

ORDERING CHECKLIST

SMSF Loan Agreement

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

LENDER DETAILS

If the trustees of the SMSF are individuals

- Name of each of the individual trustees
- Registered address of the SMSF
- Email address of the SMSF

If the trustee of the SMSF is a company

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

BORROWER DETAILS

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
- 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

LOAN DETAILS

- 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

ORDERING CHECKLIST

SMSF Loan Agreement

- > 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)

If the security is a Guarantee

- Full names of guarantors
- Limit (if any) of the guarantee
- Will the guarantor 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

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)

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.