MACQUARIE BANK

How to Guide:

Individual(s) ATF Trust in ApplyOnline

Also see, How to Guide: Company ATF Trust in ApplyOnline

A trust is a legal arrangement whereby a trustee holds and manages assets for the benefit of one or more beneficiaries. Depending on the structure of the trust, the trustee will be either a **company trustee** (a registered company with director/s) or an **individual trustee** (a person or persons that manage a trust).

Contents

Individual Trustee - Overview

Requirements:

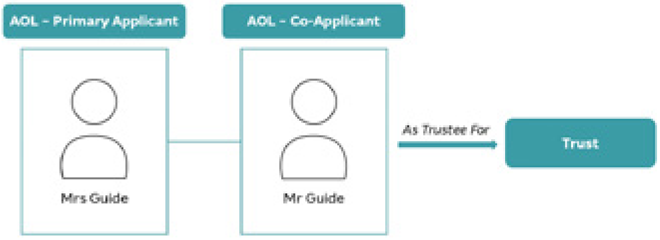
- [ ] Trust deed required to be provided in **Documents** side tab prior to submission.
- [ ] The structure in *ApplyOnline* needs to be accurate, see example:

  Example: Mrs Amanda Guide and Mr Peter Guide act as trustee for Guide Family Trust.

  The *ApplyOnline* Applicant Roles needs to be added as follows:

  - Mrs Amanda Guide – Primary Applicant
  - Mr Peter Guide – Co-Applicant
- [ ] Verification of individual trustees to be completed using **NextGenID**.

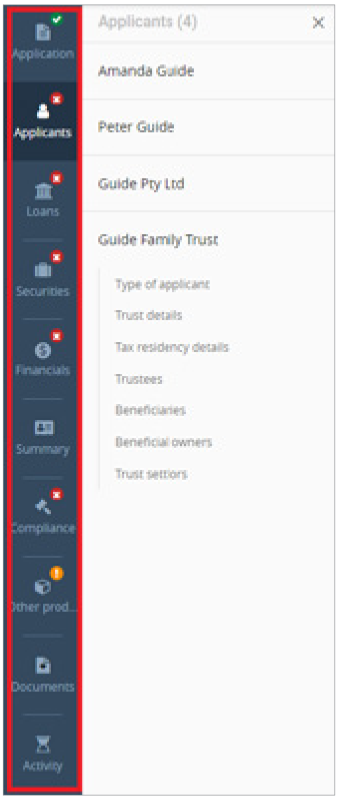
See our **Broker Help Centre** for more information.



Tip: To avoid duplicating records it is important to ensure that all parties to the loan i.e. primary applicant and co-applicant/s, have been added to the application before capturing trust details, especially important if applicants need to be selected as beneficiary and/or beneficial owner.

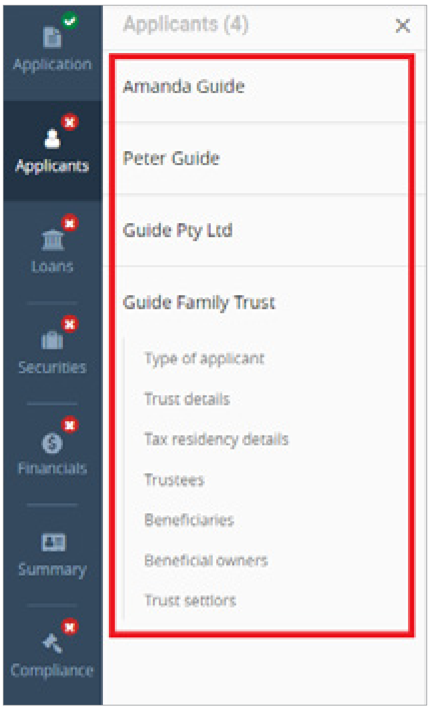
Navigation

- Navigate between loan application components through the side tabs.

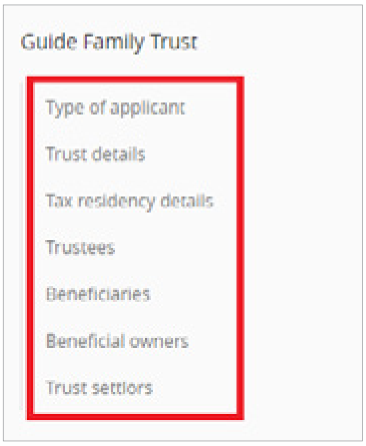


Note: Applicant data shown in the examples are not pre-loaded and were manually added to showcase navigation features. Further guidance on how to add applicant data is provided in below sections.

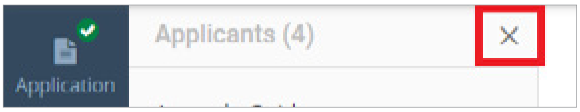
- Navigate between sections of each tab through the side panel.
- Each applicant (i.e. individuals, companies, and trusts) is listed separately within the **Applicants** tab.
- View / edit details of a specific applicant by selecting the desired applicant in the side panel.



- Specific sub-sections can be navigated to within the side panel.

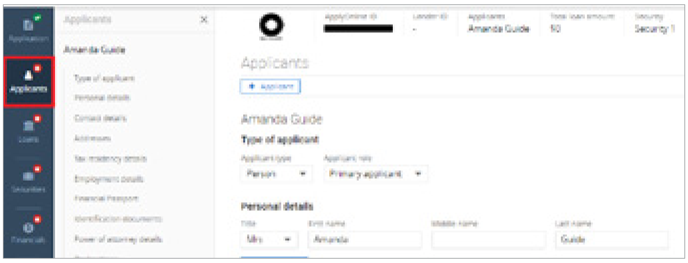


- Hide the side panel by clicking the cross.
- Show the side panel by clicking on the corresponding side tab.



Primary Applicant

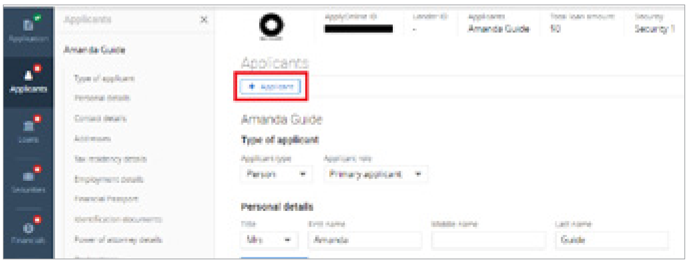
- Select the **Applicants** tab from the left-hand side.
- Ensure **Applicant type** is set to ‘Person’ and **Applicant role** is set to ‘Primary applicant’.
- Capture mandatory details.



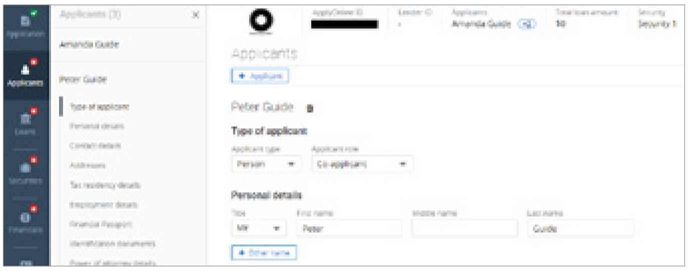
Note: Use NextGenID to complete ID verification for your applicant. See our **Broker Help Centre** for more information.

Co-Applicant/s

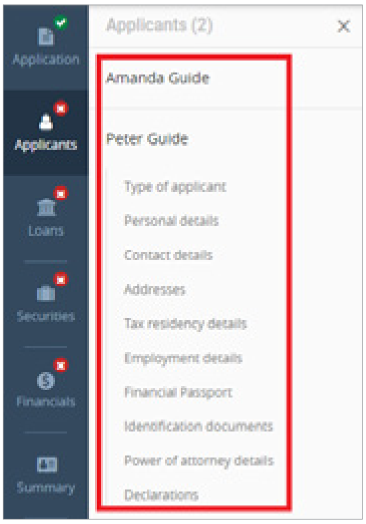
- Add additional applicants by selecting the **+ Applicant** button.



- Ensure **Applicant type** is set to ‘Person’ and **Applicant role** is set to ‘Co-applicant’.
- Capture mandatory details.



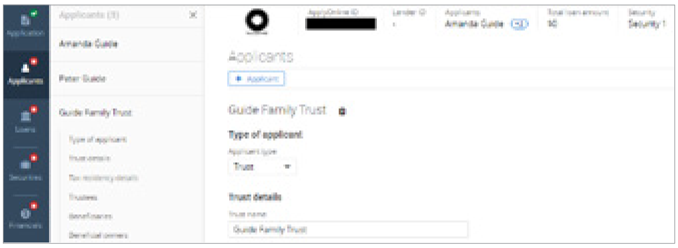
- Navigate to a specific applicant through the side panel.



Note: Use NextGenID to complete ID verification for your applicant. See our **Broker Help Centre** for more information.

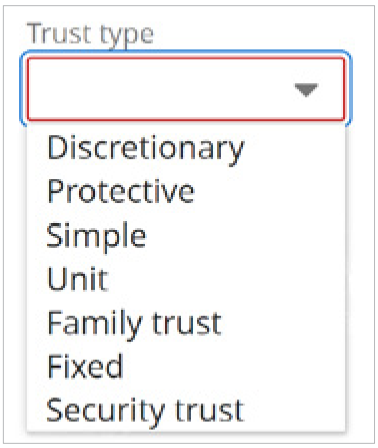
Trust

- Ensure **Applicant type** is set to 'Trust'.
- Enter trust name.



- **Registration date** – enter or use calendar icon to lookup.

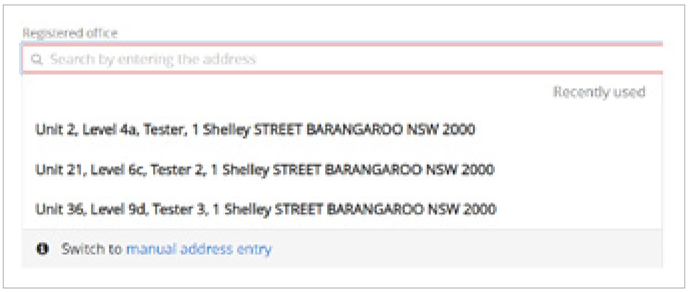
- Select appropriate **Trust Type** from dropdown menu.



- **Country established** – select from dropdown menu.

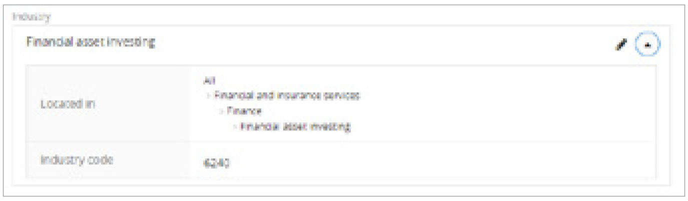
- **Registered office** – enter address in search box and select valid address.

  If address is unable to be found, select **switch to manual address entry**.



- **Industry** – click look up icon to search for the nature of the business.

Note: For trust applications only 'Financial asset investing' or 'Residential property operators' are acceptable natures of business.



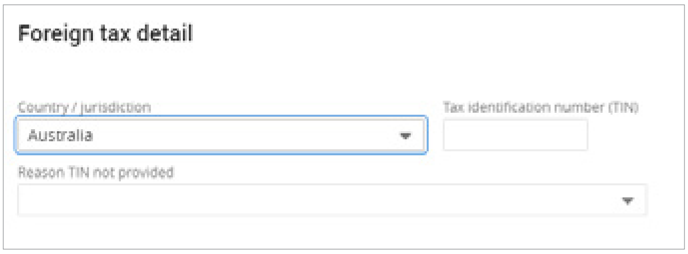
OR

- **Tax residency details** – click **+ Tax residency details**.

[Foreign tax detail window displays]

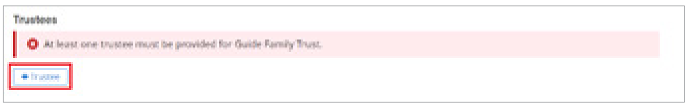
- Select **Country / jurisdiction** from dropdown menu and where appropriate to country, enter **Tax identification number** or **Reason TIN not provided**.

Note: If 'Australia' selected, no **Tax identification number** or **Reason TIN not provided** to be entered.

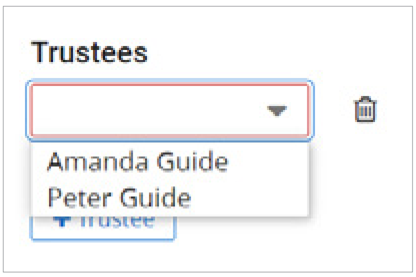


Trustee

- **Trustees** – click **+ Trustee**.



- Select trustee from dropdown menu. If applicable, additional trustees can be added by clicking **+ Trustee**.

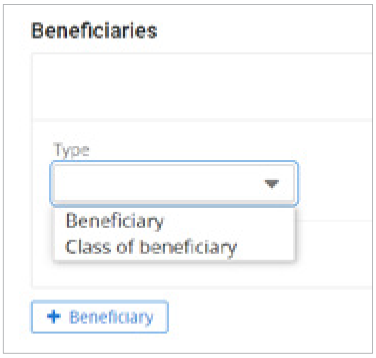


Beneficiary

Note: Ensure the Beneficiary matches exact as per the trust deed ('Schedule' section).

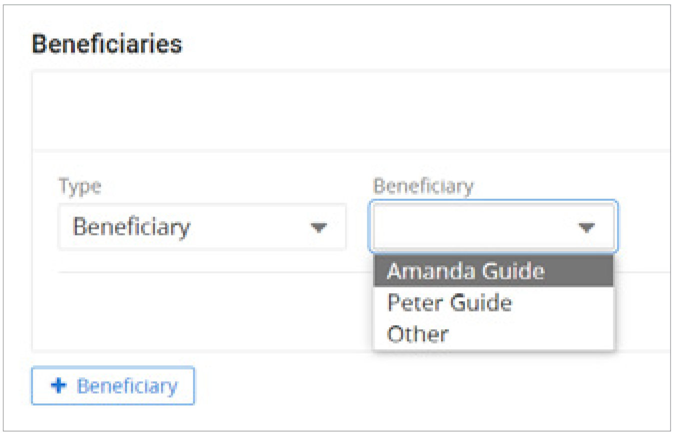
- **Beneficiary** – click **+ Beneficiary**.

- Select appropriate option from the dropdown menu.

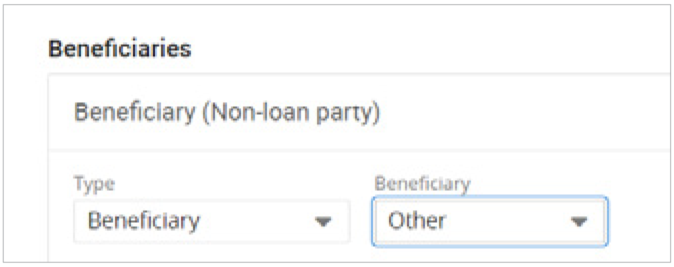


1. If 'Beneficiary' selected, follow these steps:

- Where **Beneficiary** is a Loan Party and has already been added to the application, click the dropdown to select the beneficiary.

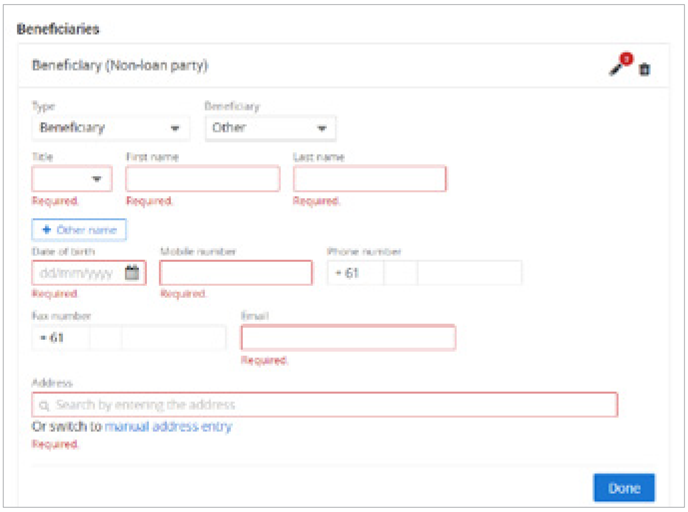


- Where **Beneficiary** is a Non-Loan Party select 'Other' from the dropdown menu.



[Beneficiary (Non-loan party) window displays]

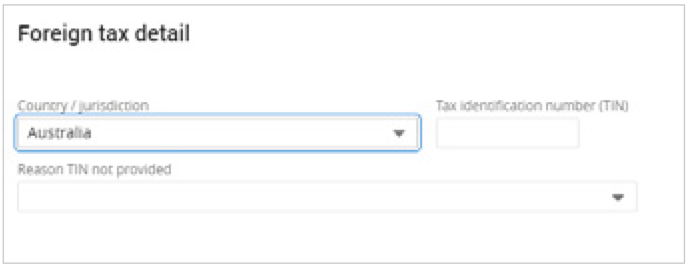
- Capture mandatory details.



- Click **+ Tax residency details**.

[Foreign tax detail window displays]

- Select **Country / jurisdiction** from dropdown menu and where appropriate to country, enter **Tax identification number** or **Reason TIN not provided**.



Note: If 'Australia' selected, no **Tax identification number** or **Reason TIN not provided** to be entered.

- Click **Done** button.
- Where more than one Beneficiary, click **+ Beneficiary** and repeat process depending on whether they are a Loan Party already added to application as a borrower or Non-Loan Party.

2. If 'Class of beneficiary' selected, follow these steps:

- Enter class of beneficiary in free text type field.

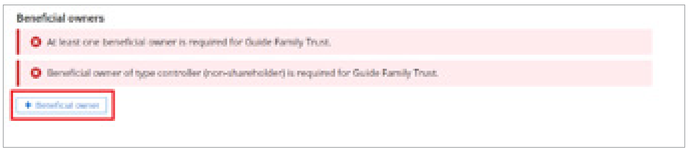
Note: If the terms of the trust refer to a class of beneficiary such as: unit holders; family members of a named person; charitable organisation; or cause. List the classes here.

Beneficial Owner – (this section relates to Beneficial Owner of the Trust)

A beneficial owner is an individual who owns or controls 25% or more of an entity such as a trust. Provide the names of the individuals that control the trust. ontrol may be as acting as trustee, appointor or exercising control through some other means.

Note: Ensure the Beneficial Owner matches exact as per the trust deed ('Schedule' section). A minimum of one controller type (i.e. non-shareholder) is required to be selected.

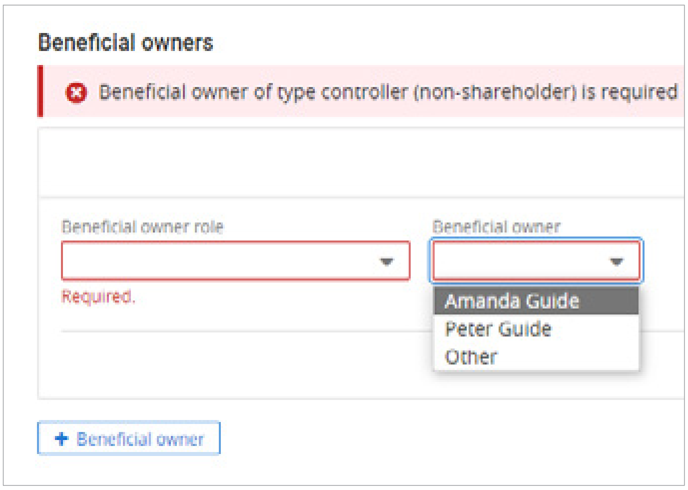
- **Beneficial owners** – click **+ Beneficial owner**.



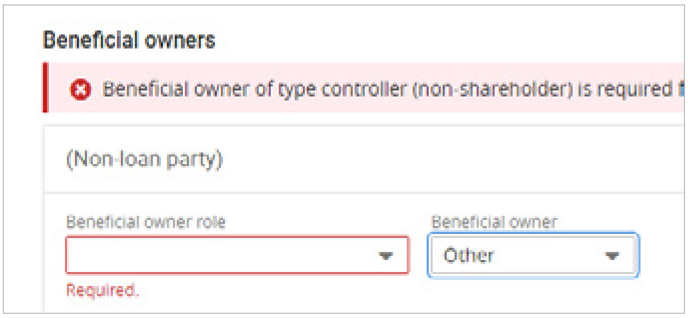
- Select in **Beneficial owner role** what capacity Beneficial Owner controls the trust from the dropdown menu.

Note: Care should be taken to only add each individual beneficial owner of the trust **ONCE** and select the most appropriate role from the dropdown menu, regardless if individual holds multiple roles relative to the trust.

- Where Beneficial Owner is a Loan Party and has already been added to the application as a borrower click expander arrow to select from dropdown menu.

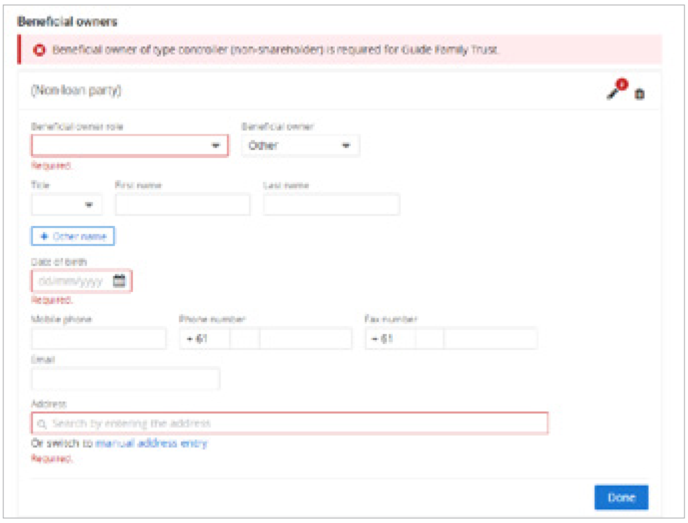


- Where Beneficial Owner is a Non-Loan Party select ‘Other’ from the dropdown menu.

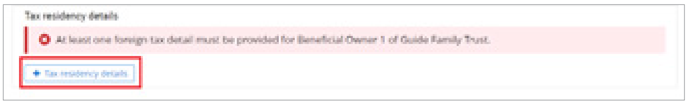


Beneficial owner (Non-loan party) window displays

- Capture mandatory details.



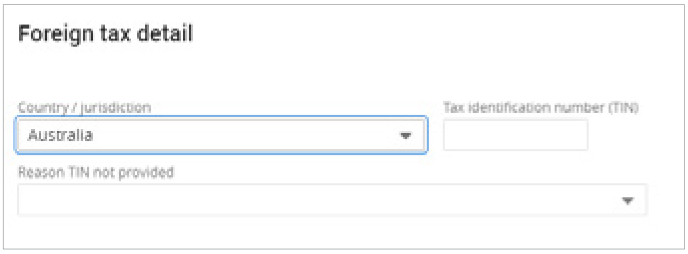
- Click **+ Tax residency details**.



Foreign tax detail window displays

- Select **Country / jurisdiction** from dropdown menu and where appropriate to country, enter **Tax identification number** or **Reason TIN not provided**.

Note: If ‘Australia’ selected, no **Tax identification number** or **Reason TIN not provided** to be entered.



- Click **Done** button.
- Where more than one Beneficial Owner, click **+ Beneficial owner** and repeat process depending on whether they are a Loan Party already added to application as a borrower or Non-Loan Party.

Trust Settlor

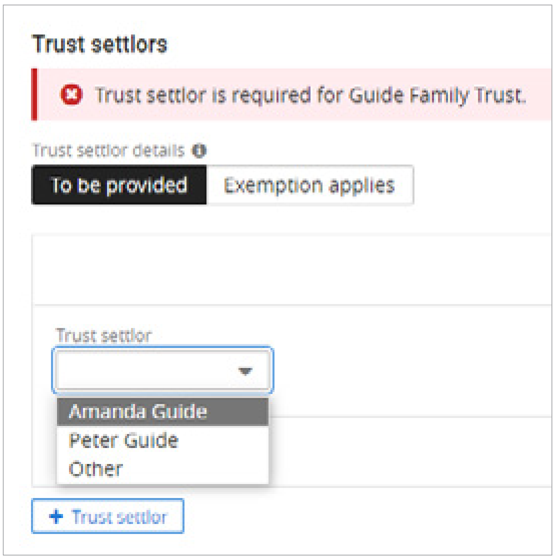
- **Trust settlors** – Select 'To be provided'.

Note: Exemptions no longer apply. An invalid message will appear, if selected.

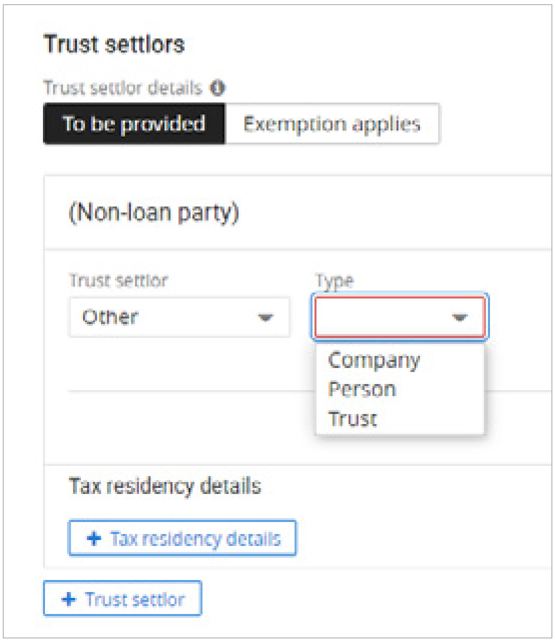
- Click **+ Trust settlor**.

- Select 'Other' from the dropdown menu and select **Type**.

Note: Trust settlor must not be a loan party.



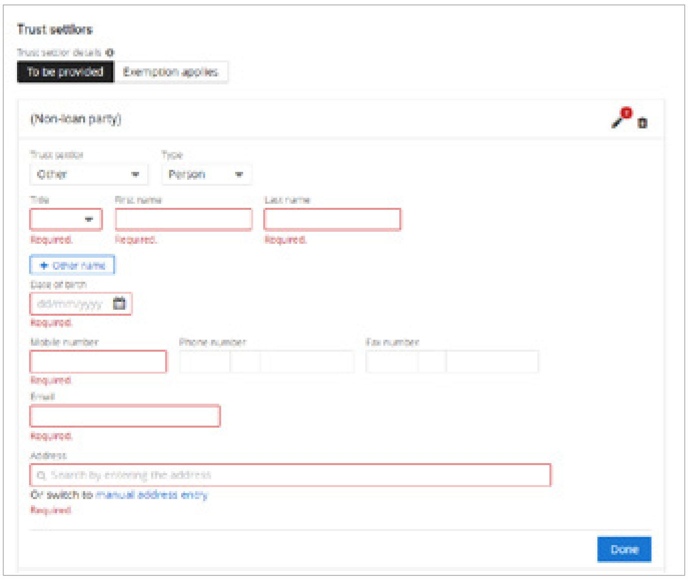
- For a company trust settlor, select 'Company'.
- For an individual trust settlor, select 'Person'.
- For trust as trust settlor, select 'Trust'.



Trust settlor (Non-loan party) window displays

- Capture mandatory details.

Note: Mandatory details will vary depending on selected **Type**.

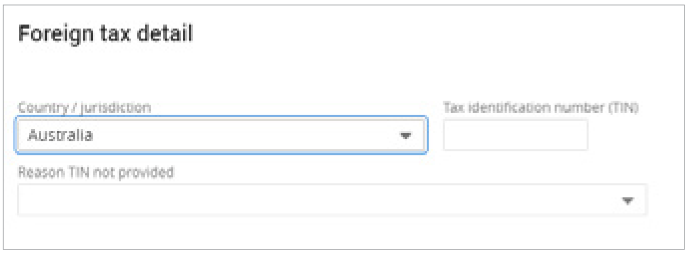


- Click **+ Tax residency details**.

Foreign tax detail window displays

- Select **Country / jurisdiction** from dropdown menu and where appropriate to country, enter **Tax identification number** or **Reason TIN not provided**.

Note: If 'Australia' selected, no **Tax identification number** or **Reason TIN not provided** to be entered.



- Click **Done** button.

Note: Only one trust settlor can be added.