



equigroup

Leading Technology Fleet Management

Signing your Tasmanian L300 Documents

An informative document providing you with information on executing your Tasmanian Government L300 documents.



STEP 1

Receiving, reviewing, and understanding your Tasmanian L300 documents.

Equigroup will send your organisation documents in order to process your requested lease. In order to ensure there are no delays in payment to the respective supplier(s), we ask that you review these documents prior to signing.

Q: What documents will I receive?

A: The Third Schedule is your leasing schedule. All information including your organisation details, rental amounts as well as other contractual details will be printed on this document.

A: The Fourth Schedule allows the organisation to confirm that the goods have been delivered in full, and that they are in brand new, working condition. You can view your equipment via the Purchase Order document which has been attached for reference.

A: The Deed Poll Authority allows the organisation to add authorised officers onto the account. These Authorised Officers have authority to sign documents for and on behalf of your organisation.

STEP 2

Executing your Tasmanian L300 documents.

Please ensure all required documents are reviewed, **dated, and signed in full**. Any sections that have been missed may create delays in funding. Any new parties wishing to execute the Third and Fourth schedule must execute a Deed Poll.

Third Schedule

1. Review all details such as the organisation name, ABN, address, account structure, and your leasing details (If something is incorrect, be sure to let us know).
2. Once all the details have been verified, the Authorised Signatories are required to sign the document (please note, depending on how the Deed Poll Authority was executed, you may require 2 signatures).

Fourth Schedule

1. Provide the address of where the goods will be held for the length of your leasing contract.
2. Print the Name, Position and Email of the Authorised Signatory who has executed the third schedule.
3. The above noted Authorised Signatory must also sign the document along with printing their Full Name and Capacity (Business Title e.g., Principal, Director).

Deed Poll Authority

1. Insert up to 4 persons within the table who the organisation wishes to authorise on the account.
2. Under the method of operation, print the number of persons required to sign the documents (i.e., 'Any one to sign' OR 'Any two to sign' under the method of operation).
 - a. **Is only one signatory required?** Please write in 'Any one to sign'.
3. This document must be witnessed by an independent (i.e., a person who is not named elsewhere in the document or in other related documents such as the Third and Fourth Schedule).
4. Have the Delegate sign the document, thereby confirming the addition of the authorised officers on the account.
 - a. **What is a Delegate?** This is generally the person(s) who usually holds the highest-ranking position within the organisation (i.e., the Principal or CEO).
 - b. **Am I able to delegate myself?** If you have signed as an Authorised officer, you cannot delegate yourself, unless you are the highest-ranking position within your organisation.