

# Import Factor Information Sheet

Bendigo and Adelaide Bank Limited ABN 11 068 049 178 AFSL 237879 (S23799) (04/09)



## Bendigo and Adelaide Bank

Australia's sixth largest bank, Bendigo and Adelaide Bank was formed following a merger between Bendigo Bank and Adelaide Bank in November 2007. The merger brought together two innovative organisations both committed to:

- Putting their customers first
- Giving something back to local communities

Bendigo and Adelaide Bank has more than 410 branches across Australia, more than 4,000 staff members, 1.3 million customers and \$15.5 billion in assets under management.

Experienced in most industries, Bendigo and Adelaide Bank provides factoring benefits including:

- Recourse and non-recourse accounts
- Prompt credit approvals for Australian and New Zealand companies
- Invoices accepted in any recognised currency
- Normal credit terms are up to 90 days
- Non-notification factoring
- A collection-only service

## Credit Covers

Normally Credit Approval decisions can be expected within five working days. If there is any delay or issues Bendigo and Adelaide Bank will notify the EF.

While direct contact with the buyer is preferred, our large database and online access to Australian Credit Bureaus allows us to assess buyer information without contacting them if required.

Our credit lines are valid up to the expiry date indicated. To help prevent delays in identifying the correct buying entity the following details must be included in requests:

- Applicant's Full Legal Name
- Trading Name
- Australian Business Number/Australian Company Number

## Seller Information

Seller information must always be provided, giving as many details as possible. If the actual turnover, number of buyers, number of invoices/credit notes differs considerably from the information provided, Bendigo and Adelaide Bank reserves the right to re-assess our commission.

Instructions concerning the charge-back of rest amounts, discount grace period and name, address and authority of seller's agent is also required.

## Anti-money Laundering/Counter Terrorism Funding Requirements

In order to conform to Australia's Anti-Money Laundering/Counter Terrorism Funding legislation, we may require additional documentation.

## Collection Procedure

Statements of Account are forwarded to the buyer on a monthly basis. A phone call is then made seven days after the due date of the invoice to ascertain payment.

Phone contact and mail reminders are sent at 14 day intervals up to maximum of four in total. After the fourth written reminder legal action will be considered in consultation with the EF.

## Reporting

A full range of reports can be provided on demand. Bendigo and Adelaide Bank can also provide online access via our Internet facility for collection activity conducted for each buyer.

Please liaise with Julie Smith, International Manager, Debtor Finance on telephone +613 8414 7640 or fax +613 9642 1965 or email [julie.smith@bendigobank.com.au](mailto:julie.smith@bendigobank.com.au)

## Assignment

All invoices sent to the debtor must bear the following assignment clause:

### INVOICE ASSIGNED

This invoice has been assigned to  
Bendigo and Adelaide Bank Limited  
ABN 11 068 049 178 AFSL No. 237879

Locked Bag 35002

Collins St West VIC 8007

Tel 03 8414 7600

Payment to Bendigo and Adelaide Bank Limited shall be the only discharge of this debt.

Account No: USD0203; SWIFT CODE BENDAU3B

## Non-Notification Factoring

Bendigo Bank is prepared to undertake Non-notification Import Factoring on certain criteria.

For more information please contact Julie Smith, International Manager, Debtor Finance on telephone +61 3 8414 7640, email [julie.smith@bendigobank.com.au](mailto:julie.smith@bendigobank.com.au)

## Transfer of Funds

- Funds will be transferred by SWIFT (swift charges are for the account of the EF) Remittance can be transferred weekly or daily (where volume is sufficient). Factoring commissions are billed separately on a monthly basis.
- Remittance of funds can be made by the following modes:
  - Bank Cheque made payable to Bendigo and Adelaide Bank Limited
  - Swift Transfer payable to Bendigo and Adelaide Bank Limited  
Swift Address: BENDAU3B  
Account Numbers  
BSB: 633-000, 124852120 (AUD)  
USD0203 (USD)  
EUR0232 (EUR)

## Specific Requirements

In Australia a legal assignment is required to take legal action against a buyer for the purpose of recovery.

As such, the seller is required to provide proof of the legal assignment of the invoice to the EF and from the EF to the IF. For legal assignment to be valid the buyer must have been notified of the assignment.

## Pricing

Bendigo and Adelaide Bank prides itself on providing excellent service at a competitive price.

<b>Risk Coverage</b>	0.3% – 0.7% of gross turnover
<b>Handling Commission</b>	Nil
<b>Collection Only</b>	0.3% to 0.49% of gross turnover
<b>Bank Charges</b>	Nil

Of course, we recognise that there will be times when the pricing structure outlined above may not suit your circumstances. We are happy to discuss and offer variations to the above.

## Contact Details

**Mrs Julie Smith**  
International Manager, Debtor Finance  
Tel +613 8414 7640  
Fax +613 9642 1965  
Email [julie.smith@bendigobank.com.au](mailto:julie.smith@bendigobank.com.au)

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Risk Manager, Debtor Finance  
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**Ms Julie Comar**  
National Sales and Marketing Manager  
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**Mr Robert Lamers**  
Head of Debtor Finance  
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Fax +613 9642 1965  
Email [robert.lamers@bendigobank.com.au](mailto:robert.lamers@bendigobank.com.au)

## Debtor Finance Division

**Hours of Operation** 9.00am – 5.00pm

**Internet** [www.bendigobank.com.au/international\\_factoring](http://www.bendigobank.com.au/international_factoring)  
[www.oxfordfunding.com.au](http://www.oxfordfunding.com.au)

**Address** Bendigo and Adelaide Bank Limited  
Level 3, 120 Harbour Esplanade  
Docklands VIC 3008

We are always pleased to receive visits from our FCI colleagues at our Melbourne office.


(1) Name of export factor

Dear Sirs

We have entered into an export factoring agreement with (1), member of Factors Chain International (FCI). The members of FCI provide factoring services in most of the leading trading countries of the world. Such services will relieve us of much of our routine bookkeeping work and enable us to put our resources to more productive use.

As a result of these arrangements, all our invoices to you will bear a notice that payment thereof is to be made to Bendigo and Adelaide Bank Limited who is a member company of FCI in your country.

Thus Bendigo and Adelaide Bank Limited becomes your creditor in our place in respect of supplies by us and payments of amounts due in respect of such transactions must be made in accordance with their instructions.

Please forward your payment to:

By electronic transfer to:

Account name: Bendigo and Adelaide Bank Limited  
Bank name: Bendigo and Adelaide Bank Limited  
Account Number: USD0203  
Swift Code: BENDAU3B

By cheque to:

Bendigo and Adelaide Bank Limited  
Level 3  
120 Harbour Esplanade  
Docklands VIC 3008

INVOICE ASSIGNED

THIS INVOICE HAS BEEN ASSIGNED TO  
BENDIGO AND ADELAIDE BANK LIMITED  
ABN 11 068 049 178 AFSL No. 237 879

LOCKED BAG 35002, COLLINS ST WEST, VIC 8007 PH 03 8414 7600  
PAYMENT TO BENDIGO AND ADELAIDE BANK LIMITED SHALL BE THE ONLY DISCHARGE OF THIS DEBT  
ACCOUNT NO: USD0203; SWIFT CODE BENDAU3B

Any queries or claims arising after receipt by you of merchandise from us should be notified to Bendigo and Adelaide Bank Limited as well as to ourselves.

Apart from the foregoing, the relations between us remain unaltered and you should continue to place orders with our agent or with us.

We feel sure that this change in procedure will be of benefit to our customers as well as to ourselves. If you have any questions please contact us or Bendigo and Adelaide Bank Limited.

Thank you for your co-operation.

Sincerely

(Seller name and signature)