

CHECKLIST: LOAN AGREEMENT

This checklist lists basic information required for a loan agreement. It is not necessarily complete, as particular circumstances may require different/extra information. Some of the questions may require our advice for proper interpretation and response. If you would like us to draft or review a loan agreement for you, please complete the checklist (so far as you can) and send it to us.

Lender

Lender's full name

Lender's ACN or ABN

Lender's registered office address

Lender's contact name

Lender's telephone no.

Lender's facsimile no.

Is the lender a sole director and sole secretary company?

Yes / No

Is the lender the trustee of any trust?
If yes, please provide the following in respect of each trust:

Yes / No

- (a) A copy of the trust deed.
- (b) Copies of all deeds amending the trust deed.
- (c) Copies of all deeds of retirement and appointment of trustee.

Borrower

Borrower's full name

Borrower's ACN or ABN

Borrower's registered office address

Borrower's contact name

Borrower's telephone no.

Borrower's facsimile no.

Is the borrower a sole director and sole secretary company?

Yes / No

Is the borrower the trustee of any trust?
If yes, please provide the following in respect of each trust:

Yes / No

- (a) A copy of the trust deed.

(b) Copies of all deeds amending the trust deed.	
(c) Copies of all deeds of retirement and appointment of trustee.	
Loan, drawdown & permitted use	
What is the sum to be lent?	\$
What is to be the method of drawdown? (a) Single drawdown. (b) Instalments (specify). (c) Multiple drawdowns at borrower's discretion. (d) Other.	
What is to be the last date permitted for drawdown?	
What are to be the conditions precedent for drawdown (if any)?	
What is/are the purpose(s) for which loan may be used?	
Repayment	
When and how the loan is to be repaid? (a) Single repayment (specify when) (b) Instalments (specify dates)	
Is the borrower to have the right to make prepayments of principal? If yes, what penalty (if any) for early repayment is to apply?	Yes / No
Interest	
Interest: what is to be the: (a) Interest rate? (b) Default interest rate (if applicable)? (c) Calculation basis (daily or otherwise)? (d) Basis of variation of rates (if applicable)? (e) Payment date(s)?	
What are to be (a) The currency; and (b) The place of payment?	

Security	
<p>What securities for repayment are required?</p> <p>(a) Personal guarantee(s) (specify guarantors).</p> <p>(b) Mortgage(s) (specify property to be mortgaged).</p> <p>(c) Charge(s) (specify chargor(s) and property to be charged).</p> <p>(d) Negative pledges.</p> <p>(e) Other.</p>	
Records & reports	
<p>What:</p> <p>(a) Records are to be kept; and</p> <p>(b) Reports to be produced (specify frequency);</p> <p>by the borrower?</p>	