

SALES ADVICE FORM



Section 1 - Lot Details

Stage: 11 _____
Date of Sale: _____

Lot No: _____
Total Sale Price (inc. GST): _____

SECTION 2 – SELLING AGENT DETAILS

Selling Agency: _____
Channel Manager: _____
CEO / GM Approval: _____
Form completed by (name, if agent acting on
VIMG's behalf): _____

Agency Email: _____
Channel Manager Email: _____
Date: _____
Date completed: _____

SECTION 3 – PURCHASER TYPE

☐ Individual(s) ☐ Company / Trust / Other Entity

SECTION 4 – INDIVIDUAL PURCHASER DETAILS

Complete for each individual purchaser. Attach additional sheets if required.

Purchaser 1

Full Legal Name: _____
Residential Address: _____
Email: _____
Country of Residence: _____
ID Document 1: _____
(e.g. Passport — type C number)

Date of Birth: _____
Nationality: _____
Phone: _____
Tax File Number (optional): _____
ID Document 2: _____
(e.g. Driver's Licence — type C number)

Purchaser 2 (if applicable)

Full Legal Name: _____
Residential Address: _____
Email: _____
Country of Residence: _____
ID Document 1: _____
(e.g. Passport — type C number)

Date of Birth: _____
Nationality: _____
Phone: _____
Tax File Number (optional): _____
ID Document 2: _____
(e.g. Driver's Licence — type C number)

SECTION 5 – COMPANY / TRUST / ENTITY PURCHASER DETAILS

Complete this section if the purchaser is a company, trust or other entity. Attach ASIC extract and trust deed (if applicable).

Entity Details

Full Legal Name of Entity: _____
Registered / Principal Address: _____
Director / Trustee Full Name: _____
Director / Trustee Email: _____
Witness Full Name: _____
Witness Email: _____

ABN / ACN: _____
Entity Type (e.g. Pty Ltd / Trust / Partnership): _____
Director / Trustee Date of Birth: _____
Director / Trustee Phone: _____
Witness Phone: _____

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Beneficial Owner Details

List every individual who ultimately owns or controls 25% or more of the entity, or who otherwise exercises effective control. Attach additional sheets if required.

Full Name	Date of Birth	Nationality	Nature of Control / Ownership %

Trust-Specific Details (if purchasing as trustee)

Trust Name: _____

Settlor Full Name: _____

Beneficiaries (names or class description): _____

Witness Full Name: _____

Witness Email: _____

Trust Type (e.g. Discretionary / Unit): _____

Appointor Full Name: _____

Witness Phone: _____

SECTION 6 – AGENT / AUTHORISED REPRESENTATIVE

Complete if any person is signing or acting on behalf of the purchaser (e.g. under power of attorney or corporate authority).

Representative Full Name: _____

Relationship to Purchaser: _____

ID Document 1: _____

(e.g. Passport — type C number)

Date of Birth: _____

Authority to Act (describe / attach): _____

ID Document 2: _____

(e.g. Passport — type C number)

SECTION 7 – NATURE AND PURPOSE OF PURCHASE

Intended use of property:

☐ Owner-occupier ☐ Investment / Rental ☐ Purchasing on behalf of another person (complete Section 6)

☐ Other (specify below)

If Other, specify: _____

Source of funds for the deposit:

☐ Personal savings ☐ Sale of property ☐ Gift (complete gift details below) ☐ Loan / Mortgage

☐ Other (specify below)

If Gift — Donor name and relationship to purchaser: _____

If Other — specify source: _____

Is the purchaser acquiring this property on behalf of another person who will be the beneficial owner?

☐ No ☐ Yes — provide full details of the beneficial owner in Section 5 or on an attached sheet

SECTION 8 – POLITICALLY EXPOSED PERSON (PEP) & SANCTIONS SCREENING

A politically exposed person (PEP) is an individual who holds, or has held, a prominent public position or function in Australia or overseas (e.g. head of state, senior government official, senior military officer, senior judicial officer, senior executive of a state-owned enterprise, or senior official of a political party), or a close associate or immediate family member of such a person.

Are any of the following a PEP, or a close associate or family member of a PEP: the purchaser; any beneficial owner; any person on whose behalf the purchaser is acting?

☐ No ☐ Yes — provide details below

PEP details (if Yes): _____

Is any of the above persons currently subject to targeted financial sanctions (i.e. listed on the Australian Sanctions List or equivalent)?

☐ No ☐ Yes — do not proceed; notify the AML/CTF Compliance Officer immediately

PEP details (if Yes): _____

VIMG internal use — Sanctions screening completed by:

Screened by (name): _____

Date: _____

Result: ☐ No match ☐ Possible match — escalated to Compliance Officer

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SECTION G – RESIDENT STATUS

☐ Australian Citizen / Permanent Resident ☐ Foreign Person (Not Eligible to Purchase)

SECTION 10 – PURCHASER'S SOLICITOR

Firm Name: _____
Email: _____
Address: _____
City / State / Postcode: _____

Solicitor Name: _____
Phone: _____
PO BOX / DX: _____

SECTION 11 – PPRE-CONTRACT HOLDING DEPOSIT

Account Name: **AUSTAR SYDNEY BUSINESS PTY LTD**
Bank: **St. George**
BSB: **112-87G**
Account Number: **463 661 577**
Swift Code: **SGBLAU2S**

Payment Reference:
SSP | LOT [number] | [First Name + Last Name Initial]
Amount Due: **\$2,200**

SECTION 12 – ATTACHMENTS CHECKLIST

Document	Required For	Attached
Primary photo ID (e.g. passport) — each individual purchaser / director / trustee	All purchasers	☐
Secondary ID (e.g. driver's licence, Medicare card)	All purchasers	☐
ASIC company extract (current, within 3 months)	Company / Trust purchasers	☐
Trust deed (or certified extract showing trustee, settlor, appointor, beneficiaries)	Trust purchasers	☐
Power of attorney or corporate authority document	Where representative is signing	☐
Deposit receipt	All purchasers	☐

SECTION 13 – SPECIAL CONDITIONS / TERMS OF PURCHASE

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SECTION 14 – PURCHASER DECLARATIONS AND SIGNATURES

By signing this form, each purchaser (and any person signing on their behalf) declares that:

- (a) *all information provided in this form is true, accurate and complete;*
- (b) *they have received and reviewed the Master Sales Contract prior to executing this form;*
- (c) *they are not a person designated for targeted financial sanctions, and none of the beneficial owners or persons on whose behalf they are acting is such a person;*
- (d) *the information provided regarding source of funds and (where applicable) source of wealth is accurate, and they will promptly notify the Seller of any material change;*
- (e) *they consent to the Seller collecting, using and verifying their personal information (including identity information) for the purposes of complying with the Seller's obligations under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) and the Seller's AML/CTF program; and*
- (f) *they acknowledge that the Seller cannot proceed to issue a contract for sale until initial customer due diligence has been completed to the Sellers satisfaction.*

The Seller incurs costs associated with preparing and administering contracts and administering the holding amount. By signing this Sales Advice, the Purchaser confirms it wishes to receive a Contract for Sale and for the Seller to administer the holding amount. If the Purchaser enters the Contract for Sale, the holding amount will be applied towards the deposit payable under the Contract. If the Buyer elects not to proceed with the purchase for any reason — regardless of whether a draft Contract has been issued — the Buyer irrevocably authorises and directs the Seller to deduct a non-refundable administration fee of \$2,000 plus GST from the holding amount paid. The remaining balance of the holding amount will be refunded to the Purchaser.

Client / Director Signature 1: _____

Date: _____

Client / Director Signature 2: _____

Date: _____

Channel Manager Reviewed: _____

Date: _____

CEO / GM Approval: _____

Date: _____