

APPLICATION FOR BUSINESS FINANCE

(inclusive of Guarantor Particulars)



Applying for Finance with Heritage

To assess your application for finance, we need to understand your business. That is why it is important that we collect all of the necessary information right at the start. Please complete all **sections** in this document as completely as possible, and return to our Business Banking Department (PO Box 190 Toowoomba Q 4350 or via a branch) along with the documents requested below.

Borrowing Name/Entity

Full name of loan borrower(s) _____

ABN _____ Years in Business _____

Is this application for an existing Heritage Account? Yes Member Number _____ No

Loan Purpose and Amount

Loan purpose (e.g. purchase premises, vehicle, buying out business partner etc).

1. Loan purpose _____ Amount required \$ _____

Facility type: Overdraft Fully Drawn Loan Business Line of Credit Motor Vehicle Equipment Loan

2. Loan purpose _____ Amount required \$ _____

Facility type: Overdraft Fully Drawn Loan Business Line of Credit Motor Vehicle Equipment Loan

3. Loan purpose _____ Amount required \$ _____

Facility type: Overdraft Fully Drawn Loan Business Line of Credit Motor Vehicle Equipment Loan

Checklist

Ensure as many of the following documents as possible are provided in order to enable a full assessment of your application. Some additional information may be required. Your Business Banking Manager will advise on any additional information required.

Financial Information

Copies of full financial statements for the past three years and interim figures certified and signed as correct by the owners/directors and Business Activity Statements (BAS) for the interim period (include director's reports, balance sheet, profit and loss statement and depreciation schedule)

Copies of Taxation Returns for the past three years for company/trust/business and for all applicants/directors/guarantors
For PAYE income earners, the three most recent pay slips

Cash flow budget including Business Plan for at least the next 12 months (this may be required and will be considered on a case by case basis)

Copies of last 6 months bank statements for all non-Heritage transaction accounts and loan accounts

Copies of last 3 months credit card statements for all non-Heritage facilities

Copy of loan agreement for any other financial commitment (lease/hire purchase etc)

Copy of purchase contract (if applicable)

Copies of valuation reports for any property offered as security (if available)

Rates Notice of Property that you own and Details of Building Insurance for each property offered as security (if available)

List of debtors by age (e.g. current/30/60/90 days) and amount owing (this may be required and will be considered on a case by case basis)

List of creditors by age (e.g. current/30/60/90 days) and amount owing (this may be required and will be considered on a case by case basis)

List of associated entities, including family tree of companies in group (if applicable)

Privacy Act Authorisation (enclosed in application) is required for each individual and any company, in the capacity of either a borrower or a guarantor, to allow us to make enquiries into your credit history

Completed and signed Customer Statement of Position form for all partners/owners/directors (if not completed in this Application Form)

Completed and signed Guarantor Particulars form for all guarantors (if not completed in this Application Form)

Other Information

For Business - Business Name Registration

For Company - Certificate of Incorporation

For Incorporated Associations - A certified copy of the rules or constitution and a copy of the minutes authorising the application for finance

For Trusts - Copy of Trust Deed and all amending deeds (certified and signed by your solicitor/accountant or a Justice of the Peace as a true copy)

Proof of identity (if not already held. Ask your Business Banking Manager)

Loan Applicant Details

Business structure (eg. Company/Trust/Partnership/Incorporation etc.) _____

Type of business/industry/activity _____

Postal address _____

Business address _____

Fax _____ Telephone _____

Email address _____ Website _____

Present Main Bankers _____ Heritage members since _____

Heritage member numbers _____

Security Offered

Item _____	Owner's estimated market value _____
Item _____	Owner's estimated market value _____
Item _____	Owner's estimated market value _____

Personal details of Principals/Owners/Partners/Applicant

Note: If more than two attach separate sheet

1. Name _____	2. Name _____
Position _____	Position _____
Address _____	Address _____
Time at address _____ Years _____ Months _____	Time at address _____ Years _____ Months _____
Date of birth _____	Date of birth _____
Telephone (W) _____ (H) _____	Telephone (W) _____ (H) _____
No. of dependents _____ Ages _____	No. of dependents _____ Ages _____
If separately employed:	
Employer _____	Employer _____
Position _____ How Long? _____	Position _____ How Long? _____

Personal details of Guarantors (if applicable)

Note: If more than two attach separate sheet

1. Name _____	2. Name _____
Occupation _____	Occupation _____
Employer _____	Employer _____
Position _____ How Long? _____	Position _____ How Long? _____
Address _____	Address _____
Date of Birth _____	Date of Birth _____
Telephone (W) _____ (H) _____	Telephone (W) _____ (H) _____
No. of dependents _____ Ages _____	No. of dependents _____ Ages _____

Financial position

Balance sheets (Note: If more than 1 attach separate sheets)

Business/Company as at _____

Liabilities	Outstanding amounts \$	Assets	Amount \$
Business loan \$ p.m		Freehold land and buildings	
Overdraft limit \$			
Creditors		Debtors	
Tax		Stock	
Business c/card \$ p.m		Work-in-progress	
Limit \$			
Leases & H/P's \$ p.m		Plant and equipment	
Other \$ p.m		Vehicles	
Other \$ p.m		Trading account	
Other \$ p.m		Savings	
SUBTOTAL	\$	Shares	
SURPLUS	\$	Superannuation	
TOTAL	\$	Other	
		Total	\$

Principals/Owners/Partners/Individuals as at _____

Liabilities	Outstanding amounts \$	Assets	Amount \$
Home loan \$ p.m		Home	
Investment loan \$ p.m		Investment property	
Credit card(s) \$ p.m		Furniture	
Limit \$			
Tax		Motor vehicles	
Other \$ p.m		Investments	
Other \$ p.m		Savings	
Other \$ p.m		Shares	
SUBTOTAL	\$	Superannuation	
SURPLUS	\$	Other	
TOTAL	\$	Other	
		Total	\$

Comments – Include details of Life and Income Protection Insurances held

Include details of Business Insurances - Business Interruption, Keyman Insurance, Tools of Trade etc

I/We declare that the information contained in this application form is a true and fair representation of my/our position as at today's date.

I/We/Applicant declare that I/we/applicant have never been bankrupt or entered into a composition with our creditors or had a judgement recorded against me/us/applicant.

I/We acknowledge that any valuation completed by Heritage's appointed valuer will be and remain the confidential property of Heritage.

I/We agree to pay any valuation fees or legal or inspection fees/other expenses incurred by Heritage in investigating this application.

I/We acknowledge that:

- Heritage is not a financial adviser and does not give any financial advice about the facility, any purpose for which the facility is applied or any business or commercial activity I/we carry on;
- Heritage is not an insurance adviser and does not give any insurance advice; and
- if I/we require any financial or insurance advice, Heritage urges me/us to consult an appropriately qualified and licensed adviser.

I/We declare that I/we hold public liability insurance cover of \$ _____

(To be signed by Principals / Director / Secretary / Authorised Officer)

← PLEASE SIGN HERE

Statement of Position - Guarantors (if applicable)

Individual Name(s) _____ As at _____

Liabilities	Outstanding amounts \$	Assets	Amount \$
Home loan \$ p.m		Home	
Investment loan \$ p.m		Investment property	
Credit card(s) \$ p.m Limit \$		Furniture	
Tax		Motor vehicles	
Other \$ p.m		Investments	
Other \$ p.m		Savings	
Other \$ p.m		Shares	
SUBTOTAL	\$	Superannuation	
SURPLUS	\$	Other	
TOTAL	\$	Other	
		Total	\$

Comments – Include details of Life and Income Protection Insurances held

Include details of Contingent or Other Liabilities

I/We declare that the information contained in this application form is a true and fair representation of my/our position as at today's date.

I/We/Applicant declare that I/we/applicant have never been bankrupt or entered into a composition with our creditors or had a judgement recorded against me/us/applicant.

(To be signed by Guarantors)

PLEASE SIGN HERE



Privacy acknowledgement and consent

Date _____ Account number _____



Privacy Act 1988 (Australia)

APPLICANTS AND GUARANTORS: Heritage may disclose information about you to a credit reporting body (CRB)

Heritage Bank Limited ABN 32 087 652 024, AFSL 240984, Australian Credit Licence 240984 (**Heritage**) may give personal information about you which is **credit information** to a CRB to obtain a consumer credit report about you, or to allow the CRB to create or maintain credit history information about you, or for both purposes. Credit information may include:

- identification information about you, being your name (and previous names), sex, address (and previous two addresses), date of birth, name of employer and driver's licence number;
- payments which become overdue for more than 60 days where we have informed you of the overdue payment and the requirement to pay;
- advice that payments previously listed as overdue are no longer overdue,

and also, if you are an applicant for credit rather than a proposed guarantor:

- the fact that you have applied for credit (consumer or commercial credit) and the amount;
- information about consumer credit provided by us to you, including certain terms that relate to the repayment of credit and the maximum amount of credit available;
- repayment history information, including whether you have met an obligation to repay consumer credit on time;
- information that in Heritage's opinion you have committed a serious credit infringement (that is, acted fraudulently or shown an intention not to comply with your credit obligations);
- if we have previously reported an overdue payment or serious credit infringement, the fact that we have varied your payment obligations or refinanced your consumer credit;
- court proceedings information or personal insolvency information about you; and
- other information about your consumer creditworthiness that is publicly available.

We may also disclose certain administrative information about you to a CRB. This information may be given before, during or after the provision of credit to you.

CRBs may use the information we provide to them in reports to credit providers like us to assist them to assess your creditworthiness. CRBs may also use your personal information to assist a credit provider to direct market to you by pre-screening you to ensure you meet certain criteria. If you do not want the CRBs listed below to use your information for this purpose you may request they exclude you by contacting them using the details below. Finally, you may also request that a CRB not use or disclose information they hold about you in circumstances where you reasonably believe that you have been or are likely to be a victim of fraud (including identity fraud). You can also make such a request by contacting the CRBs using the details below.

The CRBs with which we may exchange your personal information include:

Equifax Advantage Ltd
Level 5, 90 Arthur Street
North Sydney NSW 2060
Phone: 1300 921 621
Website: www.Equifax.com.au

Dun & Bradstreet (Australia) Pty Ltd trading as illion Australia
Ground Floor
549 St Kilda Road
Melbourne VIC 3004
Phone: 13 23 33
Website: www.illion.com.au

Experian Australia Credit Services Pty Ltd
PO Box 1969
North Sydney NSW 2060
Phone: 1300 783 684
Website: www.experian.com.au

You may obtain a copy of any of these CRBs' privacy policies at the above websites or by contacting them using the details provided.

APPLICANTS: Heritage may obtain credit reports about you

Heritage may obtain a credit report about you from a CRB. This can happen before, during or after the provision of credit to you. The credit report may include:

- credit information (a "**consumer credit report**");
- information concerning your commercial activities, commercial credit activities or commercial creditworthiness (a "**commercial credit report**").

You agree that Heritage may use a consumer credit report or commercial credit report:

- to assess your application whether it is for consumer credit or commercial credit;
- for the purpose of collecting overdue payments relating to credit you owe (whether consumer or commercial credit);
- for our internal management purposes related to credit (whether consumer or commercial) provided to you.

You may request a CRB not to disclose your information because you have been or are likely to be a victim of fraud, which may result in a "ban period" being in force regarding disclosure of your consumer credit report. You agree that Heritage may obtain a consumer credit report even if a ban period is in place:

- if you apply for credit during a ban period;
- to manage credit provided to you; or
- to collect overdue payments relating to credit you owe.

GUARANTORS: Heritage may obtain credit reports about you

If you are not the applicant but you have offered to act as guarantor for credit applied for by the applicant, you agree that Heritage may obtain a credit report about you from a CRB. The credit report may include:

- credit information (a "**consumer credit report**");
- information concerning your commercial activities, commercial credit activities or commercial creditworthiness (a "**commercial credit report**").

Privacy acknowledgement and consent (continued)

You agree that Heritage may use a consumer credit report or commercial credit report to assess whether to accept you as a guarantor for consumer credit or commercial credit applied for by the applicant.

You may request a CRB not to disclose your information because you have been or are likely to be a victim of fraud, which may result in a "ban period" being in force regarding disclosure of your consumer credit report. You agree that Heritage may obtain a consumer credit report even if a ban period is in place:

- if you agree to become a guarantor during a ban period; or
- to collect overdue payments relating to a guarantee you have given.

APPLICANTS AND GUARANTORS: Heritage may exchange information about you with other credit providers

Heritage may exchange information about you with credit providers named in your application or in a consumer credit report to:

- assess your application for consumer or commercial credit or your creditworthiness;
- notify those other credit providers of a default by you or of the status of your consumer or commercial credit facility with Heritage if you are in default with any of those other credit providers;
- attempt to assist you to avoid defaulting on your consumer or commercial credit obligations.

The information exchanged can include anything about your creditworthiness, credit standing, credit history or credit capacity that credit providers can exchange under the Privacy Act and may include your consumer credit report and related information. This can happen before, during or after the provision of credit to you.

You agree that Heritage may exchange information with credit providers as described in this section.

APPLICANTS: Heritage may give information about you to guarantors

Heritage may give an existing guarantor, or a person you indicate is considering becoming a guarantor, or a person who has or is considering providing security for a loan made to you, information about you and the relevant loan. This can happen before, during or after the provision of credit (commercial or consumer) to you.

The information given can include anything about your creditworthiness, credit standing, credit history or credit capacity that credit providers can disclose under the Privacy Act.

You agree that Heritage can disclose your information to those persons to keep them informed about the loan, including when the amount of credit provided to you is being, or may be, increased.

In particular, you agree that Heritage can disclose your consumer credit report and related information when the information is given:

- for the purpose of the person deciding whether to become a guarantor or offer security for your loan;
- to a person who has provided security for your loan; or
- to an existing guarantor for the purpose of enforcing the guarantee.

APPLICANTS AND GUARANTORS: QBE may obtain information and credit reports about you

Heritage collects your personal information when you apply for a mortgage. Heritage may then apply to QBE Lenders' Mortgage Insurance Ltd (**QBE**) for lenders' mortgage insurance for that mortgage and disclose your personal information to QBE.

Where permitted by the Privacy Act, QBE may also seek and obtain from a credit reporting body:

- commercial credit information (concerning your credit worthiness or history);
- consumer credit information; and

- collection of overdue payments information.

QBE collects your personal information for the purposes of securing and administering such insurance, including dealing with claims and recovery of proceeds.

The information collected by QBE is required under the *Insurance Contracts Act 1984 (Cth)* and is necessary for QBE to undertake its business. If you do not provide any of the information QBE requires then QBE will not be able to issue the insurance. As a result, Heritage may not be able to provide the mortgage to you.

QBE uses your information to:

- assess the risk of:
 - providing lenders' mortgage insurance to Heritage;
 - you defaulting on your obligations to Heritage;
 - you being unable to meet a liability that might arise under a guarantee, in respect of mortgage finance given (or to be given) by Heritage to another person;
- administer or vary any lenders' mortgage insurance cover provided, including dealing with claims, recovery of proceeds and enforcing the mortgage in the place of Heritage;
- conduct risk assessment and management involving securitisation, credit scoring, portfolio analysis, reporting, fraud prevention and claim recovery; and
- comply with legislative and regulatory requirements including the Privacy Act and the Insurance Contracts Act as amended from time to time.

QBE also uses your information for such other purposes as may be permitted under the Privacy Act.

QBE may disclose personal information as permitted by the *Privacy Act 1988* to:

- its related companies, whether in Australia or overseas, specifically in the Philippines;
- Heritage;
- reinsurers;
- CRBs and ratings agencies;
- other mortgage insurers;
- parties for the purpose of securitisation;
- a guarantor or potential guarantor;
- its service providers (including marketing companies, data consultants and IT contractors);
- to parties for the purposes of fraud prevention;
- its agents, contractors, and external advisers;
- your referees, including your employer;
- your legal and financial advisers;
- government and other regulatory bodies (eg the Insurance Council of Australia);
- mercantile agents if you default on your obligations to Heritage;
- payment system operators; and
- other financial institutions and credit providers.

QBE may also, to the extent permitted by the Privacy Act, disclose information about you to a CRB for any purpose set out above. The CRB may then include your information in reports that the CRB gives other organisations (such as other lenders) to help them assess your creditworthiness. Some of the information may adversely affect your creditworthiness (for example if you have defaulted on your loan) and accordingly, may affect your ability to obtain credit from other lenders.

QBE may need to exchange your information with credit providers and advisors during the course of the mortgage insurance policy for any purpose set out in this consent.

The mortgage insurer may obtain further personal information (including sensitive information) about you during the course of the mortgage insurance policy, and the terms of this consent and the mortgage insurer's Privacy Policy apply to its collection, use and disclosure of that information.

Privacy acknowledgement and consent (continued)

I agree that my personal information can be used or disclosed by QBE and Heritage as contemplated in this form.

QBE's Contact Information:

QBE Lenders' Mortgage Insurance Ltd ABN 70 000 511 071
82 Pitt Street Phone: 1300 367 764
Sydney NSW 2000 Contact Person: Privacy Officer
Email: compliance.manager@qbe.com

APPLICANTS AND GUARANTORS: Heritage may exchange information with insurers of your mortgaged property

If you are the mortgagor or owner of any mortgaged property, you authorise Heritage and the insurer under any insurance policy relating to the mortgaged property to exchange information with each other. This can happen before, during or after the provision of credit to you. The information exchanged can include:

- information about the mortgaged property or the credit which is secured over the mortgaged property;
- information about the insurance policy, including a copy of the policy or a certificate of currency; and
- personal information about you.

You also authorise the insurer, if Heritage asks it to, to note Heritage's interest in the mortgaged property on the insurance policy.

Mortgaged property means any real estate (including a house, building or other improvements on land) or goods (including a vehicle or boat) in which Heritage holds a mortgage or other security interest.

APPLICANTS AND GUARANTORS: Heritage may obtain verification information

You authorise Heritage to contact any person named in the application form, or in any supporting material about you given to Heritage, to verify information in the application or supporting material. For that purpose, Heritage may give information to those people about the application (who can include current or past employers, accountants and lawyers).

You authorise those people to give Heritage personal information about you. The information can include, in the case of an employer, information about your name, your salary or wage and other entitlements and the length of service, capacity and status of your employment.

Heritage's Privacy Policy

Heritage's Privacy Policy contains information about:

- how you may access personal information that Heritage holds about you (including consumer credit reports and related information);
- how you may seek correction of that information;
- how you may complain about a breach of the Australian Privacy

Principles, Part IIIA of the *Privacy Act 1988* and the CR Code; and

- how Heritage will handle a complaint.

Our Privacy Policy can be obtained online at www.heritage.com.au, or by contacting the following:

Privacy Officer, Heritage Bank Limited, Reply Paid 190, Toowoomba, Qld, 4350.

Privacy Act 1993 (New Zealand)

Heritage will use credit reporting service

You acknowledge that you understand:

- Heritage Bank Limited is asking for personal information about you to use Equifax Advantage's credit report service to credit check you;
- Equifax Advantage will give Heritage personal information about you for that purpose;
- Heritage will give your personal information to Equifax Advantage, and Equifax Advantage will hold that information on their systems and use it to provide their credit reporting service;
- when other Equifax Advantage customers use the Equifax Advantage credit reporting service, Equifax Advantage may give the information to those customers;
- Heritage may use Equifax Advantage's credit reporting services in the future for purposes related to the provision of credit to you. This may include using Equifax Advantage's monitoring services to receive updates if any of the information about you changes;
- if you default in your payment obligations to Heritage, information about that default may be given to Equifax Advantage, and Equifax Advantage may give information about your default to other Equifax Advantage customers; and
- you have the right to know who is collecting and holding information and also the right to have access to it and to correct if it is wrong. The contact details for Heritage and Equifax Advantage are as follows:

Heritage Bank Limited, PO Box 190, Toowoomba, Qld, 4350, Australia
www.heritage.com.au

Equifax Advantage (NZ) Limited, PO Box 912012, Auckland,
1142 New Zealand www.mycreditfile.co.nz

You consent to Heritage obtaining a credit report

By signing this form, you consent to Heritage obtaining a credit report from Equifax Advantage. If you do not consent and sign this form, Heritage will not be able to consider your application further.

Declaration

By signing this form, I acknowledge that:

- I have read and understood this form and agree to the consents contained herein.

Executed by Director, Secretary, Authorised Officer

Full Name _____

Signature _____ PLEASE SIGN HERE

Date _____

Principal / Owner / Partner / Individual 1

Full Name _____

Signature _____ PLEASE SIGN HERE

Date _____

Guarantor 1

Full Name _____

Signature _____ PLEASE SIGN HERE

Date _____

Executed by Director, Secretary, Authorised Officer

Full Name _____

Signature _____ PLEASE SIGN HERE

Date _____

Principal / Owner / Partner / Individual 2

Full Name _____

Signature _____ PLEASE SIGN HERE

Date _____

Guarantor 2

Full Name _____

Signature _____ PLEASE SIGN HERE

Date _____