

Loan Variation Request

Use this form to advise the RAA of a change to your personal or business circumstances and request an update to the borrowing entity's structure or alterations to security.

Checklist

To avoid any delay in the processing of your request, please complete all sections of this form and ensure you provide the RAA with all of the documentation listed below:

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Signed Consent to Contact Lenders Form

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Commitment Schedules for the existing and proposed borrowing entities

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Statement of Financial Position for the existing and proposed borrowing entities

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Last three years' balance sheets and financial statements for the existing and proposed borrowing entities

(This includes profit and loss statements, stock trading account and depreciation schedules – tax assessment notices are not acceptable)

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Copies of the last three years' of individual taxation returns and a current listing of all assets and liabilities held by each individual member of a partnership or family trust, and individual directors and shareholders of all companies.

(Each member, director or shareholder should provide detail of their source of income, if they are not primarily dependent on the business for their livelihood)

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Farm Business Plan for the proposed borrowing entity

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Monthly Cash Flow Statement for the next 12 months for the proposed borrowing entity

Existing borrowing entity

RAA BP number:

ABN:

Entity trading name:

Entity type (*individual, partnership, company, trust*):

Full name of primary contact:

Primary phone number:

Primary email address:

Property address:

Postal address: (*if different to property address*):

Existing borrower/s

Existing borrower 1

Full name:

Position (*director, trustee, partner, etc.*):

Date of birth:

Existing borrower 2

Full name:

Position (*director, trustee, partner, etc.*):

Date of birth:

Existing borrower 3

Full name:

Position (*director, trustee, partner, etc.*):

Date of birth:

Existing borrower 4

Full name:

Position (*director, trustee, partner, etc.*):

Date of birth:

Have any of the existing borrowers ever been bankrupt, assigned a liquidator or are there any unsatisfactory judgements against them in court?

☐

No

☐

Yes – please provide details below.

Variation type

What type of variation are you requesting?

☐

Alteration to the borrowing entity type

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Alteration to security

Please describe the reason for your variation request

Note: The RAA cannot consider a request to vary the underlying borrower/s on a loan contract. Please refer to www.raa.nsw.gov.au/loans/variations or contact the RAA Securities Team for details.

Loans to have the variation applied

Loan type	Contract number	Amount owing

Proposed borrowing entity

RAA BP number (if applicable):

ABN:

Entity trading name:

Entity type (individual, partnership, company, trust):

Full name of primary contact:

Primary phone number:

Primary email address:

Property address:

Postal address: (if different to property address):

Proposed borrower/s

Borrower 1

Full name:

Position (director, trustee, partner, etc.):

Date of birth:

Borrower 2

Full name:

Position (director, trustee, partner, etc.):

Date of birth:

Borrower 3

Full name:

Position (director, trustee, partner, etc.):

Date of birth:

Borrower 4

Full name:

Position (director, trustee, partner, etc.):

Date of birth:

Select which best describes the nature of the business:

☐

Beef

☐

Dairy

☐

Sheep

☐

Poultry

☐

Pigs

☐

Cropping

☐

Intensive livestock

☐

Mixed farming

Other – please describe:

Proposed security

Property address:

Full names of landowner(s):

Certificate of Title (CT) reference:

Third party contacts for the proposed borrowing entity

Solicitor

Firm name:

Contact name:

Phone number:

Email address:

Accountant

Business name:

Contact name:

Phone number:

Email address:

Bank or financial institution

Bank/institute name:

Contact name:

Phone number:

Email address:

Financial counsellor or advisor

Advisory body name:

Contact name:

Phone number:

Email address:

Statements

General Statement

Any person who knowingly and with intent to defraud the NSW Rural Assistance Authority or another person, files an application for assistance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent act, which is a crime under the *Crimes Act 1900* and subjects the person to criminal penalties.

Privacy Collection Notice

The personal information you provide in this form is collected by the NSW Rural Assistance Authority (the Authority) under its statutory functions for the purpose of assessing and administering your application, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Provision of the information requested in this form is required to assess your application. If you do not provide this information, we may be unable to process or determine your application.

Your information may be used to verify the details provided, determine eligibility, administer funding or services, monitor compliance, and evaluate the Program. We may disclose your information to other NSW Government agencies, Commonwealth agencies (including the Australian Taxation Office and Services Australia for verification purposes), contracted service providers, auditors or integrity bodies, or other persons where authorised or required by law.

The Authority takes reasonable steps to securely store and protect your information in accordance with NSW Government requirements. You may request access to or correct your personal information by contacting the Authority by telephone on 1800 678 5893 (toll-free) or by writing to: Manager Customer and Programs, NSW Rural Assistance Authority, Locked Bag 23, Orange NSW 2800. If you are not satisfied with the Authority's response to a privacy request or complaint, you may contact the Information and Privacy Commission NSW at www.ipc.nsw.gov.au or by calling 1800 472 679. Further information is available in our [Privacy Policy](#).

Agreement

I/We declare that:

1. I/We have read the Privacy statement above which details how information provided in my/our request may be used.
2. I/We understand that completed requests will be assessed in order of receipt.
3. I/We hereby give approval to the NSW Rural Assistance Authority to obtain and provide information relevant to this request from my/our lender(s), accountant or any other nominated person.
4. I/We solemnly declare that this is a true and correct statement of all my/our affairs and I/we make this solemn declaration subject to punishment by law provided for any wilful false statement.
5. I/We agree to provide feedback and participate in a review of the relevant RAA program.
6. I/We have read and understood the [Privacy Collection Notice](#).

Signature:

Printed full name:

Date:

Signature:

Printed full name:

Date:

Signature:

Printed full name:

Date:

Signature:

Printed full name:

Date:

This agreement must be signed by all parties.

If you are having difficulty understanding or completing this form you should seek the assistance of your rural or financial counsellor, business advisor, accountant or a trusted family member or friend.

Language services (interpreting and translating) are available by contacting Multicultural NSW on 1300 651 500 or by visiting languageservices@multicultural.nsw.gov.au.

Please return your completed form to:

Email: rural.assist@raa.nsw.gov.au

Post: NSW Rural Assistance Authority, Locked Bag 23, Orange NSW 2800