

**Baytulmaal Finances Limited ABN 16122787311 AFSL/ACL 355094**

**Baytulmaal Property Trust ARSN 674 597 445**

**Bai' Muajjal/Istisna Contract Arrangements**

## **Client Application Form – Individual/Joint/ Self Employed/Individual Trustee SMSF**

### **Shariah Fatwa:**

Bismillahirrahmanirraheem, In the name of Allah, the most merciful, the Shariah Advisors to the Baytulmaal Property Trust ARSN 674 597 445 (Fund) welcome Australian Muslims to fill this form to as applicable acquire an existing property or obtain financial assistance for construction and refurbishment of property from the Shariah compliant investment fund known as the Baytulmaal Property Trust. The acquisition of an existing property is based upon Bai' Muajjal and the construction or refurbishment of property is based upon Istisna, both products offered by the Baytulmaal Property Trust are compliant with the principles of Islamic finance and investment.

Shariah Advisor 1

Shariah Advisor 2

Prof. Dr Radwan Elatrash

Dr Yasin Abdelrahman Abboud

### **Important Note:**

This Client Application Form is designed to allow prospective buyers/clients of property under the Baytulmaal Property Trust ARSN 674 597 445 (Fund) to acquire a residential or commercial property acquired by the Fund or for the Fund to provide for financial assistance for property construction and refurbishment. By filling this form, in acquiring a property in the Fund, the prospective buyer/client is aware that completion of this form does not bind either the Fund or the prospect or otherwise give the prospect any right or guarantee of being able to acquire any property offered by the Fund or provide financial assistance for property construction and refurbishment. This form when completed will allow Baytulmaal to record your application as an interested party to acquire a property acquired by the Fund or record your application to have the Fund assist with financial assistance for property construction and refurbishment.

Any final contract between the Fund and any client is subject to final due diligence of the credit standing of the purchaser/client, the entering into formal documentation and any other criteria established by Baytulmaal. Prospective purchasers/clients of property or those seeking assistance for property construction and refurbishment should note that priority will be given to investors in the Baytulmaal Property Trust. The final decision as to who is approved to acquire a property owned by the Fund or be provided financial assistance by the Fund for property construction and refurbishment is at the sole discretion of Baytulmaal Finances Limited as responsible entity of the Baytulmaal Property Trust. The form of contract between buyers/clients and the Fund is based on Bai' Muajjal contract of sale for acquisition of a property and on Istisna for financing of property construction and refurbishment.

<b>Section A: Investment Details - Baytulmaal Property Trust</b>	
<i>Investor Name(s):</i>	
<i>Date of Investment:</i>	
<i>Investment Amount:</i>	\$
<i>Type of Shariah Contract (Bai'Majjal or Istisna)</i>	

<b>Section B: Property Profile Information:</b>	
<b>B1. Bai'Majjal Shariah Contracts - Acquisition of Completed Shariah Compliant Property</b>	
<i>When do you prefer to buy a house? (now, 1 month, etc):</i>	
<i>Preferred property type (house/unit/apartment/land only/ land &amp; property):</i>	
<i>Number of bedrooms sought (3/4/other):</i>	
<i>Purpose of buying (owner occupier/investment):</i>	
<i>Preferred Australian city:</i>	
<i>Preferred suburb/metro area:</i>	
<i>Is being located near Islamic school/mosque important (yes/no?):</i>	
<i>Budgeted property purchase value:</i>	
<i>Initial Deposit monies ready to acquire the property (yes/no?):</i>	
<i>How much initial deposit available currently?</i>	\$
<i>What term of repayment of instalments are you seeking (5/10/15/20/25 years)?:</i>	
<i>Do you currently own a house (yes/no?):</i>	
<i>Any house preference details? Please list them below:</i>	

<b>B2. Istisna Shariah Contracts - Construction and Refurbishment of Shariah Compliant Property</b>	
<i>When will you need construction and refurbishment financial assistance? If you have a building contract commencement date or other obligations, please detail.</i>	
<i>Is the type of financial assistance for construction or refurbishment for a new building or for an existing built property?</i>	

<i>Do you have your own land or property for construction or refurbishment?</i>	
<i>If you do not own land, are you applying for construction or refurbishment on Fund land or property? If so, do you have a Fund land location or a Fund property in mind?</i>	
<i>Where is the land or property located where construction and refurbishment will take place or where you wish to construct?</i>	
<i>Who owns the land or property where construction or refurbishment is proposed to be conducted?</i>	
<i>Is there a mortgage or other amounts owing on the land or property that you wish to have construction or refurbishment financial assistance? Please advise mortgagee(s), amounts etc.</i>	
<i>Have you entered into a contract for construction or refurbishment on an estate, subdivision, vacant land? Detail land cost, building cost, whether house and land package, land only contracts etc? When is settlement due?</i>	
<i>Do you have a contract with a builder for construction or refurbishment? You will be required to provide copies of all plans, building contracts, planning permits and other information as required by the Fund?</i>	
<i>If you have a building contract, how much is the contract for and do you need to pay a deposit and if so when?</i>	
<i>On top of the contract with the builder do you need to pay any other amount to others to start construction or refurbishment?</i>	
<i>Are there any other matters important to your consideration of construction and/or refurbishment?</i>	
<i>What term of repayment of instalments are you seeking (5/10/15/20/25 years) from the time that the construction or refurbishment has been completed? A term of less than 5 years is subject to Fund approval.</i>	

## Section C: General & Income Details:

### Applicant 1

#### C1: Personal Details

Title (Mr/ Mrs/ Ms/ Miss)		Surname	Given Names
Home phone		Mobile phone	Email address
Residency Status (Australian Citizen/ Permanent Resident/ Temporary Resident / If Other (State Visa No.))			
Marital Status (Single/ Married/ Defacto / Separated/ Divorced / Widowed)			
No. of Dependents		Age (in years) of Dependents	
Driver Licence No.		State	
Passport No.		Country of Issue	
Please provide your residential address history for the past 5 years including the postcode:			
Residential address		Start Date (MM/YY)	End Date (MM/YY)
			Current
Mailing address if different to residential address:			

**C2: Employment Details**

Please provide your employment history for the past 5 years including the relevant details:

<b>Job Title</b>	<b>Employer / Business Name</b>	<b>Industry</b>	<b>Start Date (MM/YY)</b>	<b>End Date (MM/YY)</b>
				Current

If Self-Employed or Sole Trader:

Registered Business Name			
Business Address		Postcode	
Contact Name		Phone Number	
Email Address		ABN (if applicable)	
Description of business activity:			
Name of Accounting Firm			
Accounting Firm Address		Post Code	
Contact Name		Phone Number	
Email Address		ABN (if applicable)	

**C3: Solicitor/Conveyancing Firm Details**

Name of solicitor/conveyancing firm		Contact Name	
Email Address		Phone Number	

**C4: Guarantor Details**

Guarantor Name		Phone Number	
Email Address		Occupation	
Residency Status (Australian Citizen/ Permanent Resident/ Temporary Resident / If Other (State Visa No.))			

## C5: Income Details

	Yes/No	Gross Income	Frequency	Tax Year
Do you receive any PAYG income?		\$		
Do you receive any rental income?		\$		
Do you receive any other income?		\$		
Do you have self-employed income?		\$		
What is the company/business name?		\$		
ABN/ACN			Industry	
Description of company/business activity				

## C6: Other Assets Owned

Type of Asset	Details
<input type="checkbox"/> Overseas Property (state address)	
<input type="checkbox"/> Australian Property (state address)	
<input type="checkbox"/> Cars (state type & current value)	
<input type="checkbox"/> Shares (state number & price per share)	
<input type="checkbox"/> Other Assets	

## C7: Current Loans

Do you have any current loans?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
If yes provide details:	

<b>Applicant 2</b>			
<b>C8: Personal Details</b>			
Title (Mr/ Mrs/ Ms/ Miss)		Surname	Given Names
Email address		Home phone	Mobile phone
Residency Status (Australian Citizen/ Permanent Resident/ Temporary Resident / If Other (State Visa No.))			
Marital Status (Single/ Married/ Defacto / Separated/ Divorced / Widowed)			
No. of Dependents		Age (in years) of Dependents	
Driver Licence No.		State	
Passport No.		Country of Issue	
Please provide your residential address history for the past 5 years including the postcode:			
<b>Residential address</b>		<b>Start Date (MM/YY)</b>	<b>End Date (MM/YY)</b>
			Current
Mailing address if different to residential address:			

**C9: Employment Details**

Please provide your employment history for the past 5 years including the relevant details:

<b>Job Title</b>	<b>Employer / Business Name</b>	<b>Industry</b>	<b>Start Date (MM/YY)</b>	<b>End Date (MM/YY)</b>
				Current

If Self-Employed or Sole Trader:

Registered Business Name			
Business Address		Postcode	
Contact Name		Phone Number	
Email Address		ABN (if applicable)	
Description of business activity:			
Name of Accounting Firm			
Accounting Firm Address		Post Code	
Contact Name		Phone Number	
Email Address		ABN (if applicable)	

**C10: Solicitor/Conveyancing Firm Details**

Name of solicitor/conveyancing firm		Contact Name	
Email Address		Phone Number	

**C11: Guarantor Details**

Guarantor Name		Phone Number	
Email Address		Occupation	
Residency Status (Australian Citizen/ Permanent Resident/ Temporary Resident / If Other (State Visa No.))			



**C12: Income Details**

	Yes/No	Gross Income	Frequency	Tax Year
Do you receive any PAYG income?		\$		
Do you receive any rental income?		\$		
Do you receive any other income?		\$		
Do you have self-employed income?		\$		
What is the company/business name?		\$		
ABN/ACN			Industry	
Description of company/business activity				

**C13: Other Assets Owned**

Type of Asset	Details
<input type="checkbox"/> Overseas Property (state address)	
<input type="checkbox"/> Australian Property (state address)	
<input type="checkbox"/> Cars (state type & current value)	
<input type="checkbox"/> Shares (state number & price per share)	
<input type="checkbox"/> Other Assets	

**C14: Current Loans**

Do you have any current loans?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
If yes provide details:	

**Section D: Individual SMSF Trustee**
**Members of the SMSF**

Member 1 - Full Name	
Member 2 - Full Name	
Member 3 - Full Name	
Member 4 - Full Name	
Member 5 - Full Name	
Member 6 - Full Name	

**Section E: Documents To Be Supplied together with this form**

*Further information/documents may be requested in the future at the time of assessment. In addition to these documents, you will be required to provide identification documentation to substantiate your identity.*

**D1: PAYG Income**
**PAYG (Fulltime):**

<input type="checkbox"/>	Last 3 Consecutive payslips
<input type="checkbox"/>	120 days bank statement for accounts where wages are paid to confirm salary credits
<input type="checkbox"/>	Notice of most recent tax year assessment issued by the Australian Tax Office
<input type="checkbox"/>	Employment contract or letter of employment to confirm start date, minimum hours, employment status.

**PAYG (Casual or Part-time employees) PAYG requirements above plus:**

<input type="checkbox"/>	Employment contract or letter of employment to confirm start date, minimum hours, employment status (parttime or casual) and if penalties rates or
<input type="checkbox"/>	2 years personal tax returns

**PAYG (Bonus, commission, allowances or overtime) PAYG requirements above plus:**

<input type="checkbox"/>	Employment contract or letter of employment to confirm start date, minimum hours, employment status (Full-time, Part-time or casual) and if penalties rates or overtime are guaranteed
<input type="checkbox"/>	2 years personal tax returns and last 2 years notice of assessment issued by the Australian Tax Office

**Self-employed Sole Trader:**

<input type="checkbox"/>	Most recent 2 years personal tax returns and notice of assessment
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**Self-employed under a company structure:**

<input type="checkbox"/>	Most recent 2 years personal tax returns and notice of assessment
<input type="checkbox"/>	Most recent 2 years personal company tax returns and financial statements
<input type="checkbox"/>	BAS may be requested for current financial year if required

**Trust involved as a guarantor or title holder:**

<input type="checkbox"/>	Certified copy of Trust deed and schedule
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**Self-Managed Superannuation Fund (SMSF):**

<input type="checkbox"/>	Current financial year balance sheet and profit loss of the SMSF (management accounts)
<input type="checkbox"/>	Most recent audited financial accounts with auditor report enclosed for the SMSF

	Latest lodged tax return for the SMSF
<b>D2: Other Non PAYG Income</b>	
<b>Rental income:</b>	
<input type="checkbox"/>	Most recent rental statement from the Managing agent (less than 30 days old)
<input type="checkbox"/>	If the property is privately rented the signed lease agreement and 3 months transaction statement showing income being credited
<b>Board income:</b>	
<input type="checkbox"/>	Most recent Tax Return showing income declared
<input type="checkbox"/>	3 months transaction statements showing income being credited
<b>Pensions/Centrelink benefits:</b>	
<input type="checkbox"/>	Letter from Centrelink confirming the breakdown of benefits received (less than 30 days old)
<input type="checkbox"/>	3 months transaction statements showing income being credited
<b>Child Support:</b>	
<input type="checkbox"/>	CSA letter confirming incomes paid between the parties and percentage of care (for the current period)
<input type="checkbox"/>	3 months transaction statements showing income being credited
<b>Superannuation benefits:</b>	
<input type="checkbox"/>	Most recent tax return
<input type="checkbox"/>	Letter from fund confirming benefit being paid
<input type="checkbox"/>	3 months transaction statements showing income being credited
<b>Work cover:</b>	
<input type="checkbox"/>	Letter from fund confirming benefit being paid and term payment will be received
<input type="checkbox"/>	3 months transaction statements showing income being credited
<b>If you do not own your own home:</b>	
<input type="checkbox"/>	Please provide a copy of your rental ledger for the last 6 months (provided by your managing agent)
<input type="checkbox"/>	If you are living rent free with a relative, please provide a Statutory Declaration from that relative to confirm the address and arrangement in place
<b>D3: Proof of Initial Deposit</b>	
<input type="checkbox"/>	Savings statement from the bank (request from your financial institution)
<input type="checkbox"/>	Asset (to be sold) and Liability declaration (visit website for template)
<input type="checkbox"/>	Gift declaration (visit website for template)

## D4: Budget Planner



Budget Planner (visit website for template)

## Section F: Declaration

I/We confirm to Baytulmaal Finances Limited that I/we note and understand that:

- a) I/we have provided to the best of my/our knowledge true and correct information in this expression of interest.
- b) I/we understand that the preliminary assessment will be finalised only when all relevant supporting documents mentioned in this form have been provided
- c) I/we understand that this expression of interest does not constitute a binding agreement for Baytulmaal Finances Limited as responsible entity of the Baytulmaal Property Trust ARSN 674 597 445 to enter into a contract of sale for a Fund property with me/us or for a contract with a builder or others for construction or refurbishment with me/us.
- d) I/we understand that if approved, I/we will be entering into a contract of sale based upon Bai' Muajjal principles of Islamic finance and investment or for construction or refurbishment based upon Istisna principles of Islamic finance and investment.
- e) I/we understand that if approved and as applicable, I/we will need to enter into legal and contractual documentation to secure by registered mortgage the instalments due and payable under a Bai' Muajjal contract of sale arrangement or I/we will need to enter into legal and contractual documentation to secure by registered mortgage the instalments due and payable under an Istisna contract arrangement.
- f) I/we agree that Baytulmaal Finances Limited as responsible entity of the Baytulmaal Property Trust ARSN 674 597 445 may disclose my information which may include information about my financing history/worthiness to relevant entities.
- g) I/we understand that applicants who invest in the Baytulmaal Property Trust ARSN 674 597 445 may be provided preference in sale of properties owned by the Fund or with financial assistance for construction and refurbishment of Shariah compliant property.

<b>Date Signed:</b>		<b>Date Signed:</b>	
<b>Signed By:</b>		<b>Signed By:</b>	
<b>Applicant 1:</b>		<b>Applicant 2:</b>	