



Southern Lending Group

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INITIAL INFORMATION PACK

The following requested information and forms are designed to provide us with the initial information to assess and ascertain the best possible facility for your company and the indicative pricing of such a facility.

Please forward the following information:

- Balance Sheet and Profit & Loss Statement for the past year and/or the financial year to date
- Aged debtors ledger (summary)
- Aged creditors ledger (summary)

Please complete the attached forms.

Form 1 – General Information

Form 2 – 12 Months Sales Analysis

Form 3 – Asset and Liability Statement for each director

Form 4 – Privacy Act Consent Form

- **Form 1 – General Information**

Company Information			
Business Name and Trading Name (if applicable):			
Address:			
ABN:		ACN:	
Phone:	Fax:	Mobile:	Email:

Directors / Shareholders			
Name	Residential Address	Share %	Director Y / N

Trading History		
Period	Turnover (\$)	Net Profit (\$)
Period	Turnover (\$)	Net Profit (\$)
Forecast Period	Forecast Turnover (\$)	Forecast Net Profit (\$)

Debtor Analysis	Last 12 months	Next 12 months
Number of invoices raised		
Number of credit notes raised		
Number of active debtor accounts		

Terms and Conditions of Sale
Standard trading / payment terms? (days)
Discounts offered?
Do you obtain signed proof of delivery?
Does any customer represent more than 30% of your turnover?

Do you sell on any of the following basis?			
A) Consignment	Yes	No	% of sales turnover
B) Progress / Stage Claims	Yes	No	% of sales turnover
C) Sale or Return	Yes	No	% of sales turnover

FORM 2 – LAST 12 MONTHS SALES ANALYSIS

Month / Year	Sales	Credits / Discounts Allowed	Cash Receipts	Total Debtors
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
TOTAL				
AVE				

FORM 3 - Asset and Liability Statement for Directors

Name(s)		
Address		
<u>ASSETS</u>	Description	\$
Property 1	<i>Address</i>	
Property 2	<i>Address</i>	
Cash/Shares		
Motor vehicles		
Furniture etc.		
Other		
Total Assets		
<u>LIABILITIES</u>	Description	\$
Property 1		
Property 2		
Credit Cards		
Other		
Total Liabilities		
<u>NET ASSETS</u>		

<i>Name</i>	<i>Drivers Licence No:</i>	<i>Date of Birth</i>	<i>Signature</i>	<i>Date</i>
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