

General Details

Date of Loan Agreement: _____

The date the Agreement should be signed must be prior to the Company's lodgement date. Leave this field blank if you don't know what the date of this Loan Agreement will be.

Name and ACN of Corporate Lender: _____

Including ACN for example YOUR COMPANY PTY LTD ACN 000 000 000

Address of Lender: _____

This must be the Lender's registered office.

Name of Borrower: _____

Whenever an individual is to be referred to in the Agreement their full name should be used (ie including their middle name). Whenever a company is to be referred to in the Agreement, the ACN should be included, for example, YOUR COMPANY PTY LTD ACN 000 000 000

Address of Borrower: _____

Amount of Advance _____

Name and Address of Client: _____

The details of the person(s) to whom the Agreement will be sent for signing should be inserted here as if they were to appear on the top of the letter.

Salutation: _____

For the letter, it is only necessary to type the name/s. The word "Dear" is already in the document.

Guarantor Details (if applicable)

Name of Guarantor: _____

Whenever an individual is to be referred to in the Agreement their full name should be used (ie including their middle name). Whenever a company is to be referred to in the Agreement, the ACN should be included, for example, YOUR COMPANY PTY LTD ACN 000 000 000

Address of Guarantor: _____

If the Advance has already been made

Date of Advance: _____

If loan is secured by Real Property

Full details of property: _____

The property over which the Loan is to be secured should not only be referred to by the street address, but the title reference should also be referred to ie the Lot and Plan number. This information can be obtained by referring to the rates notice of the property.
