

CREDIT ASSESSMENT CHECKLIST

(CURRENT AS AT 25 JUNE 2010)

DATE: _____ APPLICANT: _____

Major Requirements	Provide Description	Date attended	By Whom
1. Ascertain borrower's requirements and objectives			
1.1. What are the Applicant's objectives in applying for the loan?			
1.2. If a refinance, what objective does the applicant hope to achieve by refinancing the existing loan?			
1.3. What are the Applicant's requirements for the loan?			
2. Enquiries made to ascertain the Applicant's financial situation.			
2.1. Income/Expenditure details obtained.			
2.2. Asset/Liability statement completed			
2.3. Income /Loan repayment rate is determined.			
2.4. Details of any other enquiries made.			
3. Steps to Verify Applicant's financial situation			
3.1. Verify employment with applicant's workplace			
3.2. Obtain payslips/tax returns			
3.3. Obtain group certificates			

ATTACHMENT A

3.4. Obtain bank statements			
3.5. Conduct Credit Check			
3.6. Details of any other enquiries made			
4. Details of any scoring under loan assessment guidelines.			
5. Make an assessment as to whether the Applicant has the capacity to pay the proposed loan without undue hardship (If negative assessment – loan should not be made).			
6. Assess whether proposed loan is not unsuitable for the applicant given the applicant's stated requirements and objectives.			
7. Other Relevant Information such as any Conflict of Interest.			
8. Recommendation on loan application (preliminary / final)			
9. Inform applicant of right to obtain a copy of this loan assessment document at any time within 7 years of the date of this assessment. Also advise them of the Internal dispute resolution process.			