

# International Trade Finance Business Finance Enquiry Form

CTF530 0420

We request that you complete all fields fully and indicate with a notation why a field cannot be completed. We also request that you provide all supporting documentation and attach the requested information if more space is needed. Thank you.

We, Fifo Capital SCF Pty Ltd (ACN: 620 525 500), Fifo Capital Corporate Pty Ltd (ACN 623 091 010), address: Level 16, 390 St Kilda Road, Melbourne, Vic 3004), provide invoice finance, trade finance, supply chain finance and business loan facilities. You, the proposed customer named below, have asked us to provide one or more facilities to your business. This document is given to us to assist us to determine if we will provide one or more facilities to you. It is essential that you ensure that all information given to us is true, correct and complete.

We will tell you if the application is successful. We can accept or reject the application at our sole and absolute discretion. If we accept the application the services will be provided solely in accordance with the documents we agree with you and terms and conditions which are agreed between us. It is essential that you read those documents before they are signed. If the application is for supply chain finance and/or trade finance, you should also read the terms and conditions which can be agreed with a supplier.

All information is held in strictest confidence in accordance with our Privacy Policy which can be found on our website at [www.fifocapital.com.au](http://www.fifocapital.com.au).

## SECTION 1 - PROPOSED CLIENT DETAILS

|                                  |  |                      |              |  |
|----------------------------------|--|----------------------|--------------|--|
| FULL BUSINESS NAME               |  |                      | YEAR EST.    |  |
| TRADING NAME                     |  |                      | NO. OF STAFF |  |
| PHYSICAL ADDRESS                 | STREET NO: ..... STREET NAME: .....        |                      |              |  |
|                                  | SUBURB: ..... STATE: ..... POSTCODE: ..... |                      |              |  |
| POSTAL ADDRESS<br>(IF DIFFERENT) | STREET NO: ..... STREET NAME: .....        |                      |              |  |
|                                  | SUBURB: ..... STATE: ..... POSTCODE: ..... |                      |              |  |
| WEBSITE                          |  | BUSINESS DISCRIPTION |              |  |

## SECTION 2 - MAIN CONTACT DETAILS (Throughout Application Process)

|                 |  |           |  |
|-----------------|--|-----------|--|
| CONTACT NAME    |  | POSITION  |  |
| EMAIL ADDRESS   |  | MOBILE NO |  |
| OFFICE PHONE NO |  | FAX NO    |  |

## SECTION 3 - BUSINESS ENTITY DETAILS PLEASE INDICATE YOUR BUSINESS ENTITY DETAILS (TICK WHERE RELEVANT)

|  |  |  |          |   |  |  |  |
|--|--|--|----------|---|--|--|--|
| <input type="checkbox"/> COMPANY   |  | <input type="checkbox"/> PARTNERSHIP     |          | <input type="checkbox"/> TRUST  |  | <input type="checkbox"/> SOLE TRADER <small>(NOT SUITABLE FOR SCF)</small> |  |
| <input type="checkbox"/> SOLE DIRECTOR/SECRETARY<br><input type="checkbox"/> NOT SOLE DIRECTOR/SECRETARY |  | FULL NAME EACH PARTNER<br>.....<br>..... |          | <input type="checkbox"/> CORPORATE TRUSTEE<br><input type="checkbox"/> INDIVIDUAL TRUSTEE(S)<br>PLEASE PROVIDE CERTIFIED COPY OF TRUST DEED |  | FULL NAME<br>.....<br>.....  |  |
| ACN  |  | ABN                                      |          | ABN   |  | ABN  |  |
| REGISTERED (ASIC) ADDRESS  | Tick if same as physical address <input type="checkbox"/><br>STREET NO: ..... STREET NAME: ..... |  |          |   |  |  |  |
|  | SUBURB: ..... STATE: ..... POSTCODE: .....   |  |          |   |  |  |  |
| ACCOUNTANT DETAILS   |  |  | PHONE NO |   |  |  |  |

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### SECTION 4 – FINANCIAL DETAILS

|                                  |    |  |  |
|----------------------------------|----|--|--|
| YOUR ACCOUNTING SOFTWARE         |    | ARE YOUR ACCOUNTS UP TO DATE?            | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| ACCOUNTS RECEIVABLE BALANCE (\$) | \$ | ACCOUNTS RECEIVABLE BALANCE AS AT (DATE) | ...../...../20....                                       |
| ACCOUNTS PAYABLE BALANCE (\$)    | \$ | ACCOUNTS PAYABLE BALANCE AS AT (DATE)    | ...../...../20....                                       |
| LAST YEAR'S TURNOVER (\$)        | \$ | AVERAGE MONTHLY SALES (\$)               | \$   |
|                                  |    | EST. NEXT MONTH'S SALES (\$)             |  |

### SECTION 5 – INTERNATIONAL (Non-secured) TRADE FINANCE FACILITY DETAILS

|   |  |  |  |
|---|--|--|--|
| FACILITY LIMIT REQUEST (INTERNATIONAL TRADE FINANCE minimum USD100,000) | \$   |  |  |
| SUPPLIER DEPOSITS WILL BE PAID BY CLIENT                                | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> QUOTE FOR DEPOSIT FUNDING |  |

### SECTION 6 - YOUR SUPPLIERS & GOODS TO BE IMPORTED

PLEASE LIST BELOW THE OVERSEAS SUPPLIER/S YOU ARE LOOKING TO TRADE WITH? DO YOU DEAL WITH AN AGENT AND WHAT ARE THE GOODS?

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|   |  |
|---|--|
| REQUIRED DOCUMENTS – THE FOLLOWING HAVE BEEN SUPPLIED | <input type="checkbox"/> PROFIT & LOSS <input type="checkbox"/> BALANCE SHEET <input type="checkbox"/> MANAGEMENT ACCOUNTS |
|   | <input type="checkbox"/> TWO FORMS OF DIRECTORS ID   |

### SECTION 7 – EXECUTION

PLEASE CHECK AND WHERE POSSIBLE ATTACH THE FOLLOWING DOCUMENTS TO COMPLETE THE APPLICATION

|  |                        |
|--|------------------------|
| .....  | .....                  |
| <b>Signature</b>   | <b>Print full name</b> |
| THE PROPOSED CLIENT (OR THE PERSON SIGNING ON BEHALF OF THE PROPOSED CLIENT) CONFIRMS THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AT TIME OF SIGNING. |                        |

#### NOTES:

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## Overview

We collect personal information about you for the purposes you agree to in this Privacy Disclosure and Consent. When you sign below, you agree we can, consistently with Australia's privacy and credit reporting laws, collect, use and disclose personal information about you for those purposes.

## Privacy Disclosure Statement

We may agree to provide a facility for the debts which are owed to you by your one or more of your customers or for the debts which you owe to one or more suppliers. If that facility is provided, you will provide confirmations to us about the amount you owe or are owed and provide other undertakings to us. Alternatively, where we are providing a facility to be used with a supplier, the supplier could be a supplier to a company with which you are associated (for example as a director or shareholder). In that case you may provide undertakings to support the obligations of the company.

We collect personal information about you to determine whether we should provide a facility which includes the provision of commercial credit to your suppliers or to suppliers to a company with which you are associated and, if we decide to provide it, to assist in the provision of the facility. This includes the assessment of the application, managing the account, deciding whether we will accept an offer to purchase a debt, recovering money and dealing with security given to us.

The main consequence for you if all or some of the personal information is not collected by us is that we may be unable to process your (or the company's) application, we may decide not to provide a facility or we may decide not to accept an offer to purchase a debt owed to you or by you.

We may collect personal information about you from someone other than you. The personal information could be collected from the company that receives the supply, CRBs, brokers and other introducers, and public registers.

We usually disclose personal information to a CRB; government authorities and others as required or authorised by law; your broker or other introducer; our and your legal, financial and other adviser or representative; persons (such as mailing houses, mercantile agents, archivers, valuers and call centre operators) who provide a service to us; insurers and underwriters; financiers and parties to a securitisation arrangement; a potential or existing guarantor; the supplier that person's advisers; a body corporate which is related to us; and a person for whom we act as trustee. One entity included in the definition of "we" may disclose personal information to another entity included in that definition. Generally we do not disclose personal information to a person overseas although we may do so in some circumstances, such as if a related body corporate, guarantor or supplier is overseas.

## Notifications

Our privacy policy is available at [www.fifocapital.com.au](http://www.fifocapital.com.au). If you request a copy in a particular form (for example, in hard copy) we will, free of charge, take reasonable steps to give you a copy in that form.

The privacy policy contains information about how you may access personal information about you which we hold and seek the correction of that information. The privacy policy also contains information about how you may complain about a breach of the Australian Privacy Principles or the Credit Reporting Privacy Code, and how we will deal with the complaint.

The privacy policy includes our policy about the management of credit information and credit eligibility information. It contains information

about how you may access the credit eligibility information about you that we hold; how you may seek the correction of credit information or credit eligibility information about you that we hold; how you may complain about our failure to comply with Division 3 of Part IIIA to the Privacy Act or the Credit Reporting Privacy Code; and how we will deal with such a complaint. It also specifies whether we are likely to disclose credit information or credit eligibility information to entities that do not have an Australian link and, if relevant and practicable, the countries in which those entities are likely to be located.

The privacy policy includes information about credit reporting, including the CRBs to which we are likely to disclose your credit information, and a statement of notifiable matters. The key issues contained in that statement are the way a CRB can use the credit information; the disclosure which we can make to the CRB; how you can obtain our policy about the management of credit-related personal information and the CRB's policy about the management of credit-related personal information; your right to access information from us, to request that we correct information and make a complaint to us; your right to request CRBs not to use their credit reporting information for the purposes of pre-screening of direct marketing; and your right to request the CRB not to use or disclose credit reporting information about you if you believe, on reasonable grounds, that you have been, or are likely to be, a victim of fraud.

## Consent

By signing below you consent to:

- us receiving, using and disclosing your personal information as outlined in this form and our privacy policy subject to the Privacy Act and, to the extent it applies, the Credit Reporting Privacy Code;
- a CRB disclosing any credit reporting information, other than repayment history information and credit reporting information which is derived from repayment history information, to us, at our request, for a commercial credit related purpose if that disclosure is permitted under the Privacy Act;
- us collecting your personal information from someone other than you;
- us, if we have provided credit to you or you have applied to us for credit, disclosing credit eligibility information to a person for the purpose of that person considering whether to offer to act as a guarantor in relation to the credit or to offer property as security for the credit;
- us disclosing credit eligibility information about you to a person who is a guarantor in relation to credit provided by us to you or has provided property as security for that credit;
- us disclosing personal information about you to another credit provider so long as the information is either not about your activities in relation to consumer credit or is credit reporting information. You also consent to us obtaining information of that type from another credit provider. The disclosure or obtaining must be for the purpose of assessing an application made by a person for commercial credit;
- you consent to us or any organisation we authorise using or disclosing information (other than sensitive information) about you for the purpose of direct marketing. The Privacy Act imposes restrictions on that use and you will, in particular, have an opt-out right; and
- us sending electronic messages to you. If you are not the person who is the recipient of the supply mentioned above you also

consent, on behalf of that person, to us sending electronic messages to that person.

If you consent to the disclosure of personal information (other than credit eligibility information) to a person (other than a CRB) who is not in Australia, sub-clause 8.1 of Schedule 1 to the Privacy Act will not apply to the disclosure. You consent to that disclosure.

If you provide personal information to us about any other individual you will ensure that all legal requirements for that provision have been satisfied.

Your consents and obligations continue until we have agreed to you revoking them.

**Contact details**

We can be contacted by e-mail to [privacyact@fifocapital.com.au](mailto:privacyact@fifocapital.com.au) or by letter posted to, Level 16, 390 St Kilda Road, Melbourne, Victoria 3004 (attention Privacy Contact Officer, Fifo Capital Australia Pty Ltd).

**Definitions**

“CRB” means credit reporting body. “We”, “us” and “our” means all and any one or more of Fifo Capital SCF Pty Ltd (ACN 620 525 500), Fifo Capital Australia Pty Ltd (ACN 121 427 183), Fifo Capital Corporate Pty Ltd (ACN 623 091 010), and franchisee. A franchisee is any person who has entered into a franchise agreement with Fifo Capital Australia Pty Ltd and our privacy policy explains how you can obtain the names and contact particulars of relevant franchisees. “You” means each person who signs below. Words which are defined in the Privacy Act 1988 have the same meaning in this form.

(1) Signature: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

(5) Signature: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

(2) Signature: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

(6) Signature: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

(3) Signature: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

(7) Signature: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

(4) Signature: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

(8) Signature: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_