

Instruction Pack for PPSA Loan Package Company Borrower with fixed interest rate

TOWNSENDS BUSINESS & CORPORATE LAWYERS confirms that these instructions for PPSA Loan Package must not be used where the borrower is an individual, as those transactions are governed by the Consumer Credit Laws.

Our Services

The PPSA Loan Package is designed for use when a loan is made to a Company Borrower involving some or all of the following documents:

Loan Deed

The Loan Deed sets out the terms of the Loan between the Lender and the Company Borrower, including the names of the parties, the Amount of the Loan, the Interest Rate and Repayment details. A Loan Deed is the fundamental document in this type of transaction and you should not proceed without one.

\$350 incl. GST

Security Agreement

A Security Agreement over the Borrower's Assets - this was formerly known as a Deed of Charge but under PPSA it is called a Security Agreement. This secures repayment of the Loan by the Company Borrower by securing all the Company Borrower's personal property. The Security Agreement must be registered on the Personal Property Securities Register (PPSR) as soon as possible after it is signed by the parties.

\$250 incl. GST

Guarantee & Indemnity

A Guarantee & Indemnity from director/s or other persons - these individuals generally have a close association with the Company Borrower and agree to guarantee repayment of the loan by the Company Borrower, by securing the individual's own personal property. If you lend money to a Company, except perhaps in the case of major companies listed on the Australian Stock Exchange, you should generally get a guarantee signed by such an individual. If the individual specifically charges his or her personal property to secure payment of amounts owing by the Company Borrower under the guarantee (as here in our Guarantee & Indemnity), this is a security interest for the Lender which must be registered on the PPSR in order to give the best chance of securing payments under the guarantee. Previously, guarantees were not registered.

\$150 incl. GST ea

**Instructions for PPSA Loan Package
Company Borrower with fixed interest rate**

Please use BLOCK LETTERS

ORDER PLACED BY: _____

(Please note documents and invoice will be directed to this person, unless otherwise stated)

Accountant's Firm

Address

Email

Phone Fax

Authorised by: _____ Signature: _____

NB Please complete these details directly below only if you require a Guarantee from a Director of the Borrower or any other person on behalf of the Borrower.

Name of director (1) or other guarantor of Borrower

(The Lender should require a personal guarantee from all directors of the Borrower as security for the loan)

Street address

Name of director (2) or other guarantor of Borrower:

Street address

The Lender

Name of Lender

(This is the person or entity lending the money)

ACN of Lender

(Not applicable if Lender is a person)

Street address of Lender :

(Address for service of notices)

Lender Facsimile number

(For service of documents on the lender)

Lender Key Person

(Contact person to deal with loan issues)

Lender's Bank Name

(Lender's bank details for receipt of loan instalments)

Account Name

BSB No.

Account No.

The Borrower

Name of Borrower

(This is the entity borrowing the money)

ACN of Borrower

Street Address of Borrower:

Borrower Facsimile number

(For service of documents on the borrower)

Borrower Key Person

(Contact person to deal with loan issues)

Borrower's Bank Name

(Borrower's bank details for payment of loan instalments)

Borrower's Bank Address where account held

Account Name

BSB No.

Account No.

The Loan

Amount of Loan:

\$

Interest Rate

(The interest rate must be a commercial rate of interest available in the loan market at the time of the loan. Interest-only loans can only be for a term available in the market. Fixed rates should be for an appropriate term available in the market and should take account of current fixed rates available in the market)

The Repayment

Date of Repayment

(When does the loan have to be repaid in full?)

Date (dd/mm/yy) OR

Length of Term of the Loan: Years

Manner of Repayment of Loan *(tick as appropriate)*

Interest only Principal and interest

How often is interest payable? weekly monthly quarterly annually

Date and amounts of drawdowns of funds if not on settlement? \$

How much is each payment: Interest \$ Principal \$

Date of first repayment instalment?

State where transaction occurs

Order Summary

| SERVICE | DESCRIPTION | FEE (including GST) | To order - tick box |
|---------------------|---|--------------------------|--------------------------|
| LOAN DEED | sets out the terms of the loan | \$350.00 | <input type="checkbox"/> |
| SECURITY AGREEMENT | secures repayment of the loan by the company borrower | \$250.00 | <input type="checkbox"/> |
| DIRECTOR GUARANTEES | secures the individuals own personal property | \$150.00 (per guarantee) | <input type="checkbox"/> |
| OSR STAMPING | arranging, checking, and discussions with OSR | \$ 50.00 | <input type="checkbox"/> |
| PPSR REGISTRATION | arranging, checking, and discussions with PPSR | \$ 50.00 | <input type="checkbox"/> |

**Please Note: Disbursements payable for stamp duty or PPSR registration are not included in the above.*

ALL DOCUMENTS WILL BE DELIVERED BY EMAIL IN PDF FORMAT

Payment Options

Payment payable to **TOWNSENDS BUSINESS & CORPORATE LAWYERS**

Credit Card

Please charge \$.....

Cheque

Cheque enclosed \$.....

Visa / Master Card (please circle one)

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Expiry Date: /

Cardholder's name:

Address

Authorised Cardholder's Signatory _____

Please SCAN / EMAIL or FAX signed order form to:

TOWNSENDS BUSINESS & CORPORATE LAWYERS Level 9, 65 York Street, Sydney NSW 2000

phone: (02) 8296 6222 fax: (02) 8296 6200 email: info@townsendslaw.com.au

Thank you for your order. We will contact you shortly. If you require any further information or assistance in the interim please do not hesitate to contact us.