

# Loan Disbursement form

This form may be lodged by:

**Post**

GPO Box 421 Brisbane QLD 4001

**Fax**

(07) 3835 2299

**Email**

askus@anfin.com.au

Helpful hints for completing this application:

- Allow two business working days for your request to be processed.
- Please note GST is not funded from loans and all draw downs will exclude GST.
- If you are an organisation, two current Authority to Operate Signatories must sign this form.
- If an Authority to Operate Signatory is new to the organisation they must complete an *Identification and Verification Reference form* and a *Changes to Authority to Operate Signatories form* before they can sign this form.
- Please check external account details carefully. It is your responsibility to ensure these details are correct. Incorrect details may result in payment to the wrong account. ANFIN is not responsible for funds paid to the wrong account on your instruction.
- An Authority to Operate Signatory is an individual, nominated by an organisation and approved by existing Authority to Operate Signatories, who can authorise ANFIN to initiate transfers, make enquiries and make changes relating to the organisation's ANFIN investments.

Please use BLOCK LETTERS in BLACK OR BLUE PEN ONLY and  tick required choices

**STEP 1 – PLEASE TICK ONE**

Client name

Client number

Loan number

**STEP 2 – LOAN DRAW DOWN DETAILS**

Drawn down amount \$

Credit our ANFIN investment

Draw down date

**STEP 3 – DISBURSEMENT DETAILS**

Do you require ANFIN to disburse funds from the ANFIN Investment detailed in step 2?

- Yes       No (if no, go to step 4)

Disbursement amount \$

Date to be actioned

Payment options (please tick one)

- Credit another bank account

BSB number

Account number

Account name

Reference

- Issue cheque

Payable to

Amount \$

How will you obtain the cheque?

- Collect from ANFIN office on
- Post to address on file

**STEP 4 – SUPPORTING DOCUMENTATION**

Please indicate the supporting documentation attached as required by your ANFIN loan Letter of Offer:

- Invoices relating to the purpose of the loan
- Other

**STEP 6 – AUTHORISATION**

By signing this form, I acknowledge that I have been provided with, and have read and understood, the ANFIN Terms and Conditions. The Terms and Conditions may be viewed at any time by visiting [www.anfin.com.au](http://www.anfin.com.au) and clicking on 'Resources'.

We the undersigned undertake to ensure compliance with PAYG legislation regarding withholding 48.5% from organisations/individuals without an ABN.

We acknowledge that ANFIN does not take responsibility for ensuring compliance to PAYG withholding requirements with respect to payments made on behalf of customers.

We the Authority to Operate Signatories on this loan, authorise these instructions.

**Authority to Operate Signatory 1**

**Authority to Operate Signatory 2**

Print full name

Print full name

Date

Client number

Date

Client number

Comments

**Office Use Only**

- Obtained ANFIN managers approval
- Verified Authority to Operate Signatory 1 and 2
- Supporting document is as per Letter of Offer
- Loan draw down actioned as per instructions
- Disbursement processed as per instructions (if required)
- Original document stored in filing room
- Filed in electronically

Approved by:  Date:

Processed by:  Date:

Reviewed by:  Date:

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