

# ORDERING CHECKLIST

## Division 7A Loan Agreement

Outlined below is a checklist of the information needed to complete a Division 7A Loan Agreement order.

### LENDER DETAILS

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- Name and ACN of the company
- Registered address of the company
- Email address of the company
- Full name of each director of the company

### BORROWER DETAILS

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#### If the borrower is an individual

- Name of each individual borrower
- Registered address of the borrower
- Email address of the borrower

#### If the borrower is a company

- Name and ACN of the company
- Registered address of the company
- Registered email address of the company
- Full names of the directors of the company

#### If the borrower is a trust

- Name of the trust
- Registered address of the trust
- Registered email address of the trust
- Name of trustee of the trust and ACN (if a company)
- Full name of the director/s or individual trustee/s of the trust

### LOAN DETAILS

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- Loan amount
- Jurisdiction of the Loan Agreement

### SECURITY DETAILS (IF APPLICABLE)

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- Mortgagor name, address and if a company, director names
- Address of the property being mortgaged
- Mortgage type (first, second, third)

Should you have any queries regarding this checklist, please contact the team at Topdocs on 1300 659 242.