



**FARM BUSINESS  
CONCESSIONAL LOANS  
SCHEME**

**DAIRY RECOVERY  
CONCESSIONAL LOANS  
APPLICATION FORM 2017/18**

**APPLICATION GUIDE**

**PLEASE READ THE SCHEME GUIDELINES PRIOR TO COMPLETING THIS APPLICATION**

**This program is funded by the Australian Government and delivered by Rural Finance - A Division of Bendigo and Adelaide Bank Ltd on behalf of the Victorian Government.**

**Please note that an application will NOT be accepted until ALL sections are completed in full and ALL mandatory information and documents are provided (see below).**

**If your application is incomplete it will NOT be assessed.**

Applications must be received by the close date, expected to be on or about 30 June 2018, or sooner if funding is fully committed. The exact closing date will be advertised on Rural Finance's website.

The following **mandatory** information must accompany your application

- ☐ Financial Statements for the farm trading entity and all related business entities as at 30 June 2015\*
- ☐ Financial Statements for the farm trading entity and all related business entities as at 30 June 2016\*

**Financial Statements must include:-**

Balance Sheet and associated notes  
Profit & Loss Statement  
Stock Trading Statement (as appropriate)  
Depreciation Schedule

- ☐ Farm Management Figures or cash flow reports for the 2017 financial year

- ☐ Business Taxation Returns for all related entities as at 30 June 2015\*
- ☐ Business Taxation Returns for all related entities as at 30 June 2016\*

- ☐ Individual Taxation Returns for all parties to the application as at 30 June 2015\*
- ☐ Individual Taxation Returns for all parties to the application as at 30 June 2016\*

\* The Financial and Taxation documents can be sent electronically to: [industryprograms@ruralfinance.com.au](mailto:industryprograms@ruralfinance.com.au)

- ☐ Farm Business Cash-flow for 2017/18 financial year (refer to website for example template)
- ☐ Farm Business Cash-flow for a 'normal' year (refer to website for example template)

Normal year: Refers to income received and expenses incurred in a year of normal production (that is, no adverse climatic conditions such as drought, fire or flood)

- ☐ Evidence of milk supply arrangement with Murray Goulburn, Fonterra or NDP in **2015/16**
  - Copy of milk supply statements (x4) and/or contract with Murray Goulburn, Fonterra or NDP

**IF** your application progresses to the loan decision stage, we will also require the most recent:

- ☐ Land Title Particulars
- ☐ Water and Land Rate Notices
- ☐ Copies of identification documents
- ☐ Company constitution or Memorandum & Articles of Association, Trust Deed and/or Partnership Agreement (as applicable)

## PLEASE READ THE SCHEME GUIDELINES PRIOR TO COMPLETING THIS APPLICATION

Where there is insufficient space available throughout the form you may provide additional information in a separate document. Any documents provided in this manner must be signed and initialled at each page.

### APPLICANT DETAILS

Farm Business entity Name:

Are you registered for GST? ☐ Yes ☐ No ABN

Farm Business Address:

Milk supply company:

Farm Shire:

Is the majority of your farming business conducted in Victoria? ☐ Yes ☐ No

Is your farming business wholly located in Australia? ☐ Yes ☐ No

Does at least one member of the farm business contribute at least 75 per cent of their labour to the farm and derive at least 50 per cent of their income from the farm? ☐ Yes ☐ No

Are you, or any party to this application an Australian permanent resident? ☐ Yes ☐ No  
If not born in Australia provide a copy of citizenship certificate or permanent resident visa(s)

Have any parties to this loan application or their business entities including the farm business, been declared bankrupt or placed under external administration? ☐ Yes ☐ No

Have you received a loan under the Farm Business Concessional Loans Scheme in any other State or Territory? ☐ Yes ☐ No

Have your credit facilities been in arrears in the past 12 months? ☐ Yes ☐ No

Has your primary financier issued you with a notice of credit default in the past 12 months? ☐ Yes ☐ No

How long have you owned and operated this farm business? ..... Years

### PROGRAM INFORMATION

How did you hear about the Farm Business Concessional Loans Scheme or Dairy Recovery Concessional Loans?

☐ Newspaper advertisement

☐ Email or E-newsletter

☐ Rural Finance Website

☐ Word of Mouth

☐ Australian Government Department of Agriculture and Water Resources Website

☐ Other

Specify: .....

### PRIMARY CONTACT

Given Name(s):

Surname Name:

Date of Birth:

Are you an Australian permanent resident? Yes ☐ No ☐

Residential Address:

Previous Residential Address (if different in past 5 years):

Postal Address (if different to current residential address):

Phone:

Fax:

Mobile:

Email:

Drivers Licence No:

**APPLICANT 2**

Given Name(s): Surname Name:

Date of Birth:

Are you an Australian permanent resident? Yes ☐ No ☐

Residential Address:

Previous Residential Address (if different in past 5 years):

Postal Address (if different to current residential address):

Phone:

Fax:

Mobile:

Email:

Drivers Licence No:

**APPLICANT 3**

Given Name(s): Surname Name:

Date of Birth:

Are you an Australian permanent resident? Yes ☐ No ☐

Residential Address:

Previous Residential Address (if different in past 5 years):

Postal Address (if different to current residential address):

Phone:

Fax:

Mobile:

Email:

Drivers Licence No::

**APPLICANT 4**

Given Name(s): Surname Name:

Date of Birth:

Are you an Australian permanent resident? Yes ☐ No ☐

Residential Address:

Previous Residential Address (if different in past 5 years):

Postal Address (if different to current residential address):

Phone:

Fax:

Mobile:

Email:

Drivers Licence No:

**COMPANY SHAREHOLDERS / TRUST BENEFICIARIES**

Please provide the full name and address of all shareholders and trust beneficiaries (if applicable)

## PROFESSIONAL CONTACTS

### Bank / Financier

Contact Name:

Phone:

Fax:

Email:

### Solicitor

Contact Name:

Phone:

Fax:

Email:

### Accountant

Contact Name:

Phone:

Fax:

Email:

## FINANCIAL POSITION

Current Details at date of Application	
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Assets		\$	Liabilities			\$
Land and Improvements			Amounts owing on Land			
	Ha		Lender	Interest Rate	Instalment	
	Ha					
	Ha					
	Ha					
	Ha					
Other Real Estate						
			Other Loan (details)			
Plant						
Livestock						
			<b>Total Term Lending</b>			
Hay/Grain on hand			Overdraft	Limit		
Commodity proceeds to be received						
			Machinery Lease			
			Item	Annual Pymt	Residual Amt	
Cash/Term Deposits						
Shares and Bonds						
Value of interest in any other entity						
Value of interest in any Estate			Hire Purchase			
Superannuation			Item	Annual Pymt	Residual Amt	
Farm Management Deposit						
Deposit paid on land purchase						
Other Assets (including off-farm)			Other Liabilities (including off-farm)			
<b>TOTAL</b>			<b>TOTAL</b>			

[illegible]

**LOAN PROPOSAL** (Note, the maximum concessional loan is 50% of the Final Debt Position and is capped at \$1,000,000)

<b>Proposed Loan Amount:</b>	\$
Total Term lending (from Financial Position on previous page)	
Proposed New Debt for Operating Expenses (Total B below)	
Proposed New Debt for Productivity Enhancing Activities (Total C below)	
<b>Final Debt Position</b>	
<b>Proposed Maximum Loan Amount = Final Debt Position x 50%</b>	

<b>Refinancing existing facilities:</b> (for guidance on this section please refer to clause 7.1 of the scheme guidelines)	\$
Financier	Account Number
<b>Total (A)</b>	

<b>New Debt for Operating Expenses:</b> (for guidance on this section please refer to clause 7.2 of the scheme guidelines)	
Details of operating expenses to be met by this new debt: (Full details of the expenses must be included in the 2017-18 cash flow in the drought management plan)	
Items	\$
Paying outstanding bills on hand	
Paying salaries or wages of employees	
Paying creditors	
Paying farm rent or rates	
Buying goods that are essential to carry on the Farm Business, e.g. fuel and other farm inputs	
Buying fodder or carting of water for livestock or produce	
Other -	
Other -	
Other -	
<b>Total (B)</b>	

Productivity Enhancing Activities / Management Plan: <i>(for guidance on this section please refer to clause 7.3.of the scheme guidelines)</i>		
Items	Productivity Outcomes Expected	\$
<i>e.g. Stock purchase</i>	<i>e.g. Purchase 50 dairy cows @ 470 kg MS per annum</i>	
Total (C)		
Proposed Loan Request (A) + (B) + (C) =		

Please note your proposal will be discussed further during the loan assessment

MONTHLY CASH FLOW FOR THE NEXT 12 MONTHS (Your own computerised version is preferable)

Farm Income	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Total 2017/18	Normal Year*
Cattle sales														
Milk Sales														
Sheep sales														
All crop income														
Other farm income														
Rebates / Grants / Subsidies														
<b>ALL Off Farm Income</b>														
Wages														
Rents														
Investments / Other														
<b>TOTAL INCOME</b>														
<b>Farm Expenses</b>														
Accountant														
Bank fees and charges														
Crop expenses														
Electricity and telephone														
Fertiliser / sprays														
Fuel / oil														
Motor vehicle expenses														
Rates / land taxes														
Water rates / purchases														
Other														
<b>Finance Expenses</b>														
Bank interest and charges														
Loan repayments (principal)														
Lease / HP instalments														
Other finance expenses														
Drawings														
Other personal expenses														
<b>TOTAL EXPENDITURE</b>														
<b>Surplus (Deficit)</b>														

\* Normal Year – refers to income received and expenses incurred in a year of normal production (that is, no adverse climatic conditions such as drought, fire or flood)

## CUSTOMER IDENTIFICATION

Rural Finance is obligated to verify each applicant's identity under the Anti-Money Laundering and Counter Terrorism Financing Act 2006.

You are to provide your identification documents by:

- Visiting a Rural Finance Office with the appropriate identification documents to be sighted by our staff; or
- Attaching certified copies of the appropriate identification documents to your Application Form in one of the below combinations.

A certified copy means a document that has been certified as a true copy of an original document by an Acceptable Referee as listed below:

- Justice of Peace:
- A Police Officer:
- A permanent employee of the Australian Postal Corporation with 2 or more years continuous service who is employed in an office supplying postal services to the public; or
- A member of the institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

### Document Verification:

- 1 x Category A document (Primary photographic)
- 1 x Category B document (Primary non-photographic) and 1 x Category C document (Secondary)
- 1 x Category D document (Special Provisions)

*Note: Special provisions may also be applied to Minors and Aboriginal Persons or Torres Strait Islander*

#### **CATEGORY A (Primary Photographic)** (Must contain individual(s) name and either residential address (not PO box) or date of birth)

- Australian or Foreign Passport (current or expired Australian Passport within the preceding 2 years), with English translation by an accredited translator (if not in English)
- Australian Driver's Licence – Current, Renewed, Interim, Provisional, Truck or Learners
- Proof of Age Card (issued by an Australian State or Territory)
- Foreign National Identity Card with English translation by an accredited translator (if not in English)

#### **CATEGORY B (Primary Non-Photographic)** (Must contain individual(s) name and either residential address (not PO box) or date of birth)

- Birth certificate (Australian) or Foreign Birth Certificate with English translation by an accredited translator (if not in English)
- Birth extract issued by an Australian State or Territory within the last 12 months
- Citizenship certificate – Australian or Foreign with English translation by an accredited translator (if not in English)
- Pension or Government Health Card (Reference number required) (Issued by Department of Human Services or the Department of Veterans Affairs)

#### **AND CATEGORY C (Secondary)** (Must contain individual(s) name and residential address (not PO Box))

- Notice issued by a Commonwealth, State or Territory Department, which records provisions of benefit less than 12 months old (e.g. Department of Human Services statement)
- Notice issued by the Australian Tax Office of debt or assessment less than 12 months old
- Notice less than 3 months old issued by a Local Government Body or Utilities Provider that notes the provision of services to the address of that person (e.g. Council rates, Water Rates, Electricity Bill, Gas Bill and Telephone Landline Bill)
- For a person under 18 years, a letter issued by a school principal (less than 3 months old) which includes a record of the length of time the person attended the school
- For a person 7 to 17 years a Medicare/Pension/Healthcare card

#### **SPECIAL PROVISIONS**

- Minor 0-6 years: Australian or foreign birth certificate or birth extract issued by Australian State or territory (Must contain individuals name and date of birth)
- Aboriginal or Torres Strait Islander Resident in an isolated area: Statement from 2 persons who are recognised as community leaders (including elected members of an Aboriginal Council of the Community to which the individual belongs). (Must contain individuals name and either date of birth or residential address (not PO Box))



## CONSENT AND ACKNOWLEDGEMENT

I/We agree that the Rural Finance a division of Bendigo and Adelaide Bank Ltd (ABN 11 068 049 178) ("Rural Finance") may, for the purposes specified in Rural Finance's Privacy Statement and the privacy statement in the Farm Business Concessional Loans Scheme Guidelines for Dairy Recovery Concessional Loans including the purpose of assessing, administering, managing and reporting this, or any other applications, or loans under the Farm Business Concessional Loans Scheme :

• obtain my/our personal information from and/or disclose my/our personal information to:-

- any of the Commonwealth, State or Territory government agencies or departments involved in the assessment and/or administration of the Concessional Loans Scheme and any other incidental or related purpose;
  - any credit providers, creditors, debtors or other persons named in data supplied to or otherwise obtained by Rural Finance in connection with the application;
  - any person who guarantees or is considering whether to guarantee my/our obligations to Rural Finance or who is a party to the application;
  - credit reporting agencies who conduct credit checks, searches and assessments;
  - entities which are responsible for issuing licences, permits or other rights or benefits which may affect the operation or financial viability of my/our enterprise or business;
  - the Department of Economic Development, Jobs, Transport and Resources and any government agency providing me/us with income or other forms of support including Department of Human Services; and
- use any consumer or commercial information about me/us, including information about or relating to:-
- my/our assets, liabilities, income and/or expenditure;
  - any loan or assistance which Rural Finance currently provides or has provided to me/us and associated security;
  - my/our application for the Dairy Recovery Concessional Loan and any other incidental or related purpose; and
  - my/our eligibility for any product, service or assistance including credit checks, reports and assessments to establish my/our credit worthiness.

I/We hereby authorise and direct my/our solicitor, accountant, stock agent or other person acting on my/our behalf and other persons described in this Consent and Acknowledgement to supply Rural Finance with any further information it may require.

I/We acknowledge that:-

• I/We have read and understood Rural Finance's Privacy Statement and the Privacy Statement in the Scheme Guidelines;

• I/We have read and understood the Farm Business Concessional Loans Scheme (Victoria) guidelines for Dairy Recovery Concessional Loans;

• I/We can gain access to personal information (as defined in the Privacy Act 1988 (Cth)) which Rural Finance holds about me/us except in certain Circumstances specified by legislation;

• failing to provide some or all of the information which Rural Finance collects about me/us will result in the application not being processed or approved. Applicant(s)' personal information will not be disclosed overseas.

I/We certify that the information provided by me/us in connection with the application is true, correct, accurate, up-to-date and complete and acknowledge that Rural Finance relies on the information and the statements made by me/us in this Consent and Acknowledgement when assessing the application.

I/We understand that if any information provided is found to be untrue, false, or misleading, recovery action of the loan may be undertaken, penalties may be applied and the matter may be referred to Victoria Police or the Australian Governments. I/We are aware that giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth).

I/We appoint the Primary Contact as my/our agent for all purposes associated with the application. Rural Finance will be entitled to rely upon this authority in its dealings with the Primary Contact and in processing this application.

If I have chosen the option of having my identity verified via electronic sources, I confirm that I have read and agree with the electronic Identification Verification.

I/We acknowledge that Rural Finance does not accept any common law duty of care towards us in relation to the Farm Business Concessional Loans Scheme or any information provided in relation to that Scheme and Rural Finance will not be liable for any loss or damage however caused (including the negligence of Rural Finance), suffered or incurred by us in connection with that Scheme or any information provided by Rural Finance in relation to that Scheme.

I/We acknowledge that funding under the Farm Business Concessional Loans Scheme is capped and completing an application form does not guarantee that my farm business will receive a Concessional Loan.

In this Consent and Acknowledgement, a reference to Rural Finance includes Rural Finance Corporation of Victoria ABN 33 942 306 027 or Rural Assistance Commissioner ABN 17 802 386 841 on whose behalf Bendigo and Adelaide Bank Limited ('Bendigo Bank') administers the Scheme.

## SIGNATURES *(all involved parties must sign)*

Name	Signature	Date	/	/
Name	Signature	Date	/	/
Name	Signature	Date	/	/
Name	Signature	Date	/	/

Please submit completed applications and mandatory information (refer to first page) via post, fax or email to:

**Rural Finance**  
**Industry Programs**  
**PO Box 1313**  
**Bendigo Central 3552**



**RURAL FINANCE**

Email: [industryprograms@ruralfinance.com.au](mailto:industryprograms@ruralfinance.com.au)

Fax: 03 5441 8901

Jun 2017