

Community Business Finance application form



At the Commonwealth Bank, we're committed to helping Indigenous Australians build strong and economically sustainable communities. One way to do this is to support Indigenous businesses through our Community Business Finance program.

Our Community Business Finance program offers support to eligible Indigenous business owners or those starting new businesses, which need extra money to get started, move to a bigger place, or buy new equipment.

Collecting information

This program aims to give eligible Indigenous businesses affordable, low interest loans and a banking package that will meet the needs of any new or established business. In order for us to assess your application, we need you to complete all sections of this application form and tell us everything about your financial situation.

We understand that you may not have a perfect credit record, however unlike normal loan applications, your previous credit record is not a key factor in deciding whether we will lend you money or not. We simply need to understand everything about you and your business to determine if it is suitable for the Community Business Finance program or not.

Who should complete this application?

If the business is	This form can be completed and signed by
A company	<ul style="list-style-type: none">two directors;a director and the company secretary; orthe sole director, where there is only one.
A partnership	The chairperson or chief officer.
A sole proprietor or individual	<ul style="list-style-type: none">the managing partner or any two partners;the sole proprietor or individual; orthe trustee (if the trustee is a company, association or partnership, follow the guidelines above).

Have you been in business for more than 12 months?

<input type="checkbox"/> Yes – provide the following documents	<input type="checkbox"/> No – provide the following documents
<input type="checkbox"/> Bank statements for the last six months for all bank accounts, loans and leases not held with the Commonwealth Bank (personal and business)	<input type="checkbox"/> Bank statements for the last six months for all bank accounts, loans and leases not held with the Commonwealth Bank (personal and business)
<input type="checkbox"/> Two most recent payslips (if in continuing employment)	<input type="checkbox"/> Two most recent payslips (if in continuing employment)
<input type="checkbox"/> Two most recent payslips from your spouse, if you have joint borrowings	<input type="checkbox"/> Two most recent payslips from your spouse, if you have joint borrowings
<input type="checkbox"/> Business balance sheet (less than two years old)	<input type="checkbox"/> Business plan
<input type="checkbox"/> Profit and loss statement (less than two years old)	<input type="checkbox"/> Cash flow projections for two years
<input type="checkbox"/> Full business tax return (less than two years old)	<input type="checkbox"/> Evidence of equity invested or to be invested in the business
<input type="checkbox"/> Full individual tax returns for the business proprietors, directors, or partners (less than two years old)	<input type="checkbox"/> Evidence of industry experience (for example, trade certificates or references)
<input type="checkbox"/> Certificate of Registration of a Company (if your business is a company)	<input type="checkbox"/> Certificate of Registration of a Company (if your business is a company)



If you are applying for a BetterBusiness Loan, check the above items off to make sure you have included all the necessary supporting documents with your application form.

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Terminology

In this application, 'you' and 'your' refer to the directors, proprietors or partners named in Section 3. 'We' and 'us' refer to the Commonwealth Bank of Australia.

Where to send this form once completed

You can submit your application form to us in one of three ways:

By email	communitybusinessfinance@cba.com.au
By mail	Level 9, 201 Sussex Street, Sydney, NSW, 2000 Attn: Community Business Finance

Bank use only

Branch staff Please complete the Anti-Money Laundering and Counter-Terrorism Financing Act ID check and verify signatures for the applicants named in Section 3 and any additional cardholders named in Section 9. Fax this form to: 1300 LBB FAX (1300 522 329). **Do not input this application into CommSee.**

Business Bankers CommSee CIF code

Section 1 – Which solutions would you like to apply for?

Tick (✓) the solutions you would like to apply for.

Solution	Complete these sections	Read and sign these sections	Attach supporting documents
Cheque and savings accounts <input type="checkbox"/> Business Transaction Account <input type="checkbox"/> Business Online Saver	1, 2, 3, 4	6, 7, 8	Not required
Online banking <input type="checkbox"/> NetBank	1, 2, 3	6, 7, 8	Not required
Overdrafts and loans <input type="checkbox"/> BetterBusiness Loan ▶ for \$ <input type="text"/>	1, 2, 3, 4, 5, 8	6, 7, 8	Refer to checklist on page 1
Merchant solutions <input type="checkbox"/> Merchant facility			



Need Help?

Call us on 1800 824 010 – 24 hours a day, 365 days a year.

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Section 2 – About your business

We need to collect some basic information about your business. We do this primarily for legal reasons, but also to ensure we have correct contact details and information about your business for our records.

Full legal business name: _____

Registered business address: _____

Business mailing address (if same as Question 2, state 'As Above'): _____

Business email address: _____

Business telephone: _____ Mobile: _____ Facsimile: _____

Date business established: ____ / ____ / ____ Date business trading commenced: ____ / ____ / ____

Contact name (who we should ask for if we need to get in touch): _____

Type of business entity

☐

Sole proprietor

☐

Company

☐

Partnership

ABN/ACN: _____ No. of employees: _____ No. directors/owners: _____

Do you have a Commonwealth Bank **business** account?

☐

Yes



BSB: _____ Account number: _____

☐

No



I do not have an existing business account, **or**



My current bank is: _____ Years with current bank: _____



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Section 3 – About you

We need to collect some basic information about you and anyone else who has an interest in this business. We do this for legal reasons, but also so we know who the main contacts in your business are and we can get in touch with you if we need to. We don't share this information with anyone else so your privacy is secure.

If there are more than two directors, proprietors or partners, please photocopy and complete this section for each person.

Director / Proprietor / Partner 1

Position: ☐ Director ☐ Proprietor ☐ Partner

Personal details

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname: _____ Full given name (s): _____

Birth date: ____ / ____ / ____ Drivers licence number: _____

Residential address (PO Box is not acceptable): _____

_____ State _____ Postcode: _____

Please tick (✓) the most convenient contact number:

☐ Telephone No: _____ ☐ Work No: _____ ☐ Mobile No: _____

Do you have a Commonwealth Bank **personal** account?

☐ Yes ▶ BSB 1: _____ Account number 1: _____

☐ No ▶ My current bank is: _____ Years with current bank: _____

Director / Proprietor / Partner 1

Position: ☐ Director ☐ Proprietor ☐ Partner

Personal details

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname: _____ Full given name (s): _____

Birth date: _____ Drivers licence: _____

Residential address (PO Box is not acceptable): _____

Please tick (✓) the most convenient contact number:

☐ Telephone No: _____ ☐ Work No: _____ ☐ Mobile No: _____

Do you have a Commonwealth Bank **personal** account?

☐ Yes ▶ BSB 1: _____ Account number 1: _____

☐ No ▶ My current bank is: _____ Years with current bank: _____



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Section 4 – Business tax file number

Complete this section if you are opening a new account.

You do not have to quote a tax file number for your account. However, please note that if you do not give us your tax file number or if you are not exempt, we are legally required to deduct tax from any interest earned on the account above a certain threshold. After your tax file number has been recorded, this part of the form will be destroyed or returned to you.

Is your business exempt from tax:

☐ Yes ▶ Exemption category: _____

☐ No ▶ Business tax file number: _____

Section 5 – Financial information

To properly assess your suitability for the Community Business Finance program we need to know everything about your financial situation. We understand that you may not have a perfect credit record, and in fact may have been declined finance from another bank. Your financial situation is not the key factor in deciding your suitability for the Community Business Program, but please be completely open and honest about your financial situation as this will help us better support you and your business.

Complete this section if you are applying for a Business Credit Card, Business Overdraft, BetterBusiness Loan, BetterBusiness Line of Credit, Trade Finance Facility or Asset Finance.

If there are more than two directors, proprietors or partners, please photocopy and complete this section for each person.

Director / Proprietor / Partner 1

Occupation

Position: _____

Annual Salary: _____ Other income: _____

Time in this job: _____ Time in industry: _____

Residential Status

☐ House being paid off ☐ Renting ☐ House fully owned ☐ With parents ☐ Other

Time at address: _____ Monthly rent: _____

No. of adults in house: _____ No. of dependants: _____

Residential address (if at current home less than two years): _____

_____ State _____ Postcode: _____

Time at previous address: _____

Properties homes

_____ State _____ Postcode: _____

Value: _____



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Section 5 – Financial information (continued)

Motor vehicles (cars, 4WD, trucks)							
Make and model 1			Value				
Make and model 2			Value				
Make and model 3			Value				
Bank accounts							
Bank 1			Balance				
Bank 2			Balance				
Bank 3			Balance				
Other assets							
Asset 1			Value				
Asset 2			Value				
Asset 3			Value				
Total			Total				
Other loans (Home loans, personal loans, IBA or Government grants)							
Lender 1		Limit		Balance		Monthly repayment	
Lender 2		Limit		Balance		Monthly repayment	
Lender 3		Limit		Balance		Monthly repayment	
Credit cards							
Issuer 1		Limit		Balance		Monthly repayment	
Issuer 2		Limit		Balance		Monthly repayment	
Issuer 3		Limit		Balance		Monthly repayment	
Other liabilities (overdrafts, tax due, etc)							
Liability 1		Limit		Balance		Monthly repayment	
Liability 2		Limit		Balance		Monthly repayment	
Liability 3		Limit		Balance		Monthly repayment	
Total				Total liabilities (current balance)			



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Section 5 – Financial information (continued)

Director / Proprietor / Partner 2

Occupation

Position: _____

Annual Salary: _____ Other income: _____

Time in this job: _____ Time in industry: _____

Residential Status

☐ House being paid off ☐ Renting ☐ House fully owned ☐ With parents ☐ Other

Time at address: _____ Monthly rent: _____

No. of adults in house: _____ No. of dependants: _____

Residential address (if at current home less than two years): _____

_____ State _____ Postcode: _____

Time at previous address: _____

Properties homes

_____ State _____ Postcode: _____

Value: _____

Motor vehicles (cars, 4WD, trucks)

Make and model 1		Value	
Make and model 2		Value	
Make and model 3		Value	

Bank accounts

Bank 1		Balance	
Bank 2		Balance	
Bank 3		Balance	

Other assets

Asset 1		Value	
Asset 2		Value	
Asset 3		Value	
Total		Total	



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Section 5 – Financial information (continued)

Other loans (Home loans, personal loans, IBA or Government grants)							
Lender 1		Limit		Balance		Monthly repayment	
Lender 2		Limit		Balance		Monthly repayment	
Lender 3		Limit		Balance		Monthly repayment	
Credit cards							
Issuer 1		Limit		Balance		Monthly repayment	
Issuer 2		Limit		Balance		Monthly repayment	
Issuer 3		Limit		Balance		Monthly repayment	
Other liabilities (overdrafts, tax due, etc)							
Liability 1		Limit		Balance		Monthly repayment	
Liability 2		Limit		Balance		Monthly repayment	
Liability 3		Limit		Balance		Monthly repayment	
Total				Total liabilities (current balance)			



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Section 6 – Privacy information

Part A – All applicants

Collection of personal information

We collect personal information (including customers' full name, address and contact details) so that we may administer our customer relationships and provide customers with the products and services they request as well as information on the Commonwealth Bank Group's products and services.

Where it is necessary to do so, we also collect information on individuals such as company directors and officers (where the company is our customer), as well as customers' agents and persons dealing with us on a 'one-off' basis.

The law can also require us to collect personal information; for example, Commonwealth legislation requires us to identify persons who open or operate accounts.

We may take steps to verify the information we collect; for example, a birth certificate provided as identification may be verified with records held by the Registry of Births, Deaths and Marriages to protect against impersonation, or we may verify with an employer that employment and remuneration information provided in an application for credit is accurate.

You need to provide us with accurate and relevant information

If you provide us with incomplete or inaccurate information, we may not be able to provide you with the products or services you are seeking.

Other members of the group

We are permitted by the Privacy Act to disclose personal information to other members of the Commonwealth Bank Group. This enables the Group to have an integrated view of its customers.

Other disclosures

Personal information may be disclosed to:

- brokers and agents who refer your business to us;
- any person acting on your behalf, including your financial adviser, solicitor or accountant, executor, administrator, trustee, guardian or attorney;
- organisations, including overseas organisations, to whom we outsource certain functions. For greater detail on outsourcing, please refer to our Privacy Policy Statement, which is available at www.commbank.com.au or on request from any branch of the Bank.

In all circumstances where our contractors, agents and outsourced service providers become aware of personal information, confidentiality arrangements apply. Personal information may only be used by our contractors, agents and outsourced service providers for our purposes.

We may also disclose personal information to other financial institutions and organisations at their request if you seek credit from them.

We may be allowed or obliged to disclose information by law; for example, under Court Orders or Statutory Notices pursuant to taxation or social security laws.

Access

You may (subject to permitted exceptions) access your information by contacting: Customer Relations, Commonwealth Bank Group, Reply Paid 41, Sydney NSW 2001.

We may charge you for providing access.

Further information

For further information on our privacy and information handling practices, please refer to our Privacy Policy Statement, which is available at www.commbank.com.au or upon request from any branch of the Bank.

Part B – Applicants for a BetterBusiness Loan

In this Part B, 'you' includes borrowers, partners in a partnership and directors of corporate borrowers.

Continuing authority – borrowers and directors of corporate borrowers

All consents, acknowledgements and authorities in this Section 8 remain in force to cover this and any other application by you (including persons who have not signed this application). It continues for so long as we provide credit to you or your company under any facility.

Credit information acknowledgements and authorisations

If you are signing on behalf of a number of applicants or a number of directors of a corporate applicant, you certify that you have the authority of the other applicants and directors named in the loan application to consent to us obtaining credit checks on all of you.

You also confirm that you will inform each other applicant and director that their personal information may be disclosed to a credit reporting agency.

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Section 6 – Privacy information (continued)

Credit reporting agencies ('agencies')

If you are a personal borrower you authorise us and our agents to give and receive personal and credit information (including commercial credit information) from Agencies which relates to your application for credit and which may be used for:

- identifying you;
- assessing your application for commercial credit;
- collecting overdue payments;
- assessing whether to authorise a large credit transaction outside of your normal transaction activities;
- assisting you to avoid defaulting on your credit obligations

You also authorise us to notify Agencies that we are a credit provider to you as well as:

- of overdue payments in excess of 60 days and cheques of yours which we have dishonoured more than once;
- of any serious credit infringement that you may commit;
- that credit we provided you has been discharged.

Other credit providers

If you are a personal borrower or a Director of a corporate borrower, you authorise us to give to and obtain information about you or your company's personal or commercial credit arrangements from credit providers who are named in a personal or commercial credit report concerning you or your company issued by an Agency.

You understand this information can include credit information of any kind and you acknowledge that the information may be given or used for the following:

- accessing applications for finance;
- averting default on credit obligations and assessing the situation if such default is made;
- notifying defaults;
- the provision or management of securitised loans.

You also authorise us to give and receive bankers' opinions relating to you or your company's business or profession.

Disclosure to Guarantors

If you are a personal borrower or Director of a corporate borrower, you authorise us to provide to any Guarantor any information or documents of any kind concerning the creditworthiness, credit history, credit capacity and credit standing of you and your company. These include as regards any facility to be guaranteed ('Facility'):

- a copy of the contract for the Facility and the final letter of offer;
- details of conditions set out in any earlier version of that letter which may have already been met;
- any related credit report from a credit reporting agency;
- any financial accounts or statements of financial position given to you within the previous two years;
- the latest statement of account; and
- any notice of demand given by us within the last two years which has not been complied with to our satisfaction.

You also authorise us to provide to the Guarantor any other information regarding the Facility (as well as any facility to be refinanced by the Facility) that the Guarantor may reasonably require; and advice as to whether the Facility will be cancelled if the Guarantee is not provided.

Exchanging information with community partners

You authorise us to give to and receive from _____ of _____ :
(name) (name of organisation or any other person authorised)

- any information concerning your affairs or the affairs of your business that relates to the business loan that was, or is proposed to be, made to you;
- any documents concerning your affairs or the affairs of your business that relates to the business loan that was, or is proposed to be, made to you;
- personal information about you or the affairs of your business.

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Section 7 – Authorisations, checklist and signatures

By signing this application, you acknowledge and agree to these terms and conditions.

All applicants

- You declare that the information given in this Application (including identification details) are complete and correct.
- You have read and accept the privacy information in Section 8 of this Application and consent to the use and disclosure of your personal information as described in that section.
- You acknowledge that each solution has its own Terms and Conditions, provided to you as follows:

Solution provided to you	Terms and conditions	How they are provided to you
• Business Online Saver	Business Cheque and Savings Accounts – General Information	With this application form
• Merchant Facility	Terms and Conditions for Commercial Lending Facilities	With your credit approval
• NetBank	Merchant Agreement	At the time your EFTPOS terminal is installed
• Business Loan	Terms and Conditions for Lending	With your documentation

Section 7 – Authorisations, checklist and signatures (continued)

Applicants for a BTA or Business Online Saver

- You have read the Terms and Conditions for these accounts and agree to those Terms and Conditions.
- You ask us to act upon the Account Operating Authority set out in Part 2 of this Section 9 (see 'Premium Business Cheque Account signatories' below) or any variation of this Authority until the branch of the Bank where each account is conducted receives notice in writing from you (in accordance with the method of operation) stating that the Authority has been cancelled.
- You represent and warrant that the Account Signatories set out in Part 2 of this Section 9 are authorised to operate each account in the manner set out in the Authority.
- You understand that the law requires signatories to state all the names by which they are commonly known and prohibits the use of false names.
- You declare that your particulars (including identification details) as shown on this form are complete and correct.
- You authorise and consent to the Bank obtaining personal information about you to verify your personal details in this application.
- Your signature below indicates your acknowledgement and consent to the use and disclosure of your personal information as detailed in the section 'Privacy' in the Terms and Conditions for this account.
- If you are a trustee of a business trust, you represent and warrant that the trust deed or instrument authorises the opening and operation of the account or accounts in the manner set out in the Account Operating Authority in Part 2 of this Section 9 (see 'Premium Business Cheque Account signatories' below).

Applicants for a BetterBusiness Loan

You declare that:

- the credit to be provided to you by the Bank, if this application is approved, is to be wholly or predominantly for business purposes;
- all of the directors, proprietors or partners are Australian citizens or permanent residents;
- all of the directors, proprietors or partners are over 18;
- each of the directors, proprietors or partners has an annual income of \$25,000 or more;
- if your business is a company, the directors are willing to provide a personal guarantee; and
- none of the directors, proprietors or partners has ever been bankrupt.

Community Business Finance application form

Section 8 – Authorisations, checklist and signatures

☐ I have attached the required documents set out in the checklist on page 1.

IMPORTANT: If you do not provide all of the necessary supporting documents, it may delay the processing of your application.



Instructions for signing this form

- By signing this form, you make the declarations, authorisations and acknowledgements set out in Part 1 of this Section 9.
- You acknowledge that you are applying for the solutions selected in Section 1, for and on behalf of the business named in Section 2. See 'Who should complete this form?' on page 1 for information about who can sign this form on behalf of your business.
- If you open more than one Business Transaction Account, by default they will all have the same account signatories and method of operation. If you would like different arrangements for different accounts, please tick (✓) the relevant box below, and we'll contact you.
- Any authorised signatory can operate a Business Online Saver.

Need Help? Call us on 1800 824 010 – 24 hours a day, 365 days a year.

Signatures

Business Transaction Account

Please tick (✓) to indicate your preference:

- ☐ Any one signatory can operate the accounts
- ☐ Both signatories must sign
- ☐ I would like different signatories for different accounts – please contact me for more information.



Please find signatory fields below

Director / Proprietor / Partner 1

Surname: _____ Full given name (s): _____

Signature:

Date: ____ / ____ / ____

Director / Proprietor / Partner 2

Surname: _____ Full given name (s): _____

Signature:

Date: ____ / ____ / ____

Thank you for completing this form