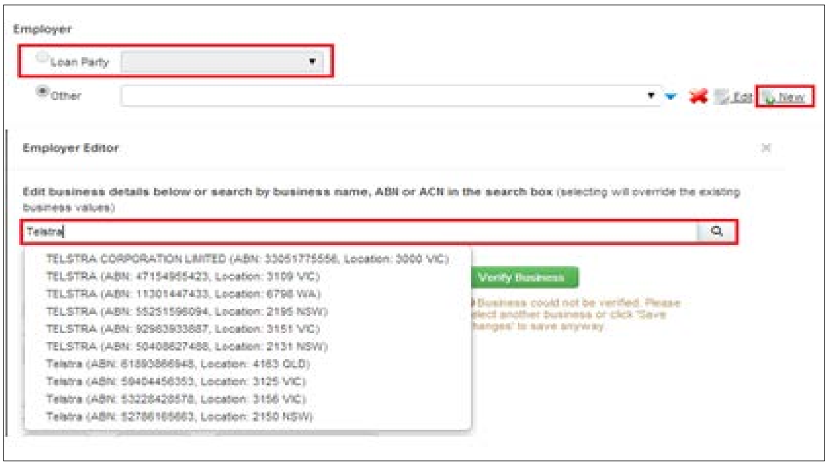
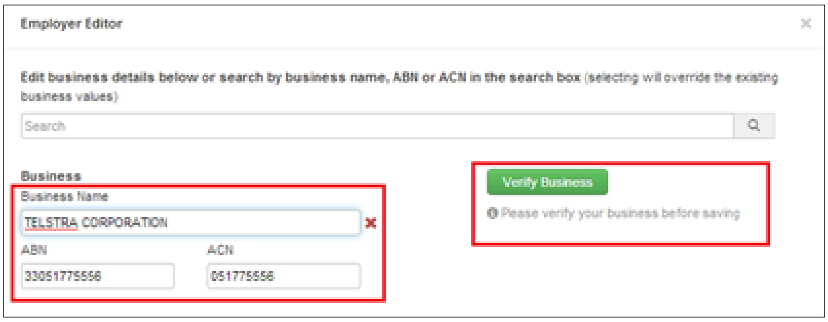
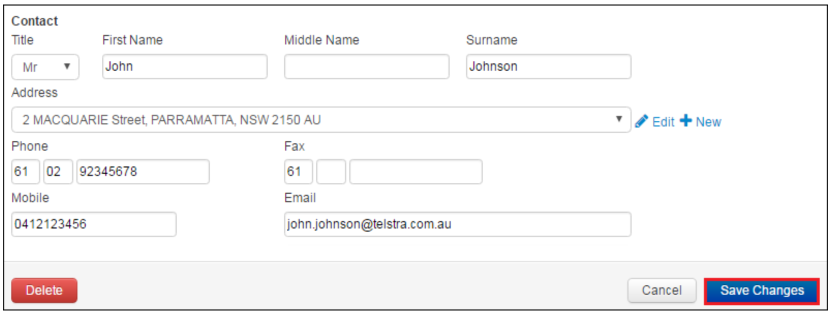
- If the **Employer** is a company that is an Applicant, click on **Loan Party** and select the relevant company from the drop down box
- If not, add the employer as Other by clicking New



- In the **Employer Editor** window, search and select the employer for auto verification
- Alternatively, enter **Business Name, ABN** or **ACN** and click **Verify Business** to validate (optional)

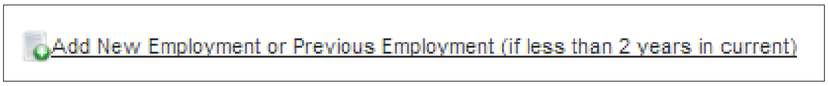


- Complete **Contact** details
- Click **Save**



- The employer is now added

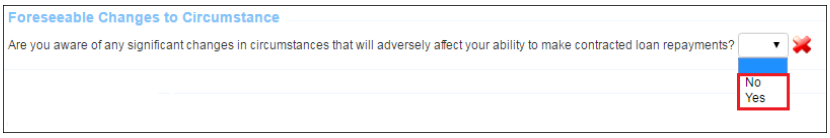
- Add new or previous employment, if required click the link to repeat above steps.



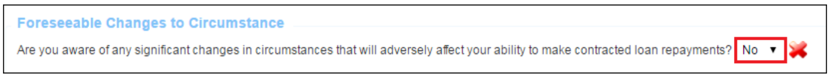
You only need to add new or previous employment if less than 2 years in current employment

The **Foreseeable Changes to Circumstances** section requires:

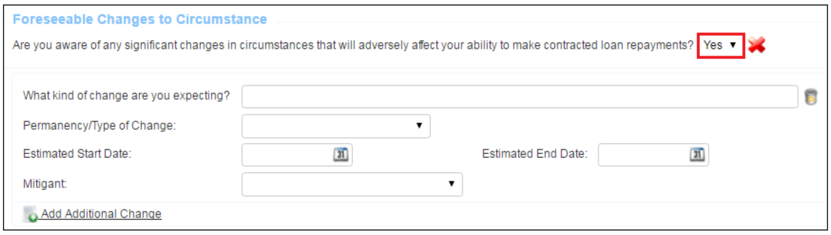
- Select **Yes** or **No** from the drop down menu - this is a mandatory field



- If **No**, there is no further action required



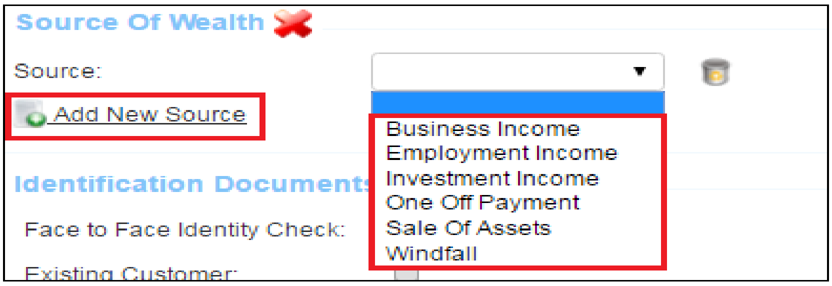
- If yes, enter the relevant foreseeable changes to circumstances from the drop down menus and include the estimated Start and End Date



Foreseeable changes to circumstances should be factored into the serviceability assessment.

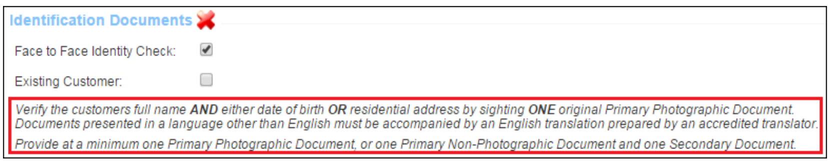
The **Source of Wealth** section:

- Select **Add New Source**
- Select the relevant **Source** option
- Multiple sources can be added by selecting **Add New Source**

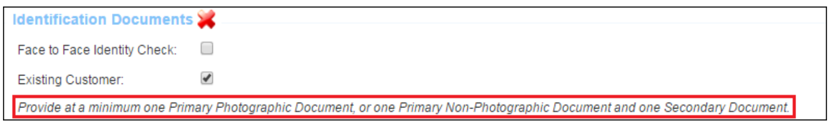


The **Identification Documents** section requires:

- Select either **Face to Face Identity Check** or **Existing Customer**.



- **Face to Face identity Check** requirements are listed when you tick the box



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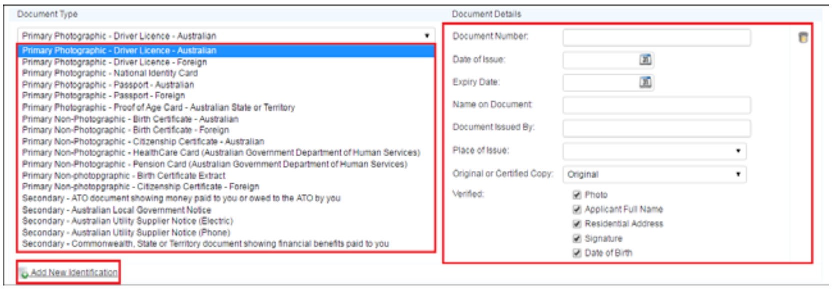
- **Existing customer** requirements are listed when you tick the box
- Add Document Type by clicking Add New Identification
- Select the Document Type from the drop down menu
- Enter the Document Details

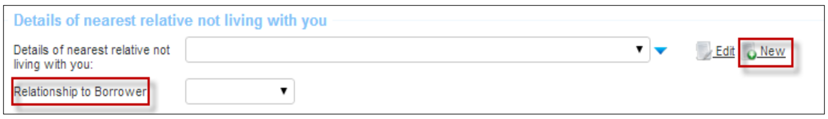


Copies of Identification documents will be required to be submitted as supporting documents

- Add additional documents by clicking on Add New Identification

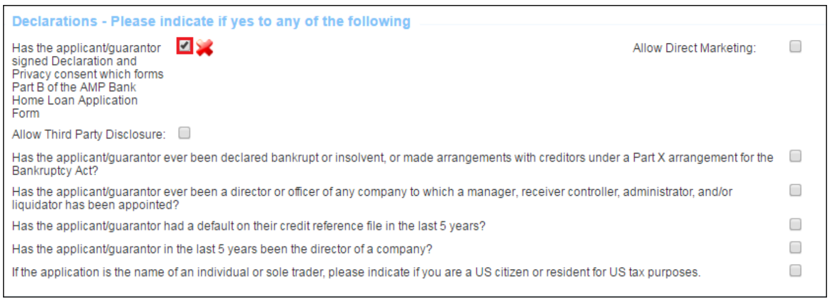
The **Details of nearest relative not living with you** section:

- Add these details by selecting from the drop down or adding **New.**
- Add Relationship to Borrower.



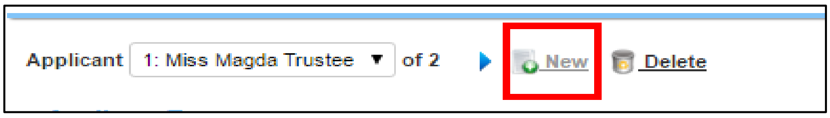
The **Declarations** section requires:

- Select the **Declaration and privacy consent signed** check box – mandatory field
- Select the other declarations as relevant to the applicant



If there are 2nd and subsequent Trustees, they can be added by selecting New applicant.

- ➢ Select Applicant Role Co-Applicant
- ➢ Tick Acting on behalf of a Trust



- ➢ Select the Loan Party radio button, and choose the previously captured Trust from the dropdown list.

- ➢ Complete the remaining fields for the 2nd Trustee as per the above instructions.

Once all sections have been completed:

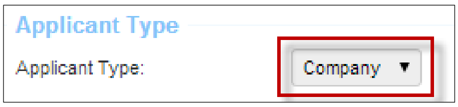
- ➢ Click **Save**
- ➢ Click **Validate**
- ➢ The **Validation** window will identify if further information is required

Company Trustee Application

This will be when the Trust has a Company Trustee (not an Individual).

Add **New** Applicant

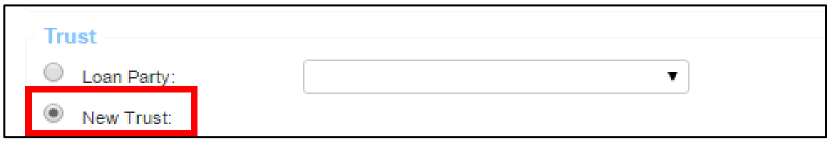
The **Applicant Type** section:



- Applicant type select **Company**
- Applicant role for the Company select **Primary Applicant**
- Tick Acting on Behalf of Trust

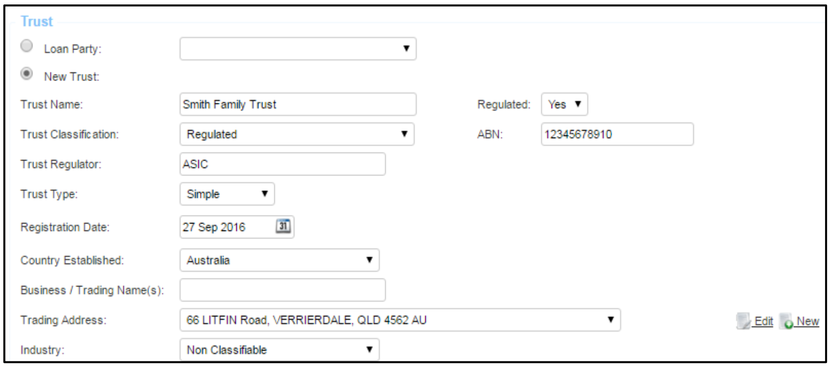
The Trust data input section will appear, when "Acting on Behalf of Trust" is selected.

- Select "New Trust".



The **Trust** section:

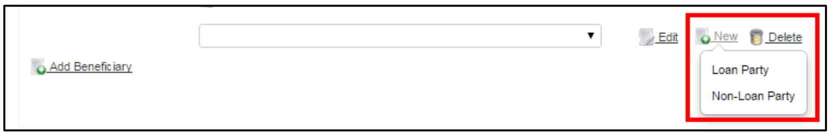
- Populate relevant Trust details



If the Trust Classification type is Standard, and the Regulated is No, the additional information will need to be captured.

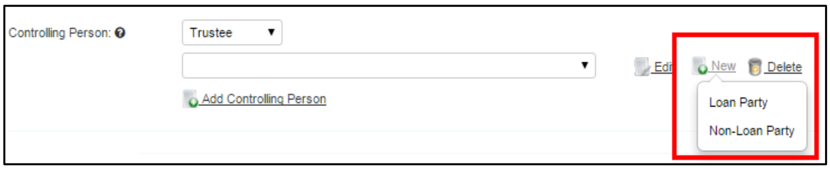
- Provide Trust Settlor details
- If no Trust settlor can be provided, user Exemption Applied radio button.

➢ Provide Beneficiary information. Beneficiaries can be either a Loan Party, or Non-Loan Party.



➢ Provide between 1 and 4 Controlling Persons.

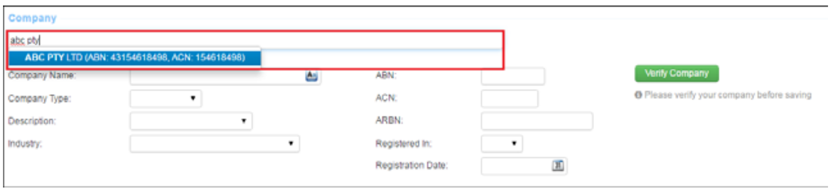
➢ Controlling Persons can be either a Loan Party, or Non-Loan Party



The **Company** section:

This section captures the Company Trustee for the trust. This will be available under Applicant 1, beneath the Trust data capture.

➢ Enter Company details via Search and auto-populate, this automatically verifies the company details

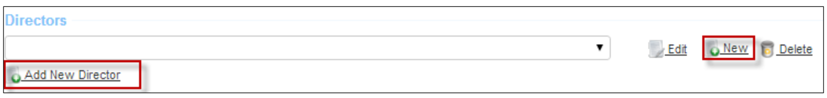


➢ Alternatively, enter company details and click Verify Company

➢ If the company details cannot be verified a message will display, this does not stop the application from proceeding may result in a data quality issue during document preparation

The **Directors** section:

➢ If Director information has already been entered on the applicants page this will appear in the drop down – you can select



➢ If you need to add Directors for the company click Add New Director

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User Guide: Company and Trust Applications

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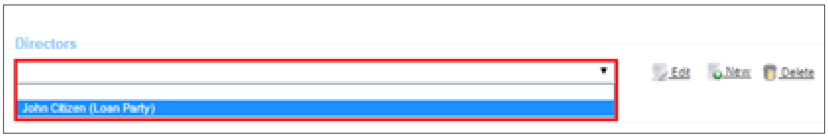
- Select from the drop down menu
- If the Person has not yet been added to the loan, click New and select **Loan Party**



- The **Add Director** window provides the ability to identify the **Borrower Role** and add the Director details
- Click **Save Changes**

If a Loan Party is added via the Add Director window an additional applicant will be added with the details entered.

The **Contact Details** section requires:

- Enter all required details - **Mailing Address** and **Registered Address** are required fields

The **Company Incomes** section requires:

- Two years pre-tax income

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The **Source of Wealth** section:

- Select **Add New Source**
- Select the relevant **Source** option

Once all sections have been completed:

- Click **Save**
- Click **Validate**

The **Validation** pop up window will identify if further information is required

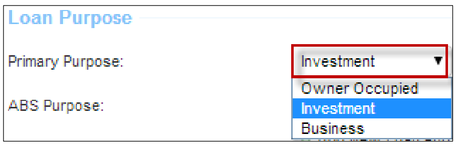
How to complete Loan Details tab

Loan Details Tab

The **Loan Details** defaults to:

The **Loan Purpose** is also defaulted to **Investment**, this should not be changed

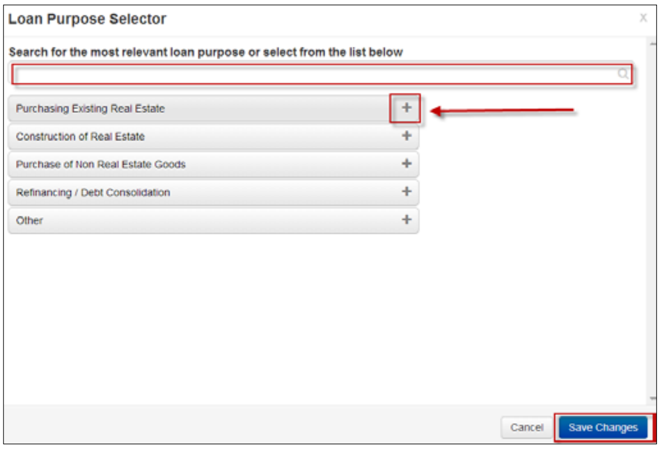
- Complete **Loan Purpose** details by clicking on the Search button



- **A loan Purpose Selector** pop up will appear.

- **Select** the loan purpose (to expand click the arrows) and click **Save Changes**

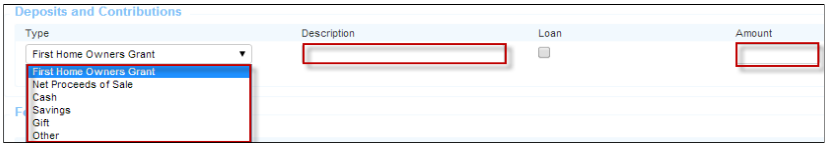
- Multiple loan purposes can be added by clicking **Add New loan Purpose**
- Add **Amount** for the loan
- Add in **Settlement date**



The **Deposits and Contributions** section:

- Click the **Add New Deposit/Contributions** link to add

- Complete the **Type** (select from the drop down)**, Description and Amount**

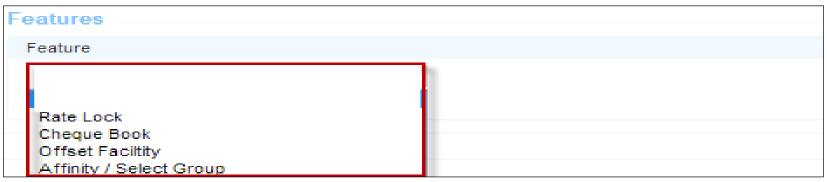


The **Fees** section:

- Select drop down for **Payment Method** and select either **credit card** or **Pay at Settlement.** Amount is defaulted to $350.00

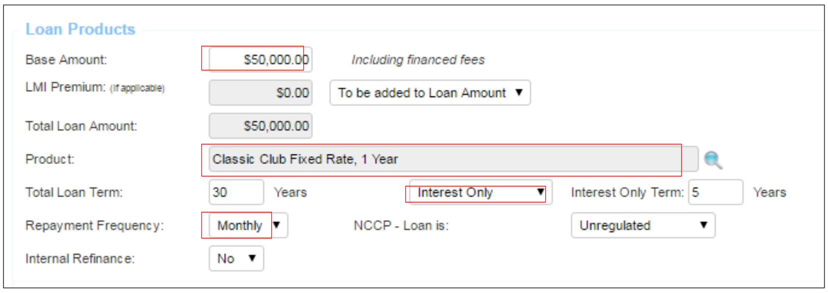
The **Features** section:

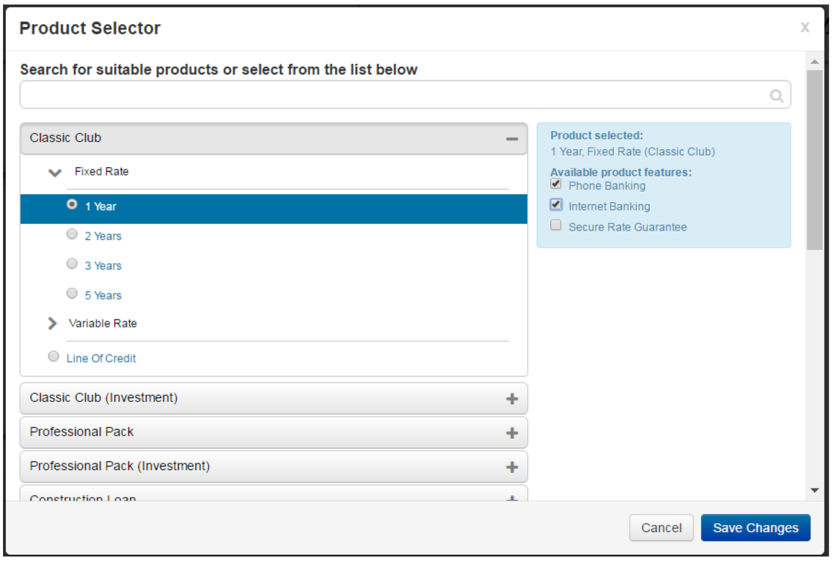
- Add any Features as applicable



The **Loan Products** section:

- Add in details for **Base amount**
- Search for **Product** by clicking on the **Search** button
- The Product Selector pop up will appear.
- Select Fixed or Variable rate. For Fixed rate you also need to select how many years.

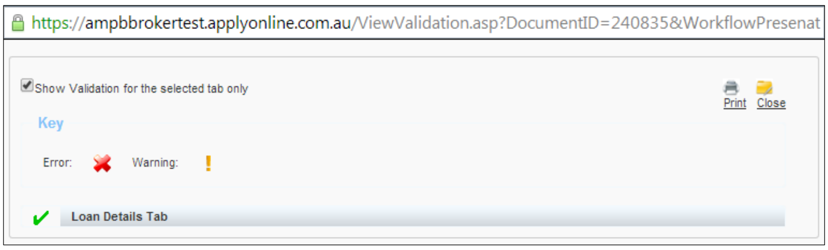




Once all sections have been completed:

- Click **Save**
- Click **Validate**

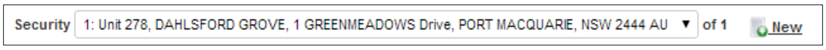
The **Validation** pop up window will identify if further information is required for Loan Details



If all is validated a green tick will appear to indicate the tab is completed

How to complete Security Details

Security Tab



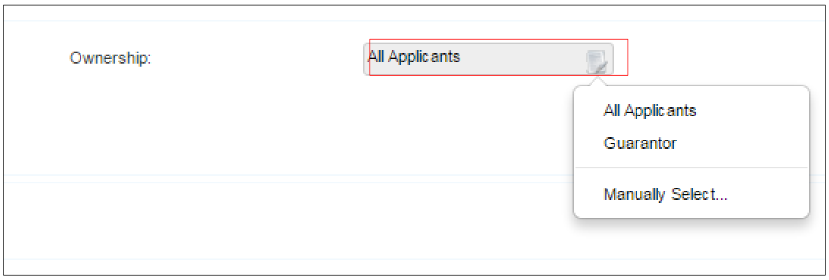
The **Security** tab defaults to the security, entered under the Security Trust Section.

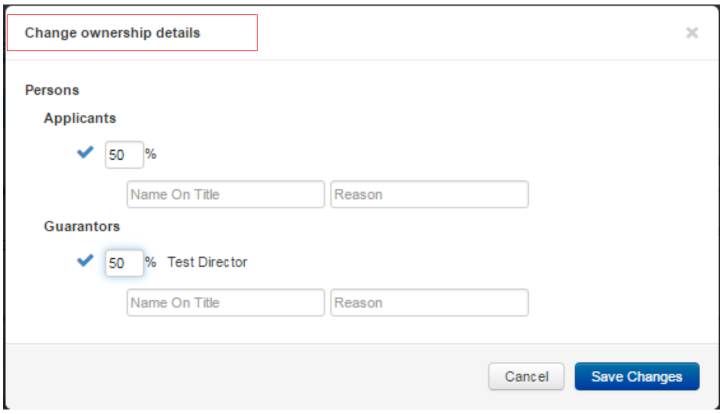
- ➢ If you need to add multiple securities this can be done by clicking New

The **Security Information** section:

- ➢ Ownership also defaults to All Applicants

- ➢ If a different combination of applicants will be the owners of the property, clicking the pencil icon will bring up a screen to make alternative selections.





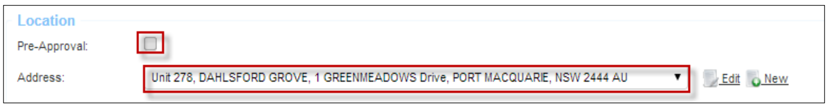
The **Property Details** section:

➢ Complete applicable details for the Property

The **Property Value** section requires:

➢ Enter **Current Value, Estimated Value** and **Estimate Basis**

The **Location** section requires:



➢ Either Tick the pre-approval box.

➢ Or enter the Security **Address**, if you have entered the address, select or add by clicking NEW. Use the drop down menu for addresses linked to the application or to enter a new address click New

The **Title** section requires:

➢ Complete the Title Section as applicable

The **Contact for Access** section requires:

➢ Enter a **Contact for Access** to the security for valuation, if the contact is a **Loan Party**, select the Check Box and choose the contact from the drop down list

➢ If not, select the **Other** Check Box and enter contact details

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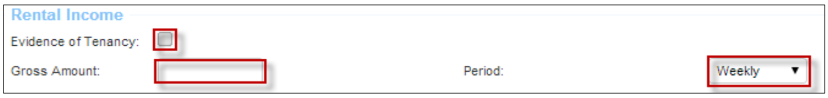
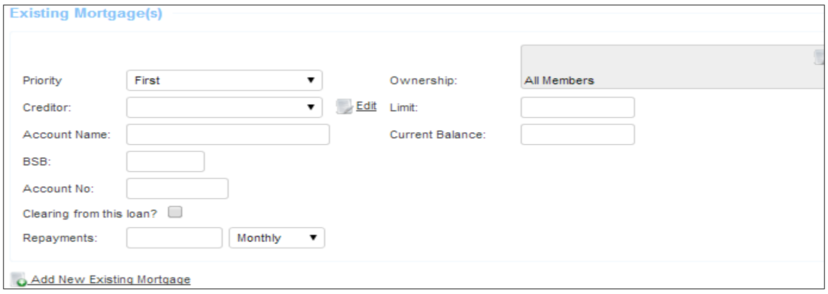
The **Rental Income** section:

- Tick the **Evidence of Tenancy** box. You will need to provide supporting evidence of tenancy.
- Complete **Gross amount** and **Period**



The **Existing Mortgage (s)** section:

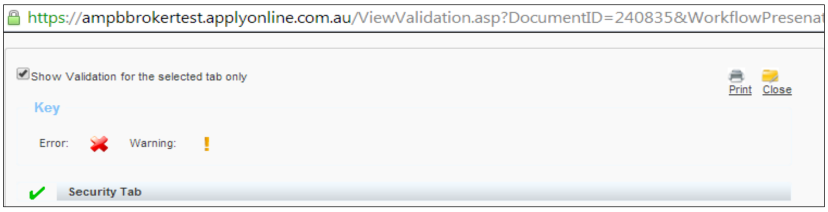
- To add **Existing Mortgages** click Add New Existing Mortgage



Once all sections have been completed:

- Click **Save**
- Click **Validate**

The **Validation** pop up window will identify if further information is required for Loan Details



If all is validated a green tick will appear to indicate the tab is completed

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User Guide: Company and Trust Applications

AMP Bank

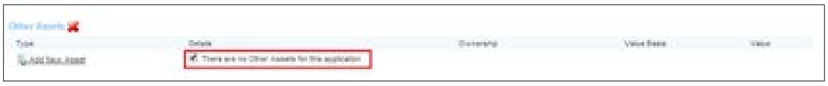
How to Complete Financial Position Tab

Financial Position Tab

- Additional Real Estate Assets can be added by clicking Add New Real Estate Asset

The **Other Assets** section requires

- If no other assets, select the check box **There are no other assets for this application**

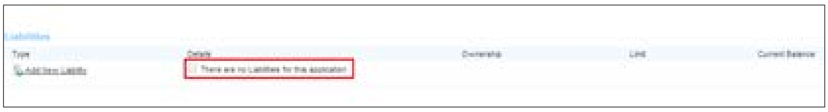


- If there are other assets, click Add New Asset

- Select the **Asset Type** from the drop down men, and enter asset details

The **Liabilities** section requires

- If no other liabilities, select the check box **There are no Liabilities for this application**



- If there are liabilities, click Add New Liability

- Select the **Liability Type** from the drop down men, and enter details

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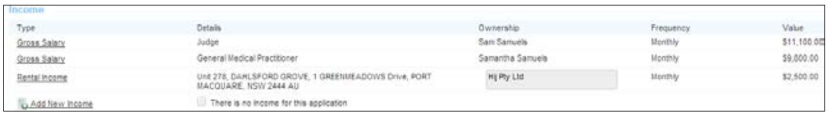
AMP Bank

The **Income** section auto-populates from the details entered in the **Applicant** tab



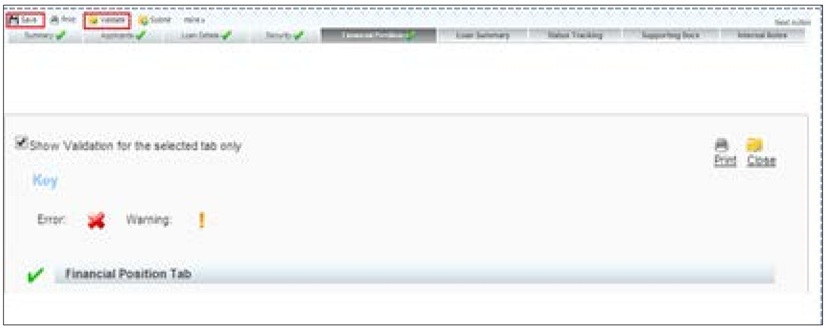
- To add additional income, click Add New Income
- Owner of an income should be left as "All applicants" if the income is for the Trust, as it will allocate to the Trustee's ATF "The Trust".
- Select **Income Type** from the drop down menu and enter any additional details, from what was entered on the Applicant page

These details auto-populate from the applicant's Tab.

The **Expenses** section requires

- To add additional expenses, click Add New Expense
- Select **Expense Type** from the drop down menu and enter details
- Ensure mandatory expense types are entered.

Once all sections have been completed:



- Click **Save**
- Click **Validate**
- The **Validation** window will identify if further information is required

All tabs should now be validated and have green ticks

View Loan Summary and Serviceability

Loan Summary Tab

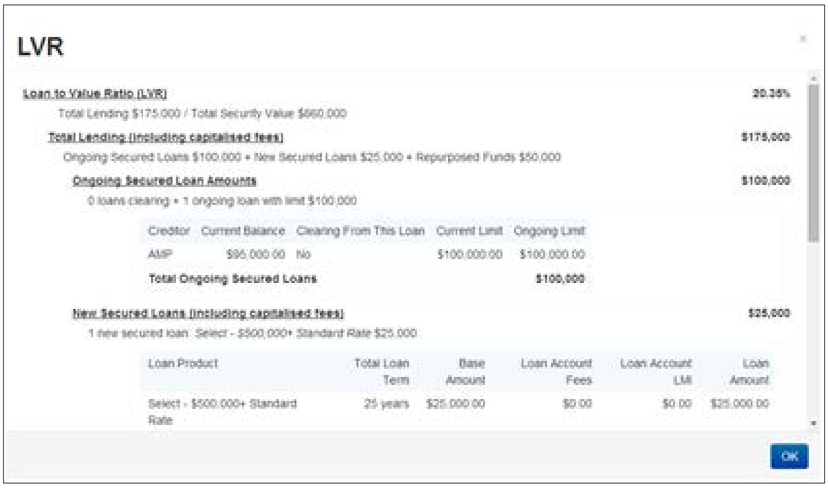
A summary of the application information entered and the Serviceability Assessment is provided in the Loan Summary tab.

The Serviceability Assessment is linked to AMP Bank's rules and policies and indicates the serviceability metrics based on the details entered.

To find out more details:

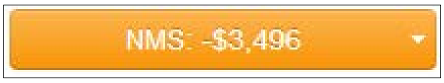
- Click on the serviceability metric and a summary appears

- For further information, click More...
- To return to Loan Summary, click OK



If the serviceability metric is green, it meets our serviceability requirements.

If it is amber, it may not meet serviceability requirements however the application can still be submitted.



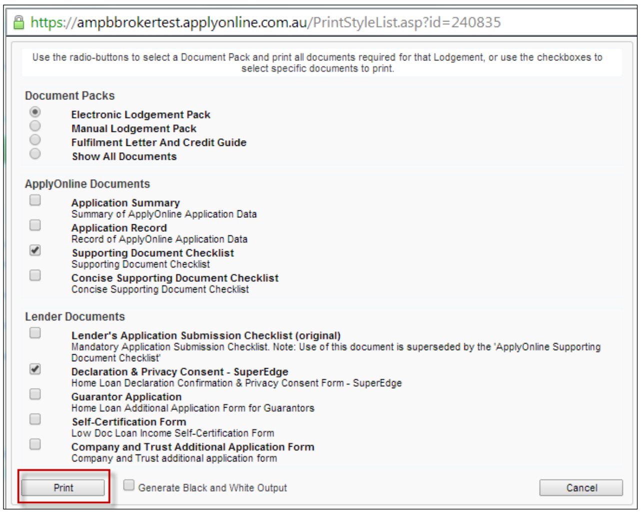
Check the manual calculator if servicing fails here. If the manual servicing calculator passes, submit with supporting documentation. The Excel calculator can still be used if desired.

The Lodgement Pack and Lender Documents can be printed

➢ Click Print from the top navigation

➢ Select the relevant check boxes

➢ Click Print in the pop up



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User Guide: Company and Trust Applications

AMP Bank

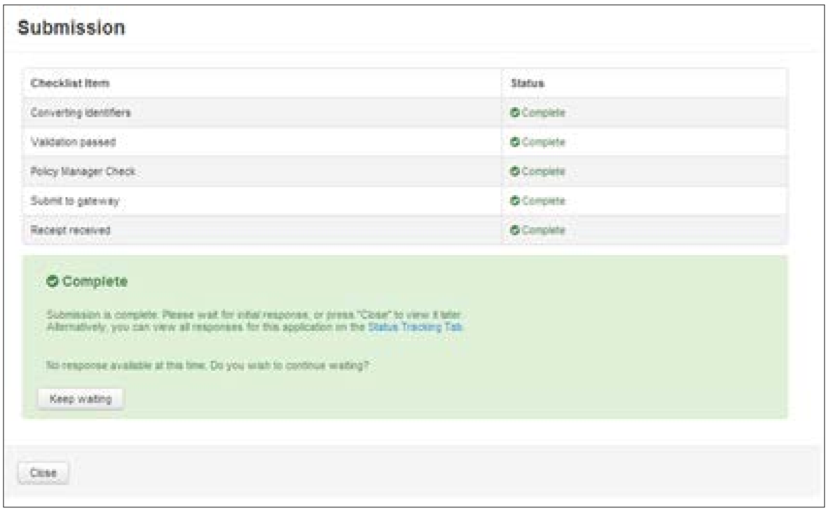
Submit Trust Application to AMP Bank

- Once all information has been entered and validated (green ticks for all required tabs), submit the Trust application to AMP Bank:

- Click Submit

There are two submit buttons available, click either one

- The Submission window will provide confirmation of the online submission



- Electronic submission can also be viewed in the **Status Tracking** tab or via Back Channel messages

Supporting documents can be uploaded and submitted electronically via the **Supporting Docs** tab

Refer to the Supporting Documents User Guide for detailed instructions

- Upload supporting documents via the **File Browser**
- Attach supporting documents to the **Checklist** conditions – once all are added, the sections will change to green.
- Once complete, click Submit Documents