ORDERING CHECKLIST

Division 7A Loan Agreement

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

Note, This document creates the facility agreement which provides the company with the overarching ability to allow for a drawdown to be actioned as a Div7A (i.e. setting up the terms in order to comply with the ITAA).

The Drawdown Acknowledgment document will also need to be prepared to specify details of each loan, such as figures, borrowing details and dates, evidencing the drawdown of the actual payment on that loan as a Div7A pursuant to the facility agreement that is implemented by this document.

Lender Details

- [ ] Name and ACN of the company
- [ ] Registered address of the company
- [ ] Full name/address of director/s of the company

Borrower Details

If the borrower is an individual:

- [ ] Name/address of each individual borrower

If the borrower is a company:

- [ ] Name and ACN of the company
- [ ] Registered address of the company
- [ ] Full name/address of the Director/s of the company

*Secretary details required for Sole Director Co.

If the borrower is a trust:

- [ ] Name of the trust
- [ ] Name/address of trust, trustee of the trust, ACN and name/address of director/s (if a corporate trustee)
- [ ] Full name/address of trustee (if individual trustee)

If the borrower is a Partnership:

- [ ] ABN of Partnership
- [ ] Name of Partnership
- [ ] Detail of Partners within the Partnership (min 2) example
  - Company
  - Individual
  - Trust

*Gather details per Entity type above

Should you have any queries regarding this checklist, please refer to our Help Centre articles or contact the Support Team.