

# New Supplier Financial Assessment Check list

<Company Name> are proposing to engage with <supplier name> and are required to understand the financial capacity of your organisation to ensure that it:

- has adequate assets and capital to undertake the contract and
- can withstand any adverse financial events that might occur during the course of the contract

Please assist us in our assessment by completing and providing the required information below as soon as possible.

Please direct all questions to <TBC>.

## 1 - Contact Details – Please complete the below:

Contact Name	< please complete>
Contact Title	< please complete>
Entity Name	< please complete>
Trading name	< please complete>
ABN (or other as appropriate depending on location)	< please complete>
Main trading Address	< please complete>
Telephone	< please complete>
Fax	< please complete>
Mobile	< please complete>
Email	< please complete>
Website	< please complete>

## 2 - Corporate Structure – please complete the below

Director 1 Name	< please complete>
Director 1 Title	< please complete>
Director 2 Name	< please complete>
Director 2 Title	< please complete>
Parent Entity	< please complete>
Ultimate Parent	< please complete>
Subsidiaries	< please complete>
Other related entities	< please complete>
No of employees	< please complete>
Description of organisations activities	< please complete>

## 3 - Financial Statements – please provide the following (for the last three years):

Item	Date	Status
Financial Statement		Final
Financial Statement		Final
Financial Statement		Final
Management accounts (if last financial statement older than 9 months)		

When providing the Financial Statements please ensure that you include the following:

- Balance sheet
- Profit and loss statement (summary and detailed)
- Statement of cash flows
- Notes to the accounts
- Compilation report (if externally prepared)
- Directors / trustee report (if prepared)
- Auditors report (if audited)

#### 4 - Banking - please provide banking details below:

Bank Name	< please complete >
Branch Name	< please complete >
Account Name	< please complete >

Please provide a Bankers letter. Please ensure it contains the following:

- Bank branch and account name
- Type and limit of bank overdraft facility
- Type and limit of bank guarantee facility
- Current bank overdraft balance
- Number and amount of guarantees outstanding
- Details of other funding facilities

#### 5 - Statutory Obligations

Please provide the below information to demonstrate compliance with ATO and statutory obligations (or other as appropriate for your location).

Please provide a signed letter from your accountant on company letterhead, (on the accountant's letterhead if external) certifying the following:

- That the entity has met all the statutory obligations including the lodgement and payment of the following where applicable; Income tax, withholding tax, goods and services tax, superannuation guarantee, payroll tax.