

# Development Facilitation Portal

## Responding to a request for financial information

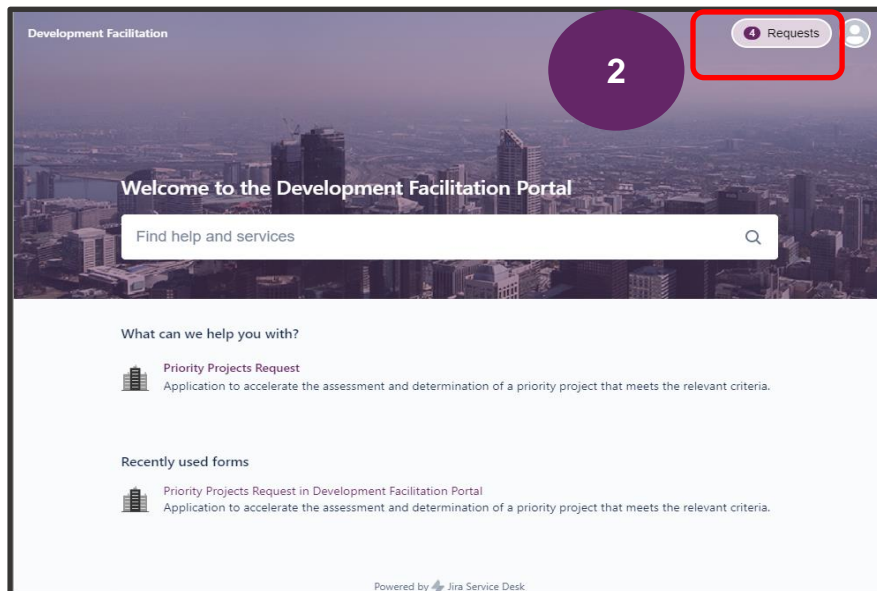
### Purpose

The following guide steps applicants through the process of replying to a request for financial information.

During the assessment phase, if an application is proceeding for further assessment, the applicant will be requested to supply financial information.

### Access and complete the Financials Request form

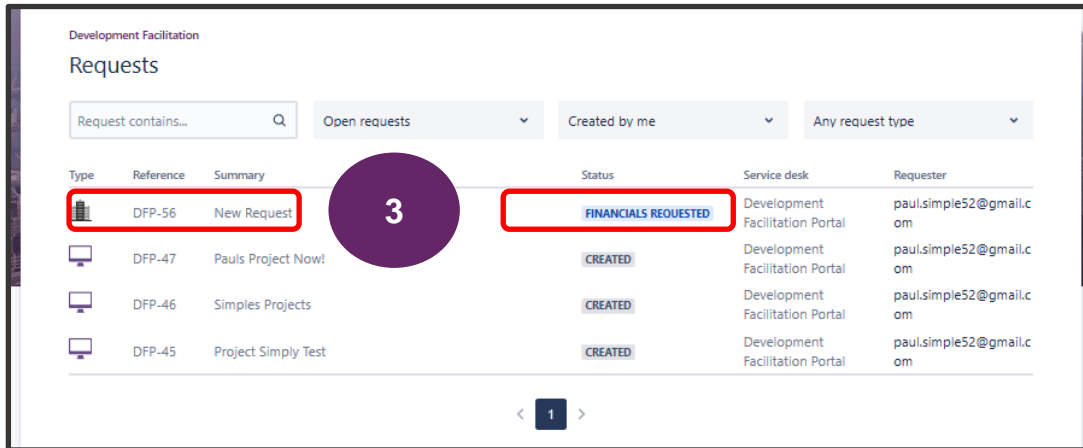
1. Ensure you are logged into the Development Facilitation Portal
2. **Select Requests**, Created by Me (created and submitted by you) or All (*includes requests shared with you*).



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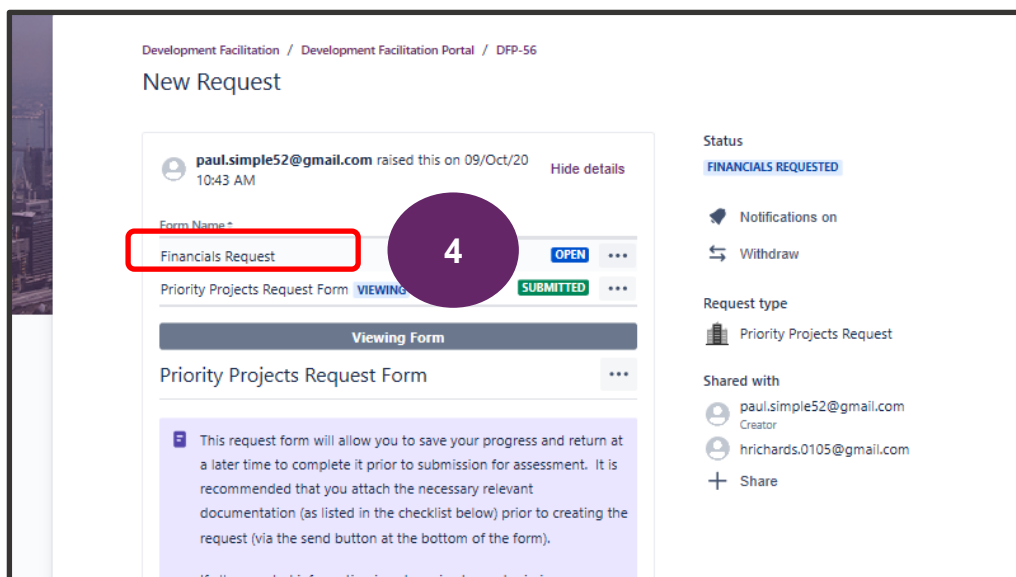
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3. Select the **Reference** for the specific request that has the status of *FINANCIALS REQUESTED*



| Type | Reference | Summary             | Status               | Service desk                    | Requester               |
|------|-----------|---------------------|----------------------|---------------------------------|-------------------------|
|      | DFP-56    | New Request         | FINANCIALS REQUESTED | Development Facilitation Portal | paul.simple52@gmail.com |
|      | DFP-47    | Pauls Project Now!  | CREATED              | Development Facilitation Portal | paul.simple52@gmail.com |
|      | DFP-46    | Simples Projects    | CREATED              | Development Facilitation Portal | paul.simple52@gmail.com |
|      | DFP-45    | Project Simply Test | CREATED              | Development Facilitation Portal | paul.simple52@gmail.com |

4. Select the **Financials Request** form.



Development Facilitation / Development Facilitation Portal / DFP-56

### New Request

paul.simple52@gmail.com raised this on 09/Oct/20 10:43 AM [Hide details](#)

Form Name \* **Financials Request** OPEN ...

Priority Projects Request Form VIEWING SUBMITTED ...

**Viewing Form**

Priority Projects Request Form ...

**This request form will allow you to save your progress and return at a later time to complete it prior to submission for assessment. It is recommended that you attach the necessary relevant documentation (as listed in the checklist below) prior to creating the request (via the send button at the bottom of the form).**

*If all requested information is not received on submitting your request, the request will be closed.*

**Status**  
FINANCIALS REQUESTED

**Notifications on**  
 Notifications on  
 Withdraw

**Request type**  
 Priority Projects Request

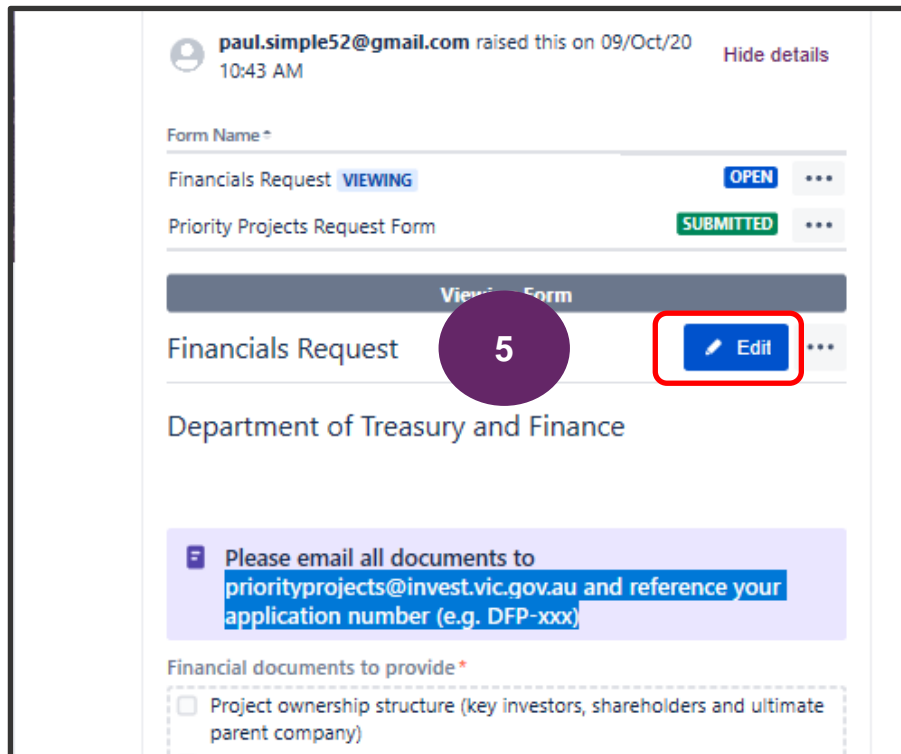
**Shared with**  
 paul.simple52@gmail.com Creator  
 hrichards.0105@gmail.com  
 Share

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5. Select **Edit** to open the form.

**NOTE: No financial documents are to be uploaded to the form. All financial documents must be emailed to [priorityprojects@invest.vic.gov.au](mailto:priorityprojects@invest.vic.gov.au) with a reference to your application number in the subject line or body of the email (e.g. DFP-xxx).**



The screenshot displays a user interface for a request. At the top, it shows the user 'paul.simple52@gmail.com' raised the request on 09/Oct/20 at 10:43 AM. Below this, there are two rows of request information:

- Row 1: 'Form Name \*' with 'Financials Request' in a 'VIEWING' state, an 'OPEN' button, and a three-dot menu.
- Row 2: 'Priority Projects Request Form' in a 'SUBMITTED' state, with a three-dot menu.

A dark grey bar with the text 'View Form' is positioned above the second row. Below this, the 'Financials Request' text is highlighted with a purple circle containing the number '5'. To its right, the 'Edit' button (with a pencil icon) is highlighted with a red box. Below the request information, the text 'Department of Treasury and Finance' is visible. A light purple callout box contains the instruction: 'Please email all documents to [priorityprojects@invest.vic.gov.au](mailto:priorityprojects@invest.vic.gov.au) and reference your application number (e.g. DFP-xxx)'. At the bottom, under the heading 'Financial documents to provide \*', there is a checkbox for 'Project ownership structure (key investors, shareholders and ultimate parent company)'.

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6. **Update the checklist** ensuring that all the necessary financial documents are emailed as instructed.
7. Once the form is updated (**and only after all documents have been emailed**), select **Save and submit** (or *Save to return to the form to complete and submit at a later time*).

**Once submitted, the form will be locked.**

**Editing Form**

Financials Request **Save and submit** Save Cancel

Department of Treasury and Finance **7**

Please email all documents to [priorityprojects@invest.vic.gov.au](mailto:priorityprojects@invest.vic.gov.au) and reference your application number (e.g. DFP-xxx)

Financial documents to provide\*

- Project ownership structure (key investors, shareholders and ultimate parent company)
- Ultimate parent company's financial statements
- Parent company's current work on hand (completion rate, size, pre-sold)
- Project feasibility report
- Project insurance
- Project construction contracts
- Project funding strategy
- Expected project Internal Rate of Return
- Project loan commitment
- Project cross guarantees
- Project economic impact statement
- Outstanding legal, tax or regulatory issues

Are there any project cross guarantees?

◆ This field is required.

Are there any outstanding legal, tax or regulatory issues?\*

◆ This field is required.

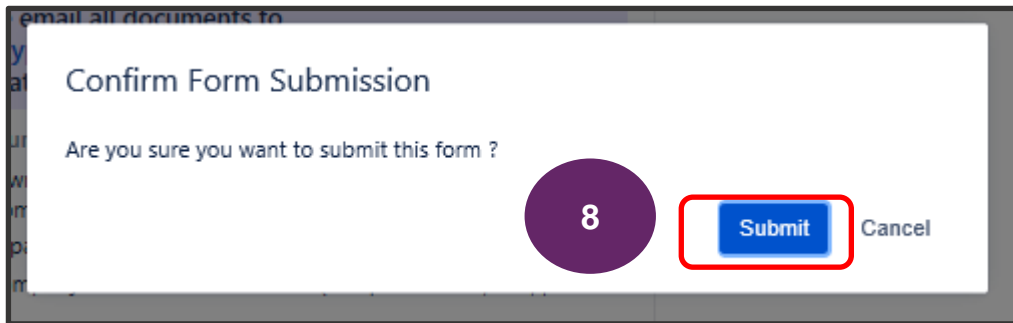
**Save and submit** Save Cancel

**6**

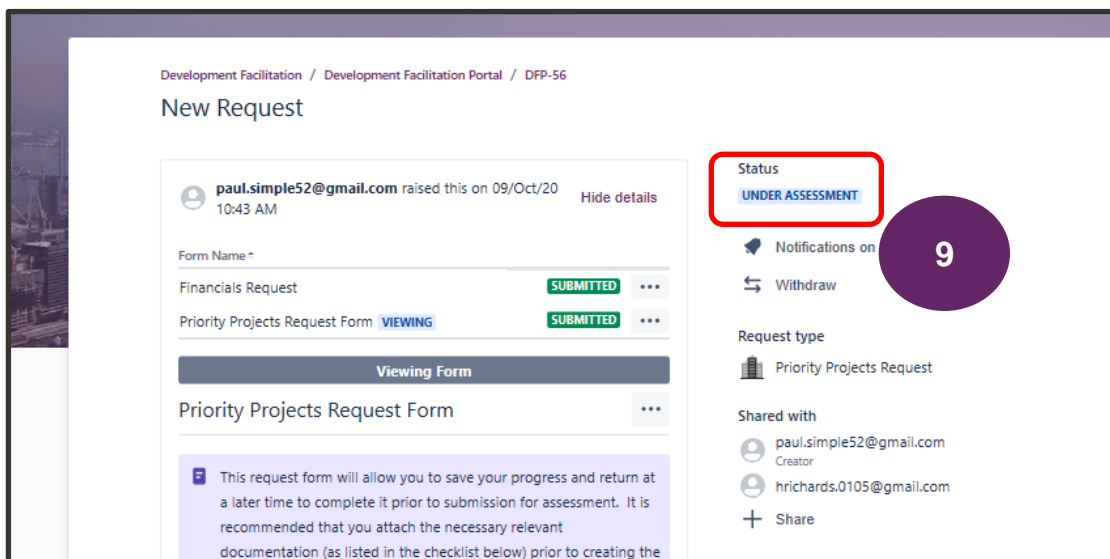
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8. Select **Submit** to confirm the submission.



9. Once submitted, reload the web page (*press F5*) and the status will change to **UNDER ASSESSMENT**.



10. A team member from the department will review the form and check that all financial information meets the criteria and you will be advised of the outcome as soon as possible.

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### Need further assistance?

If you require further assistance with your request, contact the Development Facilitation team:



1800 950 088



[development.facilitation@delwp.vic.gov.au](mailto:development.facilitation@delwp.vic.gov.au)