

Excesses for T24 Accounts

DATE EFFECTIVE: 12 March 2018

1. Purpose

This procedure establishes guidelines in relation to obtaining approval for excesses on MAC FR accounts that are booked in the CLA T24 system. FR accounts are reviewed at least once every 6 months and as part of that review, the extension of facilities will be requested either formally (through re-establishment of a facility limit with a new expiry date) or informally (through running the account in excess and no notification to the client). This procedure applies to informal extensions of facilities. It also applies to formal extensions that have not been completed by the facility maturity date (a documentary excess).

1.1 Prerequisites

This procedure only applies to FR accounts that are:

- Impaired (and therefore booked in the T24 impaired asset module); or
- Not impaired but which are to be maintained in excess

2. Task List

The following tasks are required to be completed to effect an EPA for a FR client in T24.

Task	Resp
Prepare an EPA form in CMS+	CSM/ CSO, Branch
Branch to approve the EPA form in CMS+	Account Manager/ Regional Manager, MAC
FR to approve the EPA form in CMS+	FR Manager

3. Prepare an EPA form in CMS+

The CSO/ CSM prepares an EPA to seek approval to update changes in T24.

Step	Action
1	Complete the EPA form, providing full details of the client accounts in T24, system expiry date and extension date. Note: The EPA should also contain details of the reason for the extension, such as “account is impaired, and rollover of facility for administrative purposes”.
2	Progress the work request to the Account Manager/Regional Manager, MAC to add comments and approval.

4. Branch to approve the EPA form in CMS+

Account Manager/Regional Manager, MAC to approve the request.

Step	Action
1	Account Manager/Regional Manager, MAC reviews the form to ensure details are accurate.
2	Account Manager/Regional Manager adds comments to the Work Request.
3	Account Manager/Regional Manager progresses the work request to the FR Manager.

5. FR to approve the EPA form in CMS+

FR approves the EPA form

Step	Action
1	FR Manager reviews the EPA form and approves in CMS+.
2	FR Manager progresses the work request back to the Branch for action in accordance with the MAC EPA procedure.

6. Supplementary Information

6.1 Related Documents

- [Country Banking Procedure – Manage accounts in excess without a TLI](#)

6.2 Definitions / Glossary of Terms

Term	Definition
CLA	Corporate Loans Administration
Excess	An amount by which the drawn amount of the facility exceeds the approved limit of the facility. An excess can also arise due to the expiry of a facility with amounts still outstanding.
FR	Financial Restructuring

6.3 Document Management

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