

INSTRUCTION FORM: GENERAL LOAN AGREEMENT

YOUR DETAILS

I am _____ an advisor to an individual seeking to set up a general loan agreement
_____ an individual seeking to set up a general loan agreement

Full name

Address

LENDER

Full name/Company name

ACN (if applicable)

Address/Registered office address

If trustee of a trust – Name of trust: _____

BORROWER

Full name/Company name

ACN (if applicable)

Address/Registered office address

If trustee of a trust – Name of trust: _____

DETAILS OF LOAN

Amount borrowed (\$)

Advance date

Interest rate (%)

MANNER OF REPAYMENT OF PRINCIPAL AND INTEREST

Principal is to be repaid (tick whichever is applicable)

on 1 month's notice

after ___ years

in monthly instalments of \$_____ commencing 1 month after the advance date

in quarterly instalments of \$_____ commencing 3 months after the advance date

in annual instalments of \$_____ commencing 1 year after the advance date

Interest is to be paid (tick whichever is applicable)

on demand

monthly

quarterly

annually

Principal and interest is to be paid (tick whichever is applicable)

by equal calendar monthly payments of \$_____ per month commencing 1 month after the Advance Date or \$_____ per month if paid on or before the due date

by equal quarterly payments of \$_____ per quarter commencing 3 months after the Advance Date or \$_____ per quarter if paid on or before the due date

by equal yearly payments of \$_____ per year commencing 1 year after the Advance Date or \$_____ per year if paid on or before the due date

BILLING

Your chosen payment method:

Cheque in mail

Direct deposit

Bankcard

Mastercard

Visa

Please send me an invoice, which I agree to pay within 14 days

Card number

Name of cardholder

Expiry date

Direct deposit details:

National Bank Australia (Pirie Street)

BSB: 085-005 Account: 525 554 575

Reference: "Shelfdocs [INSERT YOUR COMPANY NAME HERE]"