

# Introduction

This handbook is designed to provide you with information on our preferred methods of processing applications and settlements.

Following this information will assist us in processing your application and ensure that we continue to provide you with fast, efficient service.

## Important Notice

Please note: The information in this document should not be construed as a definitive statement of LER's credit discretion, criteria or requirements, or anything other than a guide for purely indicative purposes. LER reserves its right to approve, on such conditions as it may require, or decline any proposal in its sole and absolute discretion. LER also reserves its right to require the provision of such documents and information as it may deem necessary in its sole and absolute discretion to consider whether to approve or decline any proposal. The information and requirements in this document may be varied by LER at any time without notice.

# Our clients

LER welcomes applications from a broad range of clients. In relation to clients who have exposures less than \$50,000, you should provide us with information to assist us when considering the issues set out in Appendix A.

As a guide, the following definitions apply when determining the type of client:

## Public schools and government departments or agencies

This category includes any entity of the Australian federal government or of any Australian state, or any local government authority. This category does not include non-government organisations that are partly or wholly government funded. A change of ownership provision in the documentation is mandatory.

For total exposures of up to \$200,000 for this type of applicant, generally all we require is that you include information to verify the identity of the applicant with the proposal.

Applications for local government authorities with a total exposure in excess of \$200,000 should also include two years' satisfactory financials.

All other applications for state and federal government bodies with a total exposure in excess of \$200,000 should be referred to LER on a case-by-case basis.

## Commercial applicants

This category includes small to medium enterprises (SMEs) such as sole traders, proprietary limited companies, trusts, partnerships, large companies, major corporations, private schools, associations etc. There are varying credit information requirements and policies depending on the type of client. Generally, eligible borrowers must have a good credit record, must be established for at least two years, and be able to demonstrate a capacity to repay the commitment.

### a) Major corporates

Includes:

- Top 500 ASX stocks by market capitalisation
- First and second tier legal and accounting firms (as agreed)

### b) Large professional firms

- Legal, medical/dental, accounting, architectural, engineering
- Firms with four or more partners

## c) Other large companies

- Any firm with issued capital of at least \$1m or if classed as a 'large proprietary company' within the ASIC audit rules – i.e. any two of (a) minimum \$10m consolidated gross operating revenue (b) minimum \$5m consolidated gross assets (c) minimum 50 employees.
- Wholly owned Australian subsidiaries of major multinationals (if in doubt contact LER to discuss)
- Professional firms (legal, medical/dental, accounting, architectural, engineering) with more than one and up to three partners
- Major charities or 'mainstream' religious groups - e.g. Mission Australia, Salvation Army, Anglican Church, Catholic Church, Uniting Church, Surf Life Saving Association, and others as agreed.

## d) SMEs, sole traders, partnerships, private schools, clubs, associations

- All other trading entities

# What we finance

**We have the capacity to finance almost any technology-based commercial equipment, including:**

- Computer hardware and related IT with software component up to 100% of total 'package' ( subject to credit approval)
- Earthmoving
- GPS tracking equipment
- Medical and ophthalmic equipment (including medical and pharmacy refrigeration units)
- Plasma and audio visual (no consumer)
- Telephone systems
- Scientific equipment
- Power poles
- Energy saving equipment
- Laser levelling equipment
- Water filtration
- Cleaning machines
- Forklifts and materials handling equipment
- Industrial sweeper machines
- Office equipment
- Printing equipment
- Wood chippers/stump grinders
- PDAs
- Commercial laundry equipment
- Compressors
- Generators
- Digital video and still cameras of professional quality (professional photography requirements only)
- Dental equipment
- Gaming and poker machines
- Laboratory equipment
- Plant – industrial (on a case-by-case basis only)
- Security equipment (no monitoring services)
- ATMs for approved deposits taking institutions only
- Golf carts
- Ride-on mowers
- Plotter printers
- Sensomatic retail security systems

Please contact us for other types of equipment.

# Quote and application process

## Quote process

LER will provide you with a quoting calculator and rate chart. This enables you to enter details and price of the equipment, the terms in months and the applicable state to facilitate a quote. Upon entering the details a customer quotation can be produced for delivery to the customer.

## Application process

### For deals under \$50,000

A copy of the current LER application form is provided in Appendix B. LER requires that the first page of the application form be completed in full by the customer, along with the Director details and the appropriate number of trade/finance references and equipment details.

Completed applications are to be sent via email or fax as per the contact details listed on the current LER Rate Bulletin.

LER will process applications for less than \$50,000 generally within 24 hours of receipt. Approved applications will be issued with an approval advice via either email or fax. Declined applications will be communicated to you via phone or email.

### For deals \$50,000 and above

Full information is required for all applications greater than \$50,000 including financial statements for the business, and details of the proprietors/partners/directors' asset and liability position.

### Other information

Applications in excess of \$10,000 are the preferred deal size under the LER facility. LER will however look at any deals outside this range on a case by case basis, provided all essential information, as detailed above, is submitted with the application. LER will accept business from anywhere in Australia (subject to approval).

# Settlements

Once the documentation has been executed by the customer it is to be sent to LER by email or fax. All original documentation is to be sent the same day via mail or courier to LER. Fax numbers and address details are contained in the most recent Rate Bulletin.

**LER will review documentation and if all approval conditions have been satisfied, will process the settlement.**

To ensure that the relevant parties receive their funds as soon as possible, LER have adopted a settlement system known as Cemtex which allows for the electronic crediting of both suppliers' accounts.

A fax or email advice will be sent to the supplier confirming the deposit of funds to their bank account. Please provide email addresses as emailed communications are our preferred method of confirmation.

## Points to note about Cemtex

- Suppliers should provide LER with banking details. If the banking details are printed on the invoice, or on an accompanying page on the company's letterhead, this will also be accepted. Handwritten details or verbal advices are not acceptable due to the risk of error.
- Cemtex transfers funds overnight valued at the date of settlement. Complete and correct documents received for settlement prior to 12pm on any NSW bank business day will normally be processed the same day. Documents received after 12pm will be processed within 24 hours.

LER will endeavour to settle all transactions based on these time frames, however factors beyond LER's control may extend time frames on occasion.

## Invoice details

All **tax invoices** are to be prepared as follows:

Laurentide Financial Services P/L  
t/a Laurentide Equipment Rentals  
Suite 1, 17-23 Myrtle Street,  
North Sydney NSW 2060

Invoices must also list the following details:

- Company's ABNs and addresses
- Serial numbers
- GST
- The delivery address must state the client's/company's name, and address which should correspond with that on the contract
- Banking details
- Sufficient asset description

Where LER is undisclosed, invoices should be addressed to the Agent and include the details described above.

## Insurance

LER requires written evidence of comprehensive insurance details for all transactions that exceed \$50,000.

For transactions under \$50,000, LER will only require written advice of:

- Insurance company
- Policy number or cover note number
- Expiry date
- Amount of cover

Should equipment be lost, stolen, damaged or destroyed during the term of the facility and the customer wishes to obtain either replacement equipment or a payout figure for insurance purposes, LER should be notified as soon as possible.

## Other information

### **Payout and early termination**

Subject to approval, equipment may be returned or purchased and contracts can be fully or partially paid out prior to expiry, however break costs may be incurred.

Equipment purchase prices will be based on the prevailing secondary market conditions and the discretion of LER.

Please contact LER for all payout figures.

### **Payment collection**

LER will process payments through a direct debit system. This is by far the most efficient and cost effective method of making subsequent payments for both ourselves and your clients. Direct debit details are included in the rental document and need to be filled in prior to settlement.

Please note that LER will collect the first rental and associated fees by direct debit. There is no need to collect a first rental cheque at the execution of the contract.

### **Upgrading equipment**

LER has a one-page Variation Agreement that allows clients to upgrade equipment as required during the term of the contract.

The variation and upgrade option is a smart and simple way of keeping up with constantly evolving technology.

Your LER upgrade solution allows you to continually update your equipment, reducing the risks associated with technology obsolescence and equipment disposal. It empowers your client with the flexibility to lengthen or shorten their rental contract should they choose to do so.

### **End-of-term options**

There are several options available to your customers at the end of their original financing term. These are as follows:

- **Extensions**

Customers may continue to rent the equipment – either on a fixed or casual basis – beyond their original facility term. Contact LER for fixed extension options.

- **Purchase equipment at end of term**

The customer can also request a buyout of the assets on rental. The purchase price at the end of term will be derived from factors such as market demand and length of time on rental, and approved at our discretion.

- **Return the equipment**

LER also has access to asset de-installation, collection and disposal services. If the assets are no longer required or the customer wishes to upgrade, the customer can take advantage of these asset management services. Contact LER for further details.

# About Laurentide Equipment Rentals

## Who we are

Laurentide Equipment Rentals is a provider of specialist asset finance solutions. Our business services include operating leasing, rental finance and sale and leaseback on a wide range of business equipment.

Laurentide Equipment Rentals is a division of Laurentide Financial Services Pty Ltd, a specialist provider of asset finance solutions. We offer a complete range of asset finance products for the financing of a wide range of business equipment.

Since our inception in 1988, we have grown to be one of the largest finance brokerages in Australia – with absolute commitment to client service and our ability to consistently achieve the best financial solutions for our clients. We look forward to assisting you and your customers with any asset finance requirements.

## Contact us

Laurentide Equipment Rentals  
ABN 81 410 425 612



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