

Documents checklist

- ☐ Identification documentation for all owners associated with the proposed borrower entity

Acceptable documents can include any three of the following:

- Birth Certificate (if your current name does not match your Birth Certificate, please also provide a Marriage Certificate or Change of Name Certificate. Birth Extracts are not acceptable)
- Drivers Licence (please ensure both the front and back of the card is included)
- Medicare card
- Passport

- ☐ Evidence of the business premises' location (eg rates notice or lease agreement)

- ☐ Financial statements and/or cashbook figures for the previous three (3) financial years

Please include a Profit and Loss Statement, Livestock Trading Schedule (if applicable), Balance Sheet and Depreciation Schedules.

Note: Cashbook figures are acceptable if financial statements have not been prepared. Financials must be provided for the applicant entity and all associated entities.

- ☐ Statement of assets and liabilities

Current statement of assets, including property valuations, and liabilities.

- ☐ Personal tax returns (Taxation Assessment Notices are not accepted)

Copies of personal tax returns for all associated individuals and all associated entities as prepared by your accountant for the past three years.

- ☐ Monthly cash flows for the current and next financial year (July- June)

- ☐ Transition/Diversification Project Plan

A document that outlines the transition activities that will be undertaken by the primary production business with Scheme funding. We encourage you to work with a [Rural Financial Counsellor at Rural Business Support](#) to assist with preparing documentation.

- ☐ Australian Tax Office (ATO) Integrated Client Account Statement

Copy of the ATO Integrated Client Account Statement (previous 12 months) for the applicant / each member and all associated entities. An Accountant may assist in providing these statements.

- ☐ Schedule of accounts

Details of all bank loans, equipment finance and other borrowings including any Government loans to be collected e.g. latest account statement showing details of lender, loan amount, loan balance, interest rates, repayment amount and loan expiry date

- ☐ Trust Deed (and any Deed of Variation if amended)

OFFICIAL

- ☐ Bank account statement, or a screenshot from your online banking clearly showing your business name and bank account number and BSB

This information is required to confirm bank account details provided are correct. Any variation between the details listed on this application form and the bank statement uploaded can result in processing delays. You may redact any information or transactions that are not relevant to the application.

- ☐ Evidence of relevant approvals, permits or consents (where applicable and available)

Applicants should provide copies of any development approvals, council consents, licences, permits or other regulatory approvals that have been obtained for the proposed transition project. Where approvals are required but have not yet been obtained, applicants should outline the approvals required, their current status, and expected timeframe for obtaining them.

Any costs associated with the preparation of the application or supporting documentation are at the expense of the applicant.

Submission of an application does not guarantee eligibility or loan approval.