



# **BUSINESS FINANCE**

**APPLICATION FOR FINANCIAL HARDSHIP ASSISTANCE**



# Business finance Application for financial hardship assistance

Please complete Application form in full in black or blue pen using CAPITAL LETTERS and  where appropriate.

Please note: ALL SECTIONS of this form need to be completed. If a box or section does not apply, please place N/A or NOT APPLICABLE in that box rather than leaving it blank. ANY AREAS THAT ARE LEFT BLANK MAY DELAY YOUR APPLICATION.

As part of my request for financial Hardship assistance, I understand a variation to my contract may be considered by the National Australia Bank (NAB)

To assess your request, we need to understand your current situation. That is why it is important that we collect all of the necessary information right at the start. Please complete all sections in this document by hand as completely as possible and return to:

**Customer Care Small Business;**

Fax – 1300 145 484

Email – Customercare.Smallbusiness@nab.com.au

Or contact Customer Care Small Business on 1300 961 577

## Reason for hardship request

Explain your current financial circumstances and provide any other reason why you are seeking changes to your credit contract

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## Accounts requiring hardship

Please list all accounts which you require assistance on

Type of account	Account number	Type of account	Account number
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

## Checklist

We may require some of the following information to assess your request, but we will let you know if this is the case.

### Financial Information

- Copy of most recent financial statements (statutory and year to date) signed as correct by the owners/directors
- Cash flow budget for at least the next 12 months
- Most recent copy of Personal Taxation Returns
- List of aged debtors and creditors
- Copy from ATO of current income tax account and integrated client account (if applicable) along with completion of short form statutory payments certificate (enclosed with this application)

### Other Information

- Evidence of Business and Property insurance
- Details of personal insurance
- Medical certificate from doctor
- Details of superannuation
- Any other documentary evidence of income eg. Signed customer contract, supporting statements from Accountant

Assessment of hardship application will not commence until signed and completed form and requested information is provided to Customer Care Small Business.

## Statement of position – company/business

Company /Business Name/s

as at (dd/mm/yy)

	/ /
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Main Business Activity

Total Number of staff/employees

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### Business Assets

Cash on hand	\$
Accounts (including NAB & other institutions)	\$
Debtors (Stock in trade/Work in progress)	\$
Share portfolio	\$
Real Estate	\$
Motor vehicles	\$
Plant & Machinery	\$
Life policies (Value)	\$
Superannuation	\$
Other assets	\$
<b>Total Assets</b>	<b>\$</b>
<b>Net Asset Position</b>	<b>\$</b>

### Business Liabilities

Overdraft/Line of Credit	\$
Mortgages/Secured Home Loans	\$
Car Loans	\$
Lease/Hire purchase	\$
Taxation due	\$
Wages/Salaries owing to employees	\$
Rates/Crown Rents	\$
Trade creditors	\$
Contingent liabilities	\$
Other liabilities	\$
<b>Total Liabilities</b>	<b>\$</b>

## Business financial summary

as at (dd/mm/yy)

Date of last Balance Sheet	/ /		
Shareholders' Funds/Surplus	\$	Total Sales/Income	\$
Total Liabilities	\$	Earnings Before Income Tax	\$
Total Assets	\$	Net Profit After tax	\$

## Facilities currently held with other banks

(include all types of credit eg overdrafts, lease facilities, debtor finance/factoring, international trade facilities, guarantees given by company/business etc)

Name of lender	Facility type	Account limit	Amount currently outstanding	Monthly Repayment
		\$	\$	\$

Security held by lender

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Name of lender	Facility type	Account limit	Amount currently outstanding	Monthly Repayment
		\$	\$	\$

Security held by lender

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Name of lender	Facility type	Account limit	Amount currently outstanding	Monthly Repayment
		\$	\$	\$

Security held by lender

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# Statement of position – individuals

Individual Name/s

as at (dd/mm/yy)

\_\_\_\_\_ / /

Borrower  Guarantor

### Assets

#### Home/Properties

Owned jointly  Owned solely Present value  
 Owner occupied  Investment \$ \_\_\_\_\_

Name of owner(s) \_\_\_\_\_

Owned jointly  Owned solely Present value  
 Owner occupied  Investment \$ \_\_\_\_\_

Name of owner(s) \_\_\_\_\_

Owned jointly  Owned solely Present value  
 Owner occupied  Investment \$ \_\_\_\_\_

Name of owner(s) \_\_\_\_\_

#### Accounts (including NAB & other Institutions)

Organisation	Balance
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

#### Motor Vehicles

Make	Model	Year manufactured	Resale value
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

#### All other assets – except usual home contents

Description	Current value
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total value of what you own** \$ \_\_\_\_\_

#### Sundry assets – do not add into total assets

Home contents (Insured value)	\$ _____
Superannuation (Estimate your current payout)	\$ _____
Goodwill of Business (Estimated value)	\$ _____

### Liabilities

#### Home Loans (including NAB & other institutions)

Name of lender \_\_\_\_\_  Owner occupied  Investment

Branch \_\_\_\_\_ Original loan amount \$ \_\_\_\_\_ Amount owing \$ \_\_\_\_\_

Name of lender \_\_\_\_\_  Owner occupied  Investment

Branch \_\_\_\_\_ Original loan amount \$ \_\_\_\_\_ Amount owing \$ \_\_\_\_\_

Name of lender \_\_\_\_\_  Owner occupied  Investment

Branch \_\_\_\_\_ Original loan amount \$ \_\_\_\_\_ Amount owing \$ \_\_\_\_\_

#### Personal Loan

Name of lender \_\_\_\_\_ Branch \_\_\_\_\_

Purpose \_\_\_\_\_ Original loan amount \$ \_\_\_\_\_ Amount owing \$ \_\_\_\_\_

#### Other Loans (including NAB & other institutions)

Lender \_\_\_\_\_ Loan Type \_\_\_\_\_

Purpose \_\_\_\_\_ Original loan amount \$ \_\_\_\_\_ Amount owing \$ \_\_\_\_\_

Lender \_\_\_\_\_ Loan Type \_\_\_\_\_

Purpose \_\_\_\_\_ Original loan amount \$ \_\_\_\_\_ Amount owing \$ \_\_\_\_\_

#### Credit/Store Cards (include even if balance is NIL)

Card type \_\_\_\_\_ Issuer \_\_\_\_\_

Card number \_\_\_\_\_ Credit Limit \$ \_\_\_\_\_ Amount owing \$ \_\_\_\_\_

Card type \_\_\_\_\_ Issuer \_\_\_\_\_

Card number \_\_\_\_\_ Credit Limit \$ \_\_\_\_\_ Amount owing \$ \_\_\_\_\_

#### All other debts

Description \_\_\_\_\_ Amount owing \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total value of what you owe** \$ \_\_\_\_\_

## Monthly budget – individuals

(use annual amounts divided by 12)

### Monthly Income

	Gross salary	After tax salary
*Salary (attach salary slip)	\$ _____	\$ _____
Other income (Study assistance payment, Family Allowance, Part-time work, Dividends, Interest etc) – attach evidence		
Description	Gross income	After tax income
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
*Rental income – gross	\$ _____	
– after expenses		\$ _____
	Net profit	After tax profit
*Self-employed entities	\$ _____	\$ _____
<b>Total net income per month</b>		<b>\$ _____</b>

**Employment Package** – do not add into total income | \$ \_\_\_\_\_

Package includes (eg. salary, car etc)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Note: Please produce evidence of income, for example, two (2) recent payslips, or for self-employed entity, copies of the last three (3) years' financial statements.

<b>Budget Summary</b>	\$ Amount
<b>Total net income per month</b>	\$ _____
Deduct	
<b>Total monthly payments</b>	\$ _____
<b>Total usable funds</b>	<b>\$ _____</b>

### Monthly Expenditure

Home Loans	\$ Amount
1	\$ _____
2	\$ _____
3	\$ _____
Personal Loan	\$ _____
Other Loans (Finance co., Other bank etc)	
1	\$ _____
2	\$ _____
Credit/Store Cards	
1	\$ _____
2	\$ _____
Other Debts (give details)	
1	\$ _____
2	\$ _____
<b>Total loan repayments</b>	<b>\$ _____</b>
Rent	\$ _____
Insurances – Health	\$ _____
– Home	\$ _____
– Car	\$ _____
– Life	\$ _____
– Income Protection	\$ _____
School fees	\$ _____
Electricity	\$ _____
Gas	\$ _____
Telephone	\$ _____
Medical Expenses	\$ _____
Rates (Council/Water)	\$ _____
Car/Travel	\$ _____
Food	\$ _____
Clothing	\$ _____
Entertainment	\$ _____
Subscription	\$ _____
Other (Superannuation, Gifts etc)	\$ _____
<b>Total monthly repayments</b>	<b>\$ _____</b>

## Certificate of statutory charges

We being the Directors/Proprietors of \_\_\_\_\_ hereby confirm that payments for the following Statutory Charges as at  / /  (dd/mm/yy) are:

	<b>Current</b>	<b>Arrears \$</b>
GST	Yes or No	\$nil
PAYG – Withholding	Yes or No	\$nil
PAYG – Instalments (Income Tax)	Yes or No	\$nil
Payroll Tax	Yes or No	\$nil
Employees Superannuation Contributions	Yes or No	\$nil
Land Tax	Yes or No	\$nil
Work Cover	Yes or No	\$nil
Repayment plan/arrangement in place regarding any of the above.	Yes or No	Amount under arrangement

X

Director/Proprietor

X

Director/Proprietor

## Declaration, acknowledgement and consent – borrowers and guarantors

The following declarations, acknowledgements and consents are given by me/us:

- personally as either borrower or guarantor; and/or
- for and on behalf of any corporate borrower or guarantor of which I/we hold the position of director and/or secretary.

### Financial declarations and acknowledgements

I/we declare to NAB that all information provided in, or with, this Application is true, correct and complete.

I/we acknowledge that the representations made in this Application have been made to enable NAB to determine whether or not to vary my/our contract for business finance with NAB on the grounds of my/our financial hardship.

### Privacy, confidentiality and Protection of Information

I/we acknowledge that I/we have read and understand the NAB's Privacy Notification brochure.

I/we declare to NAB that where I/we have provided personal information about an individual (such as an employer, relative, solicitor or contact person), I/we have made or will immediately make the individual aware of that fact and that:

- their personal information has been collected by NAB for the purposes of assessing the Application, providing, managing and administering the products or services the subject of this Application ("the finance") and protecting against fraud;
- their personal information may be disclosed to other organisations involved in the provision, management or administration of the finance;
- I/we may not be able to have our application assessed if that individual's personal information is not provided;
- the individual can gain access to their personal information by contacting NAB.

I/we will also give the individual NAB's contact details and a copy of NAB's Privacy Notification brochure which contains additional information about the use and disclosure of their personal information (copies available on request).

I/we acknowledge that NAB may give information (personal and commercial) about me/us to a credit reporting body. This information includes:

- identity information and the fact that I/we have applied for credit (including the amount);
- that NAB is a credit provider to me/us, and when this is no longer the case;
- that I/we have offered to act as guarantor in relation a loan or a loan application;
- information about payment defaults under any credit facility or guarantee, where payment is more than 60 days overdue and NAB has taken steps to recover all or part of the amount due, details of that credit, including if such amounts are no longer overdue (or that I/we contend that they are not overdue);
- cheques drawn by me/us for at least \$100 which NAB has dishonoured more than once;
- details of any serious credit infringement that NAB believes I/we have committed.

I/we authorise and agree to the following:

- NAB may obtain from a credit reporting body a credit report containing personal information about me/us for the purpose of NAB assessing:
  - my/our application for commercial credit; or
  - whether to accept me/us as guarantors of the borrower; and/or
- NAB may obtain from a credit reporting body information about my/our commercial activities and/or commercial credit worthiness;
- NAB may obtain from, and give to, other credit providers that are named in this Application or in a credit report issued by a credit reporting body, information about my/our personal and/or commercial credit arrangements, including any information about my/our creditworthiness, credit standing, credit history or credit capacity. This information may be used to:
  - assess an application by me/us for credit or otherwise assess my/our creditworthiness;
  - assist me/us avoid defaulting on my/our credit obligations; and
  - notify other credit providers of a default by me/us.
- NAB may seek or verify any information it may require to assess my/our Application from my/our Accountant, Solicitor, Adviser, or financial institution ("third party") and for that third party to provide that information to NAB;
- a Trade Insurer may obtain from a credit reporting body a credit report containing personal information about me/us; and
  - NAB may give information about me/us to a lender's mortgage insurer or a trade insurer; in each case to enable that insurer to assess whether to insure, or the risk of insuring, NAB in relation to commercial credit sought by me/us, or to assess the risk of default by me/us on that credit;
- NAB may give to a guarantor, or a potential guarantor:
  - any credit report containing personal information about me/us and any personal information that has any bearing on my/our creditworthiness, credit standing, credit history or credit capacity. In the case of a potential guarantor, this information will be given to enable the potential guarantor to consider whether to offer to act as guarantor or offer property as security.
  - any information about me/us or the credit that is, or is to be, guaranteed, that the guarantor asks NAB to provide.
  - any other information about me/us or the credit that is, or is to be, guaranteed that NAB considers appropriate to give in order to ensure that the guarantor, or potential guarantor, is fully informed of its actual and potential liabilities and risks.

## Declaration, acknowledgement and consent – borrowers and guarantors

The information that may be given may include facility documents, information about securities, copies of credit related insurance contracts, statements of account, statements of financial position and demands).

I/we authorise and agree that NAB may disclose information we have provided to NAB (personal and commercial) to any member of the National Australia Bank Group ("Group") being National Australia Bank Limited and its subsidiaries. These subsidiaries include banking, financing, funds management, financial planning, superannuation, insurance, broking and e-commerce organisations. I/we agree that each member of the Group may share with each other member, and may use, any information about me/us (including without limitation credit information) for the following purposes:

- (a) determining whether to enter into any agreement with, provide any product/service to, or otherwise assume any credit risk in relation to, me/us;
- (b) managing any product or service provided to me/us, or any credit exposure a member of the Group may have to me/us (including in relation to the exercise, or non-exercise, of any rights or discretions any member of the Group may have in relation to that product, service or exposure);
- (c) understanding and/or managing my/our relationship with any or all members of the Group, now and in the future.

## Signature of borrowers/guarantors

### Entity 1 – Company

Borrower  Guarantor

Company Name

\_\_\_\_\_

Signature

**X**

Full Name

\_\_\_\_\_

Office Held

Director/Secretary

\_\_\_\_\_

Date (dd/mm/yy)

/ /

Signature

**X**

Full Name

\_\_\_\_\_

Office Held

Director

\_\_\_\_\_

Date (dd/mm/yy)

/ /

### Entity 2 – Company

Borrower  Guarantor

Company Name

\_\_\_\_\_

Signature

**X**

Full Name

\_\_\_\_\_

Office Held

Director/Secretary

\_\_\_\_\_

Date (dd/mm/yy)

/ /

Signature

**X**

Full Name

\_\_\_\_\_

Office Held

Director

\_\_\_\_\_

Date (dd/mm/yy)

/ /

### Entity 3 – Individual

Borrower  Guarantor

Full Name

\_\_\_\_\_

Signature

**X**

Date (dd/mm/yy)

/ /

### Entity 4 – Individual

Borrower  Guarantor

Full Name

\_\_\_\_\_

Signature

**X**

Date (dd/mm/yy)

/ /