

# Baptist Financial Services Australia Ltd

ABN 56 002 861 789 – AFSL 311062  
("BFS" and "Baptist Financial Services")  
A delegated body of Australian Baptist Ministries



Ph 1300 650 542

Email [clients@bfs.org.au](mailto:clients@bfs.org.au)

Web [www.bfs.org.au](http://www.bfs.org.au)

## UNSECURED LOAN APPLICATION

**Baptist Churches** (affiliated with a State Baptist Union)

### Applicant Details

Please complete in full the Unsecured Loan Application form, Client Acknowledgment (last page) and Account Application form and sign before sending it to us by post or via [clients@bfs.org.au](mailto:clients@bfs.org.au).

If you require assistance or have a question, please contact your local [Relationship Manager](#) or call 1300 650 542.

Church Name:

ABN Number:

Church Affiliation (e.g. Baptist Union):

Church location address (this item must be completed):

Suburb		State		Postcode	
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Postal address (if different from the church location address, otherwise leave blank):

Suburb		State		Postcode	
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Contact Details (Please provide at least two contact details and area codes):

Contact person					
Phone	( )	Mobile			
E-mail					

Contact person					
Phone	( )	Mobile			
E-mail					

### Governance Structure and Officeholders

1. Please provide a list of officeholder names and positions (for additional Officeholders, please detail in "Other Information" on page 6):

Officeholder(s)			
Position(s)			
Officeholder(s)			
Position(s)			

2. Please provide a list of your Pastoral Staff (for additional Pastoral Staff, please detail in "Other Information" on page 6):

Full Name				FT/PT	
Address				Paid/Hon	
Commenced	_____	E-mail		Mobile	
Full Name				FT/PT	
Address				Paid/Hon	
Commenced	_____	E-mail		Mobile	
Full Name				FT/PT	
Address				Paid/Hon	
Commenced	_____	E-mail		Mobile	
Full Name				FT/PT	
Address				Paid/Hon	
Commenced	_____	E-mail		Mobile	

3. Please attach a description of your governance structure (e.g. please detail corporate structure, Board composition, registrations, stakeholders, officeholders and reporting requirements).  Yes  No
4. Is the Church incorporated? If Yes, attached is a copy of the Certificate of Incorporation.  Yes  No
5. Church Constitution: A copy of the current Constitution or Rules of the Church has been lodged with the Australian Charities and Not-for-profits Commission (ACNC).  Yes  No
- If no, attached is a certified copy of the current Constitution or Rules.  Yes  No
6. Please provide your Client number if you have an existing BFS Client Account in the same name and would like to use the same client number: Client No: \_\_\_\_\_
7. If your Church does not have transaction and other accounts with BFS, are you prepared to transfer these accounts to BFS so that other Churches can share in the common pool of funds from which loans are made available?  Yes  No

### Loan Details

Loan approval is always subject to the necessary resolution(s) being passed by the Church.

On behalf of the above Church we apply for an unsecured **Instalment Loan** (principal & interest) of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 5 years)

The purpose(s) for the loan (for example your ministry objectives):

The loan, if approved, will need to be available from \_\_\_\_\_ (dd/mm/yyyy).

Our church has passed the formal resolution/s approving the loan, with a signed copy of the resolution attached:  Yes  No

**Existing Loans:** Please provide details for each loan for the past 12 months with the below Institution(s):

\* Installment, Interest Only, Overdraft, Congregational Loans, Interest Bearing or Interest Free for example

Institution		Balance	\$ _____	Type*	
Institution		Balance	\$ _____	Type*	
Institution		Balance	\$ _____	Type*	
Institution		Balance	\$ _____	Type*	

## Financial Information

1. Cost of project/purchase (including GST) to be financed as follows. Note that written evidence must be provided to verify the amounts and sources of funds:

Funds on deposit	\$ _____	
Pledges & Commitments	\$ _____	Available _____.
Congregational Loans	\$ _____	Available _____.
Sale of Property/other assets	\$ _____	Available _____.
BFS loan	\$ _____	(dd/mm/yyyy)
Other	\$ _____	
<b>Total</b>	\$ _____	

2. Statistical Information:

When was the Church established? \_\_\_\_\_ (dd/mm/yyyy)

Number of current members who regularly attend \_\_\_\_\_

Number of weekly Church attendees - now \_\_\_\_\_

Number of weekly Church attendees - 1 year ago \_\_\_\_\_

Number of weekly Church attendees - 5 years ago \_\_\_\_\_

Number attending weekly - Other groups:  
e.g. Bible Study, Youth Groups etc. \_\_\_\_\_

Average of last 52 weeks offerings – now \$ \_\_\_\_\_

Average of last 52 weeks offerings – 1 year ago \$ \_\_\_\_\_

Average of last 52 weeks offerings – 5 years ago \$ \_\_\_\_\_

Average number of giving units – now \$ \_\_\_\_\_

3. Assets and Liabilities of the church as at \_\_\_\_\_ (dd/mm/yyyy)

**ASSETS:**

Real Estate Assets:

Property (manse / church etc.)	Address	Amount Still owing	Under mortgage to	Estimated Market value
		\$ _____		\$ _____
		\$ _____		\$ _____
		\$ _____		\$ _____
		\$ _____		\$ _____
		\$ _____		\$ _____

Funds/Cash Held in Financial Institutions:

Name of Financial Institution	Amount
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Statements for above accounts attached:

Yes  No

Other Assets	Amount
Motor Vehicle:	\$ _____
Other (details):	\$ _____
	\$ _____
	\$ _____

**LIABILITIES**

	Amount
Loans currently secured over Real Estate	\$ _____
Loans from Members	\$ _____
Other Loans or Leases	\$ _____
Payables: GST, PAYG Tax, Insurance etc.	\$ _____
Other (details)	\$ _____

Statements for above accounts attached:

Yes  No

**Loan Affordability**

You may provide a copy of your Church's financial statements in lieu of completing the summary above if your financial statements contain the information requested.

1. Income & Expenditure.

<b>INCOME:</b>	Year-to-Latest Date Actuals __/__/__ to __/__/__	Current Approved Budget __/__/__ to __/__/__	Actual Last year __/__/__ to __/__/__	Actual Two years ago __/__/__ to __/__/__
Offerings	\$ _____	\$ _____	\$ _____	\$ _____
Special Appeals	\$ _____	\$ _____	\$ _____	\$ _____
Missionary Appeals	\$ _____	\$ _____	\$ _____	\$ _____
Building Fund Appeals	\$ _____	\$ _____	\$ _____	\$ _____
Rent	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL INCOME</b>	\$ _____	\$ _____	\$ _____	\$ _____

EXPENDITURE:	Year-to-Latest Date Actuals	Current Approved Budget	Actual Last year	Actual Two years ago
Pastoral	\$ _____	\$ _____	\$ _____	\$ _____
Baptist Union Contributions	\$ _____	\$ _____	\$ _____	\$ _____
Baptist Missionary Support	\$ _____	\$ _____	\$ _____	\$ _____
Other Missionary Support	\$ _____	\$ _____	\$ _____	\$ _____
Administration	\$ _____	\$ _____	\$ _____	\$ _____
Property	\$ _____	\$ _____	\$ _____	\$ _____
Loan Repayments: Existing Loans:	\$ _____	\$ _____	\$ _____	\$ _____
BFS Loan Requested:	\$ _____	\$ _____	\$ _____	\$ _____
Other: (give details)	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL EXPENDITURE</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>Surplus / (Deficiency)</b>	\$ _____	\$ _____	\$ _____	\$ _____

2. The ACTUAL average weekly offerings to the date of this application since the start of the Current Approved Budget year is \$ \_\_\_\_\_.

3. If the Church is not meeting its Current Approved Budget, what impact will this have on the Church & its ongoing ability to meet the repayments on the loan applied for?

4. Copies of the past two (2) year's audited financial statements  Yes  No

5. The current year budget with year-to-date actuals  Yes  No

6. Demonstrated Capacity to Pay Loan Interest/Repayments over Term of Loan:

*Refer to Loan Calculator available on [www.bfs.org.au](http://www.bfs.org.au)] Luke 14:28-30.*

Annual Loan repayments at current interest rate \$ \_\_\_\_\_

Annual Loan repayments at current interest rate plus 1% contingency \$ \_\_\_\_\_

If the annual repayments, including the contingency for any increase in interest rates, are not included within the current approved budget, please indicate how the applicant proposes to meet the loan repayments:

Church Budget surplus	\$ _____	Please provide any additional information confirming your capacity to meet the loan repayments:
Cost savings	\$ _____	
Additional income	\$ _____	
Pledges and commitments	\$ _____	
Other (give details)	\$ _____	
Total	\$ _____	

To provide more information please detail in "Other Information" on page 6.

7. Has the Church received a notice from a financial institution as a result of having had a default with a current or previous loan within the past 5 years?  
*e.g., loan payments in arrears, loan payments not made by due date.*

Yes  No

## Other Information

1. What are the benefits to your church of this project?

2. Is there any other information you can provide to support your application?

3. Additional Information you feel is relevant to your application (e.g., governance, officeholder names and positions, existing loans, assets etc).

## Relevant Information

### **Baptist Churches in New South Wales**

Please provide a signed copy of the Statutory Declaration and accompanying Annexures A, B & C confirming the authority of the Church for the unsecured loan request in the format required by the Baptist Churches of New South Wales Property Trust (BCNSWPT).

Forms and specimen resolutions required may be obtained from the internet website of the Baptist Union at <http://www.nswactbaptists.org.au/church-leaders/administration/staffing/property>.

It is not necessary for the documents to be sent to the BCNSWPT.

### **Baptist Churches in Victoria, Tasmania, South Australia and Western Australia**

Contact the respective BFS Relationship Manager in your State Baptist Union office to ascertain requirements for execution of the loan documents where the Baptist Union acts in its capacity as Trustee for the Church.

**Fees and Charges:** There are no fees and charges payable in respect of this application or the loan.

### **Privacy Statement**

BFS is committed to ensuring the confidentiality and security of your personal information. Our Privacy Policy, which provides further information about how we handle your information, is available upon request or by accessing our website [www.bfs.org.au](http://www.bfs.org.au).

BFS's contact details for privacy purposes are as follows:

BFS's Privacy Officer  
[clients@bfs.org.au](mailto:clients@bfs.org.au)

Ministry and Learning Centre, Level 4, 5 Saunders Close, Macquarie Park NSW 2113 and 1300 650 542

We generally collect personal information directly from you. For example, personal information will be collected through our application processes, forms and other interactions with you in the course of providing you with our products and services, including when you visit our website, call us or send us correspondence. We may also obtain credit information about you from identity verifiers, credit providers and credit reporting bodies on your behalf if necessary, for us to provide our services to you.

**Consideration of Your Loan Application**

It is suggested that contact be made with the BFS State Relationship Manager to discuss your financial needs when planning a proposed project or purchase. BFS may be able to assist in your planning process, and your feedback will also assist BFS in planning for your financial needs.

Please ensure your application is made at the earliest possible time. **In general, applicants should allow a minimum of 2 months from the actual lodgment of an application for a loan to the point where the loan advance can be made.** On receipt of your application, BFS will undertake any due diligence work and enquiry that it considers necessary to enable consideration of your loan application. This process may require that we contact any governing body or other churches within your network and/or association to confirm affiliation, church health and any other matters pertaining to the ability to service this loan. Where your application is approved, an Offer of Loan is made in writing requiring acceptance within 120 days and then our legal adviser will prepare and arrange execution of the first mortgage documents following which the loan funds will be available.

**Client Acknowledgement**

The following documents and details are returned (please tick as appropriate):

a) Required:

- Unsecured Loan Application;
- Direct Debit Request form;
- Account Application – Loan, together with Customer Identification and Verification forms;
- Minutes or formal resolution/s for Loan approval and account signatories;
- Governance structure description and a list of officeholder’s names and positions; and
- Asset and Liability Statement
- Audited financial statements

b) If applicable:

- Account Statements
- Copy of Insurance

**Authorised Signatory/s and Representation**

**Please select your required choice to sign and receive a statement of the account(s)** (If this section is not completed, we assume ALL authorised signatories must sign).

**Each new signatory** (not a signatory to a BFS Account) must complete and sign the **Account Signatory** section on page 8 of this application form (please make multiple copies as required and attach to this application).

Any ONE\* to sign OR  Any TWO to sign OR  All to sign OR  Other: \_\_\_\_\_

\*Subject to BFS approval

We accept that the specified number of authorised signatories listed below may endorse cheques, authorise loans, and to obtain any information concerning the loan/s generally.

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Each authorised Officer signing on behalf of the Church below represents that all information and documentation provided in relation to this Unsecured Loan Application form is true and correct in all material aspects.

Signatures of at least two (2) authorised Officers:

*	*
Date: _____ (dd/mm/yyyy)	Date: _____ (dd/mm/yyyy)
Name: _____	Name: _____

**PLEASE COMPLETE FOR EACH NEW ACCOUNT SIGNATORY**

**Loan and Account Signatory**

Pursuant to the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth), Baptist Financial Services cannot commence providing Clients with financial services until we obtain certain information about the Client, including signatories, and verify that this information is true and correct. BFS uses a Credit Reporting Agency (CRA) assessment to meet these regulatory obligations and each signatory's consent is required to undertake a CRA assessment.

- ♦ I wish to opt-out of receiving marketing information about other products or services BFS offers Yes
- ♦ I wish to opt-out of receiving paper Statements Yes
- ♦ I wish to have BFSOnline access to be granted (refer to [BFSOnline Application](#) from [www.bfs.org.au](http://www.bfs.org.au)) Yes

Title	Given name	Middle Name	Surname
Driver Licence No			Date of Birth _____ (dd/mm/yyyy)

Residential address

Property Name	Unit No / St No	Street Name	Suburb	State	Postcode

Previous Address *(required if at above address for less than 2 years)*

Property Name	Unit No / St No	Street Name	Suburb	State	Postcode

Contact Details [Please include at least two contact details (e.g. e-mail and phone number) and area code(s)]

Home Phone	( )	Work Phone	( )	Mobile	
Email					

I declare that:

- all the information I have provided in this application form is true, correct, and complete,
  - I have read, understood, and accept the terms and conditions as contained in our 'Product Disclosure Statement and Terms & Conditions – BFS Non Cash Payment Products' as it relates to powers of Authorised Signatories,
  - I consent to the collection, use and disclosure of personal information for the purposes shown in the Privacy Statement on page 9,
  - I consent to BFS and its representatives to act as my agent in seeking access to my credit information held by credit reporting bodies and credit providers. This authority applies to inquiries made by BFS in connection with the provision of services to me by BFS to verify my personal information (including name, residential address, and date of birth) for AML/CTF purposes, and
  - I am authorised to provide the personal details presented and I consent to my information being checked by a CRA, with the document issuer or official record holder for the purposes of confirming my identity.
- Please note you **must** tick the adjacent box for your information to be checked by a CRA.  Yes

*	Date: _____ (dd/mm/yyyy)
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