

# ORDERING CHECKLIST

## General Loan Agreement

Outlined below is a checklist of the information needed to complete a General Loan Agreement order.

### LENDER DETAILS

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#### If the lender is an individual

- Name of the individual/s
- Registered address of the lender
- Email address of the lender

#### If the lender is a company

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

#### If the lender is a trust

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

### 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 name of each director of the company

#### If the borrower is a trust

- Name of the trust
- Registered address of the trust
- 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

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### LOAN DETAILS

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- Loan amount
- Do you wish to allow further Loan advances during the term of the loan?
- Loan term (in years)
- Will interest be payable on the loan?
  - > If yes, annual interest rate
  - > Frequency of interest payments
- Will the principal be repaid in instalments or as a lump sum on the last day of the term?
  - > If in instalments, the frequency of instalments
- Can the borrower make early repayments?
- Can the lender demand repayment of the loan within the term?
  - > If yes, what period of notice must be given?
- Jurisdiction of the loan agreement

### SECURITY DETAILS (IF APPLICABLE)

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#### If the security is a Guarantee:

- Full names of the guarantors
- Limit (if any) of the guarantee
- Will the guarantor/s be obtaining independent legal advice?

#### If the security is a Security interest Agreement:

- What type of collateral is being used as security?
- What class of collateral is being used as security?

#### If the security is a Mortgage:

- Address of the property being mortgaged
- Mortgage type (first, second, third)

### SECURITY PROVIDER DETAILS

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If the security provider is the borrower, you are not required to provide any further details in relation to the below.

- Security provider type
  - > Individual
  - > Company
  - > Trust
- Name of security provider and trustees of the security provider if a trust
- Security provider's date of birth (if applicable)

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**If the security provider is a company**

- Name and ACN of the company
- Full name of each director of the company

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